

File No. 140504

Committee Item No. \_\_\_\_\_

Board Item No. 50

**COMMITTEE/BOARD OF SUPERVISORS**  
AGENDA PACKET CONTENTS LIST

Committee \_\_\_\_\_

Date \_\_\_\_\_

Board of Supervisors Meeting

Date July 29, 2014

**Cmte Board**

- Motion
- Resolution
- Ordinance
- Legislative Digest
- Budget Analyst Report
- Legislative Analyst Report
- Introduction Form (for hearings)
- Department/Agency Cover Letter and/or Report
- MOU
- Grant Information Form
- Grant Budget
- Subcontract Budget
- Contract/Agreement
- Award Letter
- Application
- Public Correspondence

**OTHER**

(Use back side if additional space is needed)

- Presidential Action – Memo Dated July 22, 2014
- Ethics Form 126
- \_\_\_\_\_

Completed by: Joy Lamug

Date July 24, 2014

Completed by: \_\_\_\_\_

Date \_\_\_\_\_

An asterisked item represents the cover sheet to a document that exceeds 20 pages. The complete document is in the file.

1 [Contract Amendment - San Francisco AIDS Foundation - Not to Exceed \$14,734,565]

2  
3 **Resolution approving an amendment to the contract between the Department of Public**  
4 **Health and the San Francisco AIDS Foundation to provide HIV prevention services and**  
5 **extend the contract term through June 30, 2016, for an amount not to exceed**  
6 **\$14,734,565.**

7  
8 WHEREAS, The Department of Public Health selected the San Francisco AIDS  
9 Foundation to provide HIV prevention services through a Request for Proposals process in  
10 November 2010; and

11 WHEREAS, To date, the contract based on that selection has been established and  
12 amended in an amount that has not exceeded \$10,000,000; and

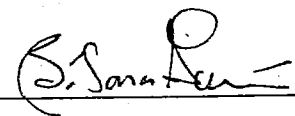
13 WHEREAS, The Department of Public Health wishes to enable the continuation of  
14 services under this contract, which will result in the contract exceeding \$10,000,000 and  
15 requiring the approval of the Board of Supervisors under City Charter, Section 9.118; and

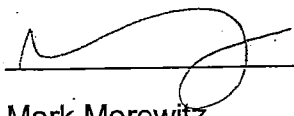
16 WHEREAS, Approval of this contract amendment will enable the continuation of  
17 services by the San Francisco AIDS Foundation through five programs: 1) the Screening  
18 Targeted Populations to Interrupt Ongoing Chains of Transmission (STOP) study; 2) the  
19 Community-based HIV Testing Program; 3) the Stonewall Project; 4) the African American  
20 Prevention Initiative; and the Stonewall Project's Castro/Life HIV Program; and

21 WHEREAS, A copy of this contract amendment is on file with the Clerk of the Board of  
22 Supervisors in File No. 140504, which is hereby declared to be a part of this resolution as if  
23 set forth fully herein; now, therefore, be it

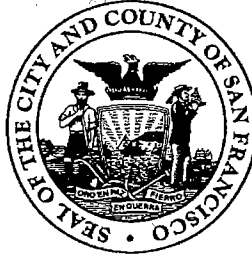
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RESOLVED, That the Board of Supervisors hereby authorizes the Director of Health and the Purchaser, on behalf of the City and County of San Francisco, to execute an amendment to the contract with the San Francisco AIDS Foundation through June 30, 2016, for an amount not to exceed \$14,734,565, to provide for the continuation of the aforementioned HIV prevention services programs.

RECOMMENDED:  
  
Barbara A. Garcia, MPA  
Director of Health

APPROVED:  
  
Mark Morewitz  
Secretary to the Health Commission

President, District 3  
BOARD of SUPERVISORS



Orig. Leg Clerk BOS-11, Aides  
B+F clerk COB, Leg Dep

City Hall  
1 Dr. Carlton B. Goodlett Place, Room 244  
San Francisco 94102-4689  
Tel. No. 554-7450  
Fax No. 554-7454  
TDD/TTY No. 544-5227

DAVID CHIU  
邱信福  
市參事會主席

PRESIDENTIAL ACTION

Date: 7/22/2014

To: Angela Calvillo, Clerk of the Board of Supervisors

RECEIVED  
BOARD OF SUPERVISORS  
SAN FRANCISCO  
JUL 22 PM 3:19

Madam Clerk,  
Pursuant to Board Rules, I am hereby:

Waiving 30-Day Rule (Board Rule No. 3.23)

File No. \_\_\_\_\_  
(Primary Sponsor)

Title. \_\_\_\_\_

Transferring (Board Rule No. 3.3)

File No. 140504 Department \_\_\_\_\_  
(Primary Sponsor)

Title. Contract Amendment - SF AIDS Foundation

From: Budget Committee

To: Board of Supervisors ~~Committee~~

Assigning Temporary Committee Appointment (Board Rule No. 3.1)

Supervisor \_\_\_\_\_

Replacing Supervisor \_\_\_\_\_

For: \_\_\_\_\_ Meeting  
(Date) (Committee)

David Chiu  
David Chiu, President  
Board of Supervisors



File 14-0504

Department:  
Department of Public Health**EXECUTIVE SUMMARY****Legislative Objectives**

The proposed resolution would approve the third amendment to the contract between the Department of Public Health (DPH) and the San Francisco AIDS Foundation to provide HIV prevention services to people living with HIV/AIDS. The proposed third amendment to the contract (1) increases the total contract amount by \$5,304,583 from \$9,429,982 to \$14,734,565, and (2) extends the contract term by two years through June 30, 2016.

**Key Points**

- In September 2011, based on a competitive Request for Proposals process, DPH selected the San Francisco AIDS Foundation to provide HIV prevention services. The original contract was for an amount not-to-exceed \$6,525,447. The original term of the contract was for one year and ten months from September 1, 2011 through June 30, 2013 with eight one-year options to extend the contract at the City's discretion through June 30, 2021.
- DPH has amended the contract two times as follows: (1) increased the contract not-to-exceed amount by \$910,161 to not-to-exceed \$7,435,608, (2) exercised the first one-year option, extending the contract through June 30, 2014 and increasing the not-to-exceed amount by \$1,994,374 to not-to-exceed \$9,429,982.
- These contract extensions did not increase the contract amount above \$10,000,000 or extend the contract term beyond 10 years, and therefore did not require approval by the Board of Supervisors.

**Fiscal Impact**

- The proposed resolution would increase the contract not-to-exceed amount to \$14,734,565 from \$9,429,982, an increase of \$5,304,583 or 56 percent. Total actual expenditures from September 1, 2011 through June 30, 2014 are \$9,052,994; and total budgeted expenditures from July 1, 2014 through June 30, 2016, including a 12 percent contingency are \$5,604, 583, for total actual and budgeted expenditures of \$14,657,577.
- Therefore, the Budget and Legislative Analyst recommends reducing the contract not-to-exceed amount by \$76,988 from the requested \$14,734,565 to the recommended \$14,657,577, based on the budget submitted by DPH.

**Recommendations**

- Amend the proposed resolution to reduce the contract not-to-exceed amount by \$76,988 from the requested \$14,734,565 to the recommended \$14,657,577.
- Approve the resolution as amended.

**MANDATE STATEMENT**

In accordance with Charter Section 9:118(b), any agreement with a term of more than ten years or anticipated expenditures of \$10,000,000 or more, or modifications of such an agreement of more than \$500,000 is subject to Board of Supervisors approval.

**BACKGROUND**

The San Francisco AIDS Foundation, a non-profit organization, was established in 1982 and provides a wide variety of HIV related services. The San Francisco Department of Public Health (DPH) has contracted with the San Francisco AIDS Foundation continuously since 1993 to provide services to People Living with HIV/AIDS and those at risk.

In September 2011, based on a competitive Request for Proposals process, DPH selected the San Francisco AIDS Foundation to provide HIV prevention services. The original contract was for an amount not-to-exceed \$6,525,447. The original term of the contract was for one year and ten months from September 1, 2011 through June 30, 2013 with eight one-year options to extend the contract at the City's discretion through June 30, 2021.

DPH has amended the contract two times as follows:

- The first amendment increased the contract not-to-exceed amount by \$910,161 to not-to-exceed \$7,435,608.
- The second amendment exercised the first one-year option, extending the contract through June 30, 2014 and increasing the not-to-exceed amount by \$1,994,374 to not-to-exceed \$9,429,982.

These contract extensions did not increase the not-to-exceed amount above \$10,000,000 or extend the contract term beyond 10 years, and therefore did not require approval by the Board of Supervisors.

**Services Provided Under Existing San Francisco AIDS Foundation Contract**

The San Francisco AIDS Foundation programs supported by the existing contract include:

- HIV Testing – Stop Study: Evaluates the yield, cost-effectiveness, and feasibility of screening for Acute HIV Infection with a fourth-generation enzyme immunoassay in high-risk/high-incidence settings compared to Nucleic Acid Amplification Test.
- Community-Based HIV Testing: Testing for a wide range of gay men and intravenous drug users, in the Castro and Tenderloin, to ensure that HIV testing and linkage to care are readily accessible for the largest number of people at high risk.
- Stonewall Project: Services to increase status awareness, increase viral load suppression, maintenance or increased levels of protected sex, and increased access to safer injection supplies.

- African-American Prevention Initiative: Deliver a comprehensive set of HIV prevention services to African-American men with diverse backgrounds and prevention needs.
- Stonewall Castro/LIFE Program: Stonewall's Substance Abuse counseling services are available at a new site in the Castro, in close coordination with the HIV testing and gay men's health services and to support Shanti's LIFE program, a health-enhancement and wellness counseling program for people living with HIV.
- Syringe Access Services: Provides access to sterile syringes and safer injection supplies thus ensuring intravenous drug users have clean syringes, and reducing the likelihood of syringe sharing and the risk of HIV transmission among the target population.

#### Expenditures under the current contract

Under the existing contracts, San Francisco AIDS Foundation submits invoices to DPH for the actual costs of salaries, fringe benefits, and other direct costs for reimbursements. According to Ms. Anne Okubo, Deputy Financial Officer at DPH, total expenditures are \$9,052,994 from September 1, 2011 through June 30, 2014. These expenditures are summarized in Table 1 below.

**Table 1: Contract Expenditures through June 30, 2014**

Year	Total
FY 2011-12	\$3,017,037
FY 2012-13	3,570,534
FY 2013-14	2,465,423
<b>Total</b>	<b>\$9,052,994</b>

#### DETAILS OF LEGISLATION

The proposed resolution would approve the third amendment to the contract between DPH and the San Francisco AIDS Foundation to provide HIV prevention services to people living with HIV/AIDS. The proposed third amendment to the contract (1) increases the total contract amount by \$5,304,583 from \$9,429,982 to \$14,734,565, and (2) extends the contract term by two years through June 30, 2016.

#### FISCAL IMPACTS

The proposed increase in the contract not-to-exceed amount of \$5,304,583, from \$9,429,982 to \$14,734,565, increases the contract amount by 56 percent over two years.

The Budget and Legislative Analyst recommends reducing the contract not-to-exceed amount by \$76,988 from the requested \$14,734,565 to the recommended \$14,657,577, based on the budget submitted by DPH, as shown in Table 2 below.

**Table 2: Budget and Legislative Analyst Recommended Reduction**

	<b>Total</b>
FY 2014-15 budget	\$2,502,046
FY 2015-16 budget	2,502,046
12% contingency	600,491
FY 2014-15 and FY 2015-16 budget and contingency, subtotal	5,604,583
Actual expenditures through June 30, 2014	9,052,994
Total actual and budgeted expenditures	14,657,577
Requested contract amount	-14,734,565
<b>Recommended reduction</b>	<b>(\$76,988)</b>

## RECOMMENDATIONS

1. Amend the proposed resolution to reduce the contract not-to-exceed amount by \$76,988 from the requested \$14,734,565 to the recommended \$14,657,577.
2. Approve the resolution as amended.



Edwin Lee  
Mayor

Barbara A. Garcia  
Director of Health

May 12, 2014

Angela Calvillo, Clerk of the Board  
Board of Supervisors  
1 Dr. Carlton B. Goodlett Place, Room 244  
San Francisco, CA 94102-4689

Dear Ms. Calvillo:

Please find enclosed a proposed resolution for Board of Supervisors adoption, approving an amendment to an existing contract between the Department of Public Health (DPH) and the San Francisco AIDS Foundation to provide HIV prevention services.


We are submitting this contract amendment for Board approval under San Francisco Charter Section 9.118, as we project that if services under this contract are continued, the contract total will exceed \$10 million.

Enclosed are:

- An original and four copies of the proposed resolution;
- An original of the subject amendment, signed by the contractor, the Director of Health, and the City Attorney; and
- Form SFEC-126, Notification of Contract Approval, for both the Board of Supervisors and the Mayor.

Calendaring of this request as soon as possible will assist with ensuring timely payment to the contractor. If you need further information, please contact me at 554-2609.

Sincerely,

  
 Jacquie Hale  
 Director, DPH Office of Contracts  
 Management and Compliance

cc: Greg Wagner, Chief Financial Officer, DPH  
 Anne Okubo, DPH Deputy Financial Officer  
 Jacquie Hale, DPH Office of Contract Management and Compliance  
 Tracey Packer, Director, DPH Community Health Equity and Promotion Services

RECEIVED  
 BOARD OF SUPERVISORS  
 SAN FRANCISCO  
 MAY 12 2014 11:37 AM

140504

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

**THIRD Amendment**

This AMENDMENT (this "Amendment") is made as of the 1<sup>st</sup> day of March, 2014, in San Francisco, California, by and between **SAN FRANCISCO AIDS FOUNDATION, P.O. Box 426182, San Francisco, CA 94142-6182** ("Contractor"), and the City and County of San Francisco, a municipal corporation ("City"), acting by and through its Director of the Office of Contract Administration.

**RECITALS**

WHEREAS, City and Contractor have entered into the Agreement (as defined below); and  
WHEREAS, City and Contractor desire to modify the Agreement on the terms and conditions set forth herein to extend contract term to 6/30/2016 and increase compensation amount;

WHEREAS, approval for this Amendment was obtained when the Civil Service Commission approved Contract Number 2007-07/08, on July 7, 2008.

NOW THEREFORE, Contractor and the City agree as follows:

**1. Definitions.** The following definitions shall apply to this Amendment:

**a. Agreement.** The term "Agreement" shall mean the Agreement dated September 01, 2011, (BPHC12000088 and DPHC12000598/DPHC13000261/DPHC14000562), between Contractor and City as amended by the  
First Amendment dated December 1, 2012, (BPHC12000088), and  
Second Amendment dated November 1, 2013, (BPHC12000088).

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

**2. Modifications to the Agreement.** The Agreement is hereby modified as follows:

**a. Section 02, Term of the Agreement currently reads as follows:**

**2. Term of the Agreement.** Subject to Section 1, the term of this Agreement shall be from September 1, 2011 to June 30, 2014.

The City shall have the sole discretion to exercise the following options to extend the Agreement term:

Option 1:	07/01/13 -06/30/14	Exercised
Option 2:	07/01/14 -06/30/15	
Option 3:	07/01/15 -06/30/16	
Option 4:	07/01/16 -06/30/17	
Option 5:	07/01/17 -06/30/18	
Option 6:	07/01/18 -06/30/19	
Option 7:	07/01/19 -06/30/20	
Option 8:	07/01/20 -06/30/21	

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

2. **Term of the Agreement.** Subject to Section 1, the term of this Agreement shall be from September 1, 2011 to June 30, 2016.

The City shall have the sole discretion to exercise the following options to extend the Agreement term:

Option 1:	07/01/13 -06/30/14	Exercised
Option 2:	07/01/14 -06/30/15	Exercised
Option 3:	07/01/15 -06/30/16	Exercised
Option 4:	07/01/16 -06/30/17	
Option 5:	07/01/17 -06/30/18	
Option 6:	07/01/18 -06/30/19	
Option 7:	07/01/19 -06/30/20	
Option 8:	07/01/20 -06/30/21	

b. **Section 05, Compensation, of the Agreement currently reads as follows:**

5. **Compensation.** Compensation shall be made in monthly payments on or before the 30th day of each month for work, as set forth in Section 4 of this Agreement, that the Director of the Public Health Department, in his or her sole discretion, concludes has been performed as of the last day of the immediately preceding month. In no event shall the amount of this Agreement exceed **Nine Million Four Hundred Twenty-Nine Thousand Nine Hundred and Eighty-Two DOLLARS (\$9,429,982)**. The breakdown of costs associated with this Agreement appears in Appendix B, "Calculation of Charges," attached hereto and incorporated by reference as though fully set forth herein. No charges shall be incurred under this Agreement nor shall any payments become due to Contractor until reports, services, or both, required under this Agreement are received from Contractor and approved by Department of Public Health as being in accordance with this Agreement. City may withhold payment to Contractor in any instance in which Contractor has failed or refused to satisfy any material obligation provided for under this Agreement.

In no event shall City be liable for interest or late charges for any late payments.

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

5. **Compensation.** Compensation shall be made in monthly payments on or before the 30th day of each month for work, as set forth in Section 4 of this Agreement, that the Director of the Public Health Department, in his or her sole discretion, concludes has been performed as of the last day of the immediately preceding month. In no event shall the amount of this Agreement exceed **Fourteen Million Seven Hundred Thirty-Four Thousand Five Hundred and Sixty-Five DOLLARS (\$14,734,565)**. The breakdown of costs associated with this Agreement appears in Appendix B, "Calculation of Charges," attached hereto and incorporated by reference as though fully set forth herein. No charges shall be incurred under this Agreement nor shall any payments become due to Contractor until reports, services, or both, required under this Agreement are received from Contractor and approved by Department of Public Health as being in accordance with this Agreement. City may withhold payment to Contractor in any instance in which Contractor has failed or refused to satisfy any material obligation provided for under this Agreement.

c. **Section 08, Submitting False Claims; Monetary Penalties, of the Agreement currently reads as follows:**

**8. Submitting False Claims; Monetary Penalties.** Pursuant to San Francisco Administrative Code §21.35, any contractor, subcontractor or consultant who submits a false claim shall be liable to the City for the statutory penalties set forth in that section. The text of Section 21.35, along with the entire San Francisco Administrative Code is available on the web at <http://www.municode.com/Library/clientCodePage.aspx?clientID=4201>. A contractor, subcontractor or consultant will be deemed to have submitted a false claim to the City if the contractor, subcontractor or consultant: (a) knowingly presents or causes to be presented to an officer or employee of the City a false claim or request for payment or approval; (b) knowingly makes, uses, or causes to be made or used a false record or statement to get a false claim paid or approved by the City; (c) conspires to defraud the City by getting a false claim allowed or paid by the City; (d) knowingly makes, uses, or causes to be made or used a false record or statement to conceal, avoid, or decrease an obligation to pay or transmit money or property to the City; or (e) is a beneficiary of an inadvertent submission of a false claim to the City, subsequently discovers the falsity of the claim, and fails to disclose the false claim to the City within a reasonable time after discovery of the false claim.

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

**8. Submitting False Claims; Monetary Penalties.** Pursuant to San Francisco Administrative Code §21.35, any contractor, subcontractor or consultant who submits a false claim shall be liable to the City for the statutory penalties set forth in that section. The text of Section 21.35, along with the entire San Francisco Administrative Code is available on the web at [http://www.amlegal.com/nxt/gateway.dll/California/administrative/administrativecode?f=templates\\$fn=default.htm\\$3.0\\$vid=amlegal:sanfrancisco\\_ca\\$sync=1](http://www.amlegal.com/nxt/gateway.dll/California/administrative/administrativecode?f=templates$fn=default.htm$3.0$vid=amlegal:sanfrancisco_ca$sync=1). A contractor, subcontractor or consultant will be deemed to have submitted a false claim to the City if the contractor, subcontractor or consultant: (a) knowingly presents or causes to be presented to an officer or employee of the City a false claim or request for payment or approval; (b) knowingly makes, uses, or causes to be made or used a false record or statement to get a false claim paid or approved by the City; (c) conspires to defraud the City by getting a false claim allowed or paid by the City; (d) knowingly makes, uses, or causes to be made or used a false record or statement to conceal, avoid, or decrease an obligation to pay or transmit money or property to the City; or (e) is a beneficiary of an inadvertent submission of a false claim to the City, subsequently discovers the falsity of the claim, and fails to disclose the false claim to the City within a reasonable time after discovery of the false claim.

**d. Section 33, Local Business Enterprise Utilization; Liquidated Damages, of the Agreement currently reads as follows:**

**33. Local Business Enterprise Utilization; Liquidated Damages**

**a. The LBE Ordinance.** Contractor, shall comply with all the requirements of the Local Business Enterprise and Non-Discrimination in Contracting Ordinance set forth in Chapter 14B of the San Francisco Administrative Code as it now exists or as it may be amended in the future (collectively the "LBE Ordinance"), provided such amendments do not materially increase Contractor's obligations or liabilities, or materially diminish Contractor's rights, under this Agreement. Such provisions of the LBE Ordinance are incorporated by reference and made a part of this Agreement as though fully set forth in this section. Contractor's willful failure to comply with any applicable provisions of the LBE Ordinance is a material breach of Contractor's obligations under this Agreement and shall entitle City, subject to any applicable notice and cure provisions set forth in this Agreement, to exercise any of the remedies provided for under this Agreement, under the LBE Ordinance or otherwise available at law or in equity, which remedies shall be cumulative unless this Agreement expressly provides that any remedy is exclusive. In addition, Contractor shall comply fully with all other applicable local, state and federal laws prohibiting discrimination and requiring equal opportunity in contracting, including subcontracting.



**b. Compliance and Enforcement**

If Contractor willfully fails to comply with any of the provisions of the LBE Ordinance, the rules and regulations implementing the LBE Ordinance, or the provisions of this Agreement pertaining to LBE participation, Contractor shall be liable for liquidated damages in an amount equal to Contractor's net profit on this Agreement, or 10% of the total amount of this Agreement, or \$1,000, whichever is greatest. The Director of the City's Human Rights Commission or any other public official authorized to enforce the LBE Ordinance (separately and collectively, the "Director of HRC") may also impose other sanctions against Contractor authorized in the LBE Ordinance, including declaring the Contractor to be irresponsible and ineligible to contract with the City for a period of up to five years or revocation of the Contractor's LBE certification. The Director of HRC will determine the sanctions to be imposed, including the amount of liquidated damages, after investigation pursuant to Administrative Code §14B.17.

By entering into this Agreement, Contractor acknowledges and agrees that any liquidated damages assessed by the Director of the HRC shall be payable to City upon demand. Contractor further acknowledges and agrees that any liquidated damages assessed may be withheld from any monies due to Contractor on any contract with City.

Contractor agrees to maintain records necessary for monitoring its compliance with the LBE Ordinance for a period of three years following termination or expiration of this Agreement, and shall make such records available for audit and inspection by the Director of HRC or the Controller upon request.

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

**33. Local Business Enterprise Utilization; Liquidated Damages**

**a. The LBE Ordinance.** Contractor, shall comply with all the requirements of the Local Business Enterprise and Non-Discrimination in Contracting Ordinance set forth in Chapter 14B of the San Francisco Administrative Code as it now exists or as it may be amended in the future (collectively the "LBE Ordinance"), provided such amendments do not materially increase Contractor's obligations or liabilities, or materially diminish Contractor's rights, under this Agreement. Such provisions of the LBE Ordinance are incorporated by reference and made a part of this Agreement as though fully set forth in this section. Contractor's willful failure to comply with any applicable provisions of the LBE Ordinance is a material breach of Contractor's obligations under this Agreement and shall entitle City, subject to any applicable notice and cure provisions set forth in this Agreement, to exercise any of the remedies provided for under this Agreement, under the LBE Ordinance or otherwise available at law or in equity, which remedies shall be cumulative unless this Agreement expressly provides that any remedy is exclusive. In addition, Contractor shall comply fully with all other applicable local, state and federal laws prohibiting discrimination and requiring equal opportunity in contracting, including subcontracting.

**b. Compliance and Enforcement**

If Contractor willfully fails to comply with any of the provisions of the LBE Ordinance, the rules and regulations implementing the LBE Ordinance, or the provisions of this Agreement pertaining to LBE participation, Contractor shall be liable for liquidated damages in an amount equal to Contractor's net profit on this Agreement, or 10% of the total amount of this Agreement, or \$1,000, whichever is greatest. The Director of the City's Contract Monitoring Division (CMD) or any other public official authorized to enforce the LBE Ordinance (separately and collectively, the "Director of CMD") may also impose other sanctions against Contractor authorized in the LBE Ordinance, including declaring the Contractor to be irresponsible and ineligible to contract with the City for a period of up to five years or revocation of the Contractor's LBE certification. The Director of CMD will

determine the sanctions to be imposed, including the amount of liquidated damages, after investigation pursuant to Administrative Code §14B.17.

By entering into this Agreement, Contractor acknowledges and agrees that any liquidated damages assessed by the Director of the HRC shall be payable to City upon demand. Contractor further acknowledges and agrees that any liquidated damages assessed may be withheld from any monies due to Contractor on any contract with City.

Contractor agrees to maintain records necessary for monitoring its compliance with the LBE Ordinance for a period of three years following termination or expiration of this Agreement, and shall make such records available for audit and inspection by the Director of CMD or the Controller upon request.

e. **Section 34, Nondiscrimination; Penalties, of the Agreement currently reads as follows:**

**34. Nondiscrimination; Penalties**

a. **Contractor Shall Not Discriminate.** In the performance of this Agreement, Contractor agrees not to discriminate against any employee, City and County employee working with such contractor or subcontractor, applicant for employment with such contractor or subcontractor, or against any person seeking accommodations, advantages, facilities, privileges, services, or membership in all business, social, or other establishments or organizations, on the basis of the fact or perception of a person's race, color, creed, religion, national origin, ancestry, age, height, weight, sex, sexual orientation, gender identity, domestic partner status, marital status, disability or Acquired Immune Deficiency Syndrome or HIV status (AIDS/HIV status), or association with members of such protected classes, or in retaliation for opposition to discrimination against such classes.

b. **Subcontracts.** Contractor shall incorporate by reference in all subcontracts the provisions of §§12B.2(a), 12B.2(c)-(k), and 12C.3 of the San Francisco Administrative Code (copies of which are available from Purchasing) and shall require all subcontractors to comply with such provisions. Contractor's failure to comply with the obligations in this subsection shall constitute a material breach of this Agreement.

c. **Nondiscrimination in Benefits.** Contractor does not as of the date of this Agreement and will not during the term of this Agreement, in any of its operations in San Francisco, on real property owned by San Francisco, or where work is being performed for the City elsewhere in the United States, discriminate in the provision of bereavement leave, family medical leave, health benefits, membership or membership discounts, moving expenses, pension and retirement benefits or travel benefits, as well as any benefits other than the benefits specified above, between employees with domestic partners and employees with spouses, and/or between the domestic partners and spouses of such employees, where the domestic partnership has been registered with a governmental entity pursuant to state or local law authorizing such registration, subject to the conditions set forth in §12B.2(b) of the San Francisco Administrative Code.

d. **Condition to Contract.** As a condition to this Agreement, Contractor shall execute the "Chapter 12B Declaration: Nondiscrimination in Contracts and Benefits" form (form HRC-12B-101) with supporting documentation and secure the approval of the form by the San Francisco Human Rights Commission.

e. **Incorporation of Administrative Code Provisions by Reference.** The provisions of Chapters 12B and 12C of the San Francisco Administrative Code are incorporated in this Section by reference and made a part of this Agreement as though fully set forth herein. Contractor shall comply fully with and be bound by all of the provisions that apply to this Agreement under such Chapters,

including but not limited to the remedies provided in such Chapters. Without limiting the foregoing, Contractor understands that pursuant to §§12B.2(h) and 12C.3(g) of the San Francisco Administrative Code, a penalty of \$50 for each person for each calendar day during which such person was discriminated against in violation of the provisions of this Agreement may be assessed against Contractor and/or deducted from any payments due Contractor.

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

**34. Nondiscrimination; Penalties**

**a. Contractor Shall Not Discriminate.** In the performance of this Agreement, Contractor agrees not to discriminate against any employee, City and County employee working with such contractor or subcontractor, applicant for employment with such contractor or subcontractor, or against any person seeking accommodations, advantages, facilities, privileges, services, or membership in all business, social, or other establishments or organizations, on the basis of the fact or perception of a person's race, color, creed, religion, national origin, ancestry, age, height, weight, sex, sexual orientation, gender identity, domestic partner status, marital status, disability or Acquired Immune Deficiency Syndrome or HIV status (AIDS/HIV status), or association with members of such protected classes, or in retaliation for opposition to discrimination against such classes.

**b. Subcontracts.** Contractor shall incorporate by reference in all subcontracts the provisions of §§12B.2(a), 12B.2(c)-(k), and 12C.3 of the San Francisco Administrative Code (copies of which are available from Purchasing) and shall require all subcontractors to comply with such provisions. Contractor's failure to comply with the obligations in this subsection shall constitute a material breach of this Agreement.

**c. Nondiscrimination in Benefits.** Contractor does not as of the date of this Agreement and will not during the term of this Agreement, in any of its operations in San Francisco, on real property owned by San Francisco, or where work is being performed for the City elsewhere in the United States, discriminate in the provision of bereavement leave, family medical leave, health benefits, membership or membership discounts, moving expenses, pension and retirement benefits or travel benefits, as well as any benefits other than the benefits specified above, between employees with domestic partners and employees with spouses, and/or between the domestic partners and spouses of such employees, where the domestic partnership has been registered with a governmental entity pursuant to state or local law authorizing such registration, subject to the conditions set forth in §12B.2(b) of the San Francisco Administrative Code.

**d. Condition to Contract.** As a condition to this Agreement, Contractor shall execute the "Chapter 12B Declaration: Nondiscrimination in Contracts and Benefits" form (form CMD-12B-101) with supporting documentation and secure the approval of the form by the San Francisco Contracts Monitoring Division (formerly 'Human Rights Commission').

**e. Incorporation of Administrative Code Provisions by Reference.** The provisions of Chapters 12B and 12C of the San Francisco Administrative Code are incorporated in this Section by reference and made a part of this Agreement as though fully set forth herein. Contractor shall comply fully with and be bound by all of the provisions that apply to this Agreement under such Chapters, including but not limited to the remedies provided in such Chapters. Without limiting the foregoing, Contractor understands that pursuant to §§12B.2(h) and 12C.3(g) of the San Francisco Administrative Code, a penalty of \$50 for each person for each calendar day during which such person was discriminated against in violation of the provisions of this Agreement may be assessed against Contractor and/or deducted from any payments due Contractor.

**f. Section 48, Modification of Agreement, of the Agreement currently reads as follows:**

**48. Modification of Agreement.** This Agreement may not be modified, nor may compliance with any of its terms be waived, except by written instrument executed and approved in the same manner as this Agreement. Contractor shall cooperate with Department to submit to the Director of HRC any amendment, modification, supplement or change order that would result in a cumulative increase of the original amount of this Agreement by more than 20% (HRC Contract Modification Form).

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

**48. Modification of Agreement.** This Agreement may not be modified, nor may compliance with any of its terms be waived, except by written instrument executed and approved in the same manner as this Agreement. Contractor shall cooperate with Department to submit to the Director of CMD any amendment, modification, supplement or change order that would result in a cumulative increase of the original amount of this Agreement by more than 20% (CMD Contract Modification Form).

**g. Section 58, Graffiti Removal, of the Agreement currently reads as follows:**

**58. Graffiti Removal.** Graffiti is detrimental to the health, safety and welfare of the community in that it promotes a perception in the community that the laws protecting public and private property can be disregarded with impunity. This perception fosters a sense of disrespect of the law that results in an increase in crime; degrades the community and leads to urban blight; is detrimental to property values, business opportunities and the enjoyment of life; is inconsistent with the City's property maintenance goals and aesthetic standards; and results in additional graffiti and in other properties becoming the target of graffiti unless it is quickly removed from public and private property. Graffiti results in visual pollution and is a public nuisance. Graffiti must be abated as quickly as possible to avoid detrimental impacts on the City and County and its residents, and to prevent the further spread of graffiti. Contractor shall remove all graffiti from any real property owned or leased by Contractor in the City and County of San Francisco within forty eight (48) hours of the earlier of Contractor's (a) discovery or notification of the graffiti or (b) receipt of notification of the graffiti from the Department of Public Works. This section is not intended to require a Contractor to breach any lease or other agreement that it may have concerning its use of the real property. The term "graffiti" means any inscription, word, figure, marking or design that is affixed, marked, etched, scratched, drawn or painted on any building, structure, fixture or other improvement, whether permanent or temporary, including by way of example only and without limitation, signs, banners, billboards and fencing surrounding construction sites, whether public or private, without the consent of the owner of the property or the owner's authorized agent, and which is visible from the public right-of-way. "Graffiti" shall not include: (1) any sign or banner that is authorized by, and in compliance with, the applicable requirements of the San Francisco Public Works Code, the San Francisco Planning Code or the San Francisco Building Code; or (2) any mural or other painting or marking on the property that is protected as a work of fine art under the California Art Preservation Act (California Civil Code Sections 987 et seq.) or as a work of visual art under the Federal Visual Artists Rights Act of 1990 (17 U.S.C. §§ 101 et seq.).

Any failure of Contractor to comply with this section of this Agreement shall constitute an Event of Default of this Agreement.

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

**58. Graffiti Removal.: Removed/ Not Used**

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**The following Appendices are being added to or substituted for the Exhibits and/or Appendices, as indicated, in the "Original Agreement" and any subsequent "Amendments", and are titled to support the period of 09/01/11 – 06/30/16.**

Delete Appendix A, Pages 1-11, for the period 09/01/11 – 06/30/14 and substitute Appendix A, Pages 1-12, for the period 09/01/11 – 06/30/16.

Delete Appendix A-2, Pages 1-3, for the period 09/01/11 – 06/30/14 and substitute Appendix A-2, Pages 1-3, for the period 09/01/11 – 06/30/16.

Delete Appendix A-3, Pages 1-5, for the period 09/01/11 – 06/30/14 and substitute Appendix A-3, Pages 1-7, for the period 09/01/11 – 06/30/16.

Delete Appendix A-4, Pages 1-5, for the period 09/01/11 – 06/30/14 and substitute Appendix A-4, Pages 1-7, for the period 09/01/11 – 06/30/16.

Delete Appendix A-5, Pages 1-7, for the period 09/01/11 – 06/30/14 and substitute Appendix A-5, Pages 1-9, for the period 09/01/11 – 06/30/14

Delete Appendix B, Pages 1-7, for the period 09/01/11 – 06/30/14 and substitute Appendix B, Pages 1-9, for the period 09/01/11 – 06/30/16.

Add Appendix B-2d, Pages 1- 7, for the period 07/01/14 – 06/14/15.

Add Appendix B-2e, Pages 1- 7, for the period 07/01/15 – 06/30/16.

Add Appendix B-3c, Pages 1- 7, for the period 07/01/14 - 06/30/15.

Add Appendix B-3d, Pages 1- 7, for the period 07/01/15 - 06/30/16.

Add Appendix B-4d, Pages 1- 8, for the period 07/01/14 – 06/30/15.

Add Appendix B-4e, Pages 1- 7, for the period 07/01/15 – 06/30/16.

Add Appendix B-5c, Pages 1- 8, for the period 07/01/14 – 06/30/15.

Add Appendix B-5d, Pages 1- 8, for the period 07/01/15 – 06/30/16.

Add Appendix F-2d for the period 07/01/14 – 06/30/15, Pages A and B.

Add Appendix F-2e for the period 07/01/15 – 06/30/16, Pages A and B.

Add Appendix F-3c, for the period 07/01/14 – 06/30/15, Pages A and B.

Add Appendix F-3d, for the period 07/01/15 – 06/30/16, Pages A and B.

Add Appendix F-4d, for the period 07/01/14 – 06/30/15, Pages A and B.

Add Appendix F-4e, for the period 07/01/15 – 06/30/16, Pages A and B.

Add Appendix F-5c, for the period 07/01/14 – 06/30/15, Pages A and B.

Add Appendix F-5d, for the period 07/01/15 – 06/30/16, Pages A and B.

Delete Appendix H Insurance, and Substitute Appendix H Insurance.

**3. Effective Date.** Each of the modifications set forth in Section 2 shall be effective on and after the date of this Amendment.

**4. Legal Effect.** Except as expressly modified by this Amendment, all of the terms and conditions of the Agreement shall remain unchanged and in full force and effect.


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

CITY

CONTRACTOR

Recommended by:

SAN FRANCISCO AIDS FOUNDATION

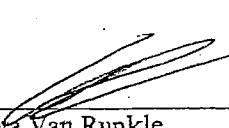
  
BARBARA A. GARCIA, M.P.A. / 3/31/14  
Director of Health / Date


By signing this Agreement, I certify that I comply with the requirements of the Minimum Compensation Ordinance, which entitle Covered Employees to certain minimum hourly wages and compensated and uncompensated time off.

Approved as to Form:

Dennis J. Herrera  
City Attorney

I have read and understood paragraph 35, the City's statement urging companies doing business in Northern Ireland to move towards resolving employment inequities, encouraging compliance with the MacBride Principles, and urging San Francisco companies to do business with corporations that abide by the MacBride Principles.

  
By: Aleeta Van Runkle / 4.7.14  
Deputy City Attorney / Date

  
Neil Giuliano / 3/31/14  
~~Executive Director~~ CHIEF EXECUTIVE OFFICER / Date  
P. O. Box 426182  
San Francisco, CA 94142-6182

Approved:

City vendor number: 16252

\_\_\_\_\_  
Jaci Fong / \_\_\_\_\_  
Director / Date  
Office of Contract  
Administration and Purchaser

**Appendices**

- A: Services to be provided by Contractor
- B: Calculation of Charges
- C: Reserved
- D: Additional Terms
- E: Business Associate Addendum
- F: Invoice
- G: Dispute Resolution Procedure
- H: Insurance Certificates



**Appendix A**  
**Services to be provided by Contractor**

**1. Terms**

**A. Contract Administrator:**

In performing the Services hereunder, Contractor shall report to Tracey Packer, 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 09/01/11-06/30/16 may be found in the following Appendixes:

Appendix A, 09/01/11 – 06/30/16, Pages 4-12	Program Summary
Appendix A-1, 09/01/11 – 06/14/14, Pages 1-2	HIV Testing – STOP Study
Appendix A-2, 09/01/11 – 06/30/16, Pages 1-3	Community Based HIV Testing
Appendix A-3, 09/01/11 – 06/30/16, Pages 1-7	The Stonewall Project
Appendix A-4, 09/01/11 – 06/30/16, Pages 1-7	African American Prevention Initiative
Appendix A-5, 09/01/11 – 06/30/16, Pages 1-9	Stonewall Castro/ LIFE Program
Appendix A-6, 09/01/11 – 06/30/13, Pages 1-3	Syringe Access Services

Contractor: San Francisco AIDS Foundati...  
 Fiscal Year: 2011-2012  
 2012-2013  
 2013-2014  
 2014-2015  
 2015-2016

Appendix A  
 Contract Term: 09.01.11 through 06.30.16  
 Funding Sources: CDC and General Fund

CMS#: 7164

### SUMMARY

**Service Provider(s):** San Francisco AIDS Foundation  
**Fiscal Agency:** San Francisco AIDS Foundation  
**Total Contract Amount:** \$14,134,074  
**System of Care:** HIV Prevention Section (HPS)  
**Provider Address:** 1035 Market Street, Suite 400, San Francisco, CA 94103  
**Provider Phone:** 415-487-3000 **Provider Fax:** 415-487-3094  
**Contact Person:** Richard Hill, Director, Government Contracts  
**Direct Phone #:** 415- 487-8042 **email:** [rhill@sfaf.org](mailto:rhill@sfaf.org)

**Program Name:** Appendix A-1  
 HIV Testing – STOP Study  
**System of Care:** HPS  
**Program Code:** N/A

**Amount:** Year One \$26,583 **Funding Source:** Center for Disease Control  
**Term:** 9.01.11 – 6.14.12

**Definition and # of UOS:** A Unit of Service (UOS) is equivalent to 1 month of Support Activities

<u>Modality</u>	<u>Number of UOS</u>	<u>Number of UDC/NOC</u>
STOP Study Support Activities	10	N/A

**Amount:** Year Two \$50,000 **Funding Source:** Center for Disease Control  
**Term:** 6.15.12 - 6.14.13

**Definition and # of UOS:** A Unit of Service (UOS) is equivalent to 1 month of Support Activities

<u>Modality</u>	<u>Number of UOS</u>	<u>Number of UDC/NOC</u>
STOP Study Support Activities	12	N/A

**Amount:** Year Three \$16,500 **Funding Source:** Center for Disease Control  
**Term:** 6.15.13 – 6.14.14

**Definition and # of UOS:** A Unit of Service (UOS) is equivalent to 1 month of Support Activities

<u>Modality</u>	<u>Number of UOS</u>	<u>Number of UDC/NOC</u>
STOP Study Support Activities	4	N/A

**Target Population:** There is no target population; the study will use specimens collected from clients who already presents for testing at the four sites who have agreed to participate.

**Description of Service:** To support the "Screening Targeted Populations to Interrupt On-going Chains of Transmission with Enhanced Partner Notification" (STOP) Study evaluates the yield, cost-effectiveness, and feasibility of screening for Acute HIV Infection (AHI) with a fourth-generation enzyme immunoassay (EIA) in high-risk/high-incidence settings compared to pooled Nucleic Acid

Contractor: San Francisco AIDS Foundat.  
 Fiscal Year: 2011-2012  
 2012-2013  
 2013-2014  
 2014-2015  
 2015-2016

Appendix A  
 Contract Term: 09.01.11 through 06.30.16  
 Funding Sources: CDC and General Fund

CMS#: 7164

Amplification Test (NAAT). Also, evaluates the yield, cost-effectiveness, and feasibility of enhanced partner notification/contact tracing techniques linked to AHI screening.

<b>Appendix A-2</b>			
<b>Program Name:</b>	Community- Based HIV Testing		
<b>System of Care:</b>	HPS		
<b>Program Code:</b>	N/A		
<b>Amount:</b>	Year One \$ 290,298	<b>Funding Source:</b> Center for Disease Control	
<b>Term:</b>	9.01.11 – 12.31.11		
<b>Definition and # of UOS:</b>	A Unit of Service (UOS) is equivalent to 1 test for 1 client		
	<u>Modality</u>	<u>Number of UOS</u>	<u>Number of UDC/NOC</u>
	Number of test during this period	2,587	2,587
<b>Amount:</b>	Year Two \$870,894	<b>Funding Source:</b> Center for Disease Control	
<b>Term:</b>	1.01.12 - 12.31.12		
<b>Definition and # of UOS:</b>	A Unit of Service (UOS) is equivalent to 1 test for 1 client		
	<u>Modality</u>	<u>Number of UOS</u>	<u>Number of UDC/NOC</u>
	Number of test during this period	8,406	8,406
<b>Amount:</b>	Year Three \$435,447	<b>Funding Source:</b> General Fund	
<b>Term:</b>	1.01.13 – 6.30.13		
<b>Definition and # of UOS:</b>	A Unit of Service (UOS) is equivalent to 1 test for 1 client		
	<u>Modality</u>	<u>Number of UOS</u>	<u>Number of UDC/NOC</u>
	Number of test during this period	4,850	4,850
<b>Amount:</b>	Year Four \$931,457	<b>Funding Source:</b> General Fund	
<b>Term:</b>	7.01.13-6.30.14		
<b>Definition and # of UOS:</b>	A Unit of Service (UOS) is equivalent to 1 test for 1 client		
	<u>Modality</u>	<u>Number of UOS</u>	<u>Number of UDC/NOC</u>
	Number of test during this period	10,180	10,180
<b>Amount:</b>	Year Five \$958,957	<b>Funding Source:</b> General Fund	
<b>Term:</b>	7.01.14-6.30.15		
<b>Definition and # of UOS:</b>	A Unit of Service (UOS) is equivalent to 1 test for 1 client		
	<u>Modality</u>	<u>Number of UOS</u>	<u>Number of UDC/NOC</u>
	Number of test during this period	10,660	10,660

Contractor: San Francisco AIDS Foundati.  
 Fiscal Year: 2011-2012  
 2012-2013  
 2013-2014  
 2014-2015  
 2015-2016

Appendix A  
 Contract Term: 09.01.11 through 06.30.16  
 Funding Sources: CDC and General Fund

CMS#: 7164

**Amount:** Year Six \$958,957 **Funding Source:** General Fund  
**Term:** 7.01.15-6.30.16  
**Definition and # of UOS:** A Unit of Service (UOS) is equivalent to 1 test for 1 client

<u>Modality</u>	<u>Number of UOS</u>	<u>Number of UDC/NOC</u>
Number of test during this period	10,660	10,660

**Target Population:** Gay men and other MSM, IDUs, and TFMS in the Castro and Tenderloin.  
**Description of Service:** The program supports SFAF's HIV testing services for a wide range of gay men and other MSM, IDUs and TFMS in the Castro and Tenderloin, to ensure that HIV testing and linkage to care are readily accessible for the largest number of people at high risk. Additional testing is done at a variety of venues that are frequented by the hardest-to-reach MSM, IDUs, and TFMS.

**Program Name:** Appendix A-3  
**System of Care:** The Stonewall Project  
**Program Code:** HPS  
 N/A

**Amount:** Year One \$294,639 **Funding Source:** General Fund  
**Term:** 9.01.11 – 6.30.12  
**Definition and # of UOS:** A Unit of Service (UOS) is equivalent to 1 of Condom distribution, 1 Event, and 1 Group Hr. 1 month of Social Marketing or 1 Hr. of Risk Reduction Counseling, Prevention CM, and Training.

<u>Modality</u>	<u>Number of UOS</u>	<u>Number of UDC/NOC</u>
Recruitment & Linkages	480	1,920
Events	23	1,265
Groups:	276	920
Individual R.R. Counseling	160	320
Prevention Case Management	240	288
Social Marketing	8	N/A
Condom Distribution	8	N/A
Training	16	80

**Amount:** Year Two \$360,320 **Funding Source:** General Fund  
**Term:** 7.01.12-6.30.13  
**Definition and # of UOS:** A Unit of Service (UOS) is equivalent to 1 of Condom distribution, 1 Event, 1 Group Hr. 1 month of Social Marketing or 1 Hr. of Risk Reduction Counseling, Prevention CM, and Training.

<u>Modality</u>	<u>Number of UOS</u>	<u>Number of UDC/NOC</u>
Recruitment & Linkages	696	2,784
Events	33	1,815
Groups	400	1,334
Individual R.R Counseling	232	464
Prevention Case Management	348	418

Social Marketing	12	N/A
Condom Distribution	12	N/A
Training	23	116

**Year Three**

**Amount:**

\$366,048

**Funding Source:** General Fund

**Term:**

7.01.13 – 6.30.14

**Definition and # of UOS:**

A Unit of Service (UOS) is equivalent to 1 of Condom distribution, 1 Event, 1 Group Hr. 1 month of Social Marketing or 1 Hr. of Risk Reduction Counseling, Prevention 1 month of Social Marketing or 1 Hr. of Risk Reduction Counseling, Prevention CM and Training.

<u>Modality</u>	<u>Number of UOS</u>	<u>Number of UDC/NOC</u>
Recruitment & Linkages	720	2,880
Events	34	1,496
Groups	414	1,380
Individual R.R. Counseling	240	255
Prevention Case Management	359	374
Social Marketing	12	N/A
Condom Distribution	12	N/A
Training	24	120

**Year Four**

**Amount:**

\$366,048

**Funding Source:** General Fund

**Term:**

7.01.14-6.30.15

**Definition and # of UOS:**

A Unit of Service (UOS) is equivalent to 1 of Condom distribution, 1 Event, 1 Group Hr. 1 month of Social Marketing or 1 Hr. of Risk Reduction Counseling, Prevention CM, and Training.

<u>Modality</u>	<u>Number of UOS</u>	<u>Number of UDC/NOC</u>
Recruitment & Linkages	720	2,880
Events	34	1,496
Groups	414	1,380
Individual R. R. Counseling	240	255
Prevention Case Management	359	374
Social Marketing	12	N/A
Condom Distribution	12	N/A
Training	24	120

**Year Five**

**Amount:**

\$366,048

**Funding Source:** General Fund

**Term:**

7.01.15-6.30.16

**Definition and # of UOS:**

A Unit of Service (UOS) is equivalent to 1 of Condom distribution, 1 Event, 1 Group Hr. 1 month of Social Marketing or 1 Hr. of Risk Reduction Counseling, Prevention CM, and Training.

<u>Modality</u>	<u>Number of UOS</u>	<u>Number of UDC/NOC</u>
Recruitment & Linkages	720	2,880
Events	34	1,496
Groups	414	1,380

Contractor: San Francisco AIDS Foundati  
 Fiscal Year: 2011-2012  
 2012-2013  
 2013-2014  
 2014-2015  
 2015-2016

Appendix A  
 Contract Term: 09.01.11 through 06.30.16  
 Funding Sources: CDC and General Fund

CMS#: 7164

Individual R.R. Counseling	240	255
Prevention Case Management	359	374
Social Marketing	12	N/A
Condom Distribution	12	N/A
Training	24	120

**Target Population:** Gay men and other MSM (G/MSM) who reside in San Francisco and use methamphetamine  
 And other substances

**Description of Service:** Stonewall's substance abuse services for MSM and MSM-IDU, focus on increasing status awareness, increasing viral load suppression, maintaining or increasing levels of protected sex, and increasing access to safer injection supplies. Services are delivered in the Castro, Mission, Tenderloin, and SOMA neighborhoods.

**Program Name:** Appendix A-4  
 African American Prevention Initiative

**System of Care:** HPS

**Program Code:** N/A

**Amount:** \$166,339 **Funding Source:** Center for Disease Control

**Term:** 9.01.11 – 12.31.11

**Definition and # of UOS:** A Unit of Service (UOS) is equivalent to 1 HIV test per 1 client, 1 Event, 1 Group Hr. 1 Hr. of Individual Risk Reduction Counseling or 1 linkage to PHAST Program.

Modality	Number of UOS	Number of UDC/NOC
Events	7	287
Groups	223	1,198
HIV Testing	160	160
Individual R.R. Counseling	128	128
Linkages	20	20

**Amount:** \$499,017 **Funding Source:** Center for Disease Control & GF

**Term:** 1.01.12-12.31.12

**Definition and # of UOS:** A Unit of Service (UOS) is equivalent to 1 HIV test per 1 client, 1 Event, 1 Group Hr. 1 Hr. of Individual Risk Reduction Counseling or 1 linkage to PHAST Program.

Modality	Number of UOS	Number of UDC/NOC
Events	20	820
Groups	503	4,272
HIV Testing	433	433
Individual R.R. Counseling	589	589
Linkages	65	65

**Amount:** \$249,508 **Funding Source:** General Fund

Contractor: San Francisco AIDS Founda  
 Fiscal Year: 2011-2012  
 2012-2013  
 2013-2014  
 2014-2015  
 2015-2016

Appendix A  
 Contract Term: 09.01.11 through 06.30.16  
 Funding Sources: CDC and General Fund

CMS#: 7164

**Term:** 1.01.13 – 6.30.13  
**Definition and # of UOS:** A Unit of Service (UOS) is equivalent to 1 HIV test per 1 client, 1 Event, 1 Group Hr. 1 Hr. of Individual Risk Reduction Counseling or 1 linkage to PHAST Program.

<u>Number of UOS</u>	<u>Number of UOS</u>	<u>Number of UDC/NOC</u>
Events	12	492
Groups	290	2,465
HIV Testing	250	250
Individual R.R. Counseling	340	340
Linkages	38	38

**Amount:** \$538,192 **Funding Source:** General Fund

**Term:** 7.01.13 – 6.30.14  
**Definition and # of UOS:** A Unit of Service (UOS) is equivalent to 1 HIV test per 1 client, 1 Event, 1 Group Hr. 1 Hr. of Individual risk Reduction Counseling or 1 linkage to PHAST Program.

<u>Modality</u>	<u>Number of UOS</u>	<u>Number of UDC/NOC</u>
Events	24	984
Groups	580	3,320
HIV Testing	500	500
Individual R.R. Counseling	262	792
Prevention C. Management	200	200

**Amount:** \$538,192 **Funding Source:** General Fund

**Term:** 7.01.14-6.30.15  
**Definition and # of UOS:** A Unit of Service (UOS) is equivalent to 1 HIV test per 1 client, 1 Event, 1 Group Hr. 1 Hr. of Individual Risk Reduction Counseling or 1 Linkage to PHAST Program.

<u>Modality</u>	<u>Number of UOS</u>	<u>Number of UDC/NOC</u>
Events	24	984
Groups: 580	580	3,320
HIV Testing: 500	500	500
Individual R.R. Counseling	262	792
Prevention C. Management	200	200

**Amount:** \$538,192 **Funding Source:** General Fund

**Term:** 7.01.15 - 6.30.16  
**Definition and # of UOS:** A Unit of Service (UOS) is equivalent to 1 HIV test per 1 client, 1 Event, 1 Group Hr. 1 Hr. of Individual Risk Reduction Counseling or 1 Linkage to PHAST Program.

<u>Modality</u>	<u>Number of UOS</u>	<u>Number of UDC/NOC</u>
Events	24	984
Groups	580	3,320
HIV Testing	500	500
Individual R.R. Counseling	262	792



Contractor: San Francisco AIDS Foundati  
 Fiscal Year: 2011-2012  
 2012-2013  
 2013-2014  
 2014-2015  
 2015-2016

Appendix A  
 Contract Term: 09.01.11 through 06.30.16  
 Funding Sources: CDC and General Fund

CMS#: 7164

Prevention C. Management | 200 | 200

**Target Population:** African-American gay men and other MSM (G/MSM) who reside in San Francisco, with a focus on the Tenderloin and Castro neighborhoods.  
**Description of Service:** This Initiative delivers a comprehensive set of HIV prevention services to African American G/MSM with diverse backgrounds and prevention needs. This effort builds on the strengths of SFAF's BBE and STOP AIDS Project's DREAM programs designed specifically to serve African American G/MSM in San Francisco.

**Program Name:** Appendix A-5  
**System of Care:** Stonewall Castro/LIFE Program  
**Program Code:** HPS  
 N/A

**Amount:** Year One \$520,385 **Funding Source:** General Fund  
**Term:** 9.01.11 – 6.30.12

**Definition and # of UOS:** A Unit of Service (UOS) is equivalent to 1 HIV test per 1 client, 1 Group Hr. 1 Hr. of Individual Risk Reduction Counseling, Prevention Case Management, or 1 Hr. of Recruitment and Linkage.

<u>Modality</u>	<u>Number of UOS</u>	<u>Number of UDC/NOC</u>
HIV Testing	400	400
Individual Risk Reduction Counseling	96	192
Prevention Case Management	320	320
Groups	207	690
Shanti LIFE Program - Individual R. R. Counseling	107	107
Shanti LIFE Program - Prevention Case Management	800	640
Shanti LIFE Program – Group	403	1,423
Shanti LIFE Program – Recruitment & Linkage	200	400

**Amount:** Year Two \$592,976 **Funding Source:** General Fund  
**Term:** 7.01.12 - 6.30.13

**Definition and # of UOS:** A Unit of Service (UOS) is equivalent to 1 HIV test per 1 client, 1 Group Hr. 1 Hr. of Individual Risk Reduction Counseling, Prevention Case Management, or 1Hr. of Recruitment and Linkage.

<u>Modality</u>	<u>Number of UOS</u>	<u>Number of UDC/NOC</u>
HIV Testing	580	580
Individual Risk Reduction Counseling	139	278
Prevention Case Management	464	464
Groups	300	1,000
Shanti LIFE Program - Individual R. R. Counseling	155	155
Shanti LIFE Program - Prevention Case Management	1,160	928
Shanti LIFE Program – Groups	584	2,062

Shanti LIFE Program – Recruitment & Linkage | 290 | 580

**Amount:**

Year Three

\$638,849

**Funding Source:** General Fund

**Term:**

7.01.13 – 6.30.14

**Definition and # of UOS:**

A Unit of Service (UOS) is equivalent to 1 HIV test per 1 client, 1 Group Hr.  
1 Hr. of Individual Risk Reduction Counseling, Prevention C. Management, or  
1 Hr. of Recruitment and Linkage.

<u>Modality</u>	<u>Number of UOS</u>	<u>Number of UDC/NOC</u>
HIV Testing	600	600
Individual Risk Reduction Counseling	145	159
Prevention Case Management	480	480
Groups	311	1,035
Shanti LIFE Program - Individual R. R. Counseling	144	144
Shanti LIFE Program - Prevention Case Management	1,080	864
Shanti LIFE Program – Group	604	2,134
Shanti LIFE Program – Recruitment & Linkage	375	750

**Amount:**

Year Four

\$638,849

**Funding Source:** General Fund

**Term:**

7.01.14 – 6.30.15

**Definition and # of UOS:**

A Unit of Service (UOS) is equivalent to 1 HIV test per 1 client, 1 Group Hr.  
1 Hr. of Individual Risk Reduction Counseling, Prevention C. Management, or  
1 Hr. of Recruitment and Linkage.

<u>Modality</u>	<u>Number of UOS</u>	<u>Number of UDC/NOC</u>
HIV Testing	600	600
Individual Risk Reduction Counseling	145	159
Prevention Case Management Groups	480	480
Groups	311	1,035
Shanti LIFE Program - Individual R. R. Counseling	144	144
Shanti LIFE Program - Prevention Case Management	1,080	864
Shanti LIFE Program – Group	604	2,134
Shanti LIFE Program – Recruitment & Linkage	375	750

**Amount:**

Year Five

\$638,849

**Funding Source:** General Fund

**Term:**

7.01.15 – 6.30.16

**Definition and # of UOS:**

A Unit of Service (UOS) is equivalent to 1 HIV test per 1 client, 1 Group Hr.  
1 Hr. of Individual Risk Reduction Counseling, Prevention C. Management, or  
1 Hr. of Recruitment and Linkage.

<u>Modality</u>	<u>Number of UOS</u>	<u>Number of UDC/NOC</u>
HIV Testing	600	600
Individual Risk Reduction Counseling	145	159
Prevention Case Management Groups	480	480

Contractor: San Francisco AIDS Foundati  
 Fiscal Year: 2011-2012  
 2012-2013  
 2013-2014  
 2014-2015  
 2015-2016

Appendix A  
 Contract Term: 09.01.11 through 06.30.16  
 Funding Sources: CDC and General Fund

CMS#: 7164

Groups	311	1,035
Shanti LIFE Program - Individual R. R. Counseling	144	144
Shanti LIFE Program - Prevention Case Management	1,080	864
Shanti LIFE Program – Group	604	2,134
Shanti LIFE Program – Recruitment & Linkage	375	750

**Target Population:**

Gay men and other MSM (G/MSM) who reside in San Francisco and use methamphetamine and other substances.

**Description of Service:**

Stonewall's Substance Abuse counseling services for G/MSM are available at a new site in the Castro, in close coordination with the HIV testing and gay men's health services available at Magnet located a half block away; and to support Shanti's LIFE Program, a health-enhancement and wellness counseling program for people living with HIV.

**Program Name:**  
**System of Care:**  
**Program Code:**

**Appendix A-6**

Syringe Access Services  
 HPS  
 N/A

**Funding Source:** General Fund

**Amount:**  
**Term:**

Year One  
 \$1,061,764  
 9.01.11 – 6.30.12

**Definition and # of UOS:**

A Unit of Service (UOS) is equivalent to 1 hour of service or 1 month of Program Coordination

<u>Modality</u>	<u>Number of UOS</u>	<u>Number of UDC/NOG</u>
Syringe Access Services	2,083	20,000
Program Coordination	8	N/A

**Amount:**  
**Term:**

Year Two  
 \$1,220,765  
 7.01.12-6.30.13

**Definition and # of UOS:**

A Unit of Service (UOS) is equivalent to 1 hour of service or 1 month of Program Coordination

<u>Modality</u>	<u>Number of UOS</u>	<u>Number of UDC/NOG</u>
Syringe Access Services	3,020	29,000
Program Coordination	12	N/A

**Target Population:**

Intravenous drug users (IDUs) throughout San Francisco.

**Description of Service:**

Provides access to sterile syringes and safer injection supplies thus ensuring IDUs have clean syringes, and reducing the likelihood of syringe sharing and the risk of HIV transmission among the target population. SFAF will serve as the lead agency for all syringe access and disposal services in the city, with partners St. James Infirmary, Glide, the Asian & Pacific Islander Wellness Center, and Homeless Youth Alliance.

Contractor: San Francisco AIDS Foundation  
 Program: Community-Based HIV Testing  
 CMS#: 7164

Appendix A-2  
 Contract Term: 09/01/11 through 06/30/16  
 Funding Source: CDC & General Fund

1. **Program Name:** Community-Based HIV Testing  
**Program Address:** 1035 Market Street, Suite 400  
**City, State, Zip Code:** San Francisco, CA 94103  
**Telephone:** (415) 487-3000  
**Facsimile:** (415) 487-3094

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

New     Renewal     **Modification**

3. **Goal Statement**

*Goal: To reduce new HIV infections by 50% by 2017.*

4. **Target Population**

SFAF will provide HIV testing services for a wide range of gay men and other MSM, IDUs, and TFMSM through our HIV testing sites strategically located in the city's two primary HIV epicenters, the Castro and Tenderloin.

5. **Modality(ies)/Interventions**

**09/01/2011 – 12/31/2011**

Units of Service (UOS) Description	Units of Service (UOS)	Number of Contacts (NOC)
<b>HIV Testing</b> 1 UOS = 1 test for 1 client 9,700 tests annually for 4 months x 80% = 2,587 tests. 2,587 tests = 2,587 UOS and 2,587 contacts	2,587	2,587

**01/01/2012 – 12/31/2012**

Units of Service (UOS) Description	Units of Service (UOS)	Number of Contacts (NOC)
<b>HIV Testing</b> 1 UOS = 1 test for 1 client 9,700 tests annually for 8 months x 80% = 5,173 tests. 9,700 tests annually for 4 months x 100% = 3,233 tests. 5,173 + 3,233 = 8,406 tests = 8,406 UOS and 8,406 contacts	8,406	8,406

**01/01/2013 – 6/30/2013**

Units of Service (UOS) Description	Units of Service (UOS)	Number of Contacts (NOC)
<b>HIV Testing</b> 1 UOS = 1 test for 1 client 9,700 tests annually for 6 months x 100% = 4,850 tests. 4,850 tests = 4,850 UOS and 4,850 contacts	4,850	4,850

**07/01/2013 – 06/30/2014**

Units of Service (UOS) Description	Units of Service (UOS)	Number of Contacts (NOC)
<b>HIV Testing</b> 1 UOS = 1 test for 1 client 9,700 tests annually for 12 months x 100% = 9,700 tests. 9,700 tests = 9,700 UOS and 9,700 contacts	9,700	9,700
<b>HIV Mobile Testing</b> 1 UOS = 1 test for 1 client 480 tests annually for 12 months x 100% = 480 tests. 480 tests = 480 UOS and 480 contacts	480	480
<b>TOTAL:</b>	<b>10,180</b>	<b>10,180</b>

**07/01/2014 – 06/30/2015**

Units of Service (UOS) Description	Units of Service (UOS)	Number of Contacts (NOC)
<b>HIV Testing</b> 1 UOS = 1 test for 1 client 9,700 tests annually for 12 months x 100% = 9,700 tests. 9,700 tests = 9,700 UOS and 9,700 contacts	9,700	9,700
<b>HIV Mobile Testing</b> 1 UOS = 1 test for 1 client 960 tests annually for 12 months x 100% = 960 tests. 960 tests = 960 UOS and 960 contacts	960	960
<b>TOTAL:</b>	<b>10,660</b>	<b>10,660</b>

**07/01/2015 – 06/30/2016**

Units of Service (UOS) Description	Units of Service (UOS)	Number of Contacts (NOC)
<b>HIV Testing</b> 1 UOS = 1 test for 1 client 9,700 tests annually for 12 months x 100% = 9,700 tests. 9,700 tests = 9,700 UOS and 9,700 contacts	9,700	9,700
<b>HIV Mobile Testing</b> 1 UOS = 1 test for 1 client 960 tests annually for 12 months x 100% = 960 tests. 960 tests = 960 UOS and 960 contacts	960	960
<b>TOTAL:</b>	<b>10,660</b>	<b>10,660</b>

**6. Methodology**

The San Francisco AIDS Foundation will develop a Program Plan with the HIV Prevention Section which will reflect program requirements of RFP 21-2010 and community planning priorities. This Plan will provide a justification for the UOS and NOC in the grid above will be

reviewed with the HIV Prevention Section and changes to it will be allowed if it is agreed that clients will be more appropriately served and priorities continue to be addressed.

**7. Objectives and Measurements**

**A. Required Objectives**

The San Francisco AIDS Foundation agrees to collect data in the San Francisco data collection system as required and be prepared to report on evaluation, data collection and findings in cooperation with the HIV Prevention Section.

The San Francisco AIDS Foundation will work with the HIV Prevention Section to measure some or all of the following outcomes as appropriate for the service category and data collection system maturity.

Community-Based HIV Testing	
Citywide Goal	System of Prevention Objective
Increase status awareness	<ul style="list-style-type: none"> <li>By 06/30/2014, the SFAF community-based testing program, (Magnet, St James and Glide) will achieve a 1.3% positivity rate as measured by EvaluationWeb and HPS acute infection data.</li> <li>By 06/30/2014, 90% of people testing HIV-positive at SFAF's community-based testing program will be offered partner services as measured by EvaluationWeb.*</li> </ul>
Increase viral load suppression	<ul style="list-style-type: none"> <li>By 06/30/2014, 90% of HIV-positive clients in SFAF's community-based testing program testing positive will be offered linkage to care as measured or documented by EvaluationWeb.*</li> </ul>
Maintain or increase levels of protected sex	<ul style="list-style-type: none"> <li>By 06/30/2014, SFAF's community-based testing program will distribute at least 200,000 condoms (including FC2 condoms) annually as measured by invoices and/or inventory logs managed by the Data Manager.</li> </ul>

\*Programs are not directly responsible for offering linkage to care or partner services. Programs are responsible and should develop objectives for linking HIV-positive clients to the Citywide LNCS Program.

**8. Continuous Quality Improvement**

The San Francisco AIDS Foundation agrees to adhere to the following:

- a. Current HIV Prevention Section, HIV Testing Policies and Procedures which include CDC and State Guidelines,
- b. Any relevant guidelines in the 2010 San Francisco HIV Prevention Plan,
- c. Any and all guidelines developed by the HIV Prevention Section required to implement services to meet the objectives in San Francisco's new System of Prevention.

Contractor: San Francisco AIDS Foundation  
 Program: The Stonewall Project  
 CMS#: 7164

Appendix A-3  
 Contract Term: 09/01/11 through 06/30/16  
 Funding Source: General Fund

1. **Program Name:** The Stonewall Project  
**Program Address:** 1035 Market Street, Suite 400  
**City, State, Zip Code:** San Francisco, CA 94103  
**Telephone:** (415) 487-3000  
**Facsimile:** (415) 487-3094

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

New       Renewal       **Modification**

3. **Goal Statement**

*Goal: To reduce new HIV infections by 50% by 2017.*

4. **Target Population**

The target population of this project is gay men and other MSM (G/MSM) who reside in San Francisco and use methamphetamine and other substances. This includes all G/MSM who are residents of San Francisco regardless of age, race, ethnicity, sexual orientation, gender identity, religion and spirituality, socioeconomic class, partner status, physical and mental ability, or HIV serostatus.

5. **Modality(ies)/Interventions**

09/01/2011 – 06/30/2012

Units of Service (UOS) Description	Units of Service (UOS)	Number of Contacts (NOC)
<b>Recruitment &amp; Linkages</b> 1 UOS = 1 hour 720 hours annually for 10 months x 80% = 480 UOS. 4 contacts/hour x 720 hours annually for 10 months x 80% = 1,920 NOC.	480	1,920
<b>Events</b> 1 UOS = 1 event 34 events annually for 10 months x 80% = 23 UOS. Average of 55 contacts/event = 1,568 NOC.	23	1,265
<b>Groups</b> 1 UOS = 1 hour 276 groups annually for 10 months x 1.5 hour/group x 80% = 276 UOS. 276 groups annually for 10 months x 5 clients/group x 80% = 920 NOC.	276	920
<b>Individual Risk Reduction Counseling</b> 1 UOS = 1 hour 480 sessions annually for 10 months x 0.5 hour/session x 80% =	160	320

160 UOS. 480 sessions annually for 10 months x 1 client/session x 80% = 320 NOC.		
<b>Prevention Case Management</b> 1 UOS = 1 hour 432 sessions annually for 10 months x 0.83 hour/session x 80% = 240 UOS. 432 sessions annually for 10 months x 1 client/session x 80% = 288 NOC.	240	288
<b>Social Marketing</b> 1 UOS = 1 month 10 months of social marketing x 80% = 8 UOS.	8	n/a
<b>Condom Distribution</b> 1 UOS = 1 month 10 months of condom & lube distribution x 80% = 8 UOS.	8	n/a
<b>Training</b> 1 UOS = 1 hour 1 training/month x 10 months x 2 hours each x 80% = 16 UOS. 1 training/month x 10 months x 10 attendees/training x 80% = 80 NOC.	16	80

**07/01/2012 – 06/30/2013**

Units of Service (UOS) Description	Units of Service (UOS)	Number of Contacts (NOC)
<b>Recruitment &amp; Linkages</b> 1 UOS = 1 hour 720 hours annually for 2 months x 80% = 96 UOS. 720 hours annually for 10 months x 100% = 600 UOS. 4 contacts/hour x 720 hours annually for 2 months x 80% = 384 NOC. 4 contacts/hour x 720 hours annually for 10 months x 100% = 2,400 NOC.	696	2,784
<b>Events</b> 1 UOS = 1 event 34 events annually for 2 months x 80% = 5 UOS. 34 events annually for 10 months x 100% = 28 UOS. Average of 55 contacts/event = 1,815 NOC.	33	1,815
<b>Groups</b> 1 UOS = 1 hour 276 groups annually for 2 months x 1.5 hour/group x 80% = 55 UOS. 276 groups annually for 10 months x 1.5 hour/group x 100% = 345 UOS. 276 groups annually for 2 months x 5 clients/group x 80% = 184 NOC. 276 groups annually for 10 months x 5 clients/group x 100% = 1,150 NOC.	400	1,334



<b>Individual Risk Reduction Counseling</b> 1 UOS = 1 hour 480 sessions annually for 2 months x 0.5 hour/session x 80% = 32 UOS. 480 sessions annually for 10 months x 0.5 hour/session x 100% = 200 UOS. 480 sessions annually for 2 months x 1 client/session x 80% = 64 NOC. 480 sessions annually for 10 months x 1 client/session x 100% = 400 NOC.	232	464
<b>Prevention Case Management</b> 1 UOS = 1 hour 432 sessions annually for 2 months x 0.83 hour/session x 80% = 48 UOS. 432 sessions annually for 10 months x 0.83 hour/session x 100% = 300 UOS. 432 sessions annually for 2 months x 1 client/session x 80% = 58 NOC. 432 sessions annually for 10 months x 1 client/session x 100% = 360 NOC.	348	418
<b>Social Marketing</b> 1 UOS = 1 month 2 months of social marketing x 80% = 2 UOS. 10 months of social marketing x 100% = 10 UOS.	12	n/a
<b>Condom Distribution</b> 1 UOS = 1 month 2 months of condom & lube distribution x 80% = 2 UOS. 10 months of condom & lube distribution x 100% = 10 UOS.	12	n/a
<b>Training</b> 1 UOS = 1 hour 1 training/month x 2 months x 2 hours each x 80% = 3 UOS. 1 training/month x 10 months x 2 hours each x 100% = 20 UOS. 1 training/month x 2 months x 10 attendees/training x 80% = 16 NOC. 1 training/month x 10 months x 10 attendees/training x 100% = 100 NOC.	23	116

**07/01/2013 – 06/30/2014**

Units of Service (UOS) Description	Units of Service (UOS)	Number of Contacts (NOC)
<b>Condom Distribution</b> 1 UOS = 1 month 12 months of condom & lube distribution x 100% = 12 UOS.	12	n/a
<b>Events</b> 1 UOS = 1 event 34 events annually for 12 months x 100% = 34 UOS. Average of 44 contacts/event = 1,496 NOC.	34	1,496

<p><b>Groups</b>                  1 UOS = 1 hour                  276 groups annually for 12 months x 1.5 hour/group x 100% = 414 UOS.                  276 groups annually for 12 months x 5 clients/group x 100% = 1,380 NOC.</p>	414	1,380
<p><b>Individual Risk Reduction Counseling</b>                  1 UOS = 1 hour                  255 sessions annually for 12 months x 0.94 hour/session x 100% = 240 UOS.                  255 sessions annually for 12 months x 1 client/session x 100% = 255 NOC.</p>	240	255
<p><b>Prevention Case Management</b>                  1 UOS = 1 hour                  374 sessions annually for 12 months x 0.96 hour/session x 100% = 359 UOS.                  374 sessions annually for 12 months x 1 client/session x 100% = 374 NOC.</p>	359	374
<p><b>Recruitment &amp; Linkages</b>                  1 UOS = 1 hour                  720 hours annually for 12 months x 100% = 720 UOS.                  4 contacts/hour x 720 hours annually for 12 months x 100% = 2,880 NOC.</p>	720	2,880
<p><b>Training</b>                  1 UOS = 1 hour                  1 training/month x 12 months x 2 hours each x 100% = 24 UOS.                  1 training/month x 12 months x 10 attendees/training x 100% = 120 NOC.</p>	24	120
<p><b>Social Marketing</b>                  1 UOS = 1 month                  12 months of social marketing x 100% = 10 UOS.</p>	12	n/a

**07/01/2014 – 06/30/2015**

Units of Service (UOS) Description	Units of Service (UOS)	Number of Contacts (NOC)
<p><b>Recruitment &amp; Linkages</b>                  1 UOS = 1 hour                  720 hours annually for 12 months x 100% = 720 UOS.                  4 contacts/hour x 720 hours annually for 12 months x 100% = 2,880 NOC.</p>	720	2,880
<p><b>Events</b>                  1 UOS = 1 event                  34 events annually for 12 months x 100% = 34 UOS.                  Average of 44 contacts/event = 1,496 NOC.</p>	34	1,496
<p><b>Groups</b>                  1 UOS = 1 hour                  276 groups annually for 12 months x 1.5 hour/group x 100% =</p>	414	1,380

Contractor: San Francisco AIDS Foundation  
 Program: The Stonewall Project  
 CMS#: 7164

Appendix A-3  
 Contract Term: 09/01/11 through 06/30/16  
 Funding Source: General Fund

414 UOS. 276 groups annually for 12 months x 5 clients/group x 100% = 1,380 NOC.		
<b>Individual Risk Reduction Counseling</b> 1 UOS = 1 hour 255 sessions annually for 12 months x 0.94 hour/session x 100% = 240 UOS. 255 sessions annually for 12 months x 1 client/session x 100% = 255 NOC.	240	255
<b>Prevention Case Management</b> 1 UOS = 1 hour 374 sessions annually for 12 months x 0.96 hour/session x 100% = 359 UOS. 374 sessions annually for 12 months x 1 client/session x 100% = 374 NOC.	359	374
<b>Social Marketing</b> 1 UOS = 1 month 12 months of social marketing x 100% = 10 UOS.	12	n/a
<b>Condom Distribution</b> 1 UOS = 1 month 12 months of condom & lube distribution x 100% = 12 UOS.	12	n/a
<b>Training</b> 1 UOS = 1 hour 1 training/month x 12 months x 2 hours each x 100% = 24 UOS. 1 training/month x 12 months x 10 attendees/training x 100% = 120 NOC.	24	120
<b>TOTAL:</b>	<b>1,815</b>	<b>6,505</b>

**07/01/2015 – 06/30/2016**

Units of Service (UOS) Description	Units of Service (UOS)	Number of Contacts (NOC)
<b>Recruitment &amp; Linkages</b> 1 UOS = 1 hour 720 hours annually for 12 months x 100% = 720 UOS. 4 contacts/hour x 720 hours annually for 12 months x 100% = 2,880 NOC.	720	2,880
<b>Events</b> 1 UOS = 1 event 34 events annually for 12 months x 100% = 34 UOS. Average of 44 contacts/event = 1,496 NOC.	34	1,496
<b>Groups</b> 1 UOS = 1 hour 276 groups annually for 12 months x 1.5 hour/group x 100% = 414 UOS. 276 groups annually for 12 months x 5 clients/group x 100% = 1,380 NOC.	414	1,380

<b>Individual Risk Reduction Counseling</b> 1 UOS = 1 hour 255 sessions annually for 12 months x 0.94 hour/session x 100% = 240 UOS. 255 sessions annually for 12 months x 1 client/session x 100% = 255 NOC.	240	255
<b>Prevention Case Management</b> 1 UOS = 1 hour 374 sessions annually for 12 months x 0.96 hour/session x 100% = 359 UOS. 374 sessions annually for 12 months x 1 client/session x 100% = 374 NOC.	359	374
<b>Social Marketing</b> 1 UOS = 1 month 12 months of social marketing x 100% = 10 UOS.	12	n/a
<b>Condom Distribution</b> 1 UOS = 1 month 12 months of condom & lube distribution x 100% = 12 UOS.	12	n/a
<b>Training</b> 1 UOS = 1 hour 1 training/month x 12 months x 2 hours each x 100% = 24 UOS. 1 training/month x 12 months x 10 attendees/training x 100% = 120 NOC.	24	120
<b>TOTAL:</b>	<b>1,815</b>	<b>6,505</b>

**6. Methodology**

Please see Appendix A-2, Section 6.

**7. Objectives and Measurements**

**A. Required Objectives**

The San Francisco AIDS Foundation agrees to collect data in the San Francisco data collection system as required and be prepared to report on evaluation, data collection and findings in cooperation with the HIV Prevention Section.

The San Francisco AIDS Foundation will work with the HIV Prevention Section to measure some or all of the following outcomes as appropriate for the service category and data collection system maturity.

HERR to Address Drivers	
Citywide Goal	System of Prevention Objective
Increase status awareness	<ul style="list-style-type: none"> <li>By 06/30/2014, 90% of males who have sex with males of HIV-negative and unknown status of the SFAF-Stonewall Project will be</li> </ul>

HERR to Address Drivers	
Citywide Goal	System of Prevention Objective
	<p>offered at least one HIV test annually, as measured by client treatment plan and progress notes.</p> <ul style="list-style-type: none"> <li>• By 06/30/2014, 60% of HIV-negative/unknown status MSM clients of The Stonewall Project will report having had an HIV test in the prior 6 months, as measured or documented by self-report, EvaluationWeb and/or client treatment plans.</li> </ul>
Increase viral load suppression	<ul style="list-style-type: none"> <li>• By 06/30/2014, 80% of HIV-positive clients in the SFAF Stonewall Project either testing positive or who have not seen an HIV primary care provider in the prior 6 months will be offered linkage to care as measured or documented by client treatment plans.*</li> </ul>
Maintain or increase levels of protected sex	<ul style="list-style-type: none"> <li>• By 06/30/2014, the SFAF Stonewall Project will distribute at least 50,000 condoms annually as measured by invoices and programs records.</li> </ul>

\*Programs are not directly responsible for offering linkage to care or partner services. Programs are responsible and should develop objectives for linking HIV-positive clients to the Citywide LINCS Program.

## 8. Continuous Quality Improvement

Please see Appendix A-2, Section 8.

Contractor: San Francisco AIDS Foundation  
 Program: African American Prevention Initiative  
 CMS#: 7164

Appendix A-4  
 Contract Term: 09/01/11 through 06/30/16  
 Funding Source: CDC & General Fund

1. **Program Name:** African American Prevention Initiative  
**Program Address:** 1035 Market Street, Suite 400  
**City, State, Zip Code:** San Francisco, CA 94103  
**Telephone:** (415) 487-3000  
**Facsimile:** (415) 487-3094

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

New       Renewal       **Modification**

3. **Goal Statement**

*Goal: To reduce new HIV infections by 50% by 2017.*

4. **Target Population**

The target population of this project is African-American gay men and other MSM (G/MSM) who reside in San Francisco, with a focus on the Tenderloin and Castro neighborhoods.

5. **Modality(ies)/Interventions**

09/01/2011 – 12/31/2011

Units of Service (UOS) Description	Units of Service (UOS)	Number of Contacts (NOC)
<b>Events</b> 1 UOS = 1 event 27 events annually for 4 months x 80% = 7 UOS. Average 41 contacts/event x 7 events = 287 NOC.	7	287
<b>Groups</b> 1 UOS = 1 hour 279 groups annually for 4 months x 3 hour/group x 80% = 223 UOS. 279 groups annually for 4 months x average of 16.1 clients/group x 80% = 1,198 NOC.	223	1,198
<b>HIV Testing</b> 1 UOS = 1 test for 1 client. 600 tests annually for 4 months x 80% = 160 tests. 160 tests = 160 UOS and 160 contacts.	160	160
<b>Individual Risk Reduction Counseling</b> 1 UOS = 1 hour. 480 sessions annually for 4 months x 1 hour/session x 80% = 128 UOS. 480 sessions annually for 4 months x 1 client/session x 80% = 128 NOC.	128	128

<b>Linkage</b> 1 UOS = 1 linkage to LINC'S Program 75 linkages annually for 4 months x 80% = 20 linkages. 20 linkages = 20 UOS and 20 NOC.	20	20
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**01/01/2012 – 12/31/2012**

Units of Service (UOS) Description	Units of Service (UOS)	Number of Contacts (NOC)
<b>Events</b> 1 UOS = 1 event 23 events annually for 8 months x 80% = 12 UOS. 23 events annually for 4 months x 100% = 8 UOS. Average 41 contacts/event x 20 events = 943 NOC.	20	820
<b>Groups</b> 1 UOS = 1 hour 318 groups annually for 8 months x average 1.82 hour/group x 80% = 309 UOS. 318 groups annually for 4 months x average 1.82 hour/group x 100% = 194 UOS. 318 groups annually for 8 months x average of 15.5 clients/group x 80% = 2,629 NOC. 318 groups annually for 4 months x average of 15.5 clients/group x 100% = 1,643 NOC.	503	4,272
<b>HIV Testing</b> 1 UOS = 1 test for 1 client. 500 tests annually for 8 months x 80% = 267 tests. 500 tests annually for 4 months x 100% = 167 tests. 433 tests = 433 UOS and 433 contacts.	433	433
<b>Individual Risk Reduction Counseling</b> 1 UOS = 1 hour. 680 sessions annually for 8 months x 1 hour/session x 80% = 363 UOS. 680 sessions annually for 4 months x 1 hour/session x 100% = 226 UOS. 680 sessions annually for 8 months x 1 client/session x 80% = 363 NOC. 680 sessions annually for 4 months x 1 client/session x 100% = 226 NOC.	589	589
<b>Linkage</b> 1 UOS = 1 linkage to LINC'S Program 75 linkages annually for 8 months x 80% = 40 linkages. 75 linkages annually for 4 months x 100% = 25 linkages. 65 linkages = 65 UOS and 65 NOC.	65	65

**01/01/2013 – 6/30/2013**

Units of Service (UOS) Description	Units of Service (UOS)	Number of Contacts (NOC)
<b>Events</b> 1 UOS = 1 event 23 events annually for 6 months x 100% = 12 UOS. Average 41 contacts/event x 12 events = 492 NOC.	12	492 492 (7.10.13)
<b>Groups</b> 1 UOS = 1 hour 318 groups annually for 6 months x average 1.82 hour/group x 100% = 290 UOS. 318 groups annually for 6 months x average of 15.5 clients/group x 100% = 2,465 NOC.	290	2,465
<b>HIV Testing</b> 1 UOS = 1 test for 1 client. 500 tests annually for 6 months x 100% = 250 tests. 250 tests = 250 UOS and 250 contacts.	250	250
<b>Individual Risk Reduction Counseling</b> 1 UOS = 1 hour. 680 sessions annually for 6 months x 1 hour/session x 100% = 340 UOS. 680 sessions annually for 6 months x 1 client/session x 100% = 340 NOC.	340	340
<b>Linkage</b> 1 UOS = 1 linkage to LINC'S Program 75 linkages annually for 6 months x 100% = 38 linkages. 38 linkages = 38 UOS and 38 NOC.	38	38

**07/01/2013 – 06/30/2014**

Units of Service (UOS) Description	Units of Service (UOS)	Number of Contacts (NOC)
<b>Events</b> 1 UOS = 1 event 24 events annually for 12 months x 100% = 24 UOS. Average 41 contacts/event x 24 events = 984 NOC.	24	984
<b>Groups</b> 1 UOS = 1 hour 193 groups annually for 12 months x average of 3 hours/group x 100% = 580 UOS. 193 groups annually for 12 months x average of 17.2 clients/group x 100% = 3,320 NOC.	580	3,320
<b>HIV Testing</b> 1 UOS = 1 test for 1 client. 500 tests annually for 12 months x 100% = 500 tests.	500	500



500 tests = 500 UOS and 500 contacts.		
<b>Individual Risk Reduction Counseling</b> 1 UOS = 1 hour. 792 sessions annually for 12 months x .33 hour/session x 100% = 262 UOS. 792 sessions annually for 12 months x 1 client/session x 100% = 792 NOC.	262	792
<b>Prevention Case Management</b> 1 UOS = 1 hour. 200 sessions annually for 12 months x 1 hour/session x 100% = 200 UOS. 200 sessions annually for 12 months x 1 client/session x 100% = 200 NOC.	200	200

**07/01/2014 – 06/30/2015**

Units of Service (UOS) Description	Units of Service (UOS)	Number of Contacts (NOC)
<b>Events</b> 1 UOS = 1 event 24 events annually for 12 months x 100% = 24 UOS. Average 41 contacts/event x 24 events = 984 NOC.	24	984
<b>Groups</b> 1 UOS = 1 hour 193 groups annually for 12 months x average of 3 hours/group x 100% = 580 UOS. 193 groups annually for 12 months x average of 17.2 clients/group x 100% = 3,320 NOC.	580	3,320
<b>HIV Testing</b> 1 UOS = 1 test for 1 client. 500 tests annually for 12 months x 100% = 500 tests. 500 tests = 500 UOS and 500 contacts.	500	500
<b>Individual Risk Reduction Counseling</b> 1 UOS = 1 hour. 792 sessions annually for 12 months x .33 hour/session x 100% = 262 UOS. 792 sessions annually for 12 months x 1 client/session x 100% = 792 NOC.	262	792
<b>Prevention Case Management</b> 1 UOS = 1 hour. 200 sessions annually for 12 months x 1 hour/session x 100% = 200 UOS. 200 sessions annually for 12 months x 1 client/session x 100% = 200 NOC.	200	200
<b>TOTAL:</b>	<b>1,566</b>	<b>5,796</b>

**07/01/2015 – 06/30/2016**

Units of Service (UOS) Description	Units of Service (UOS)	Number of Contacts (NOC)
<b>Events</b> 1 UOS = 1 event 24 events annually for 12 months x 100% = 24 UOS. Average 41 contacts/event x 24 events = 984 NOC.	24	984
<b>Groups</b> 1 UOS = 1 hour 193 groups annually for 12 months x average of 3 hours/group x 100% = 580 UOS. 193 groups annually for 12 months x average of 17.2 clients/group x 100% = 3,320 NOC.	580	3,320
<b>HIV Testing</b> 1 UOS = 1 test for 1 client. 500 tests annually for 12 months x 100% = 500 tests. 500 tests = 500 UOS and 500 contacts.	500	500
<b>Individual Risk Reduction Counseling</b> 1 UOS = 1 hour. 792 sessions annually for 12 months x .33 hour/session x 100% = 262 UOS. 792 sessions annually for 12 months x 1 client/session x 100% = 792 NOC.	262	792
<b>Prevention Case Management</b> 1 UOS = 1 hour. 200 sessions annually for 12 months x 1 hour/session x 100% = 200 UOS. 200 sessions annually for 12 months x 1 client/session x 100% = 200 NOC.	200	200
<b>TOTAL:</b>	<b>1,566</b>	<b>5,796</b>

**6. Methodology**

Please see Appendix A-2, Section 6.

**7. Objectives and Measurements**

**A. Required Objectives**

The San Francisco AIDS Foundation agrees to collect data in the San Francisco data collection system as required and be prepared to report on evaluation, data collection and findings in cooperation with the HIV Prevention Section.

The San Francisco AIDS Foundation will work with the HIV Prevention Section to measure some or all of the following outcomes as appropriate for the service category and data collection system maturity.

Community-Based HIV Testing	
Citywide Goal	System of Prevention Objective
Increase status awareness	<ul style="list-style-type: none"> <li>• By 06/30/2014, SFAF African American Special Project will achieve a 1.3% positivity rate as measured by Evaluation Web and HIV acute infection data.</li> <li>• By 06/30/2014, 65% of HIV negative/unknown status African American males who have sex with males of the African American Special Project will report having had an HIV test in the prior 6 months, as measured or documented by self-report, EvaluationWeb.</li> <li>• By 06/30/2014, 90% of people testing HIV-positive at the SFAF African American Special Project will be offered partner services as measured by EvaluationWeb.*</li> </ul>
Increase viral load suppression	<ul style="list-style-type: none"> <li>• By 06/30/2014, 90% of HIV-positive clients in the SFAF African American Special Project either testing positive or who have not seen an HIV primary care provider in the prior 6 months will be offered linkage to care as measured or documented by EvaluationWeb and or administrative data.*</li> </ul>
Maintain or increase levels of protected sex	<ul style="list-style-type: none"> <li>• By 06/30/2014, the SFAF African American Special Project will distribute at least 80,000 condoms annually as measured by invoices.</li> </ul>

HERR to Address Drivers	
Citywide Goal	System of Prevention Objective
Increase status awareness	<ul style="list-style-type: none"> <li>• By 06/30/2014, 90% of HIV-negative/unknown status African American males who have sex with males of the African American Special Project will be offered at least one HIV test annually as measured by administrative data.</li> <li>• By 06/30/2014, 65% of HIV negative/unknown status African American males who have sex with males of the African American Special Project will report having had an HIV test in the prior 6 months, as measured or documented by self-report, EvaluationWeb.</li> </ul>
Increase viral load suppression	<ul style="list-style-type: none"> <li>• By 06/30/2014, 90% of HIV-positive clients in the SFAF African American Special Project either testing positive or who have not seen an HIV primary care provider in the prior 6 months will be offered linkage to care as measured or documented by EvaluationWeb and or</li> </ul>

Contractor: San Francisco AIDS Foundation  
Program: African American Prevention Initiative  
CMS#: 7164

Appendix A-4  
Contract Term: 09/01/11 through 06/30/16  
Funding Source: CDC & General Fund

HERR to Address Drivers	
Citywide Goal	System of Prevention Objective
	administrative data.*
Maintain or increase levels of protected sex	<ul style="list-style-type: none"><li>By 06/30/2014, the SFAF African American Special Project will distribute at least 80,000 condoms annually as measured by invoices.</li></ul>

\*Programs are not directly responsible for offering linkage to care or partner services. Programs are responsible and should develop objectives for linking HIV-positive clients to the Citywide LINC'S Program.

### 8. Continuous Quality Improvement

Please see Appendix A-2, Section 8.

Contractor: San Francisco AIDS Foundation  
 Program: Stonewall Castro/LIFE Program  
 CMS#: 7164

Appendix A-5  
 Contract Term: 09/01/11 through 06/30/16  
 Funding Source: General Fund

1. **Program Name:** Stonewall Castro/LIFE Program  
**Program Address:** 1035 Market Street, Suite 400  
**City, State, Zip Code:** San Francisco, CA 94103  
**Telephone:** (415) 487-3000  
**Facsimile:** (415) 487-3094

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

New     Renewal     **Modification**

3. **Goal Statement**

*Goal: To reduce new HIV infections by 50% by 2017.*

4. **Target Population**

The target population of this project is gay men and other MSM (G/MSM) who reside in San Francisco and use methamphetamine and other substances. This includes all G/MSM who are residents of San Francisco regardless of age, race, ethnicity, sexual orientation, gender identity, religion and spirituality, socioeconomic class, partner status, physical and mental ability, or HIV serostatus.

5. **Modality(ies)/Interventions**

09/01/2011 – 06/30/2012

Units of Service (UOS) Description	Units of Service (UOS)	Number of Contacts (NOC)
<b>HIV Testing</b> 1 UOS = 1 test for 1 client 600 tests annually for 10 months x 80% = 400 tests. 400 tests = 400 UOS and 400 contacts	400	400
<b>Individual Risk Reduction Counseling</b> 1 UOS = 1 hour 288 sessions annually for 10 mos. x 0.5 hr./session x 80% = 96 UOS. 288 sessions annually for 10 mos. x 1 client/session x 80% = 192 NOC.	96	192
<b>Prevention Case Management</b> 1 UOS = 1 hour 480 sessions annually for 10 mos. x 1 hr./session x 80% = 320 UOS. 480 sessions annually for 10 mos. x 1 client/session x 80% = 320 NOC.	320	320
<b>Groups</b> 1 UOS = 1 hour	207	690

207 groups annually for 10 mos. x 1.5 hr./group x 80% = 207 UOS. 207 groups annually for 10 mos. x 5 clients/group x 80% = 690 NOC.		
<b>Shanti L.I.F.E. Program – Individual Risk Reduction Counseling</b> 1 UOS = 1 hour 160 sessions annually for 10 mos. x 1 hr./session x 80% = 107 UOS. 160 sessions annually for 10 mos. x 1 client/session x 80% = 107 NOC.	107	107
<b>Shanti L.I.F.E. Program – Prevention Case Management</b> 1 UOS = 1 hour 960 sessions annually for 10 mos. x 1.25 hr./session x 80% = 800 UOS. 960 sessions annually for 10 mos. x 1 client/session x 80% = 640 NOC.	800	640
<b>Shanti L.I.F.E. Program – Groups</b> 1 UOS = 1 hour 45 groups annually for 10 mos. x 4 hrs./group x 80% = 120 UOS. 5 groups annually for 10 mos. x 8 hrs./group x 80% = 27 UOS. 48 groups annually for 10 mos. x 3.5 hrs./group x 80% = 112 UOS 48 groups annually for 10 mos. x 2 hrs./group x 80% = 64 UOS 48 groups annually for 10 mos. x 2.5 hrs./group x 80% = 80 UOS  194 groups annually for 10 mos. x avg. 11 clients/group x 80% = 1,423 NOC.	403	1,423
<b>Shanti L.I.F.E. Program – Recruitment and Linkage</b> 1 UOS = 1 hour 600 sessions annually for 10 mos. x .5 hr./session x 80% = 200 UOS. 600 sessions annually for 10 mos. x 1 client/session x 80% = 400 NOC.	200	400

**07/01/2012 – 06/30/2013**

Units of Service (UOS) Description	Units of Service (UOS)	Number of Contacts (NOC)
<b>HIV Testing</b> 1 UOS = 1 test for 1 client 600 tests annually for 2 mos. x 80% = 80 tests. 80 tests = 80 UOS and 80 contacts 600 tests annually for 10 mos. x 100% = 500 tests. 500 tests = 500 UOS and 500 contacts	580	580
<b>Individual Risk Reduction Counseling</b> 1 UOS = 1 hour 288 sessions annually for 2 mos. x 0.5 hr./session x 80% = 19	139	278

Contractor: San Francisco AIDS Foundation  
 Program: Stonewall Castro/LIFE Program  
 CMS#: 7164

Appendix A-5  
 Contract Term: 09/01/11 through 06/30/16  
 Funding Source: General Fund

<p>UOS.          288 sessions annually for 10 mos. x 0.5 hr./session x 100% = 120 UOS.          288 sessions annually for 2 mos. x 1 client/session x 80% = 38 NOC.          288 sessions annually for 10 mos. x 1 client/session x 100% = 240 NOC.</p>		
<p><b>Prevention Case Management</b>          1 UOS = 1 hour          480 sessions annually for 2 mos. x 1 hr./session x 80% = 64 UOS.          480 sessions annually for 10 mos. x 1 hr./session x 100% = 400 UOS.          480 sessions annually for 2 mos. x 1 client/session x 80% = 64 NOC.          480 sessions annually for 10 mos. x 1 client/session x 100% = 400 NOC.</p>	464	464
<p><b>Groups</b>          1 UOS = 1 hour          207 groups annually for 2 mos. x 1.5 hr./group x 80% = 41 UOS.          207 groups annually for 10 mos. x 1.5 hr./group x 100% = 259 UOS.          207 groups annually for 2 mos. x 5 clients/group x 80% = 138 NOC.          207 groups annually for 10 mos. x 5 clients/group x 100% = 862 NOC.</p>	300	1,000
<p><b>Shanti L.I.F.E. Program – Individual Risk Reduction Counseling</b>          1 UOS = 1 hour          160 sessions annually for 2 mos. x 1 hr./session x 80% = 21 UOS.          160 sessions annually for 10 mos. x 1 hr./session x 100% = 133 UOS.          160 sessions annually for 2 mos. x 1 client/session x 80% = 21 NOC.          160 sessions annually for 10 mos. x 1 client/session x 100% = 133 NOC.</p>	155	155
<p><b>Shanti L.I.F.E. Program – Prevention Case Management</b>          1 UOS = 1 hour          960 sessions annually for 2 mos. x 1.25 hr./session x 80% = 160 UOS.          960 sessions annually for 10 mos. x 1.25 hr./session x 100% = 1000 UOS.          960 sessions annually for 2 mos. x 1 client/session x 80% = 128 NOC.          960 sessions annually for 10 mos. x 1 client/session x 100% = 800 NOC.</p>	1160	928

<p><b>Shanti L.I.F.E. Program – Groups</b>          1 UOS = 1 hour          45 groups annually for 2 mos. x 4 hrs./group x 80% = 24 UOS.          45 groups annually for 10 mos. x 4 hrs./group x 100% = 150 UOS.          5 groups annually for 2 mos. x 8 hrs./group x 80% = 5 UOS.          5 groups annually for 10 mos. x 8 hrs./group x 100% = 33 UOS.          48 groups annually for 2 mos. x 3.5 hrs./group x 80% = 22 UOS.          48 groups annually for 10 mos. x 3.5 hrs./group x 100% = 140 UOS          48 groups annually for 2 mos. x 2 hrs./group x 80% = 13 UOS.          48 groups annually for 10 mos. x 2 hrs./group x 100% = 80 UOS          48 groups annually for 2 mos. x 2.5 hrs./group x 80% = 16 UOS.          48 groups annually for 10 mos. x 2.5 hrs./group x 100% = 100 UOS            194 groups annually for 2 mos. x avg. 11 clients/group x 80% = 284 NOC.          194 groups annually for 10 mos. x avg. 11 clients/group x 100% = 1,778 NOC.</p>	584	2,062
<p><b>Shanti L.I.F.E. Program – Recruitment and Linkage</b>          1 UOS = 1 hour          600 sessions annually for 2 mos. x .5 hr./session x 80% = 40 UOS.          600 sessions annually for 10 mos. x .5 hr./session x 100% = 250 UOS.          600 sessions annually for 2 mos. x 1 client/session x 80% = 80 NOC.          600 sessions annually for 10 mos. x 1 client/session x 100% = 500 NOC.</p>	290	580

**07/01/2013 – 06/30/2014**

Units of Service (UOS) Description	Units of Service (UOS)	Number of Contacts (NOC)
<p><b>HIV Testing</b>            1 UOS = 1 test for 1 client            600 tests annually for 12 mos. x 100% = 600 tests.            600 tests = 600 UOS and 600 contacts</p>	600	600
<p><b>Individual Risk Reduction Counseling</b>            1 UOS = 1 hour            159 sessions annually for 12 mos. x 0.91 hr./session x 100% = 145 UOS.            159 sessions annually for 12 mos. x 1 client/session x 100% = 159 NOC.</p>	145	159
<p><b>Prevention Case Management</b>            1 UOS = 1 hour</p>	480	480



Contractor: San Francisco AIDS Foundation  
 Program: Stonewall Castro/LIFE Program  
 CMS#: 7164

Appendix A-5  
 Contract Term: 09/01/11 through 06/30/16  
 Funding Source: General Fund

480 sessions annually for 12 mos. x 1 hr./session x 100% = 480 UOS. 480 sessions annually for 12 mos. x 1 client/session x 100% = 480 NOC.		
<b>Groups</b> 1 UOS = 1 hour 207 groups annually for 12 mos. x 1.5 hr./group x 100% = 311 UOS. 207 groups annually for 12 mos. x 5 clients/group x 100% = 1,035 NOC.	311	1,035
<b>Shanti L.I.F.E. Program – Individual Risk Reduction Counseling</b> 1 UOS = 1 hour 144 sessions annually for 12 mos. x 1 hr./session x 100% = 144 UOS. 144 sessions annually for 12 mos. x 1 client/session x 100% = 144 NOC.	144	144
<b>Shanti L.I.F.E. Program – Prevention Case Management</b> 1 UOS = 1 hour 864 sessions annually for 12 mos. x 1.25 hr./session x 100% = 1080 UOS. 864 sessions annually for 12 mos. x 1 client/session x 100% = 864 NOC.	1080	864
<b>Shanti L.I.F.E. Program – Groups</b> 1 UOS = 1 hour 45 groups annually for 12 mos. x 4 hrs./group x 100% = 180 UOS. 5 groups annually for 12 mos. x 8 hrs./group x 100% = 40 UOS. 48 groups annually for 12 mos. x 3.5 hrs./group x 100% = 168 UOS 48 groups annually for 12 mos. x 2 hrs./group x 100% = 96 UOS 48 groups annually for 12 mos. x 2.5 hrs./group x 100% = 120 UOS  194 groups annually for 12 mos. x avg. 11 clients/group x 100% = 2,134 NOC.	604	2,134
<b>Shanti L.I.F.E. Program – Recruitment and Linkage</b> 1 UOS = 1 hour 750 sessions annually for 12 mos. x .5 hr./session x 100% = 375 UOS. 750 sessions annually for 12 mos. x 1 client/session x 100% = 750 NOC.	375	750

07/01/2014 – 06/30/2015

Units of Service (UOS) Description	Units of Service (UOS)	Number of Contacts (NOC)
HIV Testing	600	600

<p>1 UOS = 1 test for 1 client          600 tests annually for 12 mos. x 100% = 600 tests.          600 tests = 600 UOS and 600 contacts</p>		
<p><b>Individual Risk Reduction Counseling</b>          1 UOS = 1 hour          159 sessions annually for 12 mos. x 0.91 hr./session x 100% = 145 UOS.          159 sessions annually for 12 mos. x 1 client/session x 100% = 159 NOC.</p>	145	159
<p><b>Prevention Case Management</b>          1 UOS = 1 hour          480 sessions annually for 12 mos. x 1 hr./session x 100% = 480 UOS.          480 sessions annually for 12 mos. x 1 client/session x 100% = 480 NOC.</p>	480	480
<p><b>Groups</b>          1 UOS = 1 hour          207 groups annually for 12 mos. x 1.5 hr./group x 100% = 311 UOS.          207 groups annually for 12 mos. x 5 clients/group x 100% = 1,035 NOC.</p>	311	1,035
<p><b>Shanti L.I.F.E. Program – Individual Risk Reduction Counseling</b>          1 UOS = 1 hour          144 sessions annually for 12 mos. x 1 hr./session x 100% = 144 UOS.          144 sessions annually for 12 mos. x 1 client/session x 100% = 144 NOC.</p>	144	144
<p><b>Shanti L.I.F.E. Program – Prevention Case Management</b>          1 UOS = 1 hour          864 sessions annually for 12 mos. x 1.25 hr./session x 100% = 1080 UOS.          864 sessions annually for 12 mos. x 1 client/session x 100% = 864 NOC.</p>	1,080	864
<p><b>Shanti L.I.F.E. Program – Groups</b>          1 UOS = 1 hour          45 groups annually for 12 mos. x 4 hrs./group x 100% = 180 UOS.          5 groups annually for 12 mos. x 8 hrs./group x 100% = 40 UOS.          48 groups annually for 12 mos. x 3.5 hrs./group x 100% = 168 UOS          48 groups annually for 12 mos. x 2 hrs./group x 100% = 96 UOS          48 groups annually for 12 mos. x 2.5 hrs./group x 100% = 120 UOS            194 groups annually for 12 mos. x avg. 11 clients/group x 100% = 2,134 NOC.</p>	604	2,134

Contractor: San Francisco AIDS Foundation  
 Program: Stonewall Castro/LIFE Program  
 CMS#: 7164

Appendix A-5  
 Contract Term: 09/01/11 through 06/30/16  
 Funding Source: General Fund

<b>Shanti L.I.F.E. Program – Recruitment and Linkage</b> 1 UOS = 1 hour 750 sessions annually for 12 mos. x .5 hr./session x 100% = 375 UOS. 750 sessions annually for 12 mos. x 1 client/session x 100% = 750 NOC.	375	750
<b>TOTAL:</b>	<b>3,739</b>	<b>6,166</b>

**07/01/2015 – 06/30/2016**

Units of Service (UOS) Description	Units of Service (UOS)	Number of Contacts (NOC)
<b>HIV Testing</b> 1 UOS = 1 test for 1 client 600 tests annually for 12 mos. x 100% = 600 tests. 600 tests = 600 UOS and 600 contacts	600	600
<b>Individual Risk Reduction Counseling</b> 1 UOS = 1 hour 159 sessions annually for 12 mos. x 0.91 hr./session x 100% = 145 UOS. 159 sessions annually for 12 mos. x 1 client/session x 100% = 159 NOC.	145	159
<b>Prevention Case Management</b> 1 UOS = 1 hour 480 sessions annually for 12 mos. x 1 hr./session x 100% = 480 UOS. 480 sessions annually for 12 mos. x 1 client/session x 100% = 480 NOC.	480	480
<b>Groups</b> 1 UOS = 1 hour 207 groups annually for 12 mos. x 1.5 hr./group x 100% = 311 UOS. 207 groups annually for 12 mos. x 5 clients/group x 100% = 1,035 NOC.	311	1,035
<b>Shanti L.I.F.E. Program – Individual Risk Reduction Counseling</b> 1 UOS = 1 hour 144 sessions annually for 12 mos. x 1 hr./session x 100% = 144 UOS. 144 sessions annually for 12 mos. x 1 client/session x 100% = 144 NOC.	144	144
<b>Shanti L.I.F.E. Program – Prevention Case Management</b> 1 UOS = 1 hour 864 sessions annually for 12 mos. x 1.25 hr./session x 100% = 1080 UOS. 864 sessions annually for 12 mos. x 1 client/session x 100% = 864 NOC.	1,080	864
<b>Shanti L.I.F.E. Program – Groups</b>	604	2,134

1 UOS = 1 hour 45 groups annually for 12 mos. x 4 hrs./group x 100% = 180 UOS. 5 groups annually for 12 mos. x 8 hrs./group x 100% = 40 UOS. 48 groups annually for 12 mos. x 3.5 hrs./group x 100% = 168 UOS 48 groups annually for 12 mos. x 2 hrs./group x 100% = 96 UOS 48 groups annually for 12 mos. x 2.5 hrs./group x 100% = 120 UOS  194 groups annually for 12 mos. x avg. 11 clients/group x 100% = 2,134 NOC.		
<b>Shanti L.I.F.E. Program – Recruitment and Linkage</b> 1 UOS = 1 hour 750 sessions annually for 12 mos. x .5 hr./session x 100% = 375 UOS. 750 sessions annually for 12 mos. x 1 client/session x 100% = 750 NOC.	375	750
<b>TOTAL:</b>	<b>3,739</b>	<b>6,166</b>

**6. Methodology**

Please see Appendix A-2, Section 6.

**7. Objectives and Measurements**

**A. Required Objectives**

The San Francisco AIDS Foundation agrees to collect data in the San Francisco data collection system as required and be prepared to report on evaluation, data collection and findings in cooperation with the HIV Prevention Section.

The San Francisco AIDS Foundation will work with the HIV Prevention Section to measure some or all of the following outcomes as appropriate for the service category and data collection system maturity.

Community-Based HIV Testing	
Citywide Goal	System of Prevention Objective
Increase status awareness	<ul style="list-style-type: none"> <li>• By 06/30/2014, SFAF-Stonewall will achieve a 1.3% positivity rate measured by EvaluationWeb and HPS acute infection data.</li> <li>• By 06/30/2014, 60% of HIV-negative/unknown status MSM clients of the The Stonewall Project will report having had an HIV test in the prior 6 months, as measured or documented by self-report, EvaluationWeb and/or Client Treatment plans.</li> </ul>

Community-Based HIV Testing	
	<ul style="list-style-type: none"> <li>By 06/30/2014, 90% of people testing HIV-positive at SFAF will be offered partner services as measured by EvaluationWeb.*</li> </ul>
Increase viral load suppression	<ul style="list-style-type: none"> <li>By 06/30/2014, 80% of HIV-positive clients in The Stonewall Project either testing positive or who have not seen an HIV primary care provider in the prior 6 months will be offered linkage to care as measured or documented by self report or client record.*</li> </ul>
Maintain or increase levels of protected sex	<ul style="list-style-type: none"> <li>By 06/30/2014, the SFAF Stonewall Project will distribute at least 50,000 condoms annually as measured by invoices and/or programs records.</li> </ul>

HERR to Address Drivers	
Citywide Goal	System of Prevention Objective
Increase status awareness	<ul style="list-style-type: none"> <li>By 06/30/2014, 90% of males who have sex with males of SFAF-Stonewall will be offered at least one HIV test annually, as measured by client treatment plans and progress note.</li> </ul>
Increase viral load suppression	<ul style="list-style-type: none"> <li>By 06/30/2014, 80% of HIV-positive clients in The Stonewall Project either testing positive or who have not seen an HIV primary care provider in the prior 6 months will be offered linkage to care as measured or documented by self report or client record.*</li> </ul>
Maintain or increase levels of protected sex	<ul style="list-style-type: none"> <li>By 06/30/2014, the SFAF Stonewall Project will distribute at least 50,000 condoms annually as measured by invoices and/or programs records.</li> </ul>

\*Programs are not directly responsible for offering linkage to care or partner services. Programs are responsible and should develop objectives for linking HIV-positive clients to the Citywide LINCIS Program.

## 8. Continuous Quality Improvement

Please see Appendix A-2, Section 8.

**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 09/01/2011 –06/30/2016 may be found in the following Appendixes:

Appendix B, 09/01/2011 – 06/30/2013, Page 1-9	Budget Summary
Appendix B-1, 09/01/11-06/14/12, Pages 1-4	HIV Testing – STOP Study
Appendix B-1a, 06/15/12-06/14/13, Pages 1-4	HIV Testing – STOP Study
Appendix B-1b, 06/15/13-06/14/14, Pages 1-3	HIV Testing – STOP Study
Appendix B-2, 09/01/11-12/31/11, Pages 1-7	Community Based HIV Testing
Appendix B-2a, 01/01/12-12/31/12, Pages 1-7	Community Based HIV Testing
Appendix B-2b, 01/01/13-06/30/13, Pages 1-7	Community Based HIV Testing
Appendix B-2c, 07/01/13-06/30/14, Pages 1-7	Community Based HIV Testing
Appendix B-2d, 07/01/14-06/30/15, Pages 1-7	Community Based HIV Testing
Appendix B-2e, 07/01/15-06/30/16, Pages 1-7	Community Based HIV Testing
Appendix B-3, 09/01/11-06/30/12, Pages 1-7	The Stonewall Project
Appendix B-3a, 07/01/12-06/30/13, Pages 1-7	The Stonewall Project
Appendix B-3b, 07/01/13-06/30/14, Pages 1-7	The Stonewall Project
Appendix B-3c, 07/01/14-06/30/15, Pages 1-7	The Stonewall Project
Appendix B-3d, 07/01/15-06/30/16, Pages 1-7	The Stonewall Project
Appendix B-4, 09/01/11-12/31/11, Pages 1-8	African American Prevention Initiative
Appendix B-4a, 01/01/12-12/31/12, Pages 1-9	African American Prevention Initiative
Appendix B-4b, 01/01/13-06/30/13, Pages 1-8	African American Prevention Initiative
Appendix B-4c, 07/01/13-06/30/14, Pages 1-9	African American Prevention Initiative
Appendix B-4d, 07/01/14-06/30/15, Pages 1-8	African American Prevention Initiative
Appendix B-4e, 07/01/15-06/30/16, Pages 1-7	African American Prevention Initiative
Appendix B-5, 09/01/11-06/30/12, Pages 1-7	Stonewall Castro/ LIFE Program
Appendix B-5a, 07/01/12-06/30/13, Pages 1-8	Stonewall Castro/ LIFE Program
Appendix B-5b, 07/01/13-06/30/14, Pages 1-9	Stonewall Castro/ LIFE Program
Appendix B-5c, 07/01/14-06/30/15, Pages 1-8	Stonewall Castro/ LIFE Program
Appendix B-5d, 07/01/15-06/30/16, Pages 1-8	Stonewall Castro/ LIFE Program
Appendix B-6, 09/01/11-06/30/12, Pages 1-9	Syringe Access Services
Appendix B-6a, 09/01/11-06/30/12, Pages 1-2	Syringe Access Services
Appendix B-6b, 09/01/11-06/30/12, Pages 1-2	Syringe Access Services
Appendix B-6c, 09/01/11-06/30/12, Pages 1-2	Syringe Access Services
Appendix B-6d, 07/01/12-06/30/13, Pages 1-11	Syringe Access Services

Appendix B-6e, 07/01/12-06/30/13, Pages 1-2  
 Appendix B-6f, 07/01/12-06/30/13, Pages 1-2  
 Appendix B-6g, 07/01/12-06/30/13, Pages 1-2

Syringe Access Services  
 Syringe Access Services  
 Syringe Access Services

B. Contractor understands that, of the maximum dollar obligation listed in Section 5 of this Agreement, **\$600,491** 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	Federal CDC	\$53,166	09/01/11-06/14/12
Original Agreement	Federal CDC	\$1,826,548	09/01/11-12/31/12
Original Agreement	CCSF General Fund	\$3,619,919	09/01/11-06/30/13
Original Agreement	CCSF General Children Fund	\$326,659	09/01/11-06/30/13
Internal Contract Revision #1	CCSF General Fund	\$63,525	09/01/11-06/30/12
Amendment #1	Federal CDC	\$23,417	06/15/12-06/14/13
Amendment #1	Federal CDC	-\$648,595	01/01/12-12/31/12
Amendment #1	CCSF General Fund	\$1,370,894	01/01/12-06/30/13
Amendment #1	CCSF General Children Fund	\$3,403	07/01/12-06/30/13
Amendment #2	Federal CDC	\$16,500	06/15/13-06/14/14
Amendment #2	CCSF General Fund	\$2,474,546	07/01/13-06/30/14
Amendment #3	CCSF General Fund	<b>\$5,004,092</b>	07/01/14-06/30/16
		<b>\$14,134,074</b>	
	Contingency	<b>\$600,491</b>	
		<b>\$14,734,565</b>	

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	
1	Check one:						Appendix B Page 3				
2	<input type="checkbox"/> New <input type="checkbox"/> Renewal <input checked="" type="checkbox"/> Modification						Appendix Term: 9/1/11 - 6/30/16				
3	If modification, Effective Date of Mod. 7/1/14 No. of Mod. 3										
4	FISCAL YEAR: 2014-15						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: San Francisco AIDS Foundation										
9											
10	APPENDIX NUMBER (Narrative/Budget)			A-1/B-1	A-1/B-1a	A-2/B-2	A-2/B-2a	A-2/B-2b			
11	APPENDIX TERM:			9/1/11-6/14/12	6/15/12-6/14/13	9/1/11-12/31/11	1/1/12-12/31/12	1/1/13-6/30/13	TOTALS		
12	<b>EXPENSES:</b>										
13	SALARIES & EMPLOYEE BENEFITS			21,274	41,879	169,097	507,289	253,644	993,183		
14	OPERATING EXPENSE			\$ 2,892	3,576	94,810	284,433	142,218	527,929		
15	CAPITAL OUTLAY (COST \$5,000 AND OVER)			0	0	0	0	0	0		
16	SUBTOTAL DIRECT COSTS			24,166	45,455	263,907	791,722	395,862	1,521,112		
17	INDIRECT COST AMOUNT:			2,417	4,545	26,391	79,172	39,585	152,110		
18	INDIRECT RATE:			10.0%	10.0%	10.0%	10.0%	10.0%			
19	<b>TOTAL EXPENSES:</b>			<b>26,583</b>	<b>50,000</b>	<b>290,298</b>	<b>870,894</b>	<b>435,447</b>	<b>1,673,222</b>		
20											
21	<b>REVENUES:</b>										
22											
23											
33											
34											
35	<b>HIV PREVENTION SECTION (HPS) FUNDING SOURCES:</b>										
36	CDC Grant (HIV Prevention Project)			26,583	50,000	290,298	479,451		846,332		
37	General Fund						391,443	435,447	826,890		
38	Other Funding Source (Identify by name)								0		
39	Children General Fund								0		
40	<b>TOTAL HIV PREVENTION SECTION FUNDING SOURCES:</b>			<b>26,583</b>	<b>50,000</b>	<b>290,298</b>	<b>870,894</b>	<b>435,447</b>	<b>1,673,222</b>		
41											
42	<b>CHPP FUNDING SOURCES:</b>										
49											
50											
51											
52	<b>CHPP FUNDING SOURCES:</b>										
61	<b>TOTAL CHPP FUNDING SOURCES:</b>										
62											
63	<b>MCAH FUNDING SOURCES:</b>										
80	<b>TOTAL MCAH FUNDING SOURCES:</b>										
81											
82	<b>TOTAL DPH REVENUES:</b>			<b>26,583</b>	<b>50,000</b>	<b>290,298</b>	<b>870,894</b>	<b>435,447</b>	<b>1,673,222</b>		
89	<b>TOTAL OTHER/NON-DPH REVENUE:</b>										
90											
91	<b>TOTAL REVENUES (DPH AND NON-DPH)</b>			<b>26,583</b>	<b>50,000</b>	<b>290,298</b>	<b>870,894</b>	<b>435,447</b>	<b>1,673,222</b>		
92	Prepared by/Phone # Lary Zapatka / 415-487-3055										



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	
1	Check one:							<b>Appendix B Page 4</b>				
2	[ ] New [ ] Renewal [X] Modification							<b>Appendix Term: 9/1/11 - 6/30/16</b>				
3	If modification, Effective Date of Mod. 7/1/14 No. of Mod. 3											
4	FISCAL YEAR: 2014-15										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: San Francisco AIDS Foundation											
9												
10	APPENDIX NUMBER (Narrative/ Budget)				A-3/B-3	A-3/B-3a	A-4/B-4	A-4/B-4a	A-4/B-4b			
11	APPENDIX TERM:				9/1/11-6/30/12	7/1/12-6/30/13	9/1/11-12/31/11	1/1/12-12/31/12	1/1/13-6/30/13	TOTALS		
12	<b>EXPENSES:</b>											
13	SALARIES & EMPLOYEE BENEFITS				207,512	249,014	72,707	218,123	164,319	1,904,858		
14	OPERATING EXPENSE				60,342	78,549	\$ 78,510	235,529	62,506	1,043,365		
15	CAPITAL OUTLAY (COST \$5,000 AND OVER)				0	0	0	0	0	0		
16	SUBTOTAL DIRECT COSTS				267,854	327,563	151,217	453,652	226,825	2,948,223		
17	INDIRECT COST AMOUNT:				26,785	32,757	15,123	45,365	22,683	294,823		
18	INDIRECT RATE:				10.0%	10.0%	10.0%	10.0%	10.0%	10.0%		
19	<b>TOTAL EXPENSES:</b>				<b>294,639</b>	<b>360,320</b>	<b>166,340</b>	<b>499,017</b>	<b>249,508</b>	<b>3,243,046</b>		
21	<b>REVENUES:</b>											
22												
23												
33												
34												
35	<b>HIV PREVENTION SECTION (HPS) FUNDING SOURCES:</b>											
36	CDC Grant (HIV Prevention Project)						166,340	241,864	0	1,254,536		
37	General Fund				294,639	360,320		257,153	249,508	1,988,510		
38	Other Funding Source (Identify by name)									0		
39	Children General Fund									0		
40	<b>TOTAL HIV PREVENTION SECTION FUNDING SOURCES:</b>				<b>294,639</b>	<b>360,320</b>	<b>166,340</b>	<b>499,017</b>	<b>249,508</b>	<b>3,243,046</b>		
41												
42												
49												
50												
51												
52	<b>CHPP FUNDING SOURCES:</b>											
61	<b>TOTAL CHPP FUNDING SOURCES:</b>											
62												
63	<b>MCAH FUNDING SOURCES:</b>											
80	<b>TOTAL MCAH FUNDING SOURCES:</b>											
81												
82	<b>TOTAL DPH REVENUES:</b>				<b>294,639</b>	<b>360,320</b>	<b>166,340</b>	<b>499,017</b>	<b>249,508</b>	<b>3,243,046</b>		
89	<b>TOTAL OTHER/ NON DPH REVENUE:</b>									0		
90												
91	<b>TOTAL REVENUES (DPH AND NON-DPH)</b>				<b>294,639</b>	<b>360,320</b>	<b>166,340</b>	<b>499,017</b>	<b>249,508</b>	<b>3,243,046</b>		
92	Prepared by/Phone # Larry Zapatka / 415-487-3055											

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	
1	Check one:							Appendix B Page 5				
2	<input type="checkbox"/> New <input type="checkbox"/> Renewal <input checked="" type="checkbox"/> Modification							Appendix Term: 9/1/11 - 6/30/16				
3	If modification, Effective Date of Mod. 7/1/14 No. of Mod. 3											
4	FISCAL YEAR: 2014-15							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: San Francisco AIDS Foundation											
9												
10	APPENDIX NUMBER (Narrative/ Budget)				A-5/B-5	A-5/B-5a	A-6/B-6	A-6/B-6a	A/6/B-6b			
11	APPENDIX TERM:				9/1/21-6/30/12	7/1/12-6/30/13	9/1/11-6/30/12	9/1/11-6/30/12	9/1/11-6/30/12	TOTALS		
12	<b>EXPENSES</b>											
13	SALARIES & EMPLOYEE BENEFITS				120,563	144,675	208,074	0	0	2,378,170		
14	OPERATING EXPENSE				338,335	378,769	\$ 622,182	68,665	60,407	2,511,723		
15	CAPITAL OUTLAY (COST \$5,000 AND OVER)				0	0	0	0	0	0		
16	SUBTOTAL DIRECT COSTS				458,898	523,444	830,256	68,665	60,407	4,889,893		
17	INDIRECT COST AMOUNT:				61,487	69,532	83,026	6,866	6,041	521,775		
18	INDIRECT RATE :				13.4%	13.3%	10.0%	10.0%	10.0%			
19	<b>TOTAL EXPENSES:</b>				<b>520,385</b>	<b>592,976</b>	<b>913,282</b>	<b>75,531</b>	<b>66,448</b>	<b>5,411,668</b>		
20												
21	<b>REVENUES</b>											
22												
23												
33												
34												
35	<b>HIV PREVENTION SECTION (HPS) FUNDING SOURCES</b>											
36	CDC Grant (HIV Prevention Project)									1,254,536		
37	General Fund				520,385	592,976	913,282			4,015,153		
38	Other Funding Source (Identify by name)									0		
39	Children General Fund							75,531	66,448	141,979		
40	<b>TOTAL HIV PREVENTION SECTION FUNDING SOURCES</b>				<b>520,385</b>	<b>592,976</b>	<b>913,282</b>	<b>75,531</b>	<b>66,448</b>	<b>5,411,668</b>		
41												
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52	<b>CHPP FUNDING SOURCES</b>											
61	<b>TOTAL CHPP FUNDING SOURCES</b>											
62												
63	<b>MCAH FUNDING SOURCES</b>											
80	<b>TOTAL MCAH FUNDING SOURCES</b>											
81												
82	<b>TOTAL DPH REVENUES</b>				<b>520,385</b>	<b>592,976</b>	<b>913,282</b>	<b>75,531</b>	<b>66,448</b>	<b>5,411,668</b>		
89	<b>TOTAL OTHER/NON-DPH REVENUE</b>											
90												
91	<b>TOTAL REVENUES (DPH AND NON-DPH)</b>				<b>520,385</b>	<b>592,976</b>	<b>913,282</b>	<b>75,531</b>	<b>66,448</b>	<b>5,411,668</b>		
92	Prepared by/Phone # Larry Zapatka / 415-487-3055											

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	
1	Check one:							Appendix B Page 6				
2	<input type="checkbox"/> New <input type="checkbox"/> Renewal <input checked="" type="checkbox"/> Modification							Appendix Term: 9/1/11 - 6/30/16				
3	If modification, Effective Date of Mod. 7/1/14 No. of Mod. 3											
4	FISCAL YEAR: 2014-15							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: San Francisco AIDS Foundation											
9												
10	APPENDIX NUMBER (Narrative/ Budget)				A-6/B-6C	A-6/B-6d	A-6/B-6e	A-6/B-6f	A-6/B-6g			
11	APPENDIX TERM:				9/1/11-6/30/12	7/1/12-6/30/13	7/1/12-6/30/13	7/1/12-6/30/13	7/1/12-6/30/13	TOTALS		
12	<b>EXPENSES:</b>											
13	SALARIES & EMPLOYEE BENEFITS				0	249,690	0	0	0	2,627,860		
14	OPERATING EXPENSE				5,912	695,024	83,972	73,874	7,230	3,377,735		
15	CAPITAL OUTLAY (COST \$5,000 AND OVER)				0	0	0	0	0	0		
16	SUBTOTAL DIRECT COSTS				5,912	944,714	83,972	73,874	7,230	6,005,595		
17	INDIRECT COST AMOUNT:				591	94,471	8,396	7,386	722	633,341		
18	INDIRECT RATE :				10.0%	10.0%	10.0%	10.0%	10.0%	10.5%		
	<b>TOTAL EXPENSES:</b>				<b>6,503</b>	<b>1,039,185</b>	<b>92,368</b>	<b>81,260</b>	<b>7,952</b>	<b>6,638,936</b>		
19	<b>REVENUES:</b>											
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33												
34												
35	<b>HIV PREVENTION SECTION (HPS) FUNDING SOURCES:</b>											
36	CDC Grant (HIV Prevention Project)									1,254,536		
37	General Fund					1,039,185				5,054,338		
38	Other Funding Source (identify by name)									0		
39	Children General Fund				6,503		92,368	81,260	7,952	330,062		
40	<b>TOTAL HIV PREVENTION SECTION FUNDING SOURCES:</b>				<b>6,503</b>	<b>1,039,185</b>	<b>92,368</b>	<b>81,260</b>	<b>7,952</b>	<b>6,638,936</b>		
41												
42	<b>GENERAL FUND FUNDING SOURCES (HPS) FUNDING SOURCES:</b>											
43												
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50												
51												
52	<b>CHPP FUNDING SOURCES:</b>											
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57												
58												
59												
60												
61	<b>TOTAL CHPP FUNDING SOURCES:</b>											
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63	<b>MCAH FUNDING SOURCES:</b>											
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82	<b>TOTAL DPH REVENUES:</b>				<b>6,503</b>	<b>1,039,185</b>	<b>92,368</b>	<b>81,260</b>	<b>7,952</b>	<b>6,638,936</b>		
83	<b>TOTAL OTHER/NON-DPH REVENUE:</b>											
84												
85												
86												
87												
88												
89												
90												
91	<b>TOTAL REVENUES (DPH AND NON-DPH)</b>				<b>6,503</b>	<b>1,039,185</b>	<b>92,368</b>	<b>81,260</b>	<b>7,952</b>	<b>6,638,936</b>		
92	Prepared by/Phone # Larry Zaparka / 415-487-3055											

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	
1	Check one:							Appendix B Page 7				
2	<input type="checkbox"/> New		<input type="checkbox"/> Renewal		<input checked="" type="checkbox"/> Modification			Appendix Term: 9/1/11 - 6/30/16				
3	If modification, Effective Date of Mod. 7/1/14				No. of Mod. 3							
4	FISCAL YEAR: 2014-15										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: San Francisco AIDS Foundation											
9												
10	APPENDIX NUMBER (Narrative/ Budget)				A-1/B-1b	A-2/B-2c	A-3/B-3b	A-4/B-4c	A-5/B-5b			
11	APPENDIX TERM:				7/1/13- 6/30/14	7/1/13- 6/30/14	7/1/13- 6/30/14	7/1/13- 6/30/14	7/1/13- 6/30/14	TOTALS		
12	<b>EXPENSES:</b>											
13	SALARIES & EMPLOYEE BENEFITS				13,205	556,284	277,534	381,887	178,889	4,035,659		
14	OPERATING EXPENSE				1,795	290,494	55,237	107,380	386,024	4,218,665		
15	CAPITAL OUTLAY (COST \$5,000 AND OVER)				0	0	0	0	0	0		
16	SUBTOTAL DIRECT COSTS				15,000	846,778	332,771	489,268	564,913	8,254,324		
17	INDIRECT COST AMOUNT:				1,500	84,678	33,277	48,923	73,936	875,652		
18	INDIRECT RATE:				10.0%	10.0%	10.0%	10.0%	13.1%	10.6%		
19	<b>TOTAL EXPENSES:</b>				<b>16,500</b>	<b>931,456</b>	<b>366,048</b>	<b>538,190</b>	<b>638,849</b>	<b>9,129,982</b>		
20												
21	<b>REVENUES:</b>											
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35	<b>HIV PREVENTION SECTION (HPS) FUNDING SOURCES:</b>											
36	CDC Grant (HIV Prevention Project)				16,500					1,271,036		
37	General Fund					931,457	366,048	538,192	638,849	7,528,884		
38	Other Funding Source (identify by name)									0		
39	Children General Fund									330,061		
40	<b>TOTAL HIV PREVENTION SECTION FUNDING SOURCES</b>				<b>16,500</b>	<b>931,457</b>	<b>366,048</b>	<b>538,192</b>	<b>638,849</b>	<b>9,129,982</b>		
41												
42	<b>HIV HEALTH SERVICES (HHS) FUNDING SOURCES:</b>											
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52	<b>CHPP FUNDING SOURCES:</b>											
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59												
60												
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62												
63	<b>MCAH FUNDING SOURCES:</b>											
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81												
82	<b>TOTAL DPH REVENUES</b>				<b>16,500</b>	<b>931,457</b>	<b>366,048</b>	<b>538,192</b>	<b>638,849</b>	<b>9,129,982</b>		
83	<b>TOTAL OTHER/NON-DPH REVENUE</b>									0		
84												
85												
86												
87												
88												
89												
90												
91	<b>TOTAL REVENUES (DPH AND NON-DPH)</b>				<b>16,500</b>	<b>931,457</b>	<b>366,048</b>	<b>538,192</b>	<b>638,849</b>	<b>9,129,982</b>		
92	Prepared by/Phone # Larry Zapatka / 415-487-3055											

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

Check one: <input type="checkbox"/> New <input type="checkbox"/> Renewal <input checked="" type="checkbox"/> Modification		Appendix B    Page 8				
If modification, Effective Date of Mod. 7/1/14      No. of Mod. 3		Appendix Term: 9/1/11 - 6/30/16				
FISCAL YEAR: 2014-15		DPH1				
LEGAL ENTITY/ ORGANIZATION NAME: San Francisco AIDS Foundation		VENDOR ID (DPH USE ONLY):				
LEGAL ENTITY CODE: (CBHS Only)						
CONTRACTOR/ PROVIDER NAME: San Francisco AIDS Foundation						
PROGRAM/ PROVIDER NAME: San Francisco AIDS Foundation						
APPENDIX NUMBER (Narrative/ Budget)	A-2/B-2d	A-3/B-3c	A-4/B-4d	A-5/B-5c		
APPENDIX TERM:	7/1/14- 6/30/15	7/1/14- 6/30/15	7/1/14- 6/30/15	7/1/14- 6/30/15		TOTALS
<b>EXPENSES:</b>						
SALARIES & EMPLOYEE BENEFITS	580,269	277,534	381,886	178,889		5,454,237
OPERATING EXPENSE	291,510	55,237	107,380	386,024		5,058,816
CAPITAL OUTLAY (COST \$5,000 AND OVER)	0	0	0	0		0
<b>SUBTOTAL DIRECT COSTS</b>	<b>871,779</b>	<b>332,771</b>	<b>489,265</b>	<b>564,913</b>		<b>10,513,053</b>
INDIRECT COST AMOUNT:	87,178	33,277	48,926	73,936		1,118,969
INDIRECT RATE :	10.0%	10.0%	10.0%	13.1%		10.6%
<b>TOTAL EXPENSES:</b>	<b>958,957</b>	<b>366,048</b>	<b>538,192</b>	<b>638,849</b>		<b>11,632,027</b>
<b>REVENUES:</b>						
<b>HIV PREVENTION SECTION (HPS) FUNDING SOURCES:</b>						
CDC Grant (HIV Prevention Project)						1,271,036
General Fund	958,957	366,048	538,192	638,849		10,030,930
Other Funding Source (identify by name)						0
Children General Fund						330,062
<b>TOTAL HIV PREVENTION SECTION FUNDING SOURCES</b>	<b>958,957</b>	<b>366,048</b>	<b>538,192</b>	<b>638,849</b>	<b>0</b>	<b>11,632,028</b>
<b>HIV HEALTH SERVICES (HHS) FUNDING SOURCES:</b>						
<b>TOTAL HIV HEALTH SERVICES FUNDING SOURCES</b>						
<b>CHPP FUNDING SOURCES:</b>						
<b>TOTAL CHPP FUNDING SOURCES</b>						
<b>MCAH FUNDING SOURCES:</b>						
<b>TOTAL MCAH FUNDING SOURCES</b>						
<b>TOTAL DPH REVENUES:</b>	<b>958,957</b>	<b>366,048</b>	<b>538,192</b>	<b>638,849</b>	<b>0</b>	<b>11,632,028</b>
<b>TOTAL OTHER/NON-DPH REVENUE:</b>						
<b>TOTAL REVENUES (DPH AND NON-DPH)</b>	<b>958,957</b>	<b>366,048</b>	<b>538,192</b>	<b>638,849</b>	<b>0</b>	<b>11,632,028</b>

Prepared by/Phone # Larry Zapatka / 415-487-3055

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

Check one: <input type="checkbox"/> New <input type="checkbox"/> Renewal <input checked="" type="checkbox"/> Modification		Appendix B      Page 9				
If modification, Effective Date of Mod. 7/1/14      No. of Mod. 3		Appendix Term: 9/1/11 - 6/30/16				
FISCAL YEAR: 2014-15						DPH1
LEGAL ENTITY/ ORGANIZATION NAME: San Francisco AIDS Foundation				VENDOR ID (DPH USE ONLY):		
LEGAL ENTITY CODE: (CBHS Only)						
CONTRACTOR/ PROVIDER NAME: San Francisco AIDS Foundation						
PROGRAM/ PROVIDER NAME: San Francisco AIDS Foundation						
	APPENDIX NUMBER (Narrative/ Budget)	A-2/B-2e	A-3/B-3d	A-4/B-4e	A-5/B-5d	
	APPENDIX TERM:	7/1/15- 6/30/16	7/1/15- 6/30/16	7/1/15- 6/30/16	7/1/15- 6/30/16	CONTRACT TOTALS
<b>EXPENSES:</b>						
	SALARIES & EMPLOYEE BENEFITS	580,269	277,534	381,886	178,889	6,872,815
	OPERATING EXPENSE	291,510	55,237	107,380	386,024	5,898,967
	CAPITAL OUTLAY (COST \$5,000 AND OVER)	0	0	0	0	0
	<b>SUBTOTAL DIRECT COSTS</b>	<b>871,779</b>	<b>332,771</b>	<b>489,265</b>	<b>564,913</b>	<b>12,771,782</b>
	INDIRECT COST AMOUNT:	87,178	33,277	48,926	73,936	1,362,286
	INDIRECT RATE :	10.0%	10.0%	10.0%	13.1%	10.7%
	<b>TOTAL EXPENSES:</b>	<b>958,957</b>	<b>366,048</b>	<b>538,192</b>	<b>638,849</b>	<b>14,134,074</b>
<b>REVENUES:</b>						
<b>HIV PREVENTION SECTION (HPS) FUNDING SOURCES:</b>						
	CDC Grant (HIV Prevention Project)					1,271,036
	General Fund	958,957	366,048	538,192	638,849	12,532,976
	Other Funding Source (Identify by name)					0
	Children General Fund					330,062
	<b>TOTAL HIV PREVENTION SECTION FUNDING SOURCES:</b>	<b>958,957</b>	<b>366,048</b>	<b>538,192</b>	<b>638,849</b>	<b>14,134,074</b>
<b>HIV HEALTH SERVICES (HHS) FUNDING SOURCES:</b>						
<b>CHPP FUNDING SOURCES:</b>						
<b>TOTAL CHPP FUNDING SOURCES:</b>						
<b>MCAH FUNDING SOURCES:</b>						
<b>TOTAL MCAH FUNDING SOURCES:</b>						
	<b>TOTAL DPH REVENUES</b>	<b>958,957</b>	<b>366,048</b>	<b>538,192</b>	<b>638,849</b>	<b>0</b>
	<b>TOTAL OTHER/ NON-DPH REVENUE</b>					
	<b>TOTAL REVENUES (DPH AND NON-DPH)</b>	<b>958,957</b>	<b>366,048</b>	<b>538,192</b>	<b>638,849</b>	<b>0</b>

Prepared by/Phone # Larry Zapatka / 415-487-3055

	A	B	C	D	E	F	G	H	I	
1	Contractor Name: <b>San Francisco AIDS Foundation</b>						Appendix B-2d		Page 1	
2	Contract Term: <b>9/1/2011-6/30/16</b>						Appendix Term: <b>7/1/2014-6/30/2015</b>			
	Funding Source: <b>General Fund</b>									

**SFDPH AIDS OFFICE CONTRACT  
UOS COST ALLOCATION BY SERVICE MODE**

9	Personnel Expenses	FTE	SERVICE MODES				Contract Totals		
			Testing		Mobile Testing				
			Salaries	% FTE	Salaries	% FTE		Salaries	% FTE
10	Position Titles								
11	Magnet Director	0.10	7,553	83%	1,547	17%			9,100
12	Director of Government Contracts	0.05	4,500	100%					4,500
13	Evaluation Associate	0.10	5,800	100%					5,800
14	HIV CLT Services Manager	0.60	40,800	100%					40,800
15	HIV Coordinator	0.80	35,866	85%	6,534	15%			42,400
16	Receptionist	1.80	72,000	100%					72,000
17	Phlebotomist	3.75	161,925	100%					161,925
18	Data Manager	0.80	40,000	100%					40,000
19	HIV Counselor	0.40	18,970	100%					18,970
20	Volunteer Coordinator	0.80	37,920	100%					37,920
21	Network Coordinator	0.30			13,200	100%			13,200
22	Testing Counselor	0.40			17,600	100%			17,600
23	<b>Total FTE &amp; Total Salaries</b>	<b>9.90</b>	<b>425,334</b>	<b>92%</b>	<b>38,881</b>	<b>8%</b>			<b>464,215</b>
24	Fringe Benefits	25%	106,334	92%	9,720	8%			116,054
25	<b>Total Personnel Expenses</b>		<b>531,668</b>	<b>92%</b>	<b>48,601</b>	<b>8%</b>			<b>580,269</b>

28	Operating Expenses	Expenditure	%	Expenditure	%			Contract Total
28	Total Occupancy	103,096	100%					103,096
29	Total Materials and Supplies	42,811	92%	3,656	8%			46,467
30	Total General Operating	19,632	100%					19,632
31	Total Staff Travel	5,040	72%	2,000	28%			7,040
32	Consultants/Subcontractor:	115,275	100%					115,275
33								
34	Other:							
35								
36								
37								
38								
39								
40								
41								
42	<b>Total Operating Expenses</b>	<b>\$ 285,854</b>	<b>98%</b>	<b>\$ 5,656</b>	<b>2%</b>			<b>\$ 291,510</b>

43								
44	<b>Total Direct Expenses</b>	<b>817,522</b>	<b>94%</b>	<b>54,257</b>	<b>6%</b>			<b>871,779</b>
45	Indirect Expenses 10%	81,752	94%	5,426	6%			87,178
46	<b>TOTAL EXPENSES</b>	<b>\$ 899,274</b>	<b>94%</b>	<b>\$ 59,683</b>	<b>6%</b>			<b>\$958,957</b>
47								
48	<b>Number of Units of Service (UOS) per Service Mode</b>	<b>9,700</b>		<b>960</b>				<b>10,660</b>
	<b>Cost Per Unit of Service by Service Mode</b>	<b>\$92.71</b>		<b>\$62.17</b>				
	<b>Number of Contacts (NOC) per Service Mode</b>	<b>9,700</b>		<b>960</b>				

## BUDGET JUSTIFICATION Community-Based HIV Testing

### Salaries and Benefits

#### Magnet Director

Responsible for staff recruitment and supervision. Oversees day-to-day management of facility. Coordinates training and insures contract compliance. Serves as spokesperson as well as primary liaison to SFDPH.

*Minimum Qualifications:* Bachelor's degree with five years HIV and STD experience.

Annual Salary \$ 91,000 x 0.10 FTE = \$ 9,100

#### Director of Government Contracts

Responsible for all data management and contract related activities. Maintains operational and statistical reporting mechanisms in accordance with contract and departmental requirements, produces routine and ad hoc reporting as needed, and ensures the integrity of the service database by overseeing database quality assurance activities.

*Minimum Qualifications:* Bachelor's degree and at least two years demonstrated experience in health services program planning, design, and evaluation; grant development and writing; government contracts management and negotiations.

Annual Salary \$ 90,000 x 0.05 FTE = \$ 4,500

#### Evaluation Associate

Responsible for data collection, quality assurance, reporting and summaries to ensure foundation programs are rigorously evaluated for process and health outcomes and public health impact. Responsible for review, abstraction from client records and database entry of all data collected from clients as well as data analysis to meet programmatic requirements

*Minimum Qualifications:* Bachelor's degree and 2 years experience managing and ensuring quality for large client data sets or 5 years equivalent experience.

Annual Salary \$ 58,000 x 0.10 FTE = \$ 5,800

#### HIV CTL Services Manager

Manages clinic staff and oversees phlebotomy services for confirmatory HIV antibody testing and RNA testing at multiple sites. Supervises specimen collection for transport to SFDPH laboratory. Oversees quality assurance efforts.

*Minimum Qualifications:* Bachelor's Degree, certified HIV test counselor and State certified phlebotomist. At least two years demonstrated experience managing clinic operations and working with populations at risk for HIV/STD infection.

Annual Salary \$ 68,000 x 0.60 FTE = \$ 40,800

#### HIV Coordinator

Coordinates and provides phlebotomy services for confirmatory HIV antibody testing and RNA testing at multiple sites. Prepares specimen collection for transport to SFDPH laboratory. Assists with quality assurance activities.

*Minimum Qualifications:* Bachelor's Degree, certified HIV test counselor and State certified phlebotomist. At least one year demonstrated experience in a multi-site clinic environment and working with populations at risk for HIV/STD infection.

Annual Salary \$ 53,000 x 0.80 FTE = \$ 42,400



Receptionist

Greets clients and provides an overview of services. Conducts data entry.

*Minimum Qualifications:* High school diploma or equivalency and one year of customer service experience.

Annual Salary \$ 40,000 x 1.80 FTE = \$ 72,000

Phlebotomist

Performs phlebotomy services for confirmatory HIV antibody testing and RNA testing. Prepares specimen collection for transport to SFDPH laboratory.

*Minimum Qualifications:* State certified phlebotomist.

Annual Salary \$ 43,180 x 3.75 FTE = \$ 161,925

Data Manager

Manages data collection activities at all sites. Ensures the completeness, accuracy and timely entry of data into database systems. Assists with database quality assurance activities.

*Minimum Qualifications:* Bachelor's degree and at least two years demonstrated experience in database management.

Annual Salary \$ 50,000 x 0.80 FTE = \$ 40,000

HIV Counselor

Provides individual and/or group counseling to clients on issues related to HIV/STD testing, prevention and treatment.

*Minimum Qualifications:* Bachelor's Degree and certified HIV test counselor with at least two years of experience counseling populations at risk for HIV/STD infection.

Annual Salary \$ 47,424 x 0.40 FTE = \$ 18,970

Volunteer Coordinator

Responsible for recruiting, training, and supervising volunteers.

*Minimum Qualifications:* High school diploma or equivalency and one year of experience working with volunteers.

Annual Salary \$ 47,400 x 0.80 FTE = \$ 37,920

Network Coordinator

*Network Coordinator:* Supports all components of RV and venue-based HIV testing. Provides administrative and logistical support for testing including driving and parking RV, working with SFDPT to secure parking permits are in place and enforced, and insures the RV is properly stocked with clinic supplies, fuel, etc. Recruits clients to test during mobile shifts. Conducts data entry

*Minimum qualifications :* Bachelor's degree and 2 years experience in a public health organization or equivalent years

Annual Salary \$ 44,000 x 0.30 FTE mo = \$ 13,200

Testing Counselor:

Provides informed consent, HIV/RNA counseling and test disclosure information to clients being tested. Performs specimen collection (finger sticks) for HIV antibody rapid test. Processes, develops, and interprets HIV antibody testing kits (OraQuick and StatPak) and document results. Assists in data entry. State of California HIV Test Counselor Certification is required.

*Minimum qualifications :* State of California Test counselor certification is required.

Annual Salary \$ 44,000 x 0.40 FTE = \$ 17,600

**Total Salaries** \$ 464,215

Total Benefits 25% of \$445,028 total salaries = \$ 116,054

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

**TOTAL SALARIES & BENEFITS** \$ 580,269

**Operating Expenses**

**Occupancy:**

Rent:

SFAF is requesting reimbursement for rent expense at various locations throughout San Francisco, including the Magnet program location in the Castro district and SFAF's main offices at 1035 Market St. Other locations to be determined. Monthly estimate is based on SFAF's current rate of \$769 per FTE per month x 9.90 FTEs.

\$769 per month x 9.90 FTE x 12 mo = \$ 91,357

Building Maintenance:

Janitorial services

\$250 per month x 12 mo = \$ 3,000

Utilities:

Telephone expense based on SFAF's experience rate of \$73.56 per FTE per

\$73.56 per month x 9.90 FTE x 12 months = \$ 8,739

**Total Occupancy:** \$ 103,096

**Materials and Supplies:**

Office Supplies/Postage:

Office supplies/postage expense based on SFAF's experience rate of \$35.00 per FTE per month.

\$35 per month x 9.90 FTE x 12 months = \$ 4,158

Program/Medical Supplies:

Program materials needed to carry out day to day operations. materials include but not limited to condoms & lube \$16,309; medical supplies such as syringes, needles, gloves \$15,000, etc; medical record charts and labels \$3,000; biowaste disposal \$8,000

\$ 42,309

**Total Materials and Supplies:** \$ 46,467

**General Operating:**

Insurance:

Occupancy insurance expense based on SFAF's experience rate of \$60.00 per FTE per month.

\$60 per month x 9.90 FTE x 12 months = \$ 7,128

Outside Storage:

Storage expense based on SFAF's experience rate of \$4.25 per FTE per month.

\$4.25 per month x 9.90 FTE x 12 months = \$ 505

Rental/Maintenance of Equipment:

Equipment rental expense based on SFAF's experience rate of \$59.00 per FTE per month. Equipment maintenance expense based on SFAF's experience rate of

Rental - \$59 per month x 9.90 FTE x 12 months = \$ 7,009

Maintenance - \$42 per month x 9.90 FTE x 12 months = \$ 4,990

**Total General Operating:** \$ 19,632

**Staff Travel (Local & Out of Town):**

7 monthly Clipper Cards for staff to travel to multiple testing locations.

7 monthly passes x \$60 per pass x 12 months = \$ 5,040

R.V Expense to include fuel 7 maintenance

\$166.67/mo x 12 mo \$ 2,000

**Total Staff Travel:** \$ 7,040

**Consultants/Subcontractors:**

**St. James Infirmary**

Provide venue-based testing and counseling services for marginalized MSM, IDUs and TFMS who would be reluctant to access HIV testing at 1035 Market Street or Magnet.

Harm Reduction Counseling Coordinator: Coordinates all Harm Reduction & Peer Counseling/HIV Counseling and Testing activities; coordinates quality assurance activities. *Minimum Qualifications:* Experience coordinating Harm Reduction services and supervising staff.

0.5 FTE x \$31,400 per year = \$ 15,700

Phlebotomist: Certified for specimen collection

.25 FTE x \$47,840 per year = \$ 11,960

**Total Salaries \$ 27,660**

Benefits: Social Security, Worker's Compensation, Health Benefits, Unemployment, State and Federal Taxes, Retirement Plan.

20% of \$ 27,660 total salaries x = \$ 5,532

**total Salaries & Benefits \$ 33,192**

Payroll & Accounting Services: Agency expense budgeted at \$30,000 per

approx. 7.78% of annual \$30,000 cost = \$ 2,333

**St. James Infirmary Total \$ 35,525**

**Glide**

HIV Services Program Manager: Oversees all HIV Prevention Programs and activities under the direct supervision of the Glide Health Services Medical Director. Coordinates quality assurance activities, oversees all evaluation activities, prepares monthly invoices, annual agency reports, and maintains communications with all collaborative partners. *Minimum Qualifications:* Master's degree in Social Work, Public Health, or other related fields, or equivalent work experience.

0.37FTE x \$60,989 per year = \$ 22,566

Administrative Assistant: Responsible for assisting with all administrative tasks, including: answering phones during business hours, checking phone messages and calling back individuals who request general information (Glide hours, services, location). Works with the Program Manager and Coordinators/ counselor/outreach workers to create monthly schedules for all HIV Prevention activities and assists with ordering and maintaining all program supplies. *Minimum Qualifications:* Experience in or knowledge of HIV Prevention. Experience working with people of different ethnic backgrounds, sexual identity and orientations, and people living with HIV/AIDS; Good written, verbal and organizational skills and data entry experience.

0.037 FTE x \$31,973 per year = \$ 1,183

Outreach Counselors: Coordinates monthly outreach schedules, provides on-call/back-up coverage for outreach workers during weekly shifts, organizes and maintains information and data related to target population venues, outreach contacts, and community resource listings and materials. Provide assistance with evaluation activities and provides programmatic support during monitoring periods. *Minimum Qualifications:* Experience coordinating outreach services and supervising staff; Experience with HIV/STI prevention education including safer sex education; Experience working with people of different ethnic backgrounds, sexual identity and orientations, and people

n/c \$ -  
**Total Salaries \$ 23,749**

Benefits: Social Security, Worker's Compensation, Health Benefits, Unemployment, State and Federal Taxes, Retirement Plan.

approx 27.16% of \$ 23,749 total salaries = \$ 6,450  
**Total Salaries & Benefits \$ 30,199**

Supplies: Programatic and administrative supplies. \$ 2,012

Staff Training/Travel: Trainings for staff to keep current on related issues \$ 1,592

Rent: Prorated rent for program staff \$ 1,722

**Glide Total \$ 35,525**

Youth Technology Health (formally ISIS)

YTHS will develop and maintain an electronic system that will remind Magnet clients, who have agreed to receive text or email messages from SFAF, that it is time to return for their 6-month HIV test.

Deputy Director: Provides overall leadership and direction and is responsible for project deliverables. *Minimum Qualifications:* Masters in health services.

0.06 FTE x \$104,500 per year = \$ 6,270

Program Manager: Responsible for day to day activities including reporting, managing consultants and text message development. *Minimum Qualifications:* Masters in health services.

0.10 FTE x \$95,000 per year = \$ 9,500

Program Assistant: Responsible for all administrative activities, loading text messages and tech problem solving. *Minimum Qualifications:* High school diploma or equivalency.

0.22 FTE x \$50,000 per year = \$ 11,000

**Toal Salaries \$ 26,770**

Benefits: Social Security, Worker's Compensation, Health Benefits, Unemployment, State and Federal Taxes, Retirement Plan.

approx 28.525% of \$ 26,770 total salaries = \$ 7,636

**Total Salaries & Benefits \$ 34,406**

Professional Services: For developing text message platform and

40 hrs/yr @ 95.475 = \$ 3,819

Short code networking, for shared shortcode, keyword and campaign pushes

\$500/mo x 12 mo. \$ 6,000

**YTH (formally ISIS) Total \$ 44,225**

**Total Consultants/Subcontractors \$ 115,275**

**Other:**

**Total Other:** \$ -

**TOTAL OPERATING EXPENSES**

\$ 291,510

**CAPITAL EXPENDITURES:** (If needed - A unit valued at  
\$5,000 or more)

**Total Capital Expenditures:**

\$ -

**TOTAL DIRECT COSTS**

\$ 871,779

**INDIRECT COSTS**

Indirect expenses for the San Francisco AIDS Foundation are approximately 17% of operating costs. SFAF requests reimbursement at 10% of the total direct costs in this proposal to cover operating expenses incurred by the Foundation, including finance and administrative staff, building maintenance, equipment rental & maintenance and information technology services.

\$871,779 x 10% =

**TOTAL INDIRECT COSTS**

\$ 87,178

**APPENDIX TOTAL**

\$ 958,957

	A	B	C	D	E	F	G	H	I	
1	Contractor Name: <b>San Francisco AIDS Foundation</b>						Appendix B-2e		Page 1	
2	Contract Term: <b>9/1/2011-6/30/16</b>						Appendix Term: <b>7/1/2015-6/30/2016</b>			
3	Funding Source: <b>General Fund</b>									
4										
5	<b>SFDPH AIDS OFFICE CONTRACT</b>									
6	<b>UOS COST ALLOCATION BY SERVICE MODE</b>									
7										
8										

		SERVICE MODES							
Personnel Expenses		Testing		Mobile Testing				Contract Totals	
Position Titles	FTE	Salaries	% FTE	Salaries	% FTE	Salaries	% FTE		
Magnet Director	0.10	7,553	83%	1,547	17%			9,100	
Director of Government Contracts	0.05	4,500	100%					4,500	
Evaluation Associate	0.10	5,800	100%					5,800	
HIV-CLT Services Manager	0.60	40,800	100%					40,800	
HIV Coordinator	0.80	35,866	85%	6,534	15%			42,400	
Receptionist	1.80	72,000	100%					72,000	
Phlebotomist	3.75	161,925	100%					161,925	
Data Manager	0.80	40,000	100%					40,000	
HIV Counselor	0.40	18,970	100%					18,970	
Volunteer Coordinator	0.80	37,920	100%					37,920	
Network Coordinator	0.30			13,200	100%			13,200	
Testing Counselor	0.40			17,600	100%			17,600	
<b>Total FTE &amp; Total Salaries</b>	<b>9.90</b>	<b>425,334</b>	<b>92%</b>	<b>38,881</b>	<b>8%</b>			<b>464,215</b>	
Fringe Benefits	25%	106,334	92%	9,720	8%			116,054	
<b>Total Personnel Expenses</b>		<b>531,668</b>	<b>92%</b>	<b>48,601</b>	<b>8%</b>			<b>580,269</b>	

Operating Expenses		Expenditure	%	Expenditure	%			Contract Tot.
Total Occupancy		103,096	100%					103,096
Total Materials and Supplies		42,811	92%	3,656	8%			46,467
Total General Operating		19,632	100%					19,632
Total Staff Travel		5,040	72%	2,000	28%			7,040
Consultants/Subcontractor:		115,275	100%					115,275
Other:								
<b>Total Operating Expenses</b>		<b>\$ 285,854</b>	<b>98%</b>	<b>\$ 5,656</b>	<b>2%</b>			<b>\$ 291,510</b>

<b>Total Direct Expenses</b>		<b>817,522</b>	<b>94%</b>	<b>54,257</b>	<b>6%</b>			<b>871,779</b>
Indirect Expenses	10%	81,752	94%	5,426	6%			87,178
<b>TOTAL EXPENSES</b>		<b>\$ 899,274</b>	<b>94%</b>	<b>\$ 59,683</b>	<b>6%</b>			<b>\$958,957</b>
Number of Units of Service (UOS) per Service Mode		9,700		960				10,660
Cost Per Unit of Service by Service Mode		\$92.71		\$62.17				
Number of Contacts (NOC) per Service Mode		9,700		960				

## BUDGET JUSTIFICATION Community-Based HIV Testing

### Salaries and Benefits

#### Magnet Director

Responsible for staff recruitment and supervision. Oversees day-to-day management of facility. Coordinates training and insures contract compliance. Serves as spokesperson as well as primary liaison to SFDPH.

*Minimum Qualifications:* Bachelor's degree with five years HIV and STD experience.

Annual Salary \$ 91,000 x 0.10 FTE = \$ 9,100

#### Director of Government Contracts

Responsible for all data management and contract related activities. Maintains operational and statistical reporting mechanisms in accordance with contract and departmental requirements, produces routine and ad hoc reporting as needed, and ensures the integrity of the service database by overseeing database quality assurance activities.

*Minimum Qualifications:* Bachelor's degree and at least two years demonstrated experience in health services program planning, design, and evaluation; grant development and writing; government contracts management and negotiations.

Annual Salary \$ 90,000 x 0.05 FTE = \$ 4,500

#### Evaluation Associate

Responsible for data collection, quality assurance, reporting and summaries to ensure foundation programs are rigorously evaluated for process and health outcomes and public health impact. Responsible for review, abstraction from client records and database entry of all data collected from clients as well as data analysis to meet programmatic requirements

*Minimum Qualifications:* Bachelor's degree and 2 years experience managing and ensuring quality for large client data sets or 5 years equivalent experience.

Annual Salary \$ 58,000 x 0.10 FTE = \$ 5,800

#### HIV CTL Services Manager

Manages clinic staff and oversees phlebotomy services for confirmatory HIV antibody testing and RNA testing at multiple sites. Supervises specimen collection for transport to SFDPH laboratory. Oversees quality assurance efforts.

*Minimum Qualifications:* Bachelor's Degree, certified HIV test counselor and State certified phlebotomist. At least two years demonstrated experience managing clinic operations and working with populations at risk for HIV/STD infection.

Annual Salary \$ 68,000 x 0.60 FTE = \$ 40,800

#### HIV Coordinator

Coordinates and provides phlebotomy services for confirmatory HIV antibody testing and RNA testing at multiple sites. Prepares specimen collection for transport to SFDPH laboratory. Assists with quality assurance activities.

*Minimum Qualifications:* Bachelor's Degree, certified HIV test counselor and State certified phlebotomist. At least one year demonstrated experience in a multi-site clinic environment and working with populations at risk for HIV/STD infection.

Annual Salary \$ 53,000 x 0.80 FTE = \$ 42,400

Receptionist

Greets clients and provides an overview of services. Conducts data entry.

*Minimum Qualifications:* High school diploma or equivalency and one year of customer service experience.

Annual Salary \$ 40,000 x 1.80 FTE = \$ 72,000

Phlebotomist

Performs phlebotomy services for confirmatory HIV antibody testing and RNA testing. Prepares specimen collection for transport to SFDPH laboratory.

*Minimum Qualifications:* State certified phlebotomist.

Annual Salary \$ 43,180 x 3.75 FTE = \$ 161,925

Data Manager

Manages data collection activities at all sites. Ensures the completeness, accuracy and timely entry of data into database systems. Assists with database quality assurance activities.

*Minimum Qualifications:* Bachelor's degree and at least two years demonstrated experience in database management.

Annual Salary \$ 50,000 x 0.80 FTE = \$ 40,000

HIV Counselor

Provides individual and/or group counseling to clients on issues related to HIV/STD testing, prevention and treatment.

*Minimum Qualifications:* Bachelor's Degree and certified HIV test counselor with at least two years of experience counseling populations at risk for HIV/STD infection.

Annual Salary \$ 47,424 x 0.40 FTE = \$ 18,970

Volunteer Coordinator

Responsible for recruiting, training, and supervising volunteers.

*Minimum Qualifications:* High school diploma or equivalency and one year of experience working with volunteers.

Annual Salary \$ 47,400 x 0.80 FTE = \$ 37,920

Network Coordinator

Supports all components of RV and venue-based HIV testing. Provides administrative and logistical support for testing including driving and parking RV, working with SFDPT to secure parking permits are in place and enforced, and insures the RV is properly stocked with clinic supplies, fuel, etc. Recruits clients to test during mobile shifts. Conducts data entry

*Minimum qualifications:* Bachelor's degree and 2 years experience in a public health organization or equivalent years

Annual Salary \$ 44,000 x 0.30 FTE mo = \$ 13,200



Testing Counselor:

Provides informed consent, HIV/RNA counseling and test disclosure information to clients being tested. Performs specimen collection (finger sticks) for HIV antibody rapid test. Processes, develops, and interprets HIV antibody testing kits (OraQuick and StatPak) and document results. Assists in data entry. State of California HIV Test Counselor Certification is required.

*Minimum qualifications* : State of California Test counselor certification is required.

Annual Salary \$ 44,000 x 0.40 FTE = \$ 17,600

**Total Salaries** \$ **464,215**

Total Benefits 25% of \$445,028 total salaries = \$ 116,054

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

**TOTAL SALARIES & BENEFITS** \$ **580,269**

**Operating Expenses**

**Occupancy:**

Rent:

SFAF is requesting reimbursement for rent expense at various locations throughout San Francisco, including the Magnet program location in the Castro district and SFAF's main offices at 1035 Market St. Other locations to be determined. Monthly estimate is based on SFAF's current rate of \$769 per FTE

\$769 per month x 9.90 FTE x 12 mo = \$ 91,357

Building Maintenance:

Janitorial services

\$250 per month x 12 mo = \$ 3,000

Utilities:

Telephone expense based on SFAF's experience rate of \$73.56 per FTE per month.

\$73.56 per month x 9.90 FTE x 12 months = \$ 8,739

**Total Occupancy:** \$ **103,096**

**Materials and Supplies:**

Office Supplies/Postage:

Office supplies/postage expense based on SFAF's experience rate of \$35.00 per FTE per month.

\$35 per month x 9.90 FTE x 12 months = \$ 4,158

Program/Medical Supplies:

Program materials needed to carry out day to day operations. Materials include but not limited to condoms & lube \$16,309; medical supplies such as syringes, needles, gloves \$15,000, etc; medical record charts and labels \$3,000; biowaste disposal \$8,000

\$ 42,309

**Total Materials and Supplies:** \$ **46,467**

**General Operating:**

Insurance:

Occupancy insurance expense based on SFAF's experience rate of \$60.00 per FTE per month.

\$60 per month x 9.90 FTE x 12 months = \$ 7,128

Outside Storage:

Storage expense based on SFAF's experience rate of \$4.25 per FTE per month.

\$4.25 per month x 9.90 FTE x 12 months = \$ 505

Rental/Maintenance of Equipment:

Equipment rental expense based on SFAF's experience rate of \$59.00 per FTE per month. Equipment maintenance expense based on SFAF's experience rate of \$42.00 per FTE per month.

Rental - \$59 per month x 9.90 FTE x 12 months = \$ 7,009  
 Maintenance - \$42 per month x 9.90 FTE x 12 months = \$ 4,990

**Total General Operating** \$ 19,632

Staff Travel (Local & Out of Town):

7 monthly Clipper Cards for staff to travel to multiple testing locations.

7 monthly passes x \$60 per pass x 12 months = \$ 5,040

R.V Expense to include fuel 7 maintenance

\$166.67/mo x 12 mo \$ 2,000

**Total Staff Travel** \$ 7,040

Consultants/Subcontractors:

**St. James Infirmary**

Provide venue-based testing and counseling services for marginalized MSM, IDUs and TFMS who would be reluctant to access HIV testing at 1035 Market Street or Magnet.

Harm Reduction Counseling Coordinator: Coordinates all Harm Reduction & Peer Counseling/HIV Counseling and Testing activities; coordinates quality assurance activities. *Minimum Qualifications:* Experience coordinating Harm Reduction services and supervising staff.

0.5 FTE x \$31,400 per year = \$ 15,700

Phlebotomist: Certified for specimen collection

.25 FTE x \$47,840 per year = \$ 11,960

**Total Salaries \$ 27,660**

Benefits: Social Security, Worker's Compensation, Health Benefits, Unemployment, State and Federal Taxes, Retirement Plan.

20% of \$ 27,660 total salaries = \$ 5,532

**otal Salaries & Benefits \$ 33,192**

Payroll & Accounting Services: Agency expense budgeted at \$30,000 per

approx. 7.78% of annual \$30,000 cost = \$ 2,333

**St. James Infirmary Total \$ 35,525**

**Glide**

HIV Services Program Manager: Oversees all HIV Prevention Programs and activities under the direct supervision of the Glide Health Services Medical Director. Coordinates quality assurance activities, oversees all evaluation activities, prepares monthly invoices, annual agency reports, and maintains communications with all collaborative partners. *Minimum Qualifications:* Master's degree in Social Work, Public Health, or other related fields, or equivalent work experience.

0.37FTE x \$60,989 per year = \$ 22,566

Administrative Assistant: Responsible for assisting with all administrative tasks, including: answering phones during business hours, checking phone messages and calling back individuals who request general information (Glide hours, services, location). Works with the Program Manager and Coordinators/ counselor/outreach workers to create monthly schedules for all HIV Prevention activities and assists with ordering and maintaining all program supplies. *Minimum Qualifications:* Experience in or knowledge of HIV Prevention. Experience working with people of different ethnic backgrounds, sexual identity and orientations, and people living with HIV/AIDS; Good written, verbal and organizational skills and data entry experience.

0.037 FTE x \$31,973 per year = \$ 1,183

Outreach Counselors: Coordinates monthly outreach schedules, provides on-call/back-up coverage for outreach workers during weekly shifts, organizes and maintains information and data related to target population venues, outreach contacts, and community resource listings and materials. Provide assistance with evaluation activities and provides programmatic support during monitoring periods. *Minimum Qualifications:* Experience coordinating outreach services and supervising staff; Experience with HIV/STI prevention education including safer sex education; Experience working with people of different ethnic backgrounds, sexual identity and orientations, and people

n/c \$ -

**Total Salaries \$ 23,749**

Benefits: Social Security, Worker's Compensation, Health Benefits, Unemployment, State and Federal Taxes, Retirement Plan.

approx 27.16% of \$ 23,749 total salaries = \$ 6,450

**Total Salaries & Benefits \$ 30,199**

Supplies: Programatic and administrative supplies. \$ 2,012

Staff Training/Travel: Trainings for staff to keep current on related issues \$ 1,592

Rent: Prorated rent for program staff \$ 1,722

**Glide Total \$ 35,525**

Youth Technology Health (formally ISIS)

YTHS will develop and maintain an electronic system that will remind Magnet clients, who have agreed to receive text or email messages from SFAF, that it is time to return for their 6-month HIV test.

Deputy Director: Provides overall leadership and direction and is responsible for project deliverables. *Minimum Qualifications:* Masters in health services.

0.06 FTE x \$104,500 per year = \$ 6,270

Program Manager: Responsible for day to day activities including reporting, managing consultants and text message development. *Minimum Qualifications:* Masters in health services.

0.10 FTE x \$95,000 per year = \$ 9,500

Program Assistant: Responsible for all administrative activities, loading text messages and tech problem solving. *Minimum Qualifications:* High school diploma or equivalency.

0.22 FTE x \$50,000 per year = \$ 11,000  
**Toal Salaries \$ 26,770**

Benefits: Social Security, Worker's Compensation, Health Benefits, Unemployment, State and Federal Taxes, Retirement Plan.

approx 28.525% of \$ 26,770 total salaries = \$ 7,636  
**Total Salaries & Benefits \$ 34,406**

Professional Services: For developing text message platform and

40 hrs/yr @ 95.475 = \$ 3,819

Short code networking, for shared shortcode, keyword and campaign pushes

\$500/mo x 12 mo. \$ 6,000  
**YTH (formally ISIS) Total \$ 44,225**

**Total Consultants/Subcontractors: \$ 115,275**

Other:

**Total Other: \$ -**

**TOTAL OPERATING EXPENSES \$ 291,510**

CAPITAL EXPENDITURES: (If needed - A unit valued at \$5,000 or more)

**Total Capital Expenditures: \$ -**

**TOTAL DIRECT COSTS \$ 871,779**

**INDIRECT COSTS**

Indirect expenses for the San Francisco AIDS Foundation are approximately 17% of operating costs. SFAF requests reimbursement at 10% of the total direct costs in this proposal to cover operating expenses incurred by the Foundation, including finance and administrative staff, building maintenance, equipment rental & maintenance and information technology services.

\$871,779 x 10% =

**TOTAL INDIRECT COSTS \$ 87,178**

**APPENDIX TOTAL \$ 958,957**

	A	B	C	D	E	F	G	H	I	
2	Contractor Name: <b>San Francisco AIDS Foundation</b>						Appendix B-3c		Page 1	
3	Contract Term: <b>9/1/11-6/30/16</b>						Appendix Term: <b>7/1/14-6/30/15</b>			
4	Funding Source: <b>General Fund</b>									

**SFDPH AIDS OFFICE CONTRACT  
UOS COST ALLOCATION BY SERVICE MODE**

9	Personnel Expenses	FTE	SERVICE MODES						Page Total
			Recruitment & Linkages		Events		Groups		
			Salaries	% FTE	Salaries	% FTE	Salaries	% FTE	
11	Vice-President of Program & Services	0.05	1,600	20%	1,680	21%	1,120	14%	4,400
12	Director of Government Contracts	0.05	990	25%	810	20%	1,035	26%	2,835
13	Evaluation Associate	0.10	928	12%	696	9%	1,334	17%	2,958
14	Stonewall Director	0.20	2,024	12%	2,024	12%	3,128	18%	7,176
15	Director of Clinical Operations	0.15	1,080	10%	1,080	10%	3,000	29%	5,160
16	Health Educator	0.80	11,981	31%	11,981	31%	4,608	12%	28,570
17	Project Assistant	0.70	5,342	20%	5,342	20%	6,010	23%	16,694
18	Speed Project Coordinator	0.90	12,879	30%	12,879	30%	4,770	11%	30,528
19	Counselor I/II	0.80	10,617	26%	6,001	14%	15,233	37%	31,851
22	<b>Total FTE &amp; Total Salaries</b>	<b>3.75</b>	<b>47,441</b>	<b>21%</b>	<b>42,493</b>	<b>19%</b>	<b>40,238</b>	<b>18%</b>	<b>130,172</b>
23	Fringe Benefits	25%	11,860	21%	10,623	19%	10,060	18%	32,543
24	<b>Total Personnel Expenses</b>		<b>59,301</b>	<b>21%</b>	<b>53,116</b>	<b>19%</b>	<b>50,298</b>	<b>18%</b>	<b>162,715</b>

27	Operating Expenses		Expenditure		Expenditure				Page Total
				%		%			
27	Total Occupancy		8,570	22%	7,401	19%	7,012	18%	22,983
28	Total Materials and Supplies		1,294	22%	1,117	19%	1,058	18%	3,469
29	Total General Operating		1,430	22%	1,235	19%	1,170	18%	3,835
30	Total Staff Travel								
31	Consultants/Subcontractor:		550	22%	475	19%	450	18%	1,475
32									
33	Other:		308	22%	266	19%	252	18%	826
34									
35									
36									
37									
38									
39									
40									
41	<b>Total Operating Expenses</b>		<b>\$ 12,152</b>	<b>15%</b>	<b>\$ 10,494</b>	<b>13%</b>	<b>9,942</b>	<b>13%</b>	<b>\$ 32,588</b>
42									
43	<b>Total Direct Expenses</b>		<b>71,453</b>	<b>22%</b>	<b>63,610</b>	<b>19%</b>	<b>60,240</b>	<b>18%</b>	<b>195,303</b>
44	Indirect Expenses	10%	7,145	22%	6,361	19%	6,024	18%	19,530
45	<b>TOTAL EXPENSES</b>		<b>\$ 78,598</b>	<b>22%</b>	<b>\$ 69,971</b>	<b>19%</b>	<b>66,264</b>	<b>18%</b>	<b>\$214,833</b>
46									
47	<b>Number of Units of Service (UOS) per Service Mode</b>		<b>720</b>		<b>34</b>		<b>414</b>		<b>1,168</b>
48	<b>Cost Per Unit of Service by Service Mode</b>		<b>\$109.16</b>		<b>2057.97</b>		<b>160.06</b>		
49	<b>Number of Contacts (NOC) per Service Mode</b>		<b>2,880</b>		<b>1,496</b>		<b>1380</b>		

	A	B	C	D	E	F	G	H	I
1	Contractor Name: <b>San Francisco AIDS Foundation</b>						Appendix B-3c		Page
2	Contract Term: <b>9/1/11-6/30/16</b>						Appendix Term: <b>7/1/14-6/30/15</b>		
3	Funding Source: <b>General Fund</b>								
4									
5	<b>SFDPH AIDS OFFICE CONTRACT</b>								
6	<b>UOS COST ALLOCATION BY SERVICE MODE</b>								
7									
8									
9	<b>Personnel Expenses</b>		<b>SERVICE MODES</b>						
10	<b>Position Titles</b>	<b>FTE</b>	<b>IRRC</b>		<b>PCM</b>		<b>Social Marketing</b>		<b>Page Total</b>
11	Vice-President of Program & Services	0.05	Salaries	% FTE	Salaries	% FTE	Salaries	% FTE	
12	Director of Government Contracts	0.05	720	9%	960	12%	1,520	19%	7,600
13	Evaluation Associate	0.10	405	10%	540	14%	495	12%	4,275
14	Stonewall Director	0.20	522	7%	696	9%	1,334	17%	5,510
15	Director of Clinical Operations	0.15	2,944	17%	3,680	21%	2,576	15%	16,376
16	Health Educator	0.80	2,160	21%	2,400	23%	1,680	16%	11,400
17	Project Assistant	0.70	2,765	7%	0	0%	11,520	30%	42,855
18	Speed Project Coordinator	0.90	3,005	11%	4,006	15%	8,013	30%	31,718
19	Counselor I/II	0.80	2,862	7%	0	0%	11,448	27%	44,838
20			2,770	7%	8,770	21%	923	2%	44,314
21									0
22	<b>Total FTE &amp; Total Salaries</b>	<b>3.75</b>	<b>18,153</b>	<b>8%</b>	<b>21,052</b>	<b>9%</b>	<b>39,509</b>	<b>18%</b>	<b>208,886</b>
23	Fringe Benefits	25%	4,538	8%	5,263	9%	9,877	18%	52,221
24	<b>Total Personnel Expenses</b>		<b>22,691</b>	<b>8%</b>	<b>26,315</b>	<b>9%</b>	<b>49,386</b>	<b>18%</b>	<b>261,107</b>
25									
26	<b>Operating Expenses</b>		<b>Expenditure</b>	<b>%</b>	<b>Expenditure</b>	<b>%</b>			<b>Page Total</b>
27	Total Occupancy		3,117	8%	3,507	9%	7,012	18%	36
28	Total Materials and Supplies		470	8%	529	9%	1,059	18%	5,521
29	Total General Operating		520	8%	585	9%	1,170	18%	6,110
30	Total Staff Travel								
31	Consultants/Subcontractor:		200	8%	225	9%	450	18%	2,350
32									0
33	Other:		112	8%	126	9%	252	18%	1,316
34									
35									
36									
37									
38									
39									
40									
41	<b>Total Operating Expenses</b>		<b>\$ 4,419</b>	<b>6%</b>	<b>\$ 4,972</b>	<b>6%</b>	<b>9,943</b>	<b>13%</b>	<b>\$ 51,922</b>
42									
43	<b>Total Direct Expenses</b>		<b>27,110</b>	<b>8%</b>	<b>31,287</b>	<b>10%</b>	<b>59,329</b>	<b>18%</b>	<b>313,029</b>
44	Indirect Expenses		10%	2,711	8%	3,129	10%	5,933	18%
45	<b>TOTAL EXPENSES</b>		<b>\$ 29,821</b>	<b>8%</b>	<b>\$ 34,416</b>	<b>10%</b>	<b>65,262</b>	<b>18%</b>	<b>\$344,332</b>
46									
47	Number of Units of Service (UOS) per Service Mode		240		359		12		611
48	Cost Per Unit of Service by Service Mode		\$124.25		95.87		5438.50		
49	Number of Contacts (NOC) per Service Mode		255		374				
50									
51	DPH #1A(1)								Rev. 05/
52									

Contractor Name: San Francisco AIDS Foundation  
 Contract Term: 9/1/11-6/30/16  
 Funding Source: General Fund

Appendix B-3c Page 3  
 Appendix Term: 7/1/14-6/30/15

**SFDPH AIDS OFFICE CONTRACT  
 UOS COST ALLOCATION BY SERVICE MODE**

Personnel Expenses	FTE	SERVICE MODES						Contract Totals
		Condom distribution		Training		Salaries	% FTE	
Position Titles		Salaries	% FTE	Salaries	% FTE	Salaries	% FTE	
Vice-President of Program & Services	0.05	240	3%	160	2%			8,000
Director of Government Contracts	0.05	135	3%	90	2%			4,500
Evaluation Associate	0.10	174	3%	116	2%			5,800
Stonewall Director	0.20	1,104	6%	920	5%			18,400
Director of Clinical Operations	0.15	360	3%	240	2%			12,000
Health Educator	0.80	2,304	5%	921	2%			46,080
Project Assistant	0.70	1,002	3%	667	2%			33,387
Speed Project Coordinator	0.90	1,908	4%	954	2%			47,700
Counselor I/II	0.80	923	2%	923	2%			46,160
<b>Total FTE &amp; Total Salaries</b>	<b>3.75</b>	<b>8,150</b>	<b>4%</b>	<b>4,991</b>	<b>2%</b>			<b>222,027</b>
Fringe Benefits	25%	2,038	4%	1,248	2%			55,507
<b>Total Personnel Expenses</b>		<b>10,188</b>	<b>4%</b>	<b>6,239</b>	<b>2%</b>			<b>277,534</b>

Operating Expenses	Expenditure	%	Expenditure	%		Contract Total
Occupancy	1,559	4%	779	2%		38,957
Total Materials and Supplies	236	4%	118	2%		5,881
Total General Operating	260	4%	129	2%		6,499
Total Staff Travel						
Consultants/Subcontractor:	100	4%	50	2%		2,500
Other:	56	4%	28	2%		1,400
<b>Total Operating Expenses</b>	<b>\$ 2,211</b>	<b>4%</b>	<b>\$ 1,104</b>	<b>2%</b>		<b>\$ 55,237</b>

<b>Total Direct Expenses</b>		12,399	4%	7,343	2%		332,771
Indirect Expenses	10%	1,240	4%	734	2%		33,277
<b>TOTAL EXPENSES</b>		<b>\$ 13,639</b>	<b>4%</b>	<b>\$ 8,077</b>	<b>2%</b>		<b>\$366,048</b>
Number of Units of Service (UOS) per Service Mode		12		24			1,815
Cost Per Unit of Service by Service Mode		\$1,136.58		336.54			
Number of Contacts (NOC) per Service Mode				120			

## BUDGET JUSTIFICATION Stonewall Project

### Salaries and Benefits

#### Vice-President of Program & Services

Responsible for ensuring the implementation, management and evaluation of the program structure and provision of professional oversight to create a service delivery continuum that is responsive to the current health and well-being needs, including HIV needs of gay & bisexual men.

*Minimum Qualifications:* Master's degree in psychology, social services, business or related

Annual Salary \$ 160,000 x 0.05 FTE = \$ 8,000

#### Director of Government Contracts

Responsible for all data management and contract related activities. Maintains operational and statistical reporting mechanisms in accordance with contract and departmental requirements, produces routine and ad hoc reporting as needed, and ensures the integrity of the service database by overseeing database quality assurance activities.

*Minimum Qualifications:* Bachelor's degree and at least two years demonstrated experience in health services program planning, design, and evaluation; grant development and writing; government contracts management and negotiations.

Annual Salary \$ 90,000 x 0.05 FTE = \$ 4,500

#### Evaluation Associate

Responsible for coordinating data collection, quality assurance, reporting and summaries to ensure foundation programs are rigorously evaluated for process and health outcomes and public health impact. Responsible for review, abstraction from client records and database entry of all data collected from clients as well as data analysis to meet programmatic and contract requirements.

*Minimum Qualifications:* Bachelor's degree and 2 years experience managing and ensuring quality for large client data sets or 5 years equivalent experience required.

Annual Salary \$ 58,000 x 0.10 FTE = \$ 5,800

#### Stonewall Director

Responsible for oversight of all operations including documentation of all services, administrative supervision of staff, analyzing data and writing reports. Provides HIV prevention and care services to a caseload of Stonewall clients.

*Minimum Qualifications:* Master's degree and at least five years experience in managing at social services programs.

Annual Salary \$ 92,000 x 0.20 FTE = \$ 18,400

#### Director of Clinical Operations



Dir. Of Clinical Operations assists with daily operations, provides HIV prevention and care services to a caseload of Stonewall clients.

*Minimum Qualifications:* Masters Degree and three years experience in managing at social services programs.

Annual Salary \$ 80,000 x 0.15 FTE = \$ 12,000

Health Educator

Responsible for coordinating web site, MSW, IRRC, Health Ed, Referral & linkages, training, scheduling and management of the Peer Educators, overseeing and reviewing log sheets, field notes, and performs field observations.

*Minimum Qualifications:* High school diploma or equivalency and at least 5 years experience in HIV prevention and education.

Annual Salary \$ 57,600 x 0.80 FTE = \$ 46,080

Project Assistant

Provides administrative support to the program. And will assist in data collecting and data entry.

*Minimum Qualifications:* High school diploma or equivalency and two years experience in office clerical work and computer skills.

Annual Salary \$ 47,695 x 0.70 FTE = \$ 33,387

Speed Project Coordinator

Responsible for the Speed Project field implementation. Will recruit peer advocates from the speed using community and those in recovery from speed use. Responsible for supervision and performance of Peer Advocates, ensuring that they are receiving all necessary logistical support. The Speed Project Outreach Coordinator will help develop and implement the initial training for the peer advocates as well as ongoing training activities.

*Minimum Qualifications:* Experience in health/human services and or related disciplines. Also requires experience coordinating outreach activities among communities of color and MSM populations, experience providing HIV/AIDS services and knowledge of substance use and harm reduction services.

Annual Salary \$ 53,000 x 0.90 FTE = \$ 47,700

Counselor I/II

Responsible for intake assessments, individual and group counseling, referrals to psychiatrist, documentation of all counseling.

*Minimum Qualifications:* Master's degree or at least five years experience in substance use, mental health, or HIV counseling.

Annual Salary \$ 57,700 x 0.80 FTE = \$ 46,160

Total Salaries

\$ 222,027

Total Benefits 25% of \$ 222,027 total salaries = \$ 55,507

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

**TOTAL SALARIES & BENEFITS** \$ 277,534

**Operating Expenses**

**Occupancy:**

Rent:

Rent expense based on SFAF's experience rate of \$792.13 per FTE per month.

\$792.13 per month x 3.75 FTE x 12 months = \$ 35,646

Utilities:

Telephone expense based on SFAF's experience rate of \$73.57 per FTE per month.

\$73.57 per month x 3.75 FTE x 12 months = \$ 3,311

**Total Occupancy:** \$ 38,957

**Materials and Supplies:**

Office Supplies/Postage:

Office supplies/postage expense based on SFAF's experience rate of \$75.41 per FTE per month.

\$75.41 per month x 3.75 FTE x 12 months = \$ 3,393

Program/Medical Supplies:

Condoms, lubricant, T-shirts, hats and other like items to be distributed to clients to promote awareness.

\$ 1,000

Printing & Reproduction

Printing flyers, stickers, palm cards and other reproduction costs.

2,976 pieces x \$0.50 average estimated cost per piece = \$ 1,488

**Total Materials and Supplies:** \$ 5,881

**General Operating:**

Insurance:

Occupancy insurance expense based on SFAF's experience rate of \$45.14 per FTE per month.

\$45.14 per month x 3.75 FTE x 12 months = \$ 2,031

Rental/Maintenance of

Equipment:

Equipment rental expense based on SFAF's experience rate of \$44.71 per FTE per month. Equipment maintenance expense based on SFAF's experience rate of \$50.33 per FTE per month.

Rental - \$44.71 per month x 3.75 FTE x 12 months = \$ 2,012

Maintenance - \$50.33 per month x 3.75 FTE x 12 months = \$ 2,265

Outside Storage:

Storage expense based on SFAF's experience rate of \$4.25 per FTE per month.

\$4.25 per month x 3.75 FTE x 12 months = \$ 191

**Total General Operating:** \$ 6,499

Consultants/Subcontractors:

Clinical Consultant - bi-weekly meetings with program staff

\$100 per hours x 25 meetings = \$ 2,500

**Total Consultants/Subcontractors:** \$ 2,500

Other:

Staff Training

Registration and/or travel for trainings and conferences

\$350 per registration x 4 conference/seminars = \$ 1,400

**Total Other:** \$ 1,400

**TOTAL OPERATING EXPENSES** \$ 55,237

CAPITAL EXPENDITURES: (If needed - A unit valued at \$5,000 or more)

**Total Capital Expenditures:** \$ -

**TOTAL DIRECT COSTS** \$332,771

**INDIRECT COSTS**

Indirect expenses for the San Francisco AIDS Foundation are approximately 11% of operating costs. SFAF requests reimbursement at 12% of the total direct costs in this proposal to cover operating expenses incurred by the Foundation, including finance and administration.

\$332,771 x 10% = \$ 33,277

**TOTAL INDIRECT COSTS** \$ 33,277

**APPENDIX TOTAL** \$366,048

Contractor Name: San Francisco AIDS Foundation  
 Contract Term: 9/1/11-6/30/16  
 Funding Source: General Fund

Appendix B-3d Page 1  
 Appendix Term: 7/1/15-6/30/16

**SFDPH AIDS OFFICE CONTRACT  
 UOS COST ALLOCATION BY SERVICE MODE**

Personnel Expenses	SERVICE MODES							Page Total	
	Position Titles	FTE	Recruitment & Linkages		Events		Groups		
			Salaries	% FTE	Salaries	% FTE	Salaries		% FTE
Vice-President of Program & Services	0.05	1,600	20%	1,680	21%	1,120	14%	4,400	
Director of Government Contracts	0.05	990	25%	810	20%	1,035	26%	2,835	
Evaluation Associate	0.10	928	12%	696	9%	1,334	17%	2,958	
Stonewall Director	0.20	2,024	12%	2,024	12%	3,128	18%	7,176	
Director of Clinical Operations	0.15	1,080	10%	1,080	10%	3,000	29%	5,160	
Health Educator	0.80	11,981	31%	11,981	31%	4,608	12%	28,570	
Project Assistant	0.70	5,342	20%	5,342	20%	6,010	23%	16,694	
Speed Project Coordinator	0.90	12,879	30%	12,879	30%	4,770	11%	30,528	
Counselor I/II	0.80	10,617	26%	6,001	14%	15,233	37%	31,851	
<b>Total FTE &amp; Total Salaries</b>	<b>3.75</b>	<b>47,441</b>	<b>21%</b>	<b>42,493</b>	<b>19%</b>	<b>40,238</b>	<b>18%</b>	<b>130,172</b>	
Fringe Benefits	25%	11,860	21%	10,623	19%	10,060	18%	32,543	
<b>Total Personnel Expenses</b>		<b>59,301</b>	<b>21%</b>	<b>53,116</b>	<b>19%</b>	<b>50,298</b>	<b>18%</b>	<b>162,715</b>	
<b>Operating Expenses</b>									
		<b>Expenditure</b>	<b>%</b>	<b>Expenditure</b>	<b>%</b>			<b>Page Total</b>	
Total Occupancy		8,570	22%	7,401	19%	7,012	18%	2	
Total Materials and Supplies		1,294	22%	1,117	19%	1,058	18%	3,469	
Total General Operating		1,430	22%	1,235	19%	1,170	18%	3,835	
Total Staff Travel									
Consultants/Subcontractor:		550	22%	475	19%	450	18%	1,475	
Other:		308	22%	266	19%	252	18%	826	
<b>Total Operating Expenses</b>		<b>\$ 12,152</b>	<b>15%</b>	<b>\$ 10,494</b>	<b>13%</b>	<b>9,942</b>	<b>13%</b>	<b>\$ 32,588</b>	
<b>Total Direct Expenses</b>									
		71,453	22%	63,610	19%	60,240	18%	195,303	
Indirect Expenses	10%	7,145	22%	6,361	19%	6,024	18%	19,530	
<b>TOTAL EXPENSES</b>		<b>\$ 78,598</b>	<b>22%</b>	<b>\$ 69,971</b>	<b>19%</b>	<b>66,264</b>	<b>18%</b>	<b>\$214,833</b>	
<b>Number of Units of Service (UOS) per Service Mode</b>									
		720		34		414		1,168	
<b>Cost Per Unit of Service by Service Mode</b>									
		\$109.16		2057.97		160.06			
<b>Number of Contacts (NOC) per Service Mode</b>									
		2,880		1,496		1380			

Contractor Name: San Francisco AIDS Foundation  
 Contract Term: 9/1/11-6/30/16  
 Funding Source: General Fund

Appendix B-3d Page 2  
 Appendix Term: 7/1/15-6/30/16

**SFDPH AIDS OFFICE CONTRACT  
 UOS COST ALLOCATION BY SERVICE MODE**

Personnel Expenses		SERVICE MODES						Page Total
		IRRC		PCM		Social Marketing		
Position Titles	FTE	Salaries	% FTE	Salaries	% FTE	Salaries	% FTE	
Vice-President of Program & Services	0.05	720	9%	960	12%	1,520	19%	7,600
Director of Government Contracts	0.05	405	10%	540	14%	495	12%	4,275
Evaluation Associate	0.10	522	7%	696	9%	1,334	17%	5,510
Stonewall Director	0.20	2,944	17%	3,680	21%	2,576	15%	16,376
Director of Clinical Operations	0.15	2,160	21%	2,400	23%	1,680	16%	11,400
Health Educator	0.80	2,765	7%	0	0%	11,520	30%	42,855
Project Assistant	0.70	3,005	11%	4,006	15%	8,013	30%	31,718
Speed Project Coordinator	0.90	2,862	7%	0	0%	11,448	27%	44,838
Counselor I/II	0.80	2,770	7%	8,770	21%	923	2%	44,314
								0
								0
<b>Total FTE &amp; Total Salaries</b>	<b>3.75</b>	<b>18,153</b>	<b>8%</b>	<b>21,052</b>	<b>9%</b>	<b>39,509</b>	<b>18%</b>	<b>208,886</b>
Fringe Benefits	25%	4,538	8%	5,263	9%	9,877	18%	52,221
<b>Total Personnel Expenses</b>		<b>22,691</b>	<b>8%</b>	<b>26,315</b>	<b>9%</b>	<b>49,386</b>	<b>18%</b>	<b>261,107</b>
<b>Operating Expenses</b>								
		<b>Expenditure</b>	<b>%</b>	<b>Expenditure</b>	<b>%</b>			<b>Page Total</b>
Total Occupancy		3,117	8%	3,507	9%	7,012	18%	36,619
Total Materials and Supplies		470	8%	529	9%	1,059	18%	5,527
Total General Operating		520	8%	585	9%	1,170	18%	6,110
Total Staff Travel								
Consultants/Subcontractor:		200	8%	225	9%	450	18%	2,350
								0
Other:		112	8%	126	9%	252	18%	1,316
<b>Total Operating Expenses</b>		<b>\$ 4,419</b>	<b>6%</b>	<b>\$ 4,972</b>	<b>6%</b>	<b>9,943</b>	<b>13%</b>	<b>\$ 51,922</b>
<b>Total Direct Expenses</b>		<b>27,110</b>	<b>8%</b>	<b>31,287</b>	<b>10%</b>	<b>59,329</b>	<b>18%</b>	<b>313,029</b>
<b>Indirect Expenses</b>	<b>10%</b>	<b>2,711</b>	<b>8%</b>	<b>3,129</b>	<b>10%</b>	<b>5,933</b>	<b>18%</b>	<b>31,303</b>
<b>TOTAL EXPENSES</b>		<b>\$ 29,821</b>	<b>8%</b>	<b>\$ 34,416</b>	<b>10%</b>	<b>65,262</b>	<b>18%</b>	<b>\$344,332</b>
<b>Number of Units of Service (UOS) per Service Mode</b>		<b>240</b>		<b>359</b>		<b>12</b>		<b>611</b>
<b>Cost Per Unit of Service by Service Mode</b>		<b>\$124.25</b>		<b>95.87</b>		<b>5438.50</b>		
<b>Number of Contacts (NOC) per Service Mode</b>		<b>255</b>		<b>374</b>				

Contractor Name: San Francisco AIDS Foundation  
 Contract Term: 9/1/11-6/30/16  
 Funding Source: General Fund

Appendix B-3d Page 3  
 Appendix Term: 7/1/15-6/30/16

**SFDPH AIDS OFFICE CONTRACT  
 UOS COST ALLOCATION BY SERVICE MODE**

Personnel Expenses	FTE	SERVICE MODES						Contract Totals
		Condom distribution		Training		Salaries	% FTE	
Position Titles		Salaries	% FTE	Salaries	% FTE	Salaries	% FTE	
Vice-President of Program & Services	0.05	240	3%	160	2%			8,000
Director of Government Contracts	0.05	135	3%	90	2%			4,500
Evaluation Associate	0.10	174	3%	116	2%			5,800
Stonewall Director	0.20	1,104	6%	920	5%			18,400
Director of Clinical Operations	0.15	360	3%	240	2%			12,000
Health Educator	0.80	2,304	5%	921	2%			46,080
Project Assistant	0.70	1,002	3%	667	2%			33,387
Speed Project Coordinator	0.90	1,908	4%	954	2%			47,700
Counselor I/II	0.80	923	2%	923	2%			46,160
<b>Total FTE &amp; Total Salaries</b>	<b>3.75</b>	<b>8,150</b>	<b>4%</b>	<b>4,991</b>	<b>2%</b>			<b>222,027</b>
Fringe Benefits	25%	2,038	4%	1,248	2%			55,507
<b>Total Personnel Expenses</b>		<b>10,188</b>	<b>4%</b>	<b>6,239</b>	<b>2%</b>			<b>277,534</b>
<b>Operating Expenses</b>		<b>Expenditure</b>	<b>%</b>	<b>Expenditure</b>	<b>%</b>			<b>Contract Tot</b>
Total Occupancy		1,559	4%	779	2%			36,000
Total Materials and Supplies		236	4%	118	2%			5,881
Total General Operating		260	4%	129	2%			6,499
Total Staff Travel								
Consultants/Subcontractor:		100	4%	50	2%			2,500
Other:		56	4%	28	2%			1,400
<b>Total Operating Expenses</b>		<b>\$ 2,211</b>	<b>4%</b>	<b>\$ 1,104</b>	<b>2%</b>			<b>\$ 55,237</b>
<b>Total Direct Expenses</b>		<b>12,399</b>	<b>4%</b>	<b>7,343</b>	<b>2%</b>			<b>332,771</b>
Indirect Expenses	10%	1,240	4%	734	2%			33,277
<b>TOTAL EXPENSES</b>		<b>\$ 13,639</b>	<b>4%</b>	<b>\$ 8,077</b>	<b>2%</b>			<b>\$366,048</b>
Number of Units of Service (UOS) per Service Mode		12		24				1,815
Cost Per Unit of Service by Service Mode		\$1,136.58		336.54				
Number of Contacts (NOC) per Service Mode				120				

## BUDGET JUSTIFICATION Stonewall Project

### Salaries and Benefits

#### Vice-President of Program & Services

Responsible for ensuring the implementation, management and evaluation of the program structure and provision of professional oversight to create a service delivery continuum that is responsive to the current health and well-being needs, including HIV needs of gay & bisexual men

*Minimum Qualifications:* Master's degree in psychology, social services, business or related disciplines. Requirements also include three years' experience in supervisory capacity, especially in HIV prevention and demonstrated program management and program development experience.

Annual Salary \$ 160,000 x 0.05 FTE = \$ 8,000

#### Director of Government Contracts

Responsible for all data management and contract related activities. Maintains operational and statistical reporting mechanisms in accordance with contract and departmental requirements, produces routine and ad hoc reporting as needed, and ensures the integrity of the service database by overseeing database quality assurance activities.

*Minimum Qualifications:* Bachelor's degree and at least two years demonstrated experience in health services program planning, design, and evaluation; grant development and writing; government contracts management and negotiations.

Annual Salary \$ 90,000 x 0.05 FTE = \$ 4,500

#### Evaluation Associate

Responsible for coordinating data collection, quality assurance, reporting and summaries to ensure foundation programs are rigorously evaluated for process and health outcomes and public health impact. Responsible for review, abstraction from client records and database entry of all data collected from clients as well as data analysis to meet programmatic and contract requirements.

*Minimum Qualifications:* Bachelor's degree and 2 years experience managing and ensuring quality for large client data sets or 5 years equivalent experience required.

Annual Salary \$ 58,000 x 0.10 FTE = \$ 5,800

#### Stonewall Director

Responsible for oversight of all operations including documentation of all services, administrative supervision of staff, analyzing data and writing reports. Provides HIV prevention and care services to a caseload of Stonewall clients.

*Minimum Qualifications:* Master's degree and at least five years experience in managing at social services programs.

Annual Salary \$ 92,000 x 0.20 FTE = \$ 18,400

Director of Clinical Operations

Dir. Of Clinical Operations assists with daily operations, provides HIV prevention and care services to a caseload of Stonewall clients.

*Minimum Qualifications:* Masters Degree and three years experience in managing at social services programs.

Annual Salary \$ 80,000 x 0.15 FTE = \$ 12,000

Health Educator

Responsible for coordinating web site, MSW, IRRC, Health Ed, Referral & linkages, training, scheduling and management of the Peer Educators, overseeing and reviewing log sheets, field notes, and performs field observations.

*Minimum Qualifications:* High school diploma or equivalency and at least 5 years experience in HIV prevention and education.

Annual Salary \$ 57,600 x 0.80 FTE = \$ 46,080

Project Assistant

entry.

*Minimum Qualifications:* High school diploma or equivalency and two years experience in office clerical work and computer skills.

Annual Salary \$ 47,695 x 0.70 FTE = \$ 33,387

Speed Project Coordinator

Responsible for the Speed Project field implementation. Will recruit peer advocates from the speed using community and those in recovery from speed use. Responsible for supervision and performance of Peer Advocates, ensuring that they are receiving all necessary logistical support. The Speed Project Outreach Coordinator will help develop and implement the initial training for the peer advocates as well as ongoing training activities.

*Minimum Qualifications:* Experience in health/human services and or related disciplines. Also requires experience coordinating outreach activities among communities of color and MSM populations, experience providing HIV/AIDS services and knowledge of substance use and harm reduction services.

Annual Salary \$ 53,000 x 0.90 FTE = \$ 47,700

Counselor I/II

Responsible for intake assessments, individual and group counseling, referrals to psychiatrist, documentation of all counseling.

*Minimum Qualifications:* Master's degree or at least five years experience in substance use, mental health, or HIV counseling.

Annual Salary \$ 57,700 x 0.80 FTE = \$ 46,160

**Total Salaries**

\$ 222,027

Total Benefits 25% of \$ 222,027 total salaries = \$ 55,507

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



**TOTAL SALARIES & BENEFITS**

\$ 277,534

**Operating Expenses**

**Occupancy:**

Rent:

Rent expense based on SFAF's experience rate of \$792.13 per FTE per month.

\$792.13 per month x 3.75 FTE x 12 months = \$ 35,646

Utilities:

Telephone expense based on SFAF's experience rate of \$73.57 per FTE per month.

\$73.57 per month x 3.75 FTE x 12 months = \$ 3,311

**Total Occupancy:**

\$ 38,957

**Materials and Supplies:**

Office Supplies/Postage:

Office supplies/postage expense based on SFAF's experience rate of \$75.41 per FTE per month.

\$75.41 per month x 3.75 FTE x 12 months = \$ 3,393

Program/Medical Supplies:

Condoms, lubricant, T-shirts, hats and other like items to be distributed to clients to promote awareness.

\$ 1,000

Printing & Reproduction

Printing flyers, stickers, palm cards and other reproduction costs.

2,976 pieces x \$0.50 average estimated cost per piece = \$ 1,488

**Total Materials and Supplies**

\$ 5,881

**General Operating:**

Insurance:

Occupancy insurance expense based on SFAF's experience rate of \$45.14 per FTE per month.

\$45.14 per month x 3.75 FTE x 12 months = \$ 2,031

Rental/Maintenance of

Equipment:

Equipment rental expense based on SFAF's experience rate of \$44.71 per FTE per month. Equipment maintenance expense based on SFAF's experience rate of \$50.33 per FTE per month.

Rental - \$44.71 per month x 3.75 FTE x 12 months = \$ 2,012

Maintenance - \$50.33 per month x 3.75 FTE x 12 months = \$ 2,265

Outside Storage:

Storage expense based on SFAF's experience rate of \$4.25 per FTE per month.

\$4.25 per month x 3.75 FTE x 12 months = \$ 191

**Total General Operating:**

\$ 6,499

**Consultants/Subcontractors:**

Clinical Consultant - bi-weekly meetings with program staff  
\$100 per hours x 25 meetings = \$ 2,500

**Total**

**Consultants/Subcontractors:** \$ 2,500

**Other:**

Staff Training  
Registration and/or travel for trainings and conferences  
\$350 per registration x 4 conference/seminars = \$ 1,400

**Total Other:** \$ 1,400

**TOTAL OPERATING EXPENSES** **#####**

**CAPITAL EXPENDITURES:** *(If needed - A unit valued at \$5,000 or more)*

**Total Capital Expenditures:** \$ -

**TOTAL DIRECT COSTS** **\$332,771**

**INDIRECT COSTS**

Indirect expenses for the San Francisco AIDS Foundation are approximately 17% of operating costs. SFAF requests reimbursement at 12% of the total direct costs in this proposal to cover operating expenses incurred by the Foundation, including finance and administration.

\$332,771 x 10% = \$ 33,277

**TOTAL INDIRECT COSTS** **\$ 33,277**

**APPENDIX TOTAL** **\$366,048**

Contractor Name: San Francisco AIDS Foundation  
 Contract Term: 9/1/11-6/30/16  
 Funding Source: General Fund

Appendix B-4d Page 1  
 Appendix Term: 7/1/14-6/30/15

**SFDPH AIDS OFFICE CONTRACT  
 UOS COST ALLOCATION BY SERVICE MODE**

Personnel Expenses	FTE	SERVICE MODES						Page Total
		Events		Groups		Testing		
Position Titles		Salaries	% FTE	Salaries	% FTE	Salaries	% FTE	
Vice-President of Program & Services	0.10	2,880	18%	7,520	47%	3,360	21%	13,760
Director of Government Contracts	0.05	225	5%	3,105	69%	1,035	23%	4,365
Evaluation Associate	0.05	145	5%	2,001	69%	667	23%	2,813
Contracts & Purchasing Manager	0.05	225	5%	3,105	69%	1,035	23%	4,365
BBE MGR	0.80	13,600	26%	30,620	59%	0	0%	44,220
Community Organizer/Mobilization Manager	0.80	14,350	28%	30,040	58%	0	0%	44,390
Health Educator	0.10	2,419	42%	0	0%	1,210	21%	3,629
Speed Project Coord	0.10	1,113	21%	2,014	38%	0	0%	3,127
Counselor I/II	0.20	0	0%	4,501	39%	4,385	38%	8,886
Administrative Assistant	0.10	315	6%	4,463	85%	315	6%	5,093
Dir., Prevention Services	0.15	14,345	58%	6,940	28%	3,218	13%	24,503
Dir., Program Development & Ops	0.10	3,650	49%	2,800	37%	975	13%	7,425
DREAAAM Program Manager	0.90	24,293	46%	17,636	33%	9,845	19%	51,774
DREAAAM Program Coordinator	0.50	12,737	60%	5,124	24%	3,275	15%	21,136
Outreach /Testing Counselor	0.40	0	0%	0	0%	14,959	100%	14,959
Testing Coordinator	0.25	5,975	53%	2,700	24%	2,463	22%	11,138
Media Designer	0.10	5,084	62%	1,968	24%	1,066	13%	8,118
Volunteer Manager	0.10	3,162	62%	1,224	24%	663	13%	5,049
<b>Total FTE &amp; Total Salaries</b>	<b>4.85</b>	<b>104,518</b>	<b>78%</b>	<b>125,761</b>	<b>94%</b>	<b>48,471</b>	<b>36%</b>	<b>278,750</b>
fringe Benefits	25%	26,129	85%	31,440	102%	12,118	39%	69,687
<b>Total Personnel Expenses</b>		<b>130,647</b>	<b>80%</b>	<b>157,201</b>	<b>96%</b>	<b>60,589</b>	<b>37%</b>	<b>348,437</b>

Operating Expenses	Expenditure	%	Expenditure	%	Expenditure	%	Contract Total
Total Occupancy	5,672	11%	17,016	33%	7,465	15%	30,153
Total Materials and Supplies	4,950	13%	23,700	62%	6,566	17%	35,216
Total General Operating	1,630	11%	9,782	69%	1,644	12%	13,056
Consultants/Subcontractor	385	11%	2,415	69%	385	11%	3,185
Other:							
<b>Total Operating Expenses</b>	<b>\$ 12,637</b>	<b>20%</b>	<b>\$ 52,913</b>	<b>85%</b>	<b>16,060</b>	<b>26%</b>	<b>\$ 81,610</b>

<b>Total Direct Expenses</b>	143,284	63%	210,114	93%	76,649	34%	430,047
Indirect Expenses	10% 14,327	63%	21,011	93%	7,665	34%	43,003
<b>TOTAL EXPENSES</b>	<b>\$ 157,611</b>	<b>63%</b>	<b>\$ 231,125</b>	<b>93%</b>	<b>84,314</b>	<b>34%</b>	<b>\$473,050</b>

Number of Units of Service (UOS) per Service Mode	24	580	500	1,104
Cost Per Unit of Service by Service Mode	\$6,567.13	\$398.49	168.63	
Number of Contacts (NOC) per Service Mode	984	3,320	500	

9	Personnel Expenses	FTE	SERVICE MODES				Contract Totals
			IRRC		PCM		
10	Position Titles		Salaries	% FTE	Salaries	% FTE	
11	Vice-President of Program & Services	0.10	1,240	8%	1,000	6%	16,000
12	Director of Government Contracts	0.05	135	3%	0	0%	4,500
13	Evaluation Associate	0.05	87	3%	0	0%	2,900
14	Contracts & Purchasing Manager	0.05	135	3%	0	0%	4,500
15	BBE MGR	0.80	520	1%	7,260	14%	52,000
16	Community Organizer/Mobilization Manager	0.80	2,290	4%	5,320	10%	52,000
17	Health Educator	0.10	921	16%	1,210	21%	5,760
18	Speed Project Coord	0.10	0	0%	2,173	41%	5,300
19	Counselor I/II	0.20	2,192	19%	462	4%	11,540
20	Administrative Assistant	0.10	0	0%	157	3%	5,250
21	Dir., Prevention Services	0.15	247	1%	0	0%	24,750
22	Dir., Program Development & Ops	0.10	75	1%	0	0%	7,500
23	DREAAM Program Manager	0.90	876	2%	0	0%	52,650
24	DREAAM Program Coordinator	0.50	214	1%	0	0%	21,350
25	Outreach/Teasing Counselor	0.40	0	0%	0	0%	14,959
26	Testing Coordinator	0.25	112	1%	0	0%	11,250
27	Media Designer	0.10	82	1%	0	0%	8,200
28	Volunteer Manager	0.10	51	1%	0	0%	5,100
29	<b>Total FTE &amp; Total Salaries</b>	<b>4.85</b>	<b>9,177</b>	<b>3%</b>	<b>17,582</b>	<b>6%</b>	<b>305,500</b>
30	Fringe Benefits	25%	2,294	3%	4,396	6%	76,000
31	<b>Total Personnel Expenses</b>		<b>11,471</b>	<b>3%</b>	<b>21,978</b>	<b>6%</b>	<b>381,886</b>

33	Operating Expenses	Expenditure	%	Expenditure	%	Contract Total
34	Total Occupancy	18,907	37%	2,363	5%	51,423
35	Total Materials and Supplies	1,317	3%	1,645	4%	38,178
36	Total General Operating	544	4%	679	5%	14,279
37	Consultants/Subcontractor	0	0%	315	9%	3,500
38						
39						
40	Other:					
41						
42						
43						
44						
45						
46						
47						
48	<b>Total Operating Expenses</b>	<b>\$ 20,768</b>	<b>19%</b>	<b>\$ 5,002</b>	<b>5%</b>	<b>\$ 107,380</b>

49						
50	<b>Total Direct Expenses</b>	<b>32,239</b>	<b>7%</b>	<b>26,980</b>	<b>6%</b>	<b>489,266</b>
51	Indirect Expenses	10%	3,224	7%	2,699	6%
52	<b>TOTAL EXPENSES</b>	<b>\$ 35,463</b>	<b>7%</b>	<b>\$ 29,679</b>	<b>6%</b>	<b>\$538,192</b>
53						
54	Number of Units of Service (UOS) per Service Mode	262		200		1
55	Cost Per Unit of Service by Service Mode	\$135.35		\$148.40		
56	Number of Contacts (NOC) per Service Mode	792		200		

**BUDGET JUSTIFICATION**  
**African-American Prevention Initiative**

**Salaries and Benefits**

Vice-President of Program & Services

Responsible for ensuring the implementation, management and evaluation of the program structure and provision of professional oversight to create a service delivery continuum that is responsive to the current health and well-being needs, including HIV needs of gay & bisexual men.

*Minimum Qualifications:* Master's degree in psychology, social services, business or related disciplines. Requirements also include three years' experience in supervisory capacity, especially in HIV prevention and demonstrated program management and program development experience.

Annual Salary \$ 160,000 x 0.10 FTE = \$ 16,000

Director of Government Contracts

Responsible for all data management and contract related activities. Maintains operational and statistical reporting mechanisms in accordance with contract and departmental requirements, produces routine and ad hoc reporting as needed, and ensures the integrity of the service database by overseeing database quality assurance activities.

*Minimum Qualifications:* Bachelor's degree and at least two years demonstrated experience in health services program planning, design, and evaluation; grant development and writing; government contracts management and negotiations.

Annual Salary \$ 90,000 x 0.05 FTE = \$ 4,500

Evaluation Associate

Responsible for coordinating data collection, quality assurance, reporting and summaries to ensure foundation programs are rigorously evaluated for process and health outcomes and public health impact. Responsible for review, abstraction from client records and database entry of all data collected from clients as well as data analysis to meet programmatic and contract requirements.

*Minimum Qualifications:* Bachelor's degree and 2 years experience managing and ensuring quality for large client data sets or 5 years equivalent experience required.

Annual Salary \$ 58,000 x 0.05 FTE = \$ 2,900

Contracts & Purchasing Manager

Prepares monthly contract invoices, records contract accruals into financial management system, prepares budgets for contract proposals, modifications, and revisions. Prepares reports for contract financial information and maintains databases related to contract allocations.

*Minimum Qualifications:* Bachelor's degree in Finance or related field or equivalent experience in accounting, budgeting and contract management. Two years demonstrated experience in a finance/contract management capacity.

Annual Salary \$ 90,000 x 0.05 FTE = \$ 4,500

BBE MGR

Manages and coordinates all day-to-day aspects of the program. Responsible for the development, administration and facilitation of all BBE group program activities. Duties include co-facilitation of the weekly drop-in support group (Phoenix Rising), coordination of all workshops (Afrochats, Many Men, Many Voices, Healthy relationships) curricula development and logistic support and facilitation of the BBE Steering Committee.

*Minimum Qualifications:* Experience in health/human services and or related disciplines. Also requires experience coordinating outreach activities among African American populations, experience providing HIV/AIDS services and knowledge of substance use and harm reduction services.

Annual Salary \$ 65,000 x 0.80 FTE = \$ 52,000

Community Organizer/Mobilization Manager

Responsible for the development and implementation of group and community level interventions that organizes and mobilizes communities in order to increase their level of social capital. This position provides a clinical/social services perspective on how to work with individuals in our target population and engage them in community building activities. Targets health promotion and wellness among African American gay and bisexual and same gender loving men.

*Minimum Qualifications:* Bachelor's degree in psychology, social services or related discipline. Also requires experience coordinating outreach activities among communities of color and MSM populations, experience providing HIV/AIDS services and knowledge of substance use and harm reductions services.

Annual Salary \$ 65,000 x 0.80 FTE = \$ 52,000

Health Educator

Performs phlebotomy services for confirmatory HIV antibody testing and RNA testing. Prepares specimen collection for transport to SFDPH laboratory.

*Minimum Qualifications:* State certified phlebotomist.

Annual Salary \$ 57,600 x 0.10 FTE = \$ 5,760

Speed Project Coordinator

Responsible for the Speed Project field implementation. Will recruit peer advocates from the speed using community and those in recovery from speed use. Responsible for supervision and performance of Peer Advocates, ensuring that they are receiving all necessary logistical support. The Speed Project Outreach Coordinator will help develop and implement the initial training for the peer advocates as well as ongoing training activities.

*Minimum Qualifications:* Experience in health/human services and or related disciplines. Also requires experience coordinating outreach activities among communities of color and MSM populations, experience providing HIV/AIDS services and knowledge of substance use and harm reduction services.

Annual Salary \$ 53,000 x 0.10 FTE = \$ 5,300

Counselor I/II

Responsible for intake assessments, individual and group counseling, referrals to psychiatrist, documentation of all counseling.

*Minimum Qualifications:* Master's degree or at least five years experience in substance use, mental health, or HIV counseling.

Annual Salary \$ 57,700 x 0.20 FTE = \$ 11,540

Administrative Assistant

Provide administrative office support to the BBE program (including correspondence, filing, ordering supplies, scheduling meetings, and preparing materials packets).

*Minimum Qualifications:* High school diploma or equivalency and one year of experience working as an Administrative Assistant.

Annual Salary \$ 52,500 x 0.10 FTE = \$ 5,250

Director, Prevention Services: Responsible for supervision of program staff and will act as liaison to prevention and care partners; responsible for program planning, implementation and evaluation. *Minimum qualifications:* Master's Degree and 4 years community organizing & disease prevention experience or an equivalent combination of education and experience.

Annual Salary \$99,000 x .25 FTE = \$ 24,750

Director, Program Development and Operations: Responsible for staff and volunteer education/training; keeps up to date on new trends in HIV prevention with an eye toward possible program impacts; works on program design and delivery plan, and coordinates program evaluation. *Minimum qualifications:* Masters in Public Health and 3 years community organizing and public health experience or an equivalent combination of education and experience.

Annual Salary \$75,000 x .10 FTE = \$ 7,500

DREAAM Program Manager: Responsible for program oversight and supervision of DREAAM Program Coordinator. Responsible for program design input, program implementation, and evaluation. Oversees outreach efforts to community providers and provides case management to link clients to resources and services. Oversees HIV testing efforts, recruits participants for annual Black PLUS, and arranges Black PLUS logistics with Positive Force staff. *Minimum qualifications*: Demonstratable cultural competence and a Master's degree in a relevant field (Counseling, MSW, Psychology, MFT, etc) and 3 years related experience.

Annual Salary \$58,500 x .90 FTE = \$ 52,650

DREAAM Program Coordinator: Responsible for HIV testing recruitment, client outreach, program delivery. Oversees drop-in space and coordinates drop-in space logistics. *Minimum qualifications*: BA or one year experience in community organizing and health promotion, or an equivalent combination.

Annual Salary \$42,700 x .50 FTE = \$ 21,350

Outreach/Testing Counselor: Conducts targeted recruitment activities for HIV testing at specific venues in the community. This can include accompanying client to testing site. Provides informed consent, HIV/RNA counseling and test disclosure information to clients being tested. Perform specimen collection (finger stick) for HIV antibody rapid test. Processes, develops, and interprets HIV antibody testing kits (OraQuick and StatPak) document results. Assists in data entry. *Minimum qualifications*: State of California HIV Test Counselor Certification required.

Annual Salary \$37,398 x .40 FTE = \$ 14,959

Testing Coordinator: Responsible for managing the testing calendar and coordinating shift logistics with AHP staff; responsible for RV maintenance including, but not limited to, any pertinent permit and parking issues, driving, managing client flow and providing HIV testing services. *Minimum qualifications*: BA degree or 2 years related work experience; state-certified IRRC counselor and certified phlebotomist.

Annual Salary \$45,000 x .25 FTE = \$ 11,250

Media Designer: Designs social marketing campaigns and promotional media pieces. *Minimum qualifications*: BA and 2 years experience or an equivalent combination of education and experience.

Annual Salary \$82,000 x .10 FTE = \$ 8,200



Volunteer Manager: Performs intake interviews with potential volunteers to match skills & interests to components of our programs; develops & implements plans to increase volunteerism; develops & coordinates volunteer orientations and trainings; develops & implements performance evaluation methods; tracks volunteer hours worked; develops support and retention activities and designs leadership development curriculum for volunteers in order to increase retention. *Minimum qualifications:* BA and 2 years experience in volunteer coordination, or an equivalent combination of education and experience.

Annual Salary \$51,000 x .10 FTE = \$ 5,100

**Total Salaries** \$ 305,509

Total Benefits 25% of \$ 305,509 total salaries = \$ 76,377  
 Social Security, Worker's Compensation, Health Benefits, Unemployment, State and

**TOTAL SALARIES & BENEFITS** \$ 381,886

**Operating Expenses**

**Occupancy:**

Rent:

Rent expense based on SFAF's experience rate of \$792.13 per FTE per month.

\$792.13 per month x 4.95 FTE x 12 months = \$ 47,053

Utilities:

Telephone expense based on SFAF's experience rate of \$73.57 per FTE per month.

\$73.57 per month x 4.95 FTE x 12 months = \$ 4,370

**Total Occupancy** \$ 51,423

**Materials and Supplies:**

Office Supplies/Postage:

Office supplies/postage expense based on SFAF's experience rate of \$75.41 per FTE per month.

\$75.41 per month x 4.95 FTE x 12 months = \$ 4,482

Case Management/Event Expense:

Food and supplies for drop-in space, MUNI cards for client appointments, and fees/expenses associated with program promotion at community events (street fairs, Pride Parade, Juneteenth, Kwanzaa, etc.).

200 drop-in + 75 case mgmt clients annually x approx \$58.35/client \$ 16,047

Approx 6 community Events x \$2,941.60 per event \$ 17,650

**Total Materials and Supplies** \$ 38,178

**General Operating:**

Insurance:

Occupancy insurance expense based on SFAF's experience rate of \$45.14 per FTE per month.

\$45.14 per month x 4.95 FTE x 12 months = \$ 2,681

Outside Storage:

Storage expense based on SFAF's experience rate of \$4.25 per FTE per month.

\$4.25 per month x 4.95 FTE x 12 months = \$ 252

Rental/Maintenance of Equipment:

Equipment rental expense based on SFAF's experience rate of \$44.71 per FTE per month. Equipment maintenance expense based on SFAF's experience rate of \$50.33 per FTE per month.

Rental - \$44.71 per month x 4.95 FTE x 12 months = \$ 2,656

Maintenance - \$50.33 per month x 4.95 FTE x 12 months = \$ 2,990

Program Incentives:

\$20 testing incentives x 125 tests = \$2,500 \$ 2,500

Communications/Promotional Media: Promote one Black PLUS events (2 days session), 2 Status Awareness events and 1 Major event. \$400 each media buy

\$ 1,600

Misc. Fuel and parking space rental for R.V. for HIV/STD testing

\$ 1,600

Prorated fuel and parking for RV @ \$133.33/mo x 12 mo

**Total General Operating:**

**\$ 14,279**

**Consultants/Subcontractors:**

Temporary Staff

Youth to help administer YBMSM program, assist with outreach, set-up and clean up meeting space, etc.

\$20/hour x 7 hours/week x 25 weeks \$ 3,500

**Total Consultants/Subcontractors:**

**\$ 3,500**

**TOTAL OPERATING EXPENSES**

**\$ 107,380**

**TOTAL DIRECT COSTS**

**\$ 489,266**

**INDIRECT COSTS**

Indirect expenses for the San Francisco AIDS Foundation are approximately 17% of operating costs. SFAF requests reimbursement at 10% of the total direct costs in this proposal to cover operating expenses incurred by the Foundation, including finance and administration.

\$489,266 x 10% = \$ 48,926

**TOTAL INDIRECT COSTS**

**\$ 48,926**

**APPENDIX TOTAL**

**\$ 538,192**

	A		C	D	E		G	H	I	
1	Contractor Name: San Francisco AIDS Foundation						Appendix B-4e		Page 1	
2	Contract Term: 9/1/11-6/30/16						Appendix Term: 7/1/15-6/30/16			
3	Funding Source: General Fund									
4										

**SFDPH AIDS OFFICE CONTRACT  
UOS COST ALLOCATION BY SERVICE MODE**

		SERVICE MODES							
Personnel Expenses		Events		Groups		Testing		Page Total	
Position Titles	FTE	Salaries	% FTE	Salaries	% FTE	Salaries	% FTE		
Vice-President of Program & Services	0.10	2,880	18%	7,520	47%	3,360	21%	13,760	
Director of Government Contracts	0.05	225	5%	3,105	69%	1,035	23%	4,365	
Evaluation Associate	0.05	145	5%	2,001	69%	667	23%	2,813	
Contracts & Purchasing Manager	0.05	225	5%	3,105	69%	1,035	23%	4,365	
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Community Organizer/Mobilization Manager	0.80	14,350	28%	30,040	58%	0	0%	44,390	
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Speed Project Coord	0.10	1,113	21%	2,014	38%	0	0%	3,127	
Counselor I/II	0.20	0	0%	4,501	39%	4,385	38%	8,886	
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Outreach /Testing Counselor	0.40	0		0		14,959	100%	14,959	
Testing Coordinator	0.25	5,975	53%	2,700	24%	2,463	22%	11,138	
Media Designer	0.10	5,084	62%	1,968	24%	1,066	13%	8,118	
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<b>Total FTE &amp; Total Salaries</b>	<b>4.85</b>	<b>104,518</b>	<b>78%</b>	<b>125,761</b>	<b>94%</b>	<b>48,471</b>	<b>36%</b>	<b>278,750</b>	
Fringe Benefits	25%	26,129	85%	31,440	102%	12,118	39%	69,687	
<b>Total Personnel Expenses</b>		<b>130,647</b>	<b>80%</b>	<b>157,201</b>	<b>96%</b>	<b>60,589</b>	<b>37%</b>	<b>348,437</b>	

Operating Expenses		Expenditure	%	Expenditure	%	Expenditure	%	Contract Total
Total Occupancy		5,672	11%	17,016	33%	7,465	15%	30,153
Total Materials and Supplies		4,950	13%	23,700	62%	6,566	17%	35,216
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Consultants/Subcontractor		385	11%	2,415	69%	385	11%	3,185
Other:								
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Indirect Expenses 10%		14,327	63%	21,011	93%	7,665	34%	43,003
<b>TOTAL EXPENSES</b>		<b>\$ 157,611</b>	<b>63%</b>	<b>\$ 231,125</b>	<b>93%</b>	<b>84,314</b>	<b>34%</b>	<b>\$473,050</b>
Number of Units of Service (UOS) per Service Mode		24		580		500		1,104
Cost Per Unit of Service by Service Mode		\$6,567.13		\$398.49		168.63		
Number of Contacts (NOC) per Service Mode		984		3,320		500		

Contractor Name: **San Francisco AIDS Foundation**

Contract Term: **9/1/11-6/30/16**

Funding Source: **General Fund**

Appendix B-4e

Page 2

Appendix Term: **7/1/15-6/30/16**

**SFDPH AIDS OFFICE CONTRACT  
UOS COST ALLOCATION BY SERVICE MODE**

	A	B	C	D	E	F	G	H	I	
1	Contractor Name: <b>San Francisco AIDS Foundation</b>								Appendix B-4e	Page 2
2	Contract Term: <b>9/1/11-6/30/16</b>								Appendix Term: <b>7/1/15-6/30/16</b>	
3	Funding Source: <b>General Fund</b>									
4										
5										
6										
7										
8										
9	<b>Personnel Expenses</b>		<b>SERVICE MODES</b>							
10	<b>Position Titles</b>	<b>FTE</b>	<b>IRRC</b>		<b>PCM</b>		<b>Salaries</b>	<b>% FTE</b>	<b>Contract Totals</b>	
11	Vice-President of Program & Services	0.10	Salaries	% FTE	Salaries	% FTE			16,000	
12	Director of Government Contracts	0.05	1,240	8%	1,000	6%			4,500	
13	Evaluation Associate	0.05	135	3%	0	0%			2,900	
14	Contracts & Purchasing Manager	0.05	87	3%	0	0%			4,500	
15	BBE MGR	0.80	135	3%	0	0%			52,000	
16	Community Organizer/Mobilization Manager	0.80	520	1%	7,260	14%			52,000	
17	Health Educator	0.10	2,290	4%	5,320	10%			5,760	
18	Speed Project Coord	0.10	921	16%	1,210	21%			5,300	
19	Counselor I/II	0.20	0	0%	2,173	41%			11,540	
20	Administrative Assistant	0.10	2,192	19%	462	4%			5,250	
21	Dir., Prevention Services	0.15	0	0%	157	3%			24,750	
22	Dir., Program Development & Ops	0.10	247	1%	0	0%			7,500	
23	DREAAM Program Manager	0.90	75	1%	0	0%			52,650	
24	DREAAM Program Coordinator	0.50	876	2%	0	0%			21,350	
25	Outreach/Teasing Counselor	0.40	214	1%	0	0%			14,959	
26	Testing Coordinator	0.25	0	0%	0	0%			11,250	
27	Media Designer	0.10	112	1%	0	0%			8,200	
28	Volunteer Manager	0.10	82	1%	0	0%			5,100	
29	<b>Total FTE &amp; Total Salaries</b>	<b>4.85</b>	<b>9,177</b>	<b>3%</b>	<b>17,582</b>	<b>6%</b>			<b>305</b>	
30	Fringe Benefits	23%	2,294	3%	4,396	6%			7	
31	<b>Total Personnel Expenses</b>		<b>11,471</b>	<b>3%</b>	<b>21,978</b>	<b>6%</b>			<b>381,886</b>	
32										
33	<b>Operating Expenses</b>		<b>Expenditure</b>	<b>%</b>	<b>Expenditure</b>	<b>%</b>			<b>Contract Total</b>	
34	Total Occupancy		18,907	37%	2,363	5%			51,423	
35	Total Materials and Supplies		1,317	3%	1,645	4%			38,178	
36	Total General Operating		544	4%	679	5%			14,279	
37	Consultants/Subcontractor		0	0%	315	9%			3,500	
38										
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40	Other:									
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46										
47										
48	<b>Total Operating Expenses</b>		<b>\$ 20,768</b>	<b>19%</b>	<b>\$ 5,002</b>	<b>5%</b>			<b>\$ 107,380</b>	
49										
50	<b>Total Direct Expenses</b>		<b>32,239</b>	<b>7%</b>	<b>26,980</b>	<b>6%</b>			<b>489,266</b>	
51	Indirect Expenses	10%	3,224	7%	2,699	6%			48,926	
52	<b>TOTAL EXPENSES</b>		<b>\$ 35,463</b>	<b>7%</b>	<b>\$ 29,679</b>	<b>6%</b>			<b>\$538,192</b>	
53										
54	Number of Units of Service (UOS) per Service Mode		262		200					
55	Cost Per Unit of Service by Service Mode		\$135.35		\$148.40					
56	Number of Contacts (NOC) per Service Mode		792		200					
57										
58	DPH #1A(1)									Rev. 05/2010

**BUDGET JUSTIFICATION**  
**African-American Prevention Initiative**

**Salaries and Benefits**

Vice-President of Program & Services

Responsible for ensuring the implementation, management and evaluation of the program structure and provision of professional oversight to create a service delivery continuum that is responsive to the current health and well-being needs, including HIV needs of gay & bisexual men.

*Minimum Qualifications:* Master's degree in psychology, social services, business or related disciplines. Requirements also include three years' experience in supervisory capacity, especially in HIV prevention and demonstrated program management and program development experience.

Annual Salary \$ 160,000 x 0.10 FTE = \$ 16,000

Director of Government Contracts

Responsible for all data management and contract related activities. Maintains operational and statistical reporting mechanisms in accordance with contract and departmental requirements, produces routine and ad hoc reporting as needed, and ensures the integrity of the service database by overseeing database quality assurance activities.

*Minimum Qualifications:* Bachelor's degree and at least two years demonstrated experience in health services program planning, design, and evaluation; grant development and writing; government contracts management and negotiations.

Annual Salary \$ 90,000 x 0.05 FTE = \$ 4,500

Evaluation Associate

Responsible for coordinating data collection, quality assurance, reporting and summaries to ensure foundation programs are rigorously evaluated for process and health outcomes and public health impact. Responsible for review, abstraction from client records and database entry of all data collected from clients as well as data analysis to meet programmatic and contract requirements.

*Minimum Qualifications:* Bachelor's degree and 2 years experience managing and ensuring quality for large client data sets or 5 years equivalent experience required.

Annual Salary \$ 58,000 x 0.05 FTE = \$ 2,900

Contracts & Purchasing Manager

Prepares monthly contract invoices, records contract accruals into financial management system, prepares budgets for contract proposals, modifications, and revisions. Prepares reports for contract financial information and maintains databases related to contract allocations.

*Minimum Qualifications:* Bachelor's degree in Finance or related field or equivalent experience in accounting, budgeting and contract management. Two years demonstrated experience in a finance/contract management capacity.

Annual Salary \$ 90,000 x 0.05 FTE = \$ 4,500

BBE MGR

Manages and coordinates all day-to-day aspects of the program. Responsible for the development, administration and facilitation of all BBE group program activities. Duties include co-facilitation of the weekly drop-in support group (Phoenix Rising), coordination of all workshops (Afrochats, Many Men, Many Voices, Healthy relationships) curricula development and logistic support and facilitation of the BBE Steering Committee.

*Minimum Qualifications:* Experience in health/human services and or related disciplines. Also requires experience coordinating outreach activities among African American populations, experience providing HIV/AIDS services and knowledge of substance use and harm reduction services.

Annual Salary \$ 65,000 x 0.80 FTE = \$ 52,000

Community Organizer/Mobilization Manager

Responsible for the development and implementation of group and community level interventions that organizes and mobilizes communities in order to increase their level of social capital. This position provides a clinical/social services perspective on how to work with individuals in our target population and engage them in community building activities. Targets health promotion and wellness among African American gay and bisexual and same gender loving men.

*Minimum Qualifications:* Bachelor's degree in psychology, social services or related discipline. Also requires experience coordinating outreach activities among communities of color and MSM populations, experience providing HIV/AIDS services and knowledge of substance use and harm reductions services.

Annual Salary \$ 65,000 x 0.80 FTE = \$ 52,000

Health Educator

Performs phlebotomy services for confirmatory HIV antibody testing and RNA testing. Prepares specimen collection for transport to SFDPH laboratory.

*Minimum Qualifications:* State certified phlebotomist.

Annual Salary \$ 57,600 x 0.10 FTE = \$ 5,760

Speed Project Coordinator

Responsible for the Speed Project field implementation. Will recruit peer advocates from the speed using community and those in recovery from speed use. Responsible for supervision and performance of Peer Advocates, ensuring that they are receiving all necessary logistical support. The Speed Project Outreach Coordinator will help develop and implement the initial training for the peer advocates as well as ongoing training activities.

*Minimum Qualifications:* Experience in health/human services and or related disciplines. Also requires experience coordinating outreach activities among communities of color and MSM populations, experience providing HIV/AIDS services and knowledge of substance use and harm reduction services.

Annual Salary \$ 53,000 x 0.10 FTE = \$ 5,300

Counselor I/II

Responsible for intake assessments, individual and group counseling, referrals to psychiatrist, documentation of all counseling.

*Minimum Qualifications:* Master's degree or at least five years experience in substance use, mental health, or HIV counseling.

Annual Salary \$ 57,700 x 0.20 FTE = \$ 11,540

Administrative Assistant

Provide administrative office support to the BBE program (including correspondence, filing, ordering supplies, scheduling meetings, and preparing materials packets).

*Minimum Qualifications:* High school diploma or equivalency and one year of experience working as an Administrative Assistant.

Annual Salary \$ 52,500 x 0.10 FTE = \$ 5,250

Director, Prevention Services: Responsible for supervision of program staff and will act as liaison to prevention and care partners; responsible for program planning, implementation and evaluation. *Minimum qualifications:* Master's Degree and 4 years community organizing & disease prevention experience or an equivalent combination of education and experience.

Annual Salary \$99,000 x .25 FTE = \$ 24,750

Director, Program Development and Operations: Responsible for staff and volunteer education/training; keeps up to date on new trends in HIV prevention with an eye toward possible program impacts; works on program design and delivery plan, and coordinates program evaluation. *Minimum qualifications:* Masters in Public Health and 3 years community organizing and public health experience or an equivalent combination of education and experience.

Annual Salary \$75,000 x .10 FTE = \$ 7,500

DREAAM Program Manager: Responsible for program oversight and supervision of DREAAM Program Coordinator. Responsible for program design input, program implementation, and evaluation. Oversees outreach efforts to community providers and provides case management to link clients to resources and services. Oversees HIV testing efforts, recruits participants for annual Black PLUS, and arranges Black PLUS logistics with Positive Force staff. *Minimum qualifications:* Demonstratable cultural competence and a Master's degree in a relevant field (Counseling, MSW, Psychology, MFT, etc) and 3 years related experience.

Annual Salary \$58,500 x .90 FTE = \$ 52,650

DREAAM Program Coordinator: Responsible for HIV testing recruitment, client outreach, program delivery. Oversees drop-in space and coordinates drop-in space logistics. *Minimum qualifications:* BA or one year experience in community organizing and health promotion, or an equivalent combination.

Annual Salary \$42,700 x .50 FTE = \$ 21,350

Outreach/Testing Counselor: Conducts targeted recruitment activities for HIV testing at specific venues in the community. This can include accompanying client to testing site. Provides informed consent, HIV/RNA counseling and test disclosure information to clients being tested. Perform specimen collection (finger stick) for HIV antibody rapid test. Processes, develops, and interprets HIV antibody testing kits (OraQuick and StatPak) document results. Assists in data entry. *Minimum qualifications:* State of California HIV Test Counselor Certification required.

Annual Salary \$37,398 x .40 FTE = \$ 14,959

Testing Coordinator: Responsible for managing the testing calendar and coordinating shift logistics with AHP staff; responsible for RV maintenance including, but not limited to, any pertinent permit and parking issues, driving, managing client flow and providing HIV testing services. *Minimum qualifications:* BA degree or 2 years related work experience; state-certified IRRC counselor and certified phlebotomist.

Annual Salary \$45,000 x .25 FTE = \$ 11,250

Media Designer: Designs social marketing campaigns and promotional media pieces. *Minimum qualifications:* BA and 2 years experience or an equivalent combination of education and experience.

Annual Salary \$82,000 x .10 FTE = \$ 8,200

Volunteer Manager: Performs intake interviews with potential volunteers to match skills & interests to components of our programs; develops & implements plans to increase volunteerism; develops & coordinates volunteer orientations and trainings; develops & implements performance evaluation methods; tracks volunteer hours worked; develops support and retention activities and designs leadership development curriculum for volunteers in order to increase retention. *Minimum qualifications:* BA and 2 years experience in volunteer coordination, or an equivalent combination of education and experience.

Annual Salary \$51,000 x .10 FTE = \$ 5,100

**Total Salaries** \$ 305,509

Total Benefits 25% of \$ 305,509 total salaries = \$ 76,377

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

**TOTAL SALARIES & BENEFITS** \$ 381,886

**Operating Expenses**

Occupancy:

Rent:

Rent expense based on SFAF's experience rate of \$792.13 per FTE per month.

\$792.13 per month x 4.95 FTE x 12 months = \$ 47,053

Utilities:

Telephone expense based on SFAF's experience rate of \$73.57 per FTE per month.

\$73.57 per month x 4.95 FTE x 12 months = \$ 4,370

**Total Occupancy** \$ 51,423

Materials and Supplies:

Office Supplies/Postage:

Office supplies/postage expense based on SFAF's experience rate of \$75.41 per FTE per month.

\$75.41 per month x 4.95 FTE x 12 months = \$ 4,482

Case Management/Event Expense:

Food and supplies for drop-in space, MUNI cards for client appointments, and fees/expenses associated with program promotion at community events (street fairs, Pride Parade, Juneteenth, Kwanzaa, etc.).

200 drop-in + 75 case mgmt clients annually x approx \$58.35/client \$ 16,047

Approx 6 community Events x \$2,941.60 per event \$ 17,650



**Total Materials and Supplies** \$ 38,178  
**General Operating:**

Insurance:

Occupancy insurance expense based on SFAF's experience rate of \$45.14 per FTE per month.

\$45.14 per month x 4.95 FTE x 12 months = \$ 2,681

Outside Storage:

Storage expense based on SFAF's experience rate of \$4.25 per FTE per month.

\$4.25 per month x 4.95 FTE x 12 months = \$ 252

Rental/Maintenance of Equipment:

Equipment rental expense based on SFAF's experience rate of \$44.71 per FTE per month. Equipment maintenance expense based on SFAF's experience rate of \$50.33 per FTE per month.

Rental - \$44.71 per month x 4.95 FTE x 12 months = \$ 2,656

Maintenance - \$50.33 per month x 4.95 FTE x 12 months = \$ 2,990

Program Incentives:

\$20 testing incentives x 125 tests = \$2,500 \$ 2,500

Communications/Promotional Media: Promote one Black PLUS events (2 days session), 2 Status Awareness events and 1 Major event. \$400 each media buy \$ 1,600

Misc. Fuel and parking space rental for R.V. for HIV/STD testing \$ 1,600  
 Prorated fuel and parking for RV @ \$133.33/mo x 12 mo

**Total General Operating:** \$ 14,279

Consultants/Subcontractors:

Temporary Staff

Youth to help administer DREAM program, assist with outreach, set-up and clean up meeting space, etc.

\$20/hour x 7 hours/week x 25 weeks \$ 3,500

**Total Consultants/Subcontractors:** \$ 3,500

**TOTAL OPERATING EXPENSES** \$ 107,380

**TOTAL DIRECT COSTS** \$ 489,266

**INDIRECT COSTS**

Indirect expenses for the San Francisco AIDS Foundation are approximately 17% of operating costs. SFAF requests reimbursement at 10% of the total direct costs in this proposal to cover operating expenses incurred by the Foundation, including finance and administration.

\$489,266 x 10% = \$ 48,926

**TOTAL INDIRECT COSTS** \$ 48,926

**APPENDIX TOTAL** \$ 538,192

	A	B	C	D	E	F	G	H	I	
1	Contractor Name: <u>San Francisco AIDS Foundation</u>							Appendix B-5c		Pa
2	Contract Term: <u>9/1/11-06/30/16</u>							Appendix Term: <u>07/1/14-06/30/16</u>		
3	Funding Source: <u>General Fund</u>									
4										
5	<b>SFDPH AIDS OFFICE CONTRACT</b>									
6	<b>UOS COST ALLOCATION BY SERVICE MODE</b>									
7										
8										

		SERVICE MODES							
Personnel Expenses		Testing		IRRCC		PCM		Page Total	
Position Titles	FTE	Salaries	% FTE	Salaries	% FTE	Salaries	% FTE		
11 Director of Clinical Operations	0.20	5,440	34%	960	6%	4,320	27%	10,720	
12 Director of Government Contracts	0.10	3,060	34%	360	4%	2,610	29%	6,030	
13 Evaluation Associate	0.10	1,972	34%	232	4%	1,682	29%	3,886	
14 HIV CTL Services Manager	0.40	13,706	78%	351	2%	1,406	8%	15,463	
15 Data Manager	0.10	1,700	34%	400	8%	1,250	25%	3,350	
16 Counselor I/II	1.25	6,057	9%	8,076	12%	28,266	42%	42,399	
17 Outreach/Testing Counselor	0.60	22,439	100%	0		0		22,439	
18									
19									
20									
21									
22									
23									
24 <b>Total FTE &amp; Total Salaries</b>	<b>2.75</b>	<b>54,374</b>	<b>46%</b>	<b>10,379</b>	<b>9%</b>	<b>39,534</b>	<b>34%</b>	<b>104,287</b>	
25 Fringe Benefits	25%	13,594	38%	2,595	7%	9,884	28%	26,073	
26 <b>Total Personnel Expenses</b>		<b>67,968</b>	<b>38%</b>	<b>12,974</b>	<b>7%</b>	<b>49,418</b>	<b>28%</b>	<b>130,250</b>	

Operating Expenses		Expenditure	%	Expenditure	%	Expenditure	%	Contract Total
29 Total Occupancy		9,315	48%	1,806	9%	4,514	23%	15,635
30 Total Materials and Supplies		4,834	30%	1,741	11%	6,804	42%	13,379
31 Total General Operating		721	48%	140	9%	350	23%	1,211
32 Total Staff Travel								
33 Consultants/Subcontractor:								
34								
35 Other:								
36								
37								
38								
39								
40								
41								
42								
43 <b>Total Operating Expenses</b>		<b>\$ 14,870</b>	<b>4%</b>	<b>\$ 3,687</b>	<b>1%</b>	<b>11,668</b>	<b>3%</b>	<b>\$ 30,225</b>
44								
45 <b>Total Direct Expenses</b>		<b>82,838</b>	<b>15%</b>	<b>16,661</b>	<b>3%</b>	<b>61,086</b>	<b>11%</b>	<b>160,585</b>
46 Indirect Expenses - 10%/15%		8,284	11%	1,666	2%	6,109	8%	16,059
47 <b>TOTAL EXPENSES</b>		<b>\$ 91,122</b>	<b>14%</b>	<b>\$ 18,327</b>	<b>3%</b>	<b>67,195</b>	<b>11%</b>	<b>\$176,644</b>
48								
49 Number of Units of Service (UOS) per Service Mode		600		145		480		1,225
50 Cost Per Unit of Service by Service Mode		\$151.87		\$126.39		139.99		
51 Number of Contacts (NOC) per Service Mode		600		159		480		

Contractor Name: San Francisco AIDS Foundation  
 Contract Term: 9/1/11-06/30/16  
 Funding Source: General fund

Appendix B-5c Page 2  
 Appendix Term: 07/1/14-06/30/15

**SFDPH AIDS OFFICE CONTRACT  
 UOS COST ALLOCATION BY SERVICE MODE**

	A	B	C	D	E	F	G	H	I
3									
4									
5									
6									
7									
8									
9	<b>Personnel Expenses</b>		<b>SERVICE MODES</b>						
10	<b>Position Titles</b>	<b>FTE</b>	<b>Groups</b>		<b>LIFE IRRC</b>		<b>LIFE PCM</b>		<b>Contract Totals</b>
11	Director of Clinical Operations	0.20	Salaries	% FTE	Salaries	% FTE	Salaries	% FTE	16,000
12	Director of Government Contracts	0.10	5,280	33%					9,000
13	Evaluation Associate	0.10	2,970	33%					5,800
14	HIV CTL Services Manager	0.40	1,914	33%					17,572
15	Data Manager	0.10	2,109	12%					5,000
16	Counselor I and II	1.25	1,650	33%					67,300
17	Outreach/Testing Counselor	0.60	24,901	37%					22,439
18			0						
19									
20									
21									
22									
23									
24	<b>Total FTE &amp; Total Salaries</b>	<b>2.75</b>	<b>38,824</b>	<b>33%</b>					<b>143,111</b>
25	Fringe Benefits	25%	9,705	27%					35,778
26	<b>Total Personnel Expenses</b>		<b>48,529</b>	<b>27%</b>					<b>178,889</b>
27									
28	<b>Operating Expenses</b>		<b>Expenditure</b>	<b>%</b>	<b>Expenditure</b>	<b>%</b>	<b>Expenditure</b>	<b>%</b>	<b>Contract Total</b>
29	Total Occupancy		3,611	33%					19,246
30	Total Materials and Supplies		3,006	13%					16,385
31	Total General Operating		279	33%					1,490
32	Total Staff Travel								0
33	Consultants/Subcontractor:				31,401	9%	125,605	37%	157,006
34									
35	Other:								
36									
37									
38									
39									
40									
41									
42									
43	<b>Total Operating Expenses</b>		<b>\$ 6,896</b>	<b>2%</b>	<b>\$ 31,401</b>	<b>8%</b>	<b>125,605</b>	<b>33%</b>	<b>\$ 194,127</b>
44									
45	<b>Total Direct Expenses</b>		<b>55,425</b>	<b>10%</b>	<b>31,401</b>	<b>6%</b>	<b>125,605</b>	<b>22%</b>	<b>373,016</b>
46	Indirect Expenses	10%/15%	5,543	7%	4,710	6%	18,841	25%	45,153
47	<b>TOTAL EXPENSES</b>		<b>\$ 60,968</b>	<b>10%</b>	<b>\$ 36,111</b>	<b>6%</b>	<b>144,446</b>	<b>23%</b>	<b>\$418,169</b>
48									
49	<b>Number of Units of Service (UOS) per Service Mode</b>		<b>311</b>		<b>144</b>		<b>1,080</b>		<b>1,535</b>
50	<b>Cost Per Unit of Service by Service Mode</b>		<b>\$196.04</b>		<b>\$250.77</b>		<b>\$133.75</b>		
51	<b>Number of Contacts (NOC) per Service Mode</b>		<b>1,035</b>		<b>144</b>		<b>864</b>		
52									
53	DPH #1A(1)								

	A	B	C	D	E	F	G	H	I	
1	Contractor Name: <u>San Francisco AIDS Foundation</u>						Appendix B-5c		Page 2	
2	Contract Term: <u>9/1/11-06/30/16</u>						Appendix Term: <u>07/1/14-06/30/16</u>			
3	Funding Source: <u>General fund</u>									
4										

**SFDPH AIDS OFFICE CONTRACT  
UOS COST ALLOCATION BY SERVICE MODE**

9	Personnel Expenses	FTE	SERVICE MODES						Contract Totals
			LIFE Groups		LIFE R & L		Salaries	% FTE	
			Salaries	% FTE	Salaries	% FTE			
10	Position Titles								
11	Director of Clinical Operations	0.20		0%					16,000
12	Director of Government Contracts	0.10		0%					9,000
13	Evaluation Associate	0.10		0%					5,800
14	HIV CTL Services Manager	0.40		0%					17,572
15	Data Manager	0.10		0%					5,000
16	Counselor I and II	1.25		0%					67,300
17	Outreach/Testing Counselor	0.60		0%					22,439
18									
19									
20									
21									
22									
23									
24	Total FTE & Total Salaries	2.75	0	0%					143,111
25	Fringe Benefits	25%	0	0%					35,778
26	Total Personnel Expenses		0	0%					178,889

28	Operating Expenses		Expenditure		Expenditure				Contract Total
				%		%			
29	Total Occupancy			0%					19,246
30	Total Materials and Supplies			0%					16,385
31	Total General Operating			0%					1,490
32	Total Staff Travel								0
33	Consultants/Subcontractor:		153,517	44%	38,380	11%			348,903
34									
35	Other:								
36									
37									
38									
39									
40									
41									
42									
43	Total Operating Expenses		\$ 153,517	40%	\$ 38,380	10%			\$ 386,024
44									
45	Total Direct Expenses		153,517	27%	38,380	7%			564,913
46	Indirect Expenses	10%/15%	23,028	31%	5,756	8%			73,936
47	TOTAL EXPENSES		\$ 176,545	28%	\$ 44,136	7%			\$638,849
48									
49	Number of Units of Service (UOS) per Service Mode		604		375				3,739
50	Cost Per Unit of Service by Service Mode		\$292.29		\$117.70				
51	Number of Contacts (NOC) per Service Mode		2,134		750				

## BUDGET JUSTIFICATION Stonewall Castro/ LIFE Program

### Salaries and Benefits

#### Director of Clinical Operations

Dir. Of Clinical Operations assists with daily operations, provides HIV prevention and care services to a caseload of Stonewall clients.

*Minimum Qualifications:* Master's degree and at least five years experience in managing at social services programs.

.20 FTE x \$ 80,000 = \$16,000

#### Director of Government Contracts

Responsible for all data management and contract related activities. Maintains operational and statistical reporting mechanisms in accordance with contract and departmental requirements, produces routine and ad hoc reporting as needed, and ensures the integrity of the service database by overseeing database quality assurance activities.

*Minimum Qualifications:* Bachelor's degree and at least two years demonstrated experience in health services program planning, design, and evaluation; grant development and writing; government contracts management and negotiations.

.10 FTE x \$ 90,000 = \$9,000

#### Evaluation Associate

Responsible for coordinating data collection, quality assurance, reporting and summaries to ensure foundation programs are rigorously evaluated for process and health outcomes and public health impact. Responsible for review, abstraction from client records and database entry of all data collected from clients as well as data analysis to meet programmatic and contract requirements.

*Minimum Qualifications:* Bachelor's degree and 2 years experience managing and ensuring quality for large client data sets or 5 years equivalent experience required.

.10 FTE x \$ 58,000 = \$5,800

#### HIV CTL Services Manager

Manages clinic staff and oversees phlebotomy services for confirmatory HIV antibody testing and RNA testing at multiple sites. Supervises specimen collection for transport to SFDPH laboratory. Oversees quality assurance efforts.

*Minimum Qualifications:* Bachelor's Degree, certified HIV test counselor and State certified phlebotomist. At least two years demonstrated experience managing clinic operations and working with populations at risk for HIV/STD infection.

.40 FTE x \$ 43,930 = \$17,572

Data Manager

Manages data collection activities at all sites. Ensures the completeness, accuracy and timely entry of data into database systems. Assists with database quality assurance activities.

*Minimum Qualifications:* Bachelor's degree and at least two years demonstrated experience in database management.

.10 FTE x \$ 50,000= \$5,000

Counselor I and II

Responsible for intake assessments, individual and group counseling, referrals to psychiatrist, documentation of all counseling.

*Minimum Qualifications:* Master's degree or at least five years experience in substance use, mental health, or HIV counseling.

1.25 FTE x \$ 53,840= \$67,300

Outreach/Testing Counselor: Conducts targeted recruitment activities for HIV testing at specific venues in the community. This can include accompanying client to testing site. Provides informed consent, HIV/RNA counseling and test disclosure information to clients being tested. Perform specimen collection (finger stick) for HIV antibody rapid test. Processes, develops, and interprets HIV antibody testing kits (OraQuick and StatPak) document results. Assists in data entry. Minimum qualifications: State of California HIV Test Counselor Certification required.

.60 FTE x \$37,398= \$22,439

**Total Salaries**

**\$143,111**

Total Benefits

25% of \$ 143,111 total salaries =

**\$35,778**

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

**TOTAL SALARIES & BENEFITS**

**\$178,889**

**Operating Expenses**

**Occupancy:**

Rent:

Rent expense based on SFAF's experience rate of \$583.22 per FTE per month.

\$583.22 per mo. x 2.75 FTE x 12 months = \$19,246

**Total Occupancy:**

**\$19,246**

**Materials and Supplies:**

Program/Medical Supplies:

Condoms and lubricant to distribute to clients.

107,312 condoms x \$0.08 per condom = \$8,585

312 incentives @ \$25.00 each = \$7,800

**Total Materials and Supplies** \$16,385

**General Operating:**

Insurance:

Occupancy insurance expense based on SFAF's experience rate of \$45.14 per month.

\$45.14 per mo. X 2.75 FTE x 12 months = \$1,490

**Total General Operating** \$1,490

**Staff Travel (Local & Out of Town):**

**Total Staff Travel** \$0

**Consultants/Subcontractors:**

Shanti Project  
 Program Manager

Responsible for: logistical and administrative support to program staff for all services; supervises Health Counselors, including individual and group case conferences; CRCS counseling; facilitation of SSG Health Education and MSW groups; clinical intakes.

*Minimum Qualifications:* Graduate degree in health services related field and/or 3 years experience in providing health services-related program management.

.70 FTE x \$70,000 = \$49,000

Database Administrator

Responsible for: management of data design and collection, administrative support, and database quality assurance, analysis and reporting.

*Minimum Qualifications:* Graduate degree in health services-related field and/or 3 years experience in providing health services-related program management.

.50 FTE x \$55,000 = \$27,500

Senior Health Coordinator / Clinical  
 Supervisor

Responsible for: CRCS counseling; facilitation of SSG Health Education and MSW groups; clinical intakes; assists with outreach; intakes and follow-up; lead Health Counselor; provides clinical supervision, performance feedback and staff training on clinical topics.

*Minimum Qualifications:* Professional degree in Psychology, Clinical Social Work, Counseling and/or valid California license as a Clinical Psychologist, Clinical Social Worker, or Marriage and Family Therapist; 5 years direct service experience in mental health counseling and/or health services-related field; 4 years experience working with adults in a clinical setting; 2 years experience working in a supervisory capacity.

.9 FTE x \$50,000 = \$45,000  
.25 FTE X \$156,000 = \$39,000

Senior Health Coordinator II

Responsible for: CRCS counseling; facilitation of SSG Health Education and MSW groups; clinical intakes; assists with outreach; intakes and follow-up; provides coordination of and outreach for communities of color interventions.

*Minimum Qualifications:* Graduate degree in mental health counseling or health services related field and/or 3 years direct service experience in mental health counseling and/or health services-related field; 3 years experience providing or coordinating direct services for communities of color and/or peer-based trainings and workshops.

.90 FTE x \$48,611 \$43,750

Health Counselor

Responsible for: CRCS counseling; facilitation of SSG Health Education and MSW groups; clinical intakes; assists with outreach.

*Minimum Qualifications:* College degree in health service-related field and/or 2 years direct service experience in mental health counseling, small group facilitation, client advocacy and/or health education.

1.1 FTE x \$45,397 = \$49,937

Admin Assistant

Responsible for: data entry; logistical and administrative support.

*Minimum Qualifications:* College degree and/or minimum 3 years experience in administrative assistance within health services-related field.

.30 FTE x \$29,120 = \$8,737

Benefits: Social Security, Worker's Compensation, Health Benefits, Unemployment, State and Federal Taxes, Retirement Plan.

Approx. 19.5% of total salaries (\$262,924) = \$51,249

Rent

Rental of property including rent, utilities, building maintenance and IT services including pro-rata share of shared expenses.

\$1,659.17 x 12 months = \$19,910

Materials & Supplies

Supplies, postage, printing and photocopying of materials, educational materials, food, software, telephone/internet including pro-rata share of shared expenses.

\$791.67/month x 12 months = \$9,500



General Operating

Staff training, staff travel, insurance and equipment rental including pro-rata share of shared expenses.

\$291.67/ month x 12 months = \$3,500

Advertising

Costs for advertising placement for client recruitment and program based social marketing campaigns and related materials.

.67/ month x 12 months less inkind funding for advertising of \$7090 =  
 \$666.67 x 12 = \$8,000 less \$7,090 = \$910

Intervention Materials

Incentives to support recruitment, attendance, punctuality and retention and related materials.

\$786.83/ month x 12 months less \$8,531 inkind funding for materials \$910  
 \$786.75 x 12 mo = \$9,441 less \$8,531 =

<b>Total Consultants/Subcontractors</b>	\$348,903	\$0
<b>Other:</b>		
<b>Total Other:</b>	\$0	
<b>TOTAL OPERATING EXPENSES</b>	<b>\$386,024</b>	
<b>CAPITAL EXPENDITURES:</b> <i>(if needed - A unit valued at \$5,000 or more)</i>		
<b>Total Capital Expenditures</b>	\$0	
<b>TOTAL DIRECT COSTS</b>	<b>\$564,913</b>	

**INDIRECT COSTS**

**Stonewall Castro**

Indirect expenses for the San Francisco AIDS Foundation are approximately 17% of operating costs. SFAF requests reimbursement at 10% of the total direct costs in this proposal to cover operating expenses incurred by the Foundation, including finance and administrative staff, building maintenance, equipment rental & maintenance and information technology services. This is for the Castro Services portion of the contract.

\$ 216,010 x 10% = \$21,601

**LIFE Program**

Indirect expenses for the San Francisco AIDS Foundation & Shanti are approximately 17% of operating costs. SFAF requests reimbursement at 15% of the total direct costs in the subcontract proposal to cover operating expenses incurred by the Foundation & Shanti, including finance and administrative staff, building maintenance, equipment rental & maintenance and information technology services.

\$ 348,903 x 15% = \$52,335

**TOTAL INDIRECT COSTS** **\$73,936**

**APPENDIX TOTAL** **\$638,849**

	A	B	C	D	E	F	G	H	I	
1	Contractor Name: <u>San Francisco AIDS Foundation</u>						Appendix B-5d		Page	
2	Contract Term: <u>9/1/11-06/30/16</u>						Appendix Term: <u>07/1/15-06/30/16</u>			
3	Funding Source: <u>General Fund</u>									
4										
5										
6										
7										
8										

**SFDPH AIDS OFFICE CONTRACT  
UOS COST ALLOCATION BY SERVICE MODE**

9	Personnel Expenses	FTE	SERVICE MODES						Page Total
			Testing		IRRC		PCM		
			Salaries	% FTE	Salaries	% FTE	Salaries	% FTE	
10	Position Titles								
11	Director of Clinical Operations	0.20	5,440	34%	960	6%	4,320	27%	10,720
12	Director of Government Contracts	0.10	3,060	34%	360	4%	2,610	29%	6,030
13	Evaluation Associate	0.10	1,972	34%	232	4%	1,682	29%	3,886
14	HIV CTL Services Manager	0.40	13,706	78%	351	2%	1,406	8%	15,463
15	Data Manager	0.10	1,700	34%	400	8%	1,250	25%	3,350
16	Counselor I/II	1.25	6,057	9%	8,076	12%	28,266	42%	42,399
17	Outreach/Testing Counselor	0.60	22,439	100%	0		0		22,439
18									
19									
20									
21									
22									
23									
24	<b>Total FTE &amp; Total Salaries</b>	<b>2.75</b>	<b>54,374</b>	<b>46%</b>	<b>10,379</b>	<b>9%</b>	<b>39,534</b>	<b>34%</b>	<b>104,287</b>
25	Fringe Benefits	25%	13,594	38%	2,595	7%	9,884	28%	26,073
26	<b>Total Personnel Expenses</b>		<b>67,968</b>	<b>38%</b>	<b>12,974</b>	<b>7%</b>	<b>49,418</b>	<b>28%</b>	<b>130</b>

28	Operating Expenses	Expenditure	%	Expenditure	%	Expenditure	%	Contract Total
29	Total Occupancy	9,315	48%	1,806	9%	4,514	23%	15,635
30	Total Materials and Supplies	4,834	30%	1,741	11%	6,804	42%	13,379
31	Total General Operating	721	48%	140	9%	350	23%	1,211
32	Total Staff Travel							
33	Consultants/Subcontractor:							
34								
35	Other:							
36								
37								
38								
39								
40								
41								
42								
43	<b>Total Operating Expenses</b>	<b>\$ 14,870</b>	<b>4%</b>	<b>\$ 3,687</b>	<b>1%</b>	<b>11,668</b>	<b>3%</b>	<b>\$ 30,225</b>
44								
45	<b>Total Direct Expenses</b>	<b>82,838</b>	<b>15%</b>	<b>16,661</b>	<b>3%</b>	<b>61,086</b>	<b>11%</b>	<b>160,585</b>
46	Indirect Expenses 10%/15%	8,284	11%	1,666	2%	6,109	8%	16,059
47	<b>TOTAL EXPENSES</b>	<b>\$ 91,122</b>	<b>14%</b>	<b>\$ 18,327</b>	<b>3%</b>	<b>67,195</b>	<b>11%</b>	<b>\$176,644</b>
48								
49	Number of Units of Service (UOS) per Service Mode	600		145		480		1,225
50	Cost Per Unit of Service by Service Mode	\$151.87		\$126.39		139.99		
51	Number of Contacts (NOC) per Service Mode	600		159		480		

Contractor Name: San Francisco AIDS Foundation

Contract Term: 9/1/11-06/30/16

Funding Source: General fund

Appendix B-5d

Page 2

Appendix Term: 07/1/15-06/30/16

**SFDPH AIDS OFFICE CONTRACT  
UOS COST ALLOCATION BY SERVICE MODE**

Personnel Expenses	FTE	Groups		LIFE IRRC		LIFE PCM		Contract Totals
		Salaries	% FTE	Salaries	% FTE	Salaries	% FTE	
10 Position Titles								
11 Director of Clinical Operations	0.20	5,280	33%					16,000
12 Director of Government Contracts	0.10	2,970	33%					9,000
13 Evaluation Associate	0.10	1,914	33%					5,800
14 HIV CTL Services Manager	0.40	2,109	12%					17,572
15 Data Manager	0.10	1,650	33%					5,000
16 Counselor I and II	1.25	24,901	37%					67,300
17 Outreach/Testing Counselor	0.60	0						22,439
18								
19								
20								
21								
22								
23								
24 Total FTE & Total Salaries	2.75	38,824	33%					143,111
25 Fringe Benefits	25%	9,705	27%					35,778
Total Personnel Expenses		48,529	27%					178,889
28 Operating Expenses		Expenditure	%	Expenditure	%	Expenditure	%	Contract Total
29 Total Occupancy		3,611	33%					19,246
30 Total Materials and Supplies		3,006	13%					16,385
31 Total General Operating		279	33%					1,490
32 Total Staff Travel								0
33 Consultants/Subcontractor:				31,401	9%	125,605	37%	157,006
34								
35 Other:								
36								
37								
38								
39								
40								
41								
42								
43 Total Operating Expenses		\$ 6,896	2%	\$ 31,401	8%	125,605	33%	\$ 194,127
44								
45 Total Direct Expenses		55,425	10%	31,401	6%	125,605	22%	373,016
46 Indirect Expenses	10%/15%	5,543	7%	4,710	6%	18,841	25%	45,153
47 TOTAL EXPENSES		\$ 60,968	10%	\$ 36,111	6%	144,446	23%	\$418,169
48								
49 Number of Units of Service (UOS) per Service Mode		311		144		1,080		1,535
50 Cost Per Unit of Service by Service Mode		\$196.04		\$250.77		\$133.75		
Number of Contacts (NOC) per Service Mode		1,035		144		864		

	A	B	C	D	E	F	G	H	I
1	Contractor Name: <b>San Francisco AIDS Foundation</b>						Appendix B-5d		Pa
2	Contract Term: <b>9/1/11-06/30/16</b>						Appendix Term: 07/1/15-06/30/16		
3	Funding Source: <b>General fund</b>								
4									
5	<b>SFDPH AIDS OFFICE CONTRACT</b>								
6	<b>UOS COST ALLOCATION BY SERVICE MODE</b>								
7									
8									
9	<b>Personnel Expenses</b>		<b>SERVICE MODES</b>						
10	<b>Position Titles</b>	<b>FTE</b>	<b>LIFE Groups</b>		<b>LIFE R &amp; L</b>		<b>Salaries</b>	<b>% FTE</b>	<b>Contract Totals</b>
11	Director of Clinical Operations	0.20	Salaries	% FTE	Salaries	% FTE			16,000
12	Director of Government Contracts	0.10		0%					9,000
13	Evaluation Associate	0.10		0%					5,800
14	HIV CTL Services Manager	0.40		0%					17,572
15	Data Manager	0.10		0%					5,000
16	Counselor I and II	1.25		0%					67,300
17	Outreach/Testing Counselor	0.60		0%					22,439
18									
19									
20									
21									
22									
23									
24	<b>Total FTE &amp; Total Salaries</b>	<b>2.75</b>	<b>0</b>	<b>0%</b>					<b>143,111</b>
25	Fringe Benefits	25%	0	0%					35,778
26	<b>Total Personnel Expenses</b>		<b>0</b>	<b>0%</b>					<b>178,889</b>
27									
28	<b>Operating Expenses</b>		<b>Expenditure</b>	<b>%</b>	<b>Expenditure</b>	<b>%</b>			<b>Contract Total</b>
29	Total Occupancy			0%					19,246
30	Total Materials and Supplies			0%					16,385
31	Total General Operating			0%					1,490
32	Total Staff Travel								0
33	Consultants/Subcontractor:		153,517	44%	38,380	11%			348,903
34	Other:								
35									
36									
37									
38									
39									
40									
41									
42									
43	<b>Total Operating Expenses</b>		<b>\$ 153,517</b>	<b>40%</b>	<b>\$ 38,380</b>	<b>10%</b>			<b>\$ 386,024</b>
44									
45	<b>Total Direct Expenses</b>		153,517	27%	38,380	7%			564,913
46	Indirect Expenses 10%/15%		23,028	31%	5,756	8%			73,936
47	<b>TOTAL EXPENSES</b>		<b>\$ 176,545</b>	<b>28%</b>	<b>\$ 44,136</b>	<b>7%</b>			<b>\$638,849</b>
48									
49	Number of Units of Service (UOS) per Service Mode		604		375				3,739
50	Cost Per Unit of Service by Service Mode		\$292.29		\$117.70				
51	Number of Contacts (NOC) per Service Mode		2,134		750				
52									
53	DPH #1A(1)								Rev. 05/2010

**BUDGET JUSTIFICATION**  
**Stonewall Castro/ LIFE Program**

**Salaries and Benefits**

Director of Clinical Operations

Dir. Of Clinical Operations assists with daily operations, provides HIV prevention and care services to a caseload of Stonewall clients.

*Minimum Qualifications:* Master's degree and at least five years experience in managing at social services programs.

.20 FTE x \$ 80,000 = \$16,000

Director of Government Contracts

Responsible for all data management and contract related activities. Maintains operational and statistical reporting mechanisms in accordance with contract and departmental requirements, produces routine and ad hoc reporting as needed, and ensures the integrity of the service database by overseeing database quality assurance activities.

*Minimum Qualifications:* Bachelor's degree and at least two years demonstrated experience in health services program planning, design, and evaluation; grant development and writing; government contracts management and negotiations.

.10 FTE x \$ 90,000 = \$9,000

Evaluation Associate

Responsible for coordinating data collection, quality assurance, reporting and summaries to ensure foundation programs are rigorously evaluated for process and health outcomes and public health impact. Responsible for review, abstraction from client records and database entry of all data collected from clients as well as data analysis to meet programmatic and contract requirements.

*Minimum Qualifications:* Bachelor's degree and 2 years experience managing and ensuring quality for large client data sets or 5 years equivalent experience required.

.10 FTE x \$ 58,000 = \$5,800

HIV CTL Services Manager

Manages clinic staff and oversees phlebotomy services for confirmatory HIV antibody testing and RNA testing at multiple sites. Supervises specimen collection for transport to SFDPH laboratory. Oversees quality assurance efforts.

*Minimum Qualifications:* Bachelor's Degree, certified HIV test counselor and State certified phlebotomist. At least two years demonstrated experience managing clinic operations and working with populations at risk for HIV/STD infection.

.40 FTE x \$ 43,930 = \$17,572

**3763**

Data Manager

Manages data collection activities at all sites. Ensures the completeness, accuracy and timely entry of data into database systems. Assists with database quality assurance activities.

*Minimum Qualifications:* Bachelor's degree and at least two years demonstrated experience in database management.

.10 FTE x \$ 50,000= \$5,000

Counselor I and II

Responsible for intake assessments, individual and group counseling, referrals to psychiatrist, documentation of all counseling.

*Minimum Qualifications:* Master's degree or at least five years experience in substance use, mental health, or HIV counseling.

1.25 FTE x \$ 53,840= \$67,300

Outreach/Testing Counselor: Conducts targeted recruitment activities for HIV testing at specific venues in the community. This can include accompanying client to testing site. Provides informed consent, HIV/RNA counseling and test disclosure information to clients being tested. Perform specimen collection (finger stick) for HIV antibody rapid test. Processes, develops, and interprets HIV antibody testing kits (OraQuick and StatPak) document results. Assists in data entry. Minimum qualifications: State of California HIV Test Counselor Certification required.

.60 FTE x \$37,398= \$22,439

**Total Salaries** \$143,111

Total Benefits 25% of \$ 143,111 total salaries = \$35,778

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

**TOTAL SALARIES & BENEFITS** \$178,889

**Operating Expenses**

**Occupancy:**

Rent:

Rent expense based on SFAF's experience rate of \$583.22 per FTE per month.

\$583.22 per mo. x 2.75 FTE x 12 months = \$19,246

**Total Occupancy** \$19,246

**Materials and Supplies:**

Program/Medical Supplies:

Condoms and lubricant to distribute to clients.

107,312 condoms x \$0.08 per condom = \$8,585  
 312 incentives @ \$25.00 each = \$7,800

**Total Materials and Supplies** \$16,385

General Operating:

Insurance:

Occupancy insurance expense based on SFAF's experience rate of \$45.14 per month.

\$45.14 per mo. X 2.75 FTE x 12 months = \$1,490

**Total General Operating** \$1,490

Staff Travel (Local & Out of Town):

**Total Staff Travel** \$0

Consultants/Subcontractors:

Shanti Project

Program Manager

Responsible for: logistical and administrative support to program staff for all services; supervises Health Counselors, including individual and group case conferences; CRCS counseling; facilitation of SSG Health Education and MSW groups; clinical intakes.

*Minimum Qualifications:* Graduate degree in health services-related field and/or 3 years experience in providing health services-related program management.

.70 FTE x \$70,000 = \$49,000

Database Administrator

Responsible for: management of data design and collection, administrative support, and database quality assurance, analysis and reporting.

*Minimum Qualifications:* Graduate degree in health services-related field and/or 3 years experience in providing health services-related program management.

.50 FTE x \$55,000 = \$27,500

Senior Health Coordinator I/ Clinical Supervisor

Responsible for: CRCS counseling; facilitation of SSG Health Education and MSW groups; clinical intakes; assists with outreach; intakes and follow-up; lead Health Counselor; provides clinical supervision, performance feedback and staff training on clinical

*Minimum Qualifications:* Professional degree in Psychology, Clinical Social Work, Counseling and/or valid California license as a Clinical Psychologist, Clinical Social Worker, or Marriage and Family Therapist; 5 years direct service experience in mental health counseling and/or health services-related field; 4 years experience working with adults in a clinical setting; 2 years experience working in a supervisory capacity.

.9 FTE x \$50,000 = \$45,000  
.25 FTE X \$156,000 = \$39,000

Senior Health Coordinator II  
Responsible for: CRCS counseling; facilitation of SSG Health Education and MSW groups; clinical intakes; assists with outreach; intakes and follow-up; provides coordination of and outreach for communities of color interventions.  
*Minimum Qualifications:* Graduate degree in mental health counseling or health services related field and/or 3 years direct service experience in mental health counseling and/or health services-related field; 3 years experience providing or coordinating direct services for communities of color and/or peer-based trainings and workshops.

.90 FTE x \$48,611 \$43,750

Health Counselor

Responsible for: CRCS counseling; facilitation of SSG Health Education and MSW groups; clinical intakes; assists with outreach.  
*Minimum Qualifications:* College degree in health service-related field and/or 2 years direct service experience in mental health counseling, small group facilitation, client advocacy and/or health education.

1.1 FTE x \$45,397 = \$49,937

Admin Assistant

Responsible for: data entry; logistical and administrative support.  
*Minimum Qualifications:* College degree and/or minimum 3 years experience in administrative assistance within health services-related field.

.30 FTE x \$29,120 = \$8,737

Benefits: Social Security, Worker's Compensation, Health Benefits, Unemployment, State and Federal Taxes, Retirement Plan.

Approx. 19.5% of total salaries (\$262,924) = \$51,249

Rent

Rental of property including rent, utilities, building maintenance and IT services including pro-rata share of shared expenses.

\$1,659.17 x 12 months = \$19,910



Materials & Supplies

Supplies, postage, printing and photocopying of materials, educational materials, food, software, telephone/internet including pro-rata share of shared expenses.

\$791.67/month x 12 months = \$9,500

General Operating

Staff training, staff travel, insurance and equipment rental including pro-rata share of shared expenses.

\$291.67/ month x 12 months = \$3,500

Advertising

Costs for advertising placement for client recruitment and program based social marketing campaigns and related materials.

67/ month x 12 months less inkind funding for advertising of \$7090 =  
 \$666.67 x 12 = \$8,000 less \$7,090 = \$910

Intervention Materials

Incentives to support recruitment, attendance, punctuality and retention and related materials.

\$786.83/ month x 12 months less \$8,531 inkind funding for \$910  
 \$786.75 x 12 mo = \$9,441 less \$8,531 =

**Total Consultants/Subcontractors** \$348,903

**Other:** #REF!  
**Total Other:**

**TOTAL OPERATING EXPENSES** \$386,024

**CAPITAL EXPENDITURES:** (if needed - A unit valued at \$5,000 or more)

**Total Capital Expenditures** \$0

**TOTAL DIRECT COSTS** \$564,913

**INDIRECT COSTS**

**Stonewall Castro**

Indirect expenses for the San Francisco AIDS Foundation are approximately 17% of operating costs. SFAF requests reimbursement at 10% of the total direct costs in this proposal to cover operating expenses incurred by the Foundation, including finance and administrative staff, building maintenance, equipment rental & maintenance and information technology services. This is for the Castro Services portion of the contract.

\$ 216,010 x 10%= \$21,601

**LIFE Program**

Indirect expenses for the San Francisco AIDS Foundation & Shanti are approximately 17% of operating costs. SFAF requests reimbursement at 15% of the total direct costs in the subcontract proposal to cover operating expenses incurred by the Foundation & Shanti, including finance and administrative staff, building maintenance, equipment rental & maintenance and information technology services.

\$ 348,903 x 15%= \$52,335

**TOTAL INDIRECT COSTS** \$73,936

**APPENDIX TOTAL** \$638,849

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

APPENDIX F-2d  
Appendix Term: 07/01/14-06/30/15  
PAGE A

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

CMS #  
7164

Invoice Number  
XXXXXXXXXA-2JUL14

Contract Purchase Order No: \_\_\_\_\_

Telephone: 487-3000  
Fax: 487-3009



Funding Source: General Fund

Grant Code/Detail: HCHIVPREVNGF

Program Name: Community Based HIV Testing

Project Code/Detail: \_\_\_\_\_

ACE Control #: \_\_\_\_\_

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
HIV Testing	9,700	9,700					#####		9,700	9,700
HIV Mobile Testing	960	960							960	960

	NOC	NOC	NOC	NOC	NOC
Unduplicated Clients for Appendix					

EXPENDITURES	BUDGET	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Total Salaries (See Page B)	\$464,215				\$464,215.00
Fringe Benefits	\$116,054				\$116,054.00
<b>Total Personnel Expenses</b>	<b>\$580,269</b>				<b>\$580,269.00</b>
Operating Expenses:					
Occupancy-(e.g., Rental of Property, Utilities, Building Maintenance Supplies and Repairs)	\$103,096				\$103,096.00
Materials and Supplies-(e.g., Office, Postage, Printing and Repro., Program Supplies)	\$46,467				\$46,467.00
General Operating-(e.g., Insurance, Staff Training, Equipment Rental/Maintenance)	\$19,632				\$19,632.00
Staff Travel - (e.g., Local & Out of Town)	\$7,040				\$7,040.00
Consultant/Subcontractor	\$115,275				\$115,275.00
Other - (e.g., Client Food, Client Travel, Client Activities and Client Supplies)					
<b>Total Operating Expenses</b>	<b>\$291,510</b>				<b>\$291,510.00</b>
Capital Expenditures					
<b>TOTAL DIRECT EXPENSES</b>	<b>\$871,779</b>				<b>\$871,779.00</b>
Indirect Expenses	\$87,178				\$87,178.00
<b>TOTAL EXPENSES</b>	<b>\$958,957</b>				<b>\$958,957.00</b>
LESS: Initial Payment Recovery					
Other Adjustments (Enter as negative, if appropriate)					
<b>REIMBURSEMENT</b>					

NOTES:

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

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

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

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

Send to:	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-2d  
Appendix Term: 07/01/14-06/30/15  
PAGE B

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

Telephone: 487-3000  
Fax: 487-3009

Program Name: Community Based HIV Testing

ACE Control #: \_\_\_\_\_

Invoice Number

XXXXXXXXXA-2JUL14

Contract Purchase Order No: \_\_\_\_\_

Fund Source: General Fund

Grant Code/Detail: HCHIVPREVNGF

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
Magnet Director	0.10	\$9,100				\$9,100.00
Director of Government Contracts	0.05	\$4,500				\$4,500.00
Evaluation Associate	0.10	\$5,800				\$5,800.00
HIV/CTL Services Manger	0.60	\$40,800				\$40,800.00
HIV Coordinator	0.80	\$42,400				\$42,400.00
Receptionist	1.80	\$72,000				\$72,000.00
Phlebotomist	3.75	\$161,925				\$161,925.00
Data Manager	0.80	\$40,000				\$40,000.00
HIV Counselor	0.40	\$18,970				\$18,970.00
Volunteer Coordinator	0.80	\$37,920				\$37,920.00
Network Coordinator	0.30	\$13,200				\$13,200.00
Testing Counselor	0.40	\$17,600				\$17,600.00
<b>TOTAL SALARIES</b>	<b>9.90</b>	<b>\$464,215</b>				<b>\$464,215.00</b>

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: \_\_\_\_\_

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

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

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

APPENDIX F-2e  
Appendix Term: 07/01/15-06/30/16  
PAGE A

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

CMS #  
7164

Invoice Number  
XXXXXXXXA-2JUL15

Contract Purchase Order No:

Telephone: 487-3000  
Fax: 487-3009



Funding Source: General Fund

Grant Code/Detail: HCHIVPREVNGF

Program Name: Community Based HIV Testing

Project Code/Detail:

ACE Control #:

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

FINAL Invoice  (check if Yes)

DELIVERABLES	TOTAL CONTRACTED UOS NOC		DELIVERED THIS PERIOD UOS NOC		DELIVERED TO DATE UOS NOC		% OF TOTAL UOS NOC		REMAINING DELIVERABLES UOS NOC	
	UOS	NOC	UOS	NOC	UOS	NOC	UOS	NOC	UOS	NOC
HIV Testing	9,700	9,700					#####		9,700	9,700
HIV Mobile Testing	960	960							960	960

Unduplicated Clients for Appendix	NOC	NOC	NOC	NOC	NOC

EXPENDITURES	BUDGET	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Total Salaries (See Page B)	\$464,215				\$464,215.00
Fringe Benefits	\$116,054				\$116,054.00
<b>Total Personnel Expenses</b>	<b>\$580,269</b>				<b>\$580,269.00</b>
Operating Expenses:					
Occupancy (e.g., Rental of Property, Utilities, Building Maintenance Supplies and Repairs)	\$103,096				\$103,096.00
Materials and Supplies (e.g., Office, Postage, Printing and Repro., Program Supplies)	\$46,467				\$46,467.00
General Operating (e.g., Insurance, Staff Training, Equipment Rental/Maintenance)	\$19,632				\$19,632.00
Staff Travel (e.g., Local & Out of Town)	\$7,040				\$7,040.00
Consultant/Subcontractor	\$115,275				\$115,275.00
Other (e.g., Client Food, Client Travel, Client Activities and Client Supplies)					
<b>Total Operating Expenses</b>	<b>\$291,510</b>				<b>\$291,510.00</b>
Capital Expenditures					
<b>TOTAL DIRECT EXPENSES</b>	<b>\$871,779</b>				<b>\$871,779.00</b>
Indirect Expenses	\$87,178				\$87,178.00
<b>TOTAL EXPENSES</b>	<b>\$958,957</b>				<b>\$958,957.00</b>
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-2e  
Appendix Term: 07/01/15-06/30/16  
PAGE B

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

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

Program Name: **Community Based HIV Testing**

ACE Control #:

Invoice Number  
**XXXXXXXXA-2JUL15**

Contract Purchase Order No:

Fund Source:

Grant Code/Detail:

Project Code/Detail:

Invoice Period:

FINAL Invoice  (check if Yes)

**DETAIL PERSONNEL EXPENDITURES**

PERSONNEL	FTE	BUDGETED SALARY	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Magnet Director	0.10	\$9,100				\$9,100.00
Director of Government Contracts	0.05	\$4,500				\$4,500.00
Evaluation Associate	0.10	\$5,800				\$5,800.00
HIV-CTI Services Manger	0.60	\$40,800				\$40,800.00
HIV Coordinator	0.80	\$42,400				\$42,400.00
Receptionist	1.80	\$72,000				\$72,000.00
Phlebotomist	3.75	\$161,925				\$161,925.00
Data Manager	0.80	\$40,000				\$40,000.00
HIV Counselor	0.40	\$18,970				\$18,970.00
Volunteer Coordinator	0.80	\$37,920				\$37,920.00
Network Coordinator	0.30	\$13,200				\$13,200.00
Testing Counselor	0.40	\$17,600				\$17,600.00
<b>TOTAL SALARIES</b>	<b>9.90</b>	<b>\$464,215</b>				<b>\$464,215.00</b>

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-3c  
Appendix Term: 07/01/14-06/30/15  
PAGE A

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

CMS # 7164 Invoice Number A-3JUL14

Telephone: 487-3000  
Fax: 487-3009



Contract Purchase Order No:

Funding Source: General Fund

Grant Code/Detail: HCHIVPREVNGF

Program Name: The Stonewall Project

Project Code/Detail:

ACE Control #:

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
Condom Distribution 1 month	120	na							12	#####
Events 1 event	34	1,496							34	1,496
Groups 1 hour	414	1,380							414	1,380
IRRC 1 hour	240	255							240	255
PCM 1 hour	359	374							359	374
Recruitment & Linkages 1 hour	720	2,880							720	2,880
Training 1 hour	24	120							24	120
Social Marketing 1 month	12	na							12	#####

	NOC	NOC	NOC	NOC	NOC
Unduplicated Clients for Appendix					

EXPENDITURES	BUDGET	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Total Salaries (See Page B)	\$222,027				\$222,027.00
Fringe Benefits	\$55,507				\$55,507.00
<b>Total Personnel Expenses</b>	<b>\$277,534</b>				<b>\$277,534.00</b>
Operating Expenses:					
Occupancy (e.g., Rental of Property, Utilities, Building Maintenance Supplies and Repairs)	\$38,957				\$38,957.00
Materials and Supplies (e.g., Office, Postage, Printing and Repro., Program Supplies)	\$5,881				\$5,881.00
General Operating (e.g., Insurance, Staff Training, Equipment Rental/Maintenance)	\$6,499				\$6,499.00
Staff Travel (e.g., Local & Out of Town)					
Consultant/Subcontractor	\$2,500				\$2,500.00
Other (Meals, Audit, Transportation Reimb, Stipends, Facilitators)	\$1,400				\$1,400.00
<b>Total Operating Expenses</b>	<b>\$55,237</b>				<b>\$55,237.00</b>
Capital Expenditures					
<b>TOTAL DIRECT EXPENSES</b>	<b>\$332,771</b>				<b>\$332,771.00</b>
Indirect Expenses	\$33,277				\$33,277.00
<b>TOTAL EXPENSES</b>	<b>\$366,048</b>				<b>\$366,048.00</b>
LESS: Initial Payment Recovery					
Other Adjustments (Enter as negative, if appropriate)					
REIMBURSEMENT					

NOTES:  
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-3c  
Appendix Term: 07/01/14-06/30/15  
PAGE B

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

Telephone: 487-3000  
Fax: 487-3009

Program Name: The Stonewall Project

ACE Control #: \_\_\_\_\_

Invoice Number

A-3JUL14

Contract Purchase Order No: \_\_\_\_\_

Fund Source: General Fund

Grant Code/Detail: HCHIVPREVNGF

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
Vice President of Programs & Svcs	0.05	\$8,000				\$8,000.00
Dir. Govt. Contracts	0.05	\$4,500				\$4,500.00
Evaluation Associate	0.10	\$5,800				\$5,800.00
Stonewall Director	0.20	\$18,400				\$18,400.00
Director of Clinical Operations	0.15	\$12,000				\$12,000.00
Health Educator	0.80	\$46,080				\$46,080.00
Project Assistant	0.70	\$33,387				\$33,387.00
Speed Project Coordinator	0.90	\$47,700				\$47,700.00
Counselor I/II	0.80	\$46,160				\$46,160.00
<b>TOTAL SALARIES</b>	<b>3.75</b>	<b>\$222,027</b>				<b>\$222,027.00</b>

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-3d  
Appendix Term: 07/01/15-06/30/16  
PAGE A

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

CMS #  Invoice Number

Telephone: 487-3000  
Fax: 487-3009



Contract Purchase Order No:

Funding Source:

Grant Code/Detail:

Program Name: The Stonewall Project

Project Code/Detail:

ACE Control #:

Invoice Period:

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
Condom Distribution 1 month	12.0	na							12	#####
Events 1 event	34	1,496							34	1,496
Groups 1 hour	414	1,380							414	1,380
IRRC 1 hour	240	255							240	255
PCM 1 hour	359	374							359	374
Recruitment & Linkages 1 hour	720	2,880							720	2,880
Training 1 hour	24	120							24	120
Social Marketing 1 month	12	na							12	#####

	NOC	NOC	NOC	NOC	NOC
Unduplicated Clients for Appendix					

EXPENDITURES	BUDGET	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Total Salaries (See Page B)	\$222,027				\$222,027.00
Fringe Benefits	\$55,507				\$55,507.00
<b>Total Personnel Expenses</b>	<b>\$277,534</b>				<b>\$277,534.00</b>
Operating Expenses:					
Occupancy-(e.g., Rental of Property, Utilities, Building Maintenance Supplies and Repairs)	\$38,957				\$38,957.00
Materials and Supplies-(e.g., Office, Postage, Printing and Repro., Program Supplies)	\$5,881				\$5,881.00
General Operating-(e.g., Insurance, Staff Training, Equipment Rental/Maintenance)	\$6,499				\$6,499.00
Staff Travel - (e.g., Local & Out of Town)					
Consultant/Subcontractor	\$2,500				\$2,500.00
Other - (Meals, Audit, Transportation Reimb, Stipends, Facilitators)	\$1,400				\$1,400.00
<b>Total Operating Expenses</b>	<b>\$55,237</b>				<b>\$55,237.00</b>
Capital Expenditures					
<b>TOTAL DIRECT EXPENSES</b>	<b>\$332,771</b>				<b>\$332,771.00</b>
Indirect Expenses	\$33,277				\$33,277.00
<b>TOTAL EXPENSES</b>	<b>\$366,048</b>				<b>\$366,048.00</b>
LESS: Initial Payment Recovery					
Other Adjustments (Enter as negative, if appropriate)					
<b>REIMBURSEMENT</b>					

NOTES:

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

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

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

Send to:	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-3d  
Appendix Term: 07/01/15-06/30/16  
PAGE B

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

Invoice Number  
**A-3JUL15**

Contract Purchase Order No: \_\_\_\_\_

Telephone: 487-3000  
Fax: 487-3009

Fund Source: **General Fund**

Grant Code/Detail: **HCHIVPREVNGF**

Program Name: **The Stonewall Project**

Project Code/Detail: \_\_\_\_\_

ACE Control #: \_\_\_\_\_

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

FINAL Invoice  (check if Yes)

**DETAIL PERSONNEL EXPENDITURES**

PERSONNEL	FTE	BUDGETED SALARY	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Vice President of Programs & Svcs	0.05	\$8,000				\$8,000.00
Dir. Govt. Contracts	0.05	\$4,500				\$4,500.00
Evaluation Associate	0.10	\$5,800				\$5,800.00
Stonewall Director	0.20	\$18,400				\$18,400.00
Director of Clinical Operations	0.15	\$12,000				\$12,000.00
Health Educator	0.80	\$46,080				\$46,080.00
Project Assistant	0.70	\$33,387				\$33,387.00
Speed Project Coordinator	0.90	\$47,700				\$47,700.00
Counselor III	0.80	\$46,160				\$46,160.00
<b>TOTAL SALARIES</b>	<b>3.75</b>	<b>\$222,027</b>				<b>\$222,027.00</b>

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-4d  
Appendix Term: 07/01/14-06/30/15  
PAGE A

Contractor: San Francisco AIDS Foundation  
Address: P.O. Box 426182  
San Francisco, CA 94103

CMS #  Invoice Number

Telephone: 415-487-3044  
Fax: 415-487-3094



Contract Purchase Order No:

Funding Source:

Grant Code/Detail:

Program Name: African American Prevention Initiative

Project Code/Detail:

ACE Control #:

Invoice Period:

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
Events 1 event	24.0	984							24	
Groups 1 hour	580	3,320							580	3,320
HIV Testing 1 test	500	500							500	500
IRRC 1 hour	262	792							262	792
Prevention Case Management 1 hour	200	200							200	200

	NOC	NOC	NOC	NOC	NOC
Unduplicated Clients for Appendix					

EXPENDITURES	BUDGET	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Total Salaries (See Page B)	\$305,509				\$305,509.00
Fringe Benefits	\$76,377				\$76,377.00
<b>Total Personnel Expenses</b>	<b>\$381,886</b>				<b>\$381,886.00</b>
Operating Expenses:					
Occupancy-(e.g., Rental of Property, Utilities, Building Maintenance Supplies and Repairs)	\$51,423				\$51,423.00
Materials and Supplies-(e.g., Office, Postage, Printing and Repro., Program Supplies)	\$38,178				\$38,178.00
General Operating-(e.g., Insurance, Staff Training, Equipment Rental/Maintenance)	\$14,279				\$14,279.00
Staff Travel -(e.g., Local & Out of Town)					
Consultant/Subcontractor	\$3,500				\$3,500.00
Other -(e.g., Client Food, Client Travel, Client Activities and Client Supplies)					
<b>Total Operating Expenses</b>	<b>\$107,380</b>				<b>\$107,380.00</b>
<b>Capital Expenditures</b>					
<b>TOTAL DIRECT EXPENSES</b>	<b>\$489,266</b>				<b>\$489,266.00</b>
Indirect Expenses	\$48,926				\$48,926.00
<b>TOTAL EXPENSES</b>	<b>\$538,192</b>				<b>\$538,192.00</b>
LESS: Initial Payment Recovery					
Other Adjustments (Enter as negative, if appropriate)					
<b>REIMBURSEMENT</b>					

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-4d  
Appendix Term: 07/01/14-06/30/15  
PAGE B

**Contractor:** San Francisco AIDS Foundation  
**Address:** P.O. Box 426182  
San Francisco, CA 94103

**Telephone:** 415-487-3044  
**Fax:** 415-487-3094

**Program Name:** African American Prevention Initiative

**ACE Control #:** \_\_\_\_\_

Invoice Number

XXXXXXXXA-4JUL14

**Contract Purchase Order No.:** \_\_\_\_\_

**Fund Source:** General Fund

**Grant Code/Detail:** HCHIVPREVNGF

**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
Vice-President of Program & Services	0.10	\$16,000				\$16,000.00
Director of Government Contracts	0.05	\$4,500				\$4,500.00
Evaluation Associate	0.05	\$2,900				\$2,900.00
Contracts & Purchasing Manager	0.05	\$4,500				\$4,500.00
BBE MGR	0.80	\$52,000				\$52,000.00
Community Organizer/Mobilization Manager	0.80	\$52,000				\$52,000.00
Health Educator	0.10	\$5,760				\$5,760.00
Speed Project Coord	0.10	\$5,300				\$5,300.00
Counselor /I/I	0.20	\$11,540				\$11,540.00
Administrative Assistant	0.10	\$5,250				\$5,250.00
Dir., Prevention Services	0.15	\$24,750				\$24,750.00
Dir., Program Development & Ops	0.10	\$7,500				\$7,500.00
DREAA Program Manager	0.90	\$52,650				\$52,650.00
DREAA Program Coordinator	0.50	\$21,350				\$21,350.00
Outreach/Testing Counselor	0.40	\$14,959				\$14,959.00
Testing Coordinator	0.25	\$11,250				\$11,250.00
Media Designer	0.10	\$8,200				\$8,200.00
Volunteer Manager	0.10	\$5,100				\$5,100.00
<b>TOTAL SALARIES</b>	<b>4.85</b>	<b>\$305,509</b>				<b>\$305,509.00</b>

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-4e  
Appendix Term: 07/01/15-06/30/16  
PAGE A

Contractor: San Francisco AIDS Foundation  
Address: P.O. Box 426182  
San Francisco, CA 94103

CMS #  
7164

Invoice Number  
XXXXXXXXA-4JUL15

Contract Purchase Order No: \_\_\_\_\_

Telephone: 415-487-3044  
Fax: 415-487-3094



Funding Source: General Fund

Grant Code/Detail: HCHIVPREVNGF

Program Name: African American Prevention Initiative

Project Code/Detail: \_\_\_\_\_

ACE Control #: \_\_\_\_\_

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
Events: 1 event	240	984							24	
Groups: 1 hour	580	3,320							580	3,320
HIV Testing: 1 test	500	500							500	500
IRRC: 1 hour	262	792							262	792
Prevention Case Management: 1 hour	200	200							200	200

	NOC	NOC	NOC	NOC	NOC
Unduplicated Clients for Appendix					

**EXPENDITURES**

	BUDGET	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Total Salaries (See Page B)	\$305,509				\$305,509.00
Fringe Benefits	\$76,377				\$76,377.00
<b>Total Personnel Expenses</b>	<b>\$381,886</b>				<b>\$381,886.00</b>
Operating Expenses:					
Occupancy - (e.g., Rental of Property, Utilities, Building Maintenance Supplies and Repairs)	\$51,423				\$51,423.00
Materials and Supplies - (e.g., Office, Postage, Printing and Repro., Program Supplies)	\$38,178				\$38,178.00
General Operating - (e.g., Insurance, Staff Training, Equipment Rental/Maintenance)	\$14,279				\$14,279.00
Staff Travel - (e.g., Local & Out of Town)					
Consultant/Subcontractor	\$3,500				\$3,500.00
Other - (e.g., Client Food, Client Travel, Client Activities and Client Supplies)					
<b>Total Operating Expenses</b>	<b>\$107,380</b>				<b>\$107,380.00</b>
Capital Expenditures					
<b>TOTAL DIRECT EXPENSES</b>	<b>\$489,266</b>				<b>\$489,266.00</b>
Indirect Expenses	\$48,926				\$48,926.00
<b>TOTAL EXPENSES</b>	<b>\$538,192</b>				<b>\$538,192.00</b>
LESS: Initial Payment Recovery					
Other Adjustments (Enter as negative, if appropriate)					
<b>REIMBURSEMENT</b>					

NOTES:

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

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

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

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

Send to:	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-4e  
Appendix Term: 07/01/15-06/30/16  
PAGE B

Contractor: San Francisco AIDS Foundation  
Address: P.O. Box 426182  
San Francisco, CA 94103

Telephone: 415-487-3044  
Fax: 415-487-3094

Program Name: African American Prevention Initiative

ACE Control #:

Invoice Number:

Contract Purchase Order No:

Fund Source:

Grant Code/Detail:

Project Code/Detail:

Invoice Period:

FINAL Invoice  (check if Yes)

**DETAIL PERSONNEL EXPENDITURES**

PERSONNEL	FTE	BUDGETED SALARY	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Vice President of Program & Services	0.10	\$16,000				\$16,000.00
Director of Government Contracts	0.05	\$4,500				\$4,500.00
Evaluation Associate	0.05	\$2,900				\$2,900.00
Contracts & Purchasing Manager	0.05	\$4,500				\$4,500.00
BBE MGR	0.80	\$52,000				\$52,000.00
Community Organizer/Mobilization Manager	0.80	\$52,000				\$52,000.00
Health Educator	0.10	\$5,760				\$5,760.00
Speed Project Coord	0.10	\$5,300				\$5,300.00
Counselor/III	0.20	\$11,540				\$11,540.00
Administrative Assistant	0.10	\$5,250				\$5,250.00
Dir. Prevention Services	0.15	\$24,750				\$24,750.00
Dir. Program Development & Ops	0.10	\$7,500				\$7,500.00
DREAAM Program Manager	0.80	\$52,650				\$52,650.00
DREAAM Program Coordinator	0.50	\$21,350				\$21,350.00
Outreach/Testing Counselor	0.40	\$14,959				\$14,959.00
Testing Coordinator	0.25	\$11,250				\$11,250.00
Media Designer	0.10	\$8,200				\$8,200.00
Volunteer Manager	0.10	\$5,100				\$5,100.00
<b>TOTAL SALARIES</b>	<b>4.85</b>	<b>\$305,509</b>				<b>\$305,509.00</b>

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: \_\_\_\_\_

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

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

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

APPENDIX F-5c  
Appendix Term: 07/01/14-06/30/15  
PAGE A

Contractor: **San Francisco AIDS Foundation**  
Address: **P.O. Box 426182**  
**San Francisco, CA 94142-6182**  
  
Telephone: **487-3000**  
Fax: **487-3009**

CMS #  Invoice Number

Contract Purchase Order No:

Funding Source:

Grant Code/Detail:

Project Code/Detail:

Invoice Period:

FINAL Invoice  (check if Yes)

DELIVERABLES	TOTAL CONTRACTED UOS		DELIVERED THIS PERIOD		DELIVERED TO DATE		% OF TOTAL		REMAINING DELIVERABLES	
	UOS	NOC	UOS	NOC	UOS	NOC	UOS	NOC	UOS	NOC
HIV Testing 1 test	600	600							600	600
IRRC 1 hour	145	159							145	159
PCM 1 hour	480	480							480	480
Groups 1 hour	311	1,035							311	1,035
Shanti LIFE Individual Risk Reduction 1 hour	144	144							144	144
Shanti LIFE Prevention Case Mgmt 1 hour	1,080	864							1,080	864
Shanti LIFE Group 1 hour	604	2,134							604	2,134
Shanti LIFE Recruitment & Linkages 1 hour	375	750							375	750
NOC										

Unduplicated Clients for Appendix										
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EXPENDITURES	BUDGET	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Total Salaries (See Page B)	\$143,111				\$143,111.00
Fringe Benefits	\$35,778				\$35,778.00
<b>Total Personnel Expenses</b>	<b>\$178,889</b>				<b>\$178,889.00</b>
Operating Expenses:					
Occupancy (e.g., Rental of Property, Utilities, Building Maintenance Supplies and Repairs)	\$19,246				\$19,246.00
Materials and Supplies (e.g., Office, Postage, Printing and Repro., Program Supplies)	\$16,385				\$16,385.00
General Operating (e.g., Insurance, Staff Training, Equipment Rental/Maintenance)	\$1,490				\$1,490.00
Staff Travel (e.g., Local & Out of Town)					
Consultant/Subcontractor	\$348,903				\$348,903.00
Other (Meals, Audit, Transportation Reimb, Stipends, Facilitators)					
<b>Total Operating Expenses</b>	<b>\$386,024</b>				<b>\$386,024.00</b>
Capital Expenditures					
<b>TOTAL DIRECT EXPENSES</b>	<b>\$564,913</b>				<b>\$564,913.00</b>
Indirect Expenses	\$73,936				\$73,936.00
<b>TOTAL EXPENSES</b>	<b>\$638,849</b>				<b>\$638,849.00</b>
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-5c  
Appendix Term: 07/01/14-06/30/15  
PAGE B

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

Invoice Number  
**A-5JUL14**

Telephone: 487-3000  
Fax: 487-3009

Contract Purchase Order No: \_\_\_\_\_

Fund Source: **General Fund**

Program Name: Stonewall Castro/LIFE Program

Grant Code/Detail: **HCHIVPREVNGF**

ACE Control #: \_\_\_\_\_

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
Dir. Clinical Operations	0.20	\$16,000				\$16,000.00
Dir. Govt. Contracts	0.10	\$9,000				\$9,000.00
Evaluation Associate	0.10	\$5,800				\$5,800.00
HIV CTL Services Manager	0.40	\$17,572				\$17,572.00
Data Manager	0.10	\$5,000				\$5,000.00
Counselor I and II	1.25	\$67,300				\$67,300.00
Outreach/Testing Counselor	0.60	\$22,439				\$22,439.00
<b>TOTAL SALARIES</b>	<b>2.75</b>	<b>\$143,111</b>				<b>\$143,111.00</b>

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: \_\_\_\_\_

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

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

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

APPENDIX F-5d  
Appendix Term: 07/01/15-06/30/16  
PAGE A

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

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



**Program Name: Stonewall Castro/LIFE Program**

**ACE Control #:**

**CMS #**  **Invoice Number**

**Contract Purchase Order No:**

**Funding Source:**

**Grant Code/Detail:**

**Project Code/Detail:**

**Invoice Period:**

**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
HIV Testing 1 test	600	600							600	600
IRRC 1 hour	145	159							145	159
PCM 1 hour	480	480							480	480
Groups 1 hour	311	1,035							311	1,035
Shanti LIFE Individual Risk Reduction 1 hour	144	144							144	144
Shanti LIFE Prevention Case Mgmt 1 hour	1,080	864							1,080	864
Shanti LIFE Group 1 hour	604	2,134							604	2,134
Shanti LIFE Recruitment & Linkages 1 hour	375	750							375	750

	NOC	NOC	NOC	NOC	NOC
Unduplicated Clients for Appendix					

EXPENDITURES	BUDGET	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Total Salaries (See Page B)	\$143,111				\$143,111.00
Fringe Benefits	\$35,778				\$35,778.00
<b>Total Personnel Expenses</b>	<b>\$178,889</b>				<b>\$178,889.00</b>
Operating Expenses:					
Occupancy (e.g., Rental of Property, Utilities, Building Maintenance Supplies and Repairs)	\$19,246				\$19,246.00
Materials and Supplies (e.g., Office, Postage, Printing and Repro., Program Supplies)	\$16,385				\$16,385.00
General Operating (e.g., Insurance, Staff Training, Equipment Rental/Maintenance)	\$1,490				\$1,490.00
Staff Travel - (e.g., Local & Out of Town)					
Consultant/Subcontractor	\$348,903				\$348,903.00
Other - (Meals, Audit, Transportation Reimb, Stipends, Facilitators)					
<b>Total Operating Expenses</b>	<b>\$386,024</b>				<b>\$386,024.00</b>
<b>Capital Expenditures</b>					
<b>TOTAL DIRECT EXPENSES</b>	<b>\$564,913</b>				<b>\$564,913.00</b>
Indirect Expenses	\$73,936				\$73,936.00
<b>TOTAL EXPENSES</b>	<b>\$638,849</b>				<b>\$638,849.00</b>
LESS: Initial Payment Recovery					
Other Adjustments (Enter as negative, if appropriate)					
<b>REIMBURSEMENT</b>					

NOTES:

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

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

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

Send to:	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-5d  
Appendix Term: 07/01/15-06/30/16  
PAGE B

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

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

**Program Name: Stonewall Castro/LIFE Program**

**ACE Control #:**

Invoice Number

**Contract Purchase Order No:**

**Fund Source:**

**Grant Code/Detail:**

**Project Code/Detail:**

**Invoice Period:**

**FINAL Invoice**  (check if Yes)

**DETAIL PERSONNEL EXPENDITURES**

<b>PERSONNEL</b>	<b>FTE</b>	<b>BUDGETED SALARY</b>	<b>EXPENSES THIS PERIOD</b>	<b>EXPENSES TO DATE</b>	<b>% OF BUDGET</b>	<b>REMAINING BALANCE</b>
Dir. Clinical Operations	0.20	\$16,000.				\$16,000.00
Dir. Govt. Contracts	0.10	\$9,000.				\$9,000.00
Evaluation Associate	0.10	\$5,800.				\$5,800.00
HIV/CTI Services Manager	0.40	\$17,572.				\$17,572.00
Data Manager	0.10	\$5,000.				\$5,000.00
Counselor I and II	1.25	\$67,300.				\$67,300.00
Outreach/Testing Counselor	0.60	\$22,439.				\$22,439.00
<b>TOTAL SALARIES</b>	<b>2.75</b>	<b>\$143,111</b>				<b>\$143,111.00</b>

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: \_\_\_\_\_



SANFRAN-02

SONI01

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

4/2/2014

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER License # 0H81923
G2 Insurance Services, LLC
140 New Montgomery, 21st Floor
San Francisco, CA 94105
CONTACT NAME:
PHONE (A/C, No, Ext): (415) 426-6600 FAX (A/C, No): (415) 426-6601
INSURER(S) AFFORDING COVERAGE
INSURER A: Nonprofits' Insurance Alliance of California (NIAC)
INSURED: San Francisco AIDS Foundation
1035 Market Street, Ste. 400
San Francisco, CA 94103
INSURER B: Cypress Insurance Company (CA) 10855

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

Table with columns: INSR LTR, TYPE OF INSURANCE, ADDL SUBR INSD, WVD, POLICY NUMBER, POLICY EFF (MM/DD/YYYY), POLICY EXP (MM/DD/YYYY), LIMITS. Rows include Commercial General Liability, Automobile Liability, Umbrella Liability, Workers Compensation and Employers' Liability, and Professional Liab.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
RE: Ongoing service contracts with city and county of SF
City and County of SF, its officers, directors employees agents and representatives are named as additional insureds as respects General Liability and Auto Liability as required by written contract.

CERTIFICATE HOLDER CANCELLATION

City and County of San Francisco - SFDPH
101 Grove Street
San Francisco, CA 94102
SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
AUTHORIZED REPRESENTATIVE



**Nonprofits' Insurance  
Alliance of California**  
A HEAD FOR INSURANCE . . . A HEART FOR NONPROFITS

Policy Number: 201400950NPO

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

## **ADDITIONAL INSURED - DESIGNATED PERSON OR ORGANIZATION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART.

### **SCHEDULE**

**Name of Person or Organization:**

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, in consideration of food contributions or client referrals you receive from them.

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

WHO IS AN INSURED (Section II) is amended to include as an insured the person or organization shown in the Schedule as an insured but only with respect to liability arising out of your operations or premises owned by or rented to you.



**Nonprofits' Insurance  
Alliance of California**  
A HEAD FOR INSURANCE... A HEART FOR NON-PROFITS

Policy Number: 201400950NPO

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

## **ADDITIONAL INSURED ENDORSEMENT**

This endorsement modifies insurance provided under the following:

**BUSINESS AUTO COVERAGE ONLY**

In consideration of the premium charged, it is understood and agreed that the following is added as an additional insured:

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

But only as respects a legally enforceable contractual agreement with the Named Insured and only for liability arising out of the Named Insured's negligence and only for occurrences of coverages not otherwise excluded in the policy to which this endorsement applies.

It is further understood and agreed that irrespective of the number of entities named as insureds under this policy, in no event shall the company's limits of liability exceed the occurrence or aggregate limits as applicable by policy definition or endorsement.





CONTRACT PURCHASE ORDER RELEASE  
COMMUNITY HEALTH SERVICES

PO NUMBER: DPHC12000598  
PO AMOUNT: \$2,296,483.00

TO: SAN FRANCISCO AIDS FOUNDATION  
FILE #72635  
PO BOX 60000  
SAN FRANCISCO CA 94160-2635

PO PRINT DATE: 12/20/2011

CONTACT:TERRY FUETSCH  
PHONE :  
VENDOR ID: 16252

TERMS: NET  
FOB : DEST

ISSUE DATE : 12/21/2011

BPO # : BPHC12000088 <<  
EFF. DATE : 09/01/2011  
EXP. DATE : 06/30/2013

DELIVER TO: 101 GROVE ST. ROOM 112  
SAN FRANCISCO

CA 94102-0000

AUTHORIZED SIGNATURE: \_\_\_\_\_

DATE : 12/20/11  
PHONE: \_\_\_\_\_

ORIGINAL ORDER MUST BE SIGNED TO BE VALID

INVOICE TO: DEPARTMENT OF PUBLIC HEALTH(HCI01)  
1380 HOWARD ST 4TH FLR  
SAN FRANCISCO CA 94103

TERMS:

THIS CONTRACT PURCHASE ORDER AND THE ACCOMPANYING SIGNED CONTRACT  
AUTHORIZE YOU TO BEGIN PERFORMING THE CONTRACT AND INVOICING THE  
CITY. THIS IS SUBJECT TO THE TERMS AND CONDITIONS IN THE CONTRACT. ANY  
TERMS AND CONDITIONS ON THE REVERSE OF THIS DOCUMENT DO NOT APPLY.

YOU MUST INCLUDE THE CONTRACT PURCHASE ORDER NUMBER ON ALL INVOICES.

standards set by the City; (2) Pay the covered employee \$1.50 for each hour a covered employee works on this contract, not to exceed \$60 per week.

14. **Guaranteed Maximum Costs.** (a) The City's obligation hereunder shall not at any time exceed the amount certified by the Controller for the purpose and period stated in such certification. (b) Except as may be provided by laws governing emergency procedures, officers and employees of the City are not authorized to request, and the City is not required to reimburse the Contractor for, Commodities or Services beyond the agreed upon contract scope unless the changed scope is authorized by amendment and approved as required by law. (c) Officers and employees of the City are not authorized to offer or promise, nor is the City required to honor, any offered or promised additional funding in excess of the maximum amount of funding for which the contract is certified without certification of the additional amount by the Controller. (d) The Controller is not authorized to make payments on any contract for which funds have not been certified as available in the budget or by supplemental appropriation.

15. **Submitting False Claims; Monetary Penalties.** Pursuant to San Francisco Administrative Code §21.35, any contractor, subcontractor or consultant who submits a false claim shall be liable to the City for three times the amount of damages which the City sustains because of the false claim. A contractor, subcontractor or consultant who submits a false claim shall also be liable to the City for the costs, including attorneys' fees, of a civil action brought to recover any of those penalties or damages, and may be liable to the City for a civil penalty of up to \$10,000 for each false claim. A contractor, subcontractor or consultant will be deemed to have submitted a false claim to the City if the contractor, subcontractor or consultant: (a) knowingly presents or causes to be presented to an officer or employee of the City a false claim or request for payment or approval; (b) knowingly makes, uses, or causes to be made or used a false record or statement to get a false claim paid or approved by the City; (c) conspires to defraud the City by getting a false claim allowed or paid by the City; (d) knowingly makes, uses, or causes to be made or used a false record or statement to conceal, avoid, or decrease an obligation to pay or transmit money or property to the City; or (e) is a beneficiary of an inadvertent submission of a false claim to the City, subsequently discovers the falsity of the claim, and fails to disclose the false claim to the City within a reasonable time after discovery of the false claim.

16. **Nondiscrimination; Penalties.** (a) **Contractor Shall Not Discriminate.** In the performance of this contract, Contractor agrees not to discriminate on the basis of the fact or perception of a person's race, color, creed, religion, national origin, ancestry, age, sex, sexual orientation, gender identity, domestic partner status, marital status, disability or AIDS or HIV status (AIDS/HIV status) against any employee of, any City employee working with, or applicant for employment with Contractor, in any of Contractor's operations within the U.S., or against any person seeking accommodations, advantages, facilities, privileges, services, or membership in all business, social, or other establishments or organizations operated by Contractor. (b) **Subcontracts.** Contractor shall incorporate by reference in all subcontracts the provisions of Sections 12B.2(a), 12B.2(c)-(k), and 12C.3 of the S.F. Admin. Code (copies of which are available from Purchasing) and shall require all subcontractors to comply with such provisions. Contractor's failure to comply with the obligations in this subsection shall constitute a material breach of this contract. (c) **Nondiscrimination in Benefits.** Contractor does not as of the date of this contract and will not during the term of this contract, in any of its operations in San Francisco, on real property owned by the City or where work is being performed for the City, discriminate in the provision of bereavement leave, family medical leave, health benefits, membership or membership discounts, moving expenses, pension and retirement benefits or travel benefits, and any benefits other than the benefits specified above, between employees with domestic partners and employees with spouses, or between the domestic partners and spouses of such employees, if the domestic partnership has been registered with a governmental entity pursuant to state or local law authorizing such registration, subject to conditions set forth in Admin. Code Sec. 12B.2(b). (d) **Incorporation of Administrative Code Provisions by Reference.** The provisions of Chapters 12B and 12C of the Admin. Code are incorporated in this Section by reference and made a part of this contract as though fully set forth herein. Contractor shall comply fully with and be bound by all of the provisions that apply to this under such Chapters including but not limited to the remedies provided in such Chapters. Without limiting the foregoing, Contractor understands that pursuant to Sec. 12B.2(h) of the S.F. Admin. Code, a penalty of \$50 for each person for each calendar day during which such person was discriminated against in violation of the provisions of this contract may be assessed against Contractor and/or deducted from any payments due Contractor.

17. **Minority/Women/Local Business Utilization; Liquidated Damages.** a. **Compliance.** Contractor understands and agrees to comply fully with all provisions of Chapter 12D.A ("Minority/Women/Local Business Utilization Ordinance-IV") of the San Francisco Administrative Code and agrees to include this paragraph in all subcontracts made in fulfillment of the Contractor's obligations under this contract. Said provisions are incorporated herein by reference and made a part of this contract as though fully set forth. Contractor's willful failure to comply with Chapter 12D.A is a material breach of contract.

b. **Enforcement.** If Contractor willfully fails to comply with any of the provisions of Chapter 12D.A, the rules and regulations implementing Chapter 12D.A, or the provisions of this contract pertaining to MBE or WBE participation, Contractor shall be liable for liquidated damages in an amount equal to Contractor's net profit on this contract, or 10% of the total amount of this contract, or \$1,000, whichever is greatest. The Director of the City's Human Rights Commission (HRC) may also impose other sanctions against Contractor authorized in Chapter 12D.A, including declaring the Contractor to be irresponsible and ineligible to contract with the City for a period of up to five years or revocation of the Contractor's MBE or WBE certification. The Director of HRC will determine the sanctions to be imposed, including the amount of liquidated damages, after investigation pursuant to §12D.A.16(B).

By entering into this contract, Contractor acknowledges and agrees that any liquidated damages assessed by the Director of the HRC shall be payable to City upon demand. Contractor further acknowledges and agrees that any liquidated damages assessed may be withheld from any monies due to Contractor on any contract with City.

Contractor agrees to maintain records necessary for monitoring its compliance with Chapter 12D.A for a period of three years following termination of this contract, and shall make such records available for audit and inspection by HRC or the Controller upon request.

18. **MacBride Principles-Northern Ireland.** The City and County of San Francisco urges

companies doing business in Northern Ireland to move towards resolving employment inequities, and encourages such companies to abide by the MacBride Principles. The City urges San Francisco companies to do business with corporations that abide by the MacBride Principles.

19. **Tropical Hardwoods and Virgin Redwood.** The City urges contractors not to import, purchase, obtain, or use for any purpose, any tropical hardwood, tropical hardwood wood product, virgin redwood or virgin redwood wood product. If this order is for wood products or a service involving wood products: (a) Chapter 8 of the S.F. Environment Code is incorporated herein and by reference made a part hereof as though fully set forth. (b) Except as expressly permitted by the application of Environment Code Secs. 802(b) and 803(b), Contractor shall not provide any items to the City in performance of this contract which are tropical hardwoods, tropical hardwood product, virgin redwood or virgin redwood product. Failure of Contractor to comply with any part of Chapter 8 of the Environment Code shall be deemed a material breach of contract.

20. **Resource Conservation.** Contractor agrees to comply fully with the San Francisco Environment Code, Chapter 5 ("Resource Conservation"), as amended from time to time. Said provisions are incorporated herein by reference and made a part of this contract as though fully set forth. Failure by Contractor to comply with any of the applicable requirements of Chapter 5 will be deemed a material breach of contract.

21. **Earned Income Credit Forms.** Administrative Code section 120 requires that employers provide their employees with IRS Form W-5 (The Earned Income Credit Advance Payment Certificate) and the IRS EIC Schedule, as set forth below. Employers can locate these forms at the IRS Office, on the Internet, or anywhere that Federal Tax Forms can be found.

(a) Contractor shall provide the EIC Forms to each Eligible Employee at each of the following times: (i) within thirty (30) days following the date on which the applicable contract or contract amendment becomes effective (unless Contractor has already provided such EIC Forms at least once during the calendar year in question); (ii) promptly after any Eligible Employee is hired by Contractor; and (iii) annually between January 1 and January 31 of each calendar year during the term of the contract.

(b) Failure to comply with the foregoing requirement shall constitute a material breach by Contractor of the terms of the contract.

(c) If within thirty (30) days after the Contractor receives written notice of such a breach, Contractor fails to cure such breach or, if such breach cannot reasonably be cured within such period of thirty (30) days, Contractor fails to commence efforts to cure within such period, or thereafter fails to diligently pursue such cure to completion, the City may pursue any rights or remedies available under the terms of the contract or under applicable law.

22. **Sunshine Ordinance.** Information bidders or Contractors provide City that is covered by Admin. Code Sec. 67.24 (e.g., bids, responses to RFPs, and all records of communications between City and persons or firms seeking contracts) will be made available to the public upon request. This applies to unsuccessful bidders as well as to entities who are awarded contracts.

23. **Limitations on Contributions.** Contractor acknowledges that it is familiar with section 1.126 of the City's Campaign and Governmental Conduct Code, which prohibits any person who contracts with the City for the rendition of personal services or for the furnishing of any material, supplies or equipment to the City, whenever such transaction would require approval by a City elective officer or the board on which that City elective officer serves, from making any campaign contribution to the officer at any time from the commencement of negotiations of the contract until the later of either (1) the termination of negotiations for such contract or (2) three months after the date the contract is approved by the City elective officer or the board on which that City elective officer serves.

24. **Prohibition on Political Activity with City Funds.** In accordance with San Francisco Administrative Code Chapter 12.G, Contractor may not participate in, support, or attempt to influence any political campaign for a candidate or for a ballot measure (collectively, "Political Activity") in the performance of the services provided under this contract. Contractor agrees to comply with San Francisco Administrative Code Chapter 12.G and any implementing rules and regulations promulgated by the City's Controller. The terms and provisions of Chapter 12.G are incorporated herein by this reference. In the event Contractor violates the provisions of this section, the City may, in addition to any other rights or remedies available hereunder, (i) terminate this contract, and (ii) prohibit Contractor from bidding on or receiving any new City contract for a period of two (2) years. The Controller will not consider Contractor's use of profit as a violation of this section.

25. **Preservative-Treated Wood Containing Arsenic.** Contractor may not purchase preservative-treated wood products containing arsenic in the performance of this contract unless an exemption from the requirements of Chapter 13 of the San Francisco Environment Code is obtained from the Department of the Environment under Section 1304 of the Code. The term "preservative-treated wood containing arsenic" shall mean wood treated with a preservative that contains arsenic, elemental arsenic, or an arsenic copper combination, including, but not limited to, chromated copper arsenate preservative, ammoniacal copper arsenate preservative, or ammoniacal copper arsenate preservative. Contractor may purchase preservative-treated wood products on the list of environmentally preferable alternatives prepared and adopted by the Department of the Environment. This provision does not preclude Contractor from purchasing preservative-treated wood containing arsenic for saltwater immersion. The term "saltwater immersion" shall mean a pressure-treated wood that is used for construction purposes or facilities that are partially or totally immersed in saltwater.

26. **Services Provided by Attorneys.** Any services to be provided by a law firm or attorney must be reviewed and approved in writing in advance by the City Attorney. No invoices for services provided by law firms or attorneys, including, without limitation, as subcontractors of Contractor, will be paid unless the provider received advance written approval from the City Attorney.



CONTRACT PURCHASE ORDER RELEASE  
COMMUNITY HEALTH SERVICES

PO NUMBER: DPHC12000598  
PO AMOUNT: \$2,296,483.00

ITEM	COMMODITY ID	UOM	TAX	QUANTITY	UNIT PRICE	TOTAL PRICE
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1	7400-10	EA	N	1.00	26,583.0000	26,583.00
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SVC, MED/HLTH; AIDS

HIV PREVENTION SERVICES APPENDIX A-1 THRU A-6

FY 11/12	HP-07164-A1	\$	26,583	EXH B-1	CDC	09/01/11-06/14/12
FY 12/13	TO BE ENCUMB		26,583	EXH B-1A	CDC	06/15/12-06/14/13
FY 11/12	HP-07164-A1		290,298	EXH B-2	CDC	09/01/11-12/31/11
FY 12/13	TO BE ENCUMB		870,894	EXH B-2A	CDC	01/01/12-12/31/12
FY 11/12	HP-07164-A1		294,639	EXH B-3	GF	09/01/11-06/30/12
FY 12/13	TO BE ENCUMB		353,567	EXH B-3A	GF	07/01/12-06/30/13
FY 11/12	HP-07164-A1		166,339	EXH B-4	CDC	09/01/11-12/31/11
FY 12/13	TO BE ENCUMB		499,017	EXH B-4A	CDC	01/01/12-12/31/12

2	7400-10	EA	N	1.00	456,637.0000	456,637.00
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SVC, MED/HLTH; AIDS

HIV PREVENTION SERVICES APPENDIX A-1 THRU A-6

FY 11/12	HP-07164-A1	\$	26,583	EXH B-1	CDC	09/01/11-06/14/12
FY 12/13	TO BE ENCUMB		26,583	EXH B-1A	CDC	06/15/12-06/14/13
FY 11/12	HP-07164-A1		290,298	EXH B-2	CDC	09/01/11-12/31/11
FY 12/13	TO BE ENCUMB		870,894	EXH B-2A	CDC	01/01/12-12/31/12
FY 11/12	HP-07164-A1		294,639	EXH B-3	GF	09/01/11-06/30/12
FY 12/13	TO BE ENCUMB		353,567	EXH B-3A	GF	07/01/12-06/30/13
FY 11/12	HP-07164-A1		166,339	EXH B-4	CDC	09/01/11-12/31/11
FY 12/13	TO BE ENCUMB		499,017	EXH B-4A	CDC	01/01/12-12/31/12

3	7400-10	EA	N	1.00	1,664,781.0000	1,664,781.00
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SVC, MED/HLTH; AIDS

HIV PREVENTION SERVICES APPENDIX A-1 THRU A-6

FY 11/12	HP-07164-A1	\$	26,583	EXH B-1	CDC	09/01/11-06/14/12
FY 12/13	TO BE ENCUMB		26,583	EXH B-1A	CDC	06/15/12-06/14/13
FY 11/12	HP-07164-A1		290,298	EXH B-2	CDC	09/01/11-12/31/11
FY 12/13	TO BE ENCUMB		870,894	EXH B-2A	CDC	01/01/12-12/31/12
FY 11/12	HP-07164-A1		294,639	EXH B-3	GF	09/01/11-06/30/12
FY 12/13	TO BE ENCUMB		353,567	EXH B-3A	GF	07/01/12-06/30/13
FY 11/12	HP-07164-A1		166,339	EXH B-4	CDC	09/01/11-12/31/11
FY 12/13	TO BE ENCUMB		499,017	EXH B-4A	CDC	01/01/12-12/31/12

4	7400-10	EA	N	1.00	75,531.0000	75,531.00
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SVC, MED/HLTH; AIDS

HIV PREVENTION SERVICES APPENDIX A-1 THRU A-6

FY 11/12	HP-07164-A1	\$	26,583	EXH B-1	CDC	09/01/11-06/14/12
FY 12/13	TO BE ENCUMB		26,583	EXH B-1A	CDC	06/15/12-06/14/13
FY 11/12	HP-07164-A1		290,298	EXH B-2	CDC	09/01/11-12/31/11
FY 12/13	TO BE ENCUMB		870,894	EXH B-2A	CDC	01/01/12-12/31/12



## A. Commercial Terms

1. **Electrical Products.** If an electrical item has not been tested by a lab approved by City's Dept. of Building Inspections, Contractor will so notify the requesting department before delivery by writing the department at the "Deliver to" address on the front of the Purchase Order. Approved testing labs are: American Gas Assn.; Applied Research Labs; Electro-Test, Inc.; ETS Testing Labs; Factory Mutual Research; Gas & Mechanical Lab; Underwriters Labs. When a non-tested item is delivered, the department will request approval from Dept of Public Works. If the department is unable to obtain approval, City reserves the right to cancel the transaction and return the item to Contractor, at no charge to City.
2. **F.O.B. Point.** F.O.B. destination in San Francisco, freight prepaid and allowed.
3. **Contract Interpretation; Venue; Assignment.** Should any questions arise as to the meaning and intent of the contract, the matter shall be referred to Purchasing, who shall decide the true meaning and intent of the contract. This contract shall be deemed to be made in, and shall be construed in accordance with the laws of the State of California. Venue for all litigation relative to the formation, interpretation and performance of this contract shall be in San Francisco. This contract may be assigned only with the written approval of Purchasing.
4. **Failure to Deliver.** If Contractor fails to deliver an article or service of the quality, in the manner or within the time called for by this contract: such article or service may be bought from any source by Purchasing and if a greater price than that named in the contract be paid for such article or service, the excess price will be charged to and collected from Contractor or sureties on its bond if bond has been required; or, the City may terminate the contract for default; or, the City may return deliveries already made and receive a refund.
5. **Cash Discounts; Terms of Payment.** The discount period will start upon date of completion of delivery of all items, upon the date of the issuance of this contract, or upon date of receipt of properly prepared invoices covering such deliveries, whichever is later. Payment is deemed to be made, for the purpose of earning the discount, on the date of mailing the City warrant or check. It is understood and agreed that no additional charge shall accrue against City if City does not make payment within any time specified by bidder.
6. **Taxes.** City is exempt from federal taxes except on articles for resale. Contractor will enter state and local sales or use tax, and other excise tax if applicable, on invoices.
7. **Proposal, Quotation and Attachments.** This contract incorporates by reference the provisions of any related bid request issued by City, any bid submitted by contractor, or both. This contract incorporates by reference the provision of any attachments.
8. **Hold Harmless and Indemnification.** Contractor shall indemnify and save harmless City and its officers, agents and employees from, and, if requested, shall defend them against any and all loss, cost, damage, injury, liability, and claims thereof for injury to or death of a person, or loss of or damage to property, resulting directly or indirectly from contractor's performance of this contract, regardless of the negligence of, and regardless of whether liability without fault is imposed or sought to be imposed on City, except to the extent that such indemnity is void or otherwise unenforceable under applicable law and except where such loss, damage, injury, liability or claim is the result of willful misconduct of City and is not contributed to by any act of, or by any omission to perform some duty imposed by law or agreement on contractor, its subcontractors or either's agent or employee. The foregoing indemnity shall include, without limitation, reasonable fees of attorneys, consultants and experts and related costs and City's costs of investigating any claims against the City. In addition to Contractor's obligation to indemnify City, Contractor specifically acknowledges and agrees that it has an immediate and independent obligation to defend City from any claim which actually or potentially falls within this indemnification provision, even if the allegations are or may be groundless, false or fraudulent, which obligation arises at the time such claim is tendered to Contractor by City and continues at all times thereafter. Contractor shall indemnify and hold City harmless from all loss and liability, including attorney's fees, court costs and all other litigation expenses for any infringement of the patent rights, copyright, trade secret or any other proprietary right or trademark of any person or persons in consequence of the use by City, or any of its officers or agents, of articles or services to be supplied in the performance of this contract.
9. **Provisions Controlling.** Contractor agrees that in the event of conflicting language between this contract and Contractor's printed form, the provisions of this contract shall take precedence. This section shall supersede any language in the contractor's terms and conditions attempting to nullify City terms and conditions or to resolve language conflicts in favor of the contractor's terms and conditions.
10. **Waiver.** The waiver by either party of any breach by contractor of any term, covenant or conditions hereof shall not operate as a waiver of any subsequent breach of the same or any other term, covenant or condition hereof.
11. **Termination and Termination for Convenience.** In the event Contractor fails to perform any of its obligations under this contract, in addition to any other remedies available to City, this contract may be terminated and all of Contractor's rights hereunder ended. Termination will be effective after ten days' written notice to Contractor. No new work will be undertaken, and no new deliveries will be made, after the date of receipt of any notice of termination, or five days after the date of the notice, whichever is earlier. In the event of such termination, Contractor will be paid for those services performed, or deliveries made, under this contract to the satisfaction of the City, up to the date of termination. However, City may offset from any such amounts due Contractor any liquidated damages or other costs City has or will incur due to Contractor's nonperformance. Any such offset by City will not constitute a waiver of any other remedies City may have against Contractor for financial injury or otherwise. City may terminate this Contract for City's convenience and without cause at any time by giving Contractor thirty days' written notice of such termination. In the event of such termination, Contractor will be paid for those services performed, or deliveries made, pursuant to this contract, to the satisfaction of the City up to the date of termination. In no event will City be liable for costs incurred by Contractor after receipt of a notice of termination. Such nonrecoverable costs include, but are not limited to, anticipated profits on this contract, post-termination employee salaries, post-termination administrative expenses, or any other cost which is not reasonable or authorized under this section. This section shall not prevent

Contractor from recovering costs necessarily incurred in discontinuing further work, or canceling further deliveries, under the contract after receipt of the termination notice.

## B. Terms Required by City Ordinances

12. **Minimum Compensation Ordinance ("MCO") – Service Contracts only.** Chapter 12.P of the S.F. Admin. Code is incorporated herein by reference, and Contractor agrees to comply with the MCO in performing this contract. The text of the MCO is available on the Living Wage/Living Health Division website at <http://www.sfgov.org/oca/lwh.htm>. In addition to any other MCO provisions that may be applicable to Contractor, Contractor agrees to abide by the following terms:
  - (a) For each hour worked by a Covered Employee during a Pay Period on work funded under the City contract during the term of this contract, Contractor shall provide to the Covered Employee no less than the Minimum Compensation.
  - (b) Contractor understands and agrees that the failure to comply with the foregoing requirement of the MCO shall constitute a material breach by Contractor of the terms of this contract. The City, acting through its Contracting Department, shall determine whether such a breach has occurred.
  - (c) If, within 30 days after receiving written notice of a breach of this contract for violating the MCO Contractor fails to cure such breach or, if such breach cannot reasonably be cured within such period of 30 days, Contractor fails to commence efforts to cure within such period, or thereafter fails diligently to pursue such cure to completion, the City, acting through its Department of Purchasing, shall have the right to pursue any rights or remedies available under the terms of this contract, Chapter 12.P or other applicable law.
  - (d) Contractor shall not discharge, reduce in compensation, or otherwise discriminate against any employee for complaining to the City with regard to Contractor's compliance or anticipated compliance with the requirements of the MCO, for opposing any practice proscribed by the MCO, for participating in proceedings related to the MCO, or for seeking to assert or enforce any rights under the MCO by any lawful means.
  - (e) Contractor represents and warrants that it is not an entity that was set up, or is being used, for the purpose of evading the intent of the MCO.
  - (f) Contractor shall keep itself informed of the current requirements of the MCO, including increases to the hourly gross compensation due Covered Employees under the MCO, and shall provide prompt written notice to all Covered Employees of any increases in compensation, as well as any written communications received by the Contractor from the City, which communications are marked to indicate that they are to be distributed to Covered Employees.
  - (g) Contractor shall provide reports to the City in accordance with any reporting standards promulgated by the City under the MCO.
  - (h) The Contractor shall provide the City with access to pertinent records after receiving a written request from the City to do so and being provided at least five business days to respond.
  - (i) The City may conduct random audits of Contractor. Random audits shall be (i) noticed in advance in writing; (ii) limited to ascertaining whether Covered Employees are paid at least the minimum compensation required by the MCO; (iii) accomplished through an examination of pertinent records at a mutually agreed upon time and location within ten days of the written notice; and (iv) limited to one audit of Contractor every two years for the duration of this contract. Nothing in this contract is intended to preclude the City from investigating any report of an alleged violation of the requirements of this contract relating to the MCO.
  - (j) Any Contractor subject to the provisions of this Chapter shall promptly notify the City of any subcontractors performing services covered by this Chapter and shall certify to the City that it has notified the subcontractors of their obligations under this Chapter.
  - (k) Each Covered Employee is a third-party beneficiary with respect to the requirements of subsections (a) and (b) of this Section, and may pursue all lawful remedies in the event of a breach by Contractor of subsections (a) and (b).
  - (l) If Contractor is exempt from the MCO when this contract is executed because the cumulative amount of contracts with this department for the fiscal year is less than \$25,000 (\$50,000 for nonprofits), but Contractor later enters into a contract or contracts that cause Contractor to exceed that amount in a fiscal year, Contractor shall thereafter be required to comply with the MCO under this contract. This obligation arises on the effective date of the contract that causes the cumulative amount of contracts between the Contractor and this department to exceed \$25,000 (\$50,000 for nonprofits) in the fiscal year.
13. **Health Care Accountability Ordinance (HCAO) – Service contracts lasting 1 year or more only.** Chapter 12.Q of the S.F. Admin. Code is incorporated herein by reference, and Contractor agrees to comply with the HCAO in performing this contract. The text of the HCAO is available on the Living Wage/Living Health Division website at <http://www.sfgov.org/oca/lwh.htm>. The following is a general description of Contractor's responsibilities for providing health coverage to covered employees. See Chapter 12.Q for specific requirements, exemptions, other obligations, etc.
  - (a) For covered employees who live in San Francisco, or who provide covered services in San Francisco or at the S.F. Airport or at the San Bruno Jail, Contractor must do one of the following: (1) Offer health plan benefits that meet minimum standards set by the City; (2) Pay the City \$1.50 for each hour a covered employee works on this contract, not to exceed \$60 per week; (3) Participate in a health benefits program developed by the City.
  - (b) For covered employees who do not live in San Francisco and who provide covered services outside of San Francisco, not at the S.F. Airport, and not at the San Bruno Jail, Contractor must do either of the following: (1) Offer health plan benefits that meet minimum



CONTRACT PURCHASE ORDER RELEASE  
COMMUNITY HEALTH SERVICES

PO NUMBER: DPHC12000598  
PO AMOUNT: \$2,296,483.00

ITEM	COMMODITY ID	UOM	TAX	QUANTITY	UNIT PRICE	TOTAL PRICE
NAME/SPECS						

FY 11/12	HP-07164-A1			294,639	EXH B-3 GF 09/01/11-06/30/12	
FY 12/13	TO BE ENCUMB			353,567	EXH B-3A GF 07/01/12-06/30/13	
FY 11/12	HP-07164-A1			166,339	EXH B-4 CDC 09/01/11-12/31/11	
FY 12/13	TO BE ENCUMB			499,017	EXH B-4A CDC 01/01/12-12/31/12	

5	7400-10	EA	N	1.00	66,448.0000	66,448.00
SVC, MED/HLTH; AIDS						

HIV PREVENTION SERVICES APPENDIX A-1 THRU A-6

FY 11/12	HP-07164-A1	\$		26,583	EXH B-1 CDC 09/01/11-06/14/12	
FY 12/13	TO BE ENCUMB			26,583	EXH B-1A CDC 06/15/12-06/14/13	
FY 11/12	HP-07164-A1			290,298	EXH B-2 CDC 09/01/11-12/31/11	
FY 12/13	TO BE ENCUMB			870,894	EXH B-2A CDC 01/01/12-12/31/12	
FY 11/12	HP-07164-A1			294,639	EXH B-3 GF 09/01/11-06/30/12	
FY 12/13	TO BE ENCUMB			353,567	EXH B-3A GF 07/01/12-06/30/13	
FY 11/12	HP-07164-A1			166,339	EXH B-4 CDC 09/01/11-12/31/11	
FY 12/13	TO BE ENCUMB			499,017	EXH B-4A CDC 01/01/12-12/31/12	

6	7400-10	EA	N	1.00	6,503.0000	6,503.00
SVC, MED/HLTH; AIDS						

HIV PREVENTION SERVICES APPENDIX A-1 THRU A-6

FY 11/12	HP-07164-A1	\$		26,583	EXH B-1 CDC 09/01/11-06/14/12	
FY 12/13	TO BE ENCUMB			26,583	EXH B-1A CDC 06/15/12-06/14/13	
FY 11/12	HP-07164-A1			290,298	EXH B-2 CDC 09/01/11-12/31/11	
FY 12/13	TO BE ENCUMB			870,894	EXH B-2A CDC 01/01/12-12/31/12	
FY 11/12	HP-07164-A1			294,639	EXH B-3 GF 09/01/11-06/30/12	
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FY 12/13	TO BE ENCUMB			499,017	EXH B-4A CDC 01/01/12-12/31/12	

TOTAL ITEMS AMOUNT	\$2,296,483.00
SALES TAX	\$ .00
INVOICE AMOUNT	\$2,296,483.00

standards set by the City; (2) Pay the covered employee \$1.50 for each hour a covered employee works on this contract, not to exceed \$60 per week.

**14. Guaranteed Maximum Costs.** (a) The City's obligation hereunder shall not at any time exceed the amount certified by the Controller for the purpose and period stated in such certification. (b) Except as may be provided by laws governing emergency procedures, officers and employees of the City are not authorized to request, and the City is not required to reimburse the Contractor for, Commodities or Services beyond the agreed upon contract scope unless the changed scope is authorized by amendment and approved as required by law. (c) Officers and employees of the City are not authorized to offer or promise, nor is the City required to honor, any offered or promised additional funding in excess of the maximum amount of funding for which the contract is certified without certification of the additional amount by the Controller. (d) The Controller is not authorized to make payments on any contract for which funds have not been certified as available in the budget or by supplemental appropriation.

**15. Submitting False Claims; Monetary Penalties.** Pursuant to San Francisco Administrative Code §21.35, any contractor, subcontractor or consultant who submits a false claim shall be liable to the City for three times the amount of damages which the City sustains because of the false claim. A contractor, subcontractor or consultant who submits a false claim shall also be liable to the City for the costs, including attorneys' fees, of a civil action brought to recover any of those penalties or damages, and may be liable to the City for a civil penalty of up to \$10,000 for each false claim. A contractor, subcontractor or consultant will be deemed to have submitted a false claim to the City if the contractor, subcontractor or consultant: (a) knowingly presents or causes to be presented to an officer or employee of the City a false claim or request for payment or approval; (b) knowingly makes, uses, or causes to be made or used a false record or statement to get a false claim paid or approved by the City; (c) conspires to defraud the City by getting a false claim allowed or paid by the City; (d) knowingly makes, uses, or causes to be made or used a false record or statement to conceal, avoid, or decrease an obligation to pay or transmit money or property to the City; or (e) is a beneficiary of an inadvertent submission of a false claim to the City, subsequently discovers the falsity of the claim, and fails to disclose the false claim to the City within a reasonable time after discovery of the false claim.

**16. Nondiscrimination; Penalties.** (a) **Contractor Shall Not Discriminate.** In the performance of this contract, Contractor agrees not to discriminate on the basis of the fact or perception of a person's race, color, creed, religion, national origin, ancestry, age, sex, sexual orientation, gender identity, domestic partner status, marital status, disability or AIDS or HIV status (AIDS/HIV status) against any employee of, any City employee working with, or applicant for employment with Contractor, in any of Contractor's operations within the U.S., or against any person seeking accommodations, advantages, facilities, privileges, services, or membership in all business, social, or other establishments or organizations operated by Contractor. (b) **Subcontracts.** Contractor shall incorporate by reference in all subcontracts the provisions of Sections 12B.2(a), 12B.2(c)-(k), and 12C.3 of the S.F. Admin. Code (copies of which are available from Purchasing) and shall require all subcontractors to comply with such provisions. Contractor's failure to comply with the obligations in this subsection shall constitute a material breach of this contract. (c) **Nondiscrimination in Benefits.** Contractor does not as of the date of this contract and will not during the term of this contract, in any of its operations in San Francisco, on real property owned by the City or where work is being performed for the City, discriminate in the provision of bereavement leave, family medical leave, health benefits, membership or membership discounts, moving expenses, pension and retirement benefits or travel benefits, and any benefits other than the benefits specified above, between employees with domestic partners and employees with spouses, or between the domestic partners and spouses of such employees, if the domestic partnership has been registered with a governmental entity pursuant to state or local law authorizing such registration, subject to conditions set forth in Admin. Code Sec. 12B.2(b). (d) **Incorporation of Administrative Code Provisions by Reference.** The provisions of Chapters 12B and 12C of the Admin. Code are incorporated in this Section by reference and made a part of this contract as though fully set forth herein. Contractor shall comply fully with and be bound by all of the provisions that apply to this under such Chapters including but not limited to the remedies provided in such Chapters. Without limiting the foregoing, Contractor understands that pursuant to Sec. 12B.2(h) of the S.F. Admin. Code, a penalty of \$50 for each person for each calendar day during which such person was discriminated against in violation of the provisions of this contract may be assessed against Contractor and/or deducted from any payments due Contractor.

**17. Minority/Women/Local Business Utilization; Liquidated Damages. a. Compliance.** Contractor understands and agrees to comply fully with all provisions of Chapter 12D.A ("Minority/Women/Local Business Utilization Ordinance-IV") of the San Francisco Administrative Code and agrees to include this paragraph in all subcontracts made in fulfillment of the Contractor's obligations under this contract. Said provisions are incorporated herein by reference and made a part of this contract as though fully set forth. Contractor's willful failure to comply with Chapter 12D.A is a material breach of contract.

**b. Enforcement.** If Contractor willfully fails to comply with any of the provisions of Chapter 12D.A, the rules and regulations implementing Chapter 12D.A, or the provisions of this contract pertaining to MBE or WBE participation, Contractor shall be liable for liquidated damages in an amount equal to Contractor's net profit on this contract, or 10% of the total amount of this contract, or \$1,000, whichever is greatest. The Director of the City's Human Rights Commission (HRC) may also impose other sanctions against Contractor authorized in Chapter 12D.A, including declaring the Contractor to be irresponsible and ineligible to contract with the City for a period of up to five years or revocation of the Contractor's MBE or WBE certification. The Director of HRC will determine the sanctions to be imposed, including the amount of liquidated damages, after investigation pursuant to §12D.A.16(B).

By entering into this contract, Contractor acknowledges and agrees that any liquidated damages assessed by the Director of the HRC shall be payable to City upon demand. Contractor further acknowledges and agrees that any liquidated damages assessed may be withheld from any monies due to Contractor on any contract with City.

Contractor agrees to maintain records necessary for monitoring its compliance with Chapter 12D.A for a period of three years following termination of this contract, and shall make such records available for audit and inspection by HRC or the Controller upon request.

**18. MacBride Principles—Northern Ireland.** The City and County of San Francisco urges

companies doing business in Northern Ireland to move towards resolving employment inequities, and encourages such companies to abide by the MacBride Principles. The City urges San Francisco companies to do business with corporations that abide by the MacBride Principles.

**19. Tropical Hardwoods and Virgin Redwood.** The City urges contractors not to import, purchase, obtain, or use for any purpose, any tropical hardwood, tropical hardwood wood product, virgin redwood or virgin redwood wood product. If this order is for wood products or a service involving wood products: (a) Chapter 8 of the S.F. Environment Code is incorporated herein and by reference made a part hereof as though fully set forth. (b) Except as expressly permitted by the application of Environment Code Secs. 802(b) and 803(b), Contractor shall not provide any items to the City in performance of this contract which are tropical hardwoods, tropical hardwood product, virgin redwood or virgin redwood product. Failure of Contractor to comply with any part of Chapter 8 of the Environment Code shall be deemed a material breach of contract.

**20. Resource Conservation.** Contractor agrees to comply fully with the San Francisco Environment Code, Chapter 5 ("Resource Conservation"), as amended from time to time. Said provisions are incorporated herein by reference and made a part of this contract as though fully set forth. Failure by Contractor to comply with any of the applicable requirements of Chapter 5 will be deemed a material breach of contract.

**21. Earned Income Credit Forms.** Administrative Code section 120 requires that employers provide their employees with IRS Form W-5 (The Earned Income Credit Advance Payment Certificate) and the IRS EIC Schedule, as set forth below. Employers can locate these forms at the IRS Office, on the Internet, or anywhere that Federal Tax Forms can be found.

(a) Contractor shall provide the EIC Forms to each Eligible Employee at each of the following times: (i) within thirty (30) days following the date on which the applicable contract or contract amendment becomes effective (unless Contractor has already provided such EIC Forms at least once during the calendar year in question); (ii) promptly after any Eligible Employee is hired by Contractor; and (iii) annually between January 1 and January 31 of each calendar year during the term of the contract.

(b) Failure to comply with the foregoing requirement shall constitute a material breach by Contractor of the terms of the contract.

(c) If within thirty (30) days after the Contractor receives written notice of such a breach, Contractor fails to cure such breach or, if such breach cannot reasonably be cured within such period of thirty (30) days, Contractor fails to commence efforts to cure within such period, or thereafter fails to diligently pursue such cure to completion, the City may pursue any rights or remedies available under the terms of the contract or under applicable law.

**22. Sunshine Ordinance.** Information bidders or Contractors provide City that is covered by Admin. Code Sec. 67.24 (e.g., bids, responses to RFPs, and all records of communications between City and persons or firms seeking contracts) will be made available to the public upon request. This applies to unsuccessful bidders as well as to entities who are awarded contracts.

**23. Limitations on Contributions.** Contractor acknowledges that it is familiar with section 1.126 of the City's Campaign and Governmental Conduct Code, which prohibits any person who contracts with the City for the rendition of personal services or for the furnishing of any material, supplies or equipment to the City, whenever such transaction would require approval by a City elective officer or the board on which that City elective officer serves, from making any campaign contribution to the officer at any time from the commencement of negotiations of the contract until the later of either (1) the termination of negotiations for such contract or (2) three months after the date the contract is approved by the City elective officer or the board on which that City elective officer serves.

**24. Prohibition on Political Activity with City Funds.** In accordance with San Francisco Administrative Code Chapter 12.G, Contractor may not participate in, support, or attempt to influence any political campaign for a candidate or for a ballot measure (collectively, "Political Activity") in the performance of the services provided under this contract. Contractor agrees to comply with San Francisco Administrative Code Chapter 12.G and any implementing rules and regulations promulgated by the City's Controller. The terms and provisions of Chapter 12.G are incorporated herein by this reference. In the event Contractor violates the provisions of this section, the City may, in addition to any other rights or remedies available hereunder, (i) terminate this contract, and (ii) prohibit Contractor from bidding on or receiving any new City contract for a period of two (2) years. The Controller will not consider Contractor's use of profit as a violation of this section.

**25. Preservative-Treated Wood Containing Arsenic.** Contractor may not purchase preservative-treated wood products containing arsenic in the performance of this Contract unless an exemption from the requirements of Chapter 13 of the San Francisco Environment Code is obtained from the Department of the Environment under Section 1304 of the Code. The term "preservative-treated wood containing arsenic" shall mean wood treated with a preservative that contains arsenic, elemental arsenic, or an arsenic copper combination, including, but not limited to, chromated copper arsenate preservative, ammoniacal copper zinc arsenate preservative, or ammoniacal copper arsenate preservative. Contractor may purchase preservative-treated wood products on the list of environmentally preferable alternatives prepared and adopted by the Department of the Environment. This provision does not preclude Contractor from purchasing preservative-treated wood containing arsenic for saltwater immersion. The term "saltwater immersion" shall mean a pressure-treated wood that is used for construction purposes or facilities that are partially or totally immersed in saltwater.

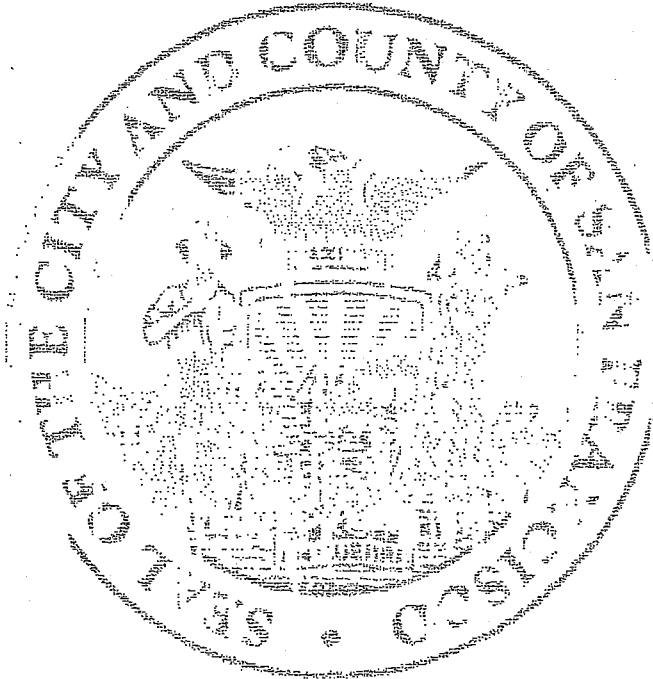
**26. Services Provided by Attorneys.** Any services to be provided by a law firm or attorney must be reviewed and approved in writing in advance by the City Attorney. No invoices for services provided by law firms or attorneys, including, without limitation, as subcontractors of Contractor, will be paid unless the provider received advance written approval from the City Attorney.



CONTRACT PURCHASE ORDER RELEASE  
COMMUNITY HEALTH SERVICES

PO NUMBER: DPHC12000598  
PO AMOUNT: \$2,296,483.00

SFX INDEX	SUBOBJ	USERCODE	PROJECT	PRJDTL	GRANT	GRNTDTL	AMOUNT
01	HCHPDHIVSVGR	02789			HCAO24	1100	26,583.00
02	HCHPDHIVSVGR	02789			HCPD90	1102	456,637.00
03	HCHPDAIDPRGF	02789					1,664,781.00
04	HCHCHOUTRCGF	02789					75,531.00
05	HCHCHDYTHGF	02789					66,448.00
06	HCHCHHIVPRGF	02789					6,503.00
							-----
							2,296,483.00



## A. Commercial Terms

1. **Electrical Products.** If an electrical item has not been tested by a lab approved by City's Dept. of Building Inspections, Contractor will so notify the requesting department before delivery by writing the department at the "Deliver to" address on the front of the Purchase Order. Approved testing labs are: American Gas Assn.; Applied Research Labs; Electro-Test, Inc.; ETS Testing Labs; Factory Mutual Research; Gas & Mechanical Lab; Underwriters Labs. When a non-tested item is delivered, the department will request approval from Dept of Public Works. If the department is unable to obtain approval, City reserves the right to cancel the transaction and return the item to Contractor, at no charge to City.
2. **F.O.B. Point.** F.O.B. destination in San Francisco, freight prepaid and allowed.
3. **Contract Interpretation; Venue; Assignment.** Should any questions arise as to the meaning and intent of the contract, the matter shall be referred to Purchasing, who shall decide the true meaning and intent of the contract. This contract shall be deemed to be made in, and shall be construed in accordance with the laws of the State of California. Venue for all litigation relative to the formation, interpretation and performance of this contract shall be in San Francisco. This contract may be assigned only with the written approval of Purchasing.
4. **Failure to Deliver.** If Contractor fails to deliver an article or service of the quality, in the manner or within the time called for by this contract such article or service may be bought from any source by Purchasing and if a greater price than that named in the contract be paid for such article or service, the excess price will be charged to and collected from Contractor or sureties on its bond if bond has been required; or, the City may terminate the contract for default; or, the City may return deliveries already made and receive a refund.
5. **Cash Discounts; Terms of Payment.** The discount period will start upon date of completion of delivery of all items, upon the date of the issuance of this contract, or upon date of receipt of properly prepared invoices covering such deliveries, whichever is later. Payment is deemed to be made, for the purpose of earning the discount, on the date of mailing the City warrant or check. It is understood and agreed that no additional charge shall accrue against City if City does not make payment within any time specified by bidder.
6. **Taxes.** City is exempt from federal taxes except on articles for resale. Contractor will enter state and local sales or use tax, and other excise tax if applicable, on invoices.
7. **Proposal, Quotation and Attachments.** This contract incorporates by reference the provisions of any related bid request issued by City, any bid submitted by contractor, or both. This contract incorporates by reference the provision of any attachments.
8. **Hold Harmless and Indemnification.** Contractor shall indemnify and save harmless City and its officers, agents and employees from, and, if requested, shall defend them against any and all loss, cost, damage, injury, liability, and claims thereof for injury to or death of a person, or loss of or damage to property, resulting directly or indirectly from contractor's performance of this contract, regardless of the negligence of, and regardless of whether liability without fault is imposed or sought to be imposed on City, except to the extent that such indemnity is void or otherwise unenforceable under applicable law and except where such loss, damage, injury, liability or claim is the result of willful misconduct of City and is not contributed to by any act of, or by any omission to perform some duty imposed by law or agreement on contractor, its subcontractors or either's agent or employee. The foregoing indemnity shall include, without limitation, reasonable fees of attorneys, consultants and experts and related costs and City's costs of investigating any claims against the City. In addition to Contractor's obligation to indemnify City, Contractor specifically acknowledges and agrees that it has an immediate and independent obligation to defend City from any claim which actually or potentially falls within this indemnification provision, even if the allegations are or may be groundless, false or fraudulent, which obligation arises at the time such claim is tendered to Contractor by City and continues at all times thereafter. Contractor shall indemnify and hold City harmless from all loss and liability, including attorney's fees, court costs and all other litigation expenses for any infringement of the patent rights, copyright, trade secret or any other proprietary right or trademark of any person or persons in consequence of the use by City, or any of its officers or agents, of articles or services to be supplied in the performance of this contract.
9. **Provisions Controlling.** Contractor agrees that in the event of conflicting language between this contract and Contractor's printed form, the provisions of this contract shall take precedence. This section shall supersede any language in the contractor's terms and conditions attempting to nullify City terms and conditions or to resolve language conflicts in favor of the contractor's terms and conditions.
10. **Waiver.** The waiver by either party of any breach by contractor of any term, covenant or conditions hereof shall not operate as a waiver of any subsequent breach of the same or any other term, covenant or condition hereof.
11. **Termination and Termination for Convenience.** In the event Contractor fails to perform any of its obligations under this contract, in addition to any other remedies available to City, this contract may be terminated and all of Contractor's rights hereunder ended. Termination will be effective after ten days' written notice to Contractor. No new work will be undertaken, and no new deliveries will be made, after the date of receipt of any notice of termination, or five days after the date of the notice, whichever is earlier. In the event of such termination, Contractor will be paid for those services performed, or deliveries made, under this contract to the satisfaction of the City, up to the date of termination. However, City may offset from any such amounts due Contractor any liquidated damages or other costs City has or will incur due to Contractor's nonperformance. Any such offset by City will not constitute a waiver of any other remedies City may have against Contractor for financial injury or otherwise. City may terminate this Contract for City's convenience and without cause at any time by giving Contractor thirty days' written notice of such termination. In the event of such termination, Contractor will be paid for those services performed, or deliveries made, pursuant to this contract, to the satisfaction of the City up to the date of termination. In no event will City be liable for costs incurred by Contractor after receipt of a notice of termination. Such nonrecoverable costs include, but are not limited to, anticipated profits on this contract, post-termination employee salaries, post-termination administrative expenses, or any other cost which is not reasonable or authorized under this section. This section shall not prevent

Contractor from recovering costs necessarily incurred in discontinuing further work, or canceling further deliveries, under the contract after receipt of the termination notice.

## B. Terms Required by City Ordinances

12. **Minimum Compensation Ordinance ("MCO") – Service Contracts only.** Chapter 12.P of the S.F. Admin. Code is incorporated herein by reference, and Contractor agrees to comply with the MCO in performing this contract. The text of the MCO is available on the Living Wage/Living Health Division website at <http://www.sfgov.org/oca/fwh.htm>. In addition to any other MCO provisions that may be applicable to Contractor, Contractor agrees to abide by the following terms:
  - (a) For each hour worked by a Covered Employee during a Pay Period on work funded under the City contract during the term of this contract, Contractor shall provide to the Covered Employee no less than the Minimum Compensation.
  - (b) Contractor understands and agrees that the failure to comply with the foregoing requirement of the MCO shall constitute a material breach by Contractor of the terms of this contract. The City, acting through its Contracting Department, shall determine whether such a breach has occurred.
  - (c) If, within 30 days after receiving written notice of a breach of this contract for violating the MCO Contractor fails to cure such breach or, if such breach cannot reasonably be cured within such period of 30 days, Contractor fails to commence efforts to cure within such period, or thereafter fails diligently to pursue such cure to completion, the City, acting through its Department of Purchasing, shall have the right to pursue any rights or remedies available under the terms of this contract, Chapter 12.P or other applicable law.
  - (d) Contractor shall not discharge, reduce in compensation, or otherwise discriminate against any employee for complaining to the City with regard to Contractor's compliance or anticipated compliance with the requirements of the MCO, for opposing any practice proscribed by the MCO, for participating in proceedings related to the MCO, or for seeking to assert or enforce any rights under the MCO by any lawful means.
  - (e) Contractor represents and warrants that it is not an entity that was set up, or is being used, for the purpose of evading the intent of the MCO.
  - (f) Contractor shall keep itself informed of the current requirements of the MCO, including increases to the hourly gross compensation due Covered Employees under the MCO, and shall provide prompt written notice to all Covered Employees of any increases in compensation, as well as any written communications received by the Contractor from the City, which communications are marked to indicate that they are to be distributed to Covered Employees.
  - (g) Contractor shall provide reports to the City in accordance with any reporting standards promulgated by the City under the MCO.
  - (h) The Contractor shall provide the City with access to pertinent records after receiving a written request from the City to do so and being provided at least five business days to respond.
  - (i) The City may conduct random audits of Contractor. Random audits shall be (i) noticed in advance in writing; (ii) limited to ascertaining whether Covered Employees are paid at least the minimum compensation required by the MCO; (iii) accomplished through an examination of pertinent records at a mutually agreed upon time and location within ten days of the written notice; and (iv) limited to one audit of Contractor every two years for the duration of this contract. Nothing in this contract is intended to preclude the City from investigating any report of an alleged violation of the requirements of this contract relating to the MCO.
  - (j) Any Contractor subject to the provisions of this Chapter shall promptly notify the City of any subcontractors performing services covered by this Chapter and shall certify to the City that it has notified the subcontractors of their obligations under this Chapter.
  - (k) Each Covered Employee is a third-party beneficiary with respect to the requirements of subsections (a) and (b) of this Section, and may pursue all lawful remedies in the event of a breach by Contractor of subsections (a) and (b).
  - (l) If Contractor is exempt from the MCO when this contract is executed because the cumulative amount of contracts with this department for the fiscal year is less than \$25,000 (\$50,000 for nonprofits), but Contractor later enters into a contract or contracts that cause contractor to exceed that amount in a fiscal year, Contractor shall thereafter be required to comply with the MCO under this contract. This obligation arises on the effective date of the contract that causes the cumulative amount of contracts between the Contractor and this department to exceed \$25,000 (\$50,000 for nonprofits) in the fiscal year.
13. **Health Care Accountability Ordinance (HCAO) – Service contracts lasting 1 year or more only.** Chapter 12.Q of the S.F. Admin. Code is incorporated herein by reference, and Contractor agrees to comply with the HCAO in performing this contract. The text of the HCAO is available on the Living Wage/Living Health Division website at <http://www.sfgov.org/oca/fwh.htm>. The following is a general description of Contractor's responsibilities for providing health coverage to covered employees. See Chapter 12.Q for specific requirements, exemptions, other obligations, etc.
  - (a) For covered employees who live in San Francisco, or who provide covered services in San Francisco or at the S.F. Airport or at the San Bruno Jail, Contractor must do one of the following: (1) Offer health plan benefits that meet minimum standards set by the City; (2) Pay the City \$1.50 for each hour a covered employee works on this contract, not to exceed \$60 per week; (3) Participate in a health benefits program developed by the City.
  - (b) For covered employees who do not live in San Francisco and who provide covered services outside of San Francisco, not at the S.F. Airport, and not at the San Bruno Jail, Contractor must do either of the following: (1) Offer health plan benefits that meet minimum

ADPICS/FAMIS - FY 11/12  
CITY/COUNTY OF SAN FRANCISCO  
CONTRACT PURCHASE ORDER INPUT FORM

CITY/COUNTY OF SAN FRANCISCO INTERNAL USE ONLY - Please Type or Print

Original	X
Modification-Increase	
Decrease	
Date Change Only	

DOCUMENT NUMBER  
**BDHC 12000 88**

DEPARTMENT: Population Health and Prevention  
DEPARTMENT CONTROL NO.: HP11-07164-A1  
DATE: 11/10/2011  
PAGE: 1 OF 1

Complete for Contract Order type Agreements and Contracts  
AMOUNT OF THIS ENCUMBRANCE: \$2,296,483  
TOTAL APPROVED CONTRACT: \$6,525,447  
ACE #: \_\_\_\_\_ PSC#: 2006-07/08  
CONTRACTOR: San Francisco AIDS Foundation  
ADDRESS: P.O. Box 426182, San Francisco, CA 94142-6182  
VENDOR NO: 16262-02  
PRINCESS No: 94-2927405  
PHONE #: (415) 487-3000  
MAIL PAYMENT TO:  
San Francisco AIDS Foundation  
File 72635, P.O. Box 60000  
San Francisco, CA 94160-2635

ORIGINAL CONTRACT NUMBER: \_\_\_\_\_ PERIOD COVERED: 9/1/2011 TO 6/30/2013  
SEND REVISIONS BY DUPLICATE TO:  
SF DPH - Attn: AIDS Office Contract Payments  
1380 Howard Street, 4th Floor  
San Francisco, CA 94103

TERMS OF PAYMENT: Monthly  
RETAINAGE REQUIRED? No  
IF YES, AMOUNT OR %

INSURANCE REQUIRED	AMOUNT	EXPIRATION DATE	ATTACH:
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COMMODITY OR SERVICE CODE #	DETAILED DESCRIPTION OF SERVICES AND PRODUCTS					
7400 -10	HIV Prevention Services Appendix A-1 thru A-6 Encumbrance for the period of 09/01/11 - 06/30/12					
	FY 11/12	HP-07164-AI	\$26,583	Exhibit B-1	CDC	09/01/11-06/14/12
	FY 12/13	To be encumbered	\$26,583	Exhibit B-1a	CDC	06/16/12-06/14/13
	FY 11/12	HP-07164-AI	\$290,298	Exhibit B-2	CDC	09/01/11-12/31/11
	FY 12/13	To be encumbered	\$870,894	Exhibit B-2a	CDC	01/01/12-12/31/12
	FY 11/12	HP-07164-AI	\$294,639	Exhibit B-3	GF	09/01/11-06/30/12
	FY 12/13	To be encumbered	\$353,587	Exhibit B-3a	GF	07/01/12-06/30/13
	FY 11/12	HP-07164-AI	\$166,339	Exhibit B-4	CDC	09/01/11-12/31/11
	FY 12/13	To be encumbered	\$499,017	Exhibit B-4a	CDC	01/01/12-12/31/12
	FY 11/12	HP-07164-AI	\$520,365	Exhibit B-5	GF	09/01/11-06/30/12
	FY 12/13	To be encumbered	\$581,862	Exhibit B-5a	GF	07/01/12-06/30/13
	FY 11/12	HP-07164-AI	\$849,787	Exhibit B-6	GF	09/01/11-06/30/12
	FY 11/12	HP-07164-AI	\$75,531	Exhibit B-6a	GF Childrens	09/01/11-06/30/12
	FY 11/12	HP-07164-AI	\$66,448	Exhibit B-6b	GF Childrens	09/01/11-06/30/12
	FY 11/12	HP-07164-AI	\$6,503	Exhibit B-6c	GF Childrens	09/01/11-06/30/12
	FY 12/13	To be encumbered	\$1,019,709	Exhibit B-6D	GF	07/01/12-06/30/13
	FY 12/13	To be encumbered	\$90,637	Exhibit B-6e	GF	07/01/12-06/30/13
	12/13	To be encumbered	\$79,737	Exhibit B-6f	GF	07/01/12-06/30/13
	FY 12/13	To be encumbered	\$7,803	Exhibit B-6g	GF Childrens	07/01/12-06/30/13
	Total Contractual Amount		\$5,826,292			
			\$699,165	(Contingency Funding)		
	Total Approved Amount		\$6,525,447			

WORKERS COMP.	AMOUNT	EXPIRATION DATE	ATTACH:
WORKERS COMP.	\$1,000,000	7/1/2012	<input checked="" type="checkbox"/>
COMP. GEN. LIABILITY	\$1,000,000	4/1/2012	<input checked="" type="checkbox"/>
AUTOMOBILE	\$1,000,000	4/1/2012	<input checked="" type="checkbox"/>
UMBRELLA			<input type="checkbox"/>
PROFESSIONAL LIABILITY			<input type="checkbox"/>
OTHER INSURANCE-			<input type="checkbox"/>
ATTACHMENTS - Please identify by title or description			
Agreement/Modification			<input checked="" type="checkbox"/>
_____			<input type="checkbox"/>
_____			<input type="checkbox"/>
_____			<input type="checkbox"/>
_____			<input type="checkbox"/>
_____			<input type="checkbox"/>
_____			<input type="checkbox"/>
SYSTEM USE			

PREPARED BY (Print)  
Irene Carmona  
Phone # 255-26852 Fax # 431-1100

APPROVALS  
MATERIALS, SUPPLIES, & SERVICES - PURCHASER  
REAL PROPERTY LEASES & RENT - DIRECTOR OF PROPERTY  
CONTROLLER

APPROVED BY  
(Signature) \_\_\_\_\_ (Print Name)

Line No.	Document Number		Amount	Index Code	Sub-Object	User Code	Project		Grant		ADDENDUM ATTACHED	
	Number	Suffix					Project	Project Detail	Grant	Grant Detail		
			\$26,583	CDC	HCHPDHIVSVGR	02789	HCEX01			HCA024	0010	Nos. of Pages _____
			\$456,637	CDC	HCHPDHIVSVGR	02789	HCEX01			HCPD90	1101	
			\$1,664,781	GF	HCHPDAIDPRGF	02789	HCEX01			NA	NA	
			\$75,531	GF	HCHCHOUTRCGF	02789	HCEX01			NA	NA	
			\$66,448	GF	HCHCHEDYTHGF	02789	HCEX01			NA	NA	
			\$6,503	GF	HCHCHHIVPRGF	02789	HCEX01			NA	NA	



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

**SECOND Amendment**

This AMENDMENT (this "Amendment") is made as of the 1<sup>st</sup> day of November, 2013, in San Francisco, California, by and between **SAN FRANCISCO AIDS FOUNDATION, P.O. Box 426182, San Francisco, CA 94142-6182** ("Contractor"), and the City and County of San Francisco, a municipal corporation ("City"), acting by and through its Director of the Office of Contract Administration.

**RECITALS**

WHEREAS, City and Contractor have entered into the Agreement (as defined below); and  
WHEREAS, City and Contractor desire to modify the Agreement on the terms and conditions set forth herein to extend contract term and increase compensation amount;

WHEREAS, approval for this Amendment was obtained when the Civil Service Commission approved Contract Number 2006-07/08 and 2007-07/08, on July 7, 2008.

NOW THEREFORE, Contractor and the City agree as follows:

1. **Definitions.** The following definitions shall apply to this Amendment:
  - a. **Agreement.** The term "Agreement" shall mean the Agreement dated September 01, 2011, (BPHC12000088 and DPHC12000598/DPHC13000261), between Contractor and City as amended by the First Amendment dated December 1, 2012, (BPHC12000088).
  - b. **Other Terms.** Terms used and not defined in this Amendment shall have the meanings assigned to such terms in the Agreement.
2. **Modifications to the Agreement.** The Agreement is hereby modified as follows:
  - a. **Section 02, Term, of the Agreement currently reads as follows:**
    2. **Term of the Agreement.** Subject to Section 1, the term of this Agreement shall be from September 1, 2011 to June 30, 2013.

The City shall have the sole discretion to exercise the following options to extend the Agreement term:

- Option 1: 07/01/13 -06/30/14
- Option 2: 07/01/14 -06/30/15
- Option 3: 07/01/15 -06/30/16
- Option 4: 07/01/16 -06/30/17
- Option 5: 07/01/17 -06/30/18
- Option 6: 07/01/18 -06/30/19
- Option 7: 07/01/19 -06/30/20
- Option 8: 07/01/20 -06/30/21



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

2. Term of the Agreement: Subject to Section 1, the term of this Agreement shall be from September 1, 2011 to June 30, 2014.

The City shall have the sole discretion to exercise the following options to extend the Agreement term:

Option 1:	07/01/13 -06/30/14	Exercised
Option 2:	07/01/14 -06/30/15	
Option 3:	07/01/15 -06/30/16	
Option 4:	07/01/16 -06/30/17	
Option 5:	07/01/17 -06/30/18	
Option 6:	07/01/18 -06/30/19	
Option 7:	07/01/19 -06/30/20	
Option 8:	07/01/20 -06/30/21	

b. Section 05, Compensation, of the Agreement currently reads as follows:

5. Compensation. Compensation shall be made in monthly payments on or before the 30th day of each month for work, as set forth in Section 4 of this Agreement, that the Director of the Public Health Department, in his or her sole discretion, concludes has been performed as of the last day of the immediately preceding month. In no event shall the amount of this Agreement exceed **Seven Million Four Hundred Thirty-Five Thousand Six Hundred and Eight DOLLARS (\$7,435,608)**. The breakdown of costs associated with this Agreement appears in Appendix B, "Calculation of Charges," attached hereto and incorporated by reference as though fully set forth herein. No charges shall be incurred under this Agreement nor shall any payments become due to Contractor until reports, services, or both, required under this Agreement are received from Contractor and approved by Department of Public Health as being in accordance with this Agreement. City may withhold payment to Contractor in any instance in which Contractor has failed or refused to satisfy any material obligation provided for under this Agreement.

In no event shall City be liable for interest or late charges for any late payments.

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

5. Compensation. Compensation shall be made in monthly payments on or before the 30th day of each month for work, as set forth in Section 4 of this Agreement, that the Director of the Public Health Department, in his or her sole discretion, concludes has been performed as of the last day of the immediately preceding month. In no event shall the amount of this Agreement exceed **Nine Million Four Hundred Twenty-Nine Thousand Nine Hundred and Eighty-Two DOLLARS (\$9,429,982)**. The breakdown of costs associated with this Agreement appears in Appendix B, "Calculation of Charges," attached hereto and incorporated by reference as though fully set forth herein. No charges shall be incurred under this Agreement nor shall any payments become due to Contractor until reports, services, or both, required under this Agreement are received from Contractor and approved by Department of Public Health as being in accordance with this Agreement. City may withhold payment to Contractor in any instance in which Contractor has failed or refused to satisfy any material obligation provided for under this Agreement.

**The following Appendices are being added to or substituted for the Exhibits and/or Appendices, as indicated, in the "Original Agreement" and any subsequent "Amendments", and are titled to support the period of 09/01/11 – 06/30/14.**

Delete Appendix A, Pages 1-9, for the period 09/01/11 – 06/30/13 and substitute Appendix A, Pages 1-11, for the period 09/01/11 – 06/30/14.

Delete Appendix A-1, Pages 1-2, for the period 09/01/11 – 06/14/13 and substitute Appendix A-1, Pages 1-2, for the period 09/01/11 – 06/14/14.

Delete Appendix A-2, Pages 1-3, for the period 09/01/11 – 06/30/13 and substitute Appendix A-2, Pages 1-3, for the period 09/01/11 – 06/30/14.

Delete Appendix A-3, Pages 1-4, for the period 09/01/11 – 06/30/13 and substitute Appendix A-3, Pages 1-5, for the period 09/01/11 – 06/30/14.

Delete Appendix A-4, Pages 1-5, for the period 09/01/11 – 06/30/13 and substitute Appendix A-4, Pages 1-5, for the period 09/01/11 – 06/30/14.

Delete Appendix A-5, Pages 1-6, for the period 09/01/11 – 06/30/13 and substitute Appendix A-5, Pages 1-7, for the period 09/01/11 – 06/30/14.

Delete Appendix B, Pages 1-6, for the period 09/01/11 – 06/30/13 and substitute Appendix B, Pages 1-7, for the period 09/01/11 – 06/30/14.

Add Appendix B-1b, Pages 1-3, for the period 06/15/13 – 06/14/14.

Add Appendix B-2c, Pages 1-7, for the period 07/01/13 – 06/30/14.

Add Appendix B-3b, Pages 1-7, for the period 07/01/13 – 06/30/14.

Add Appendix B-4c, Pages 1-9, for the period 07/01/13 – 06/30/14.

Add Appendix B-5b, Pages 1-9, for the period 07/01/13 – 06/30/14.

Delete Appendix D Additional Terms, and Substitute Appendix D additional Terms.

Delete Appendix E Business Associate Addendum and Substitute Appendix E Business Associate Addendum.

Add Appendix F-1b, for the period 06/15/13 – 06/14/14, Pages A and B.

Add Appendix F-2c, for the period 07/01/13 – 06/30/14, Pages A and B.

Add Appendix F-3b, for the period 07/01/13 – 06/30/14, Pages A and B.

Add Appendix F-4c, for the period 07/01/13 – 06/30/14, Pages A and B.

Add Appendix F-5b, for the period 07/01/13 – 06/30/14, Pages A and B.

Delete Appendix H Insurance, and Substitute Appendix H Insurance.

**3. Effective Date.** Each of the modifications set forth in Section 2 shall be effective on and after the date of this Amendment.

**4. Legal Effect.** Except as expressly modified by this Amendment, all of the terms and conditions of the Agreement shall remain unchanged and in full force and effect.




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

CITY

CONTRACTOR

Recommended by:

SAN FRANCISCO AIDS FOUNDATION

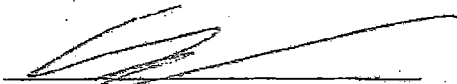
  
\_\_\_\_\_  
BARBARA A. GARCIA, M.P.A. / Date  
Director of Health

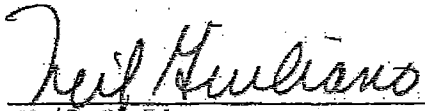
By signing this Agreement, I certify that I comply with the requirements of the Minimum Compensation Ordinance, which entitle Covered Employees to certain minimum hourly wages and compensated and uncompensated time off.

Approved as to Form:

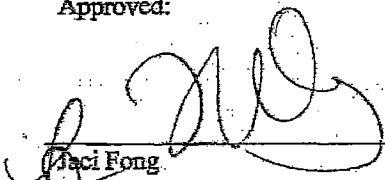
Dennis J. Herrera  
City Attorney

I have read and understood paragraph 35, the City's statement urging companies doing business in Northern Ireland to move towards resolving employment inequities, encouraging compliance with the MacBride Principles, and urging San Francisco companies to do business with corporations that abide by the MacBride Principles.

  
\_\_\_\_\_  
By: Alesia Van Runkle / 11.26.13  
Deputy City Attorney Date

  
\_\_\_\_\_  
Neil Giuliano / 11/13/13  
Executive Director Date  
P. O. Box 426182  
San Francisco, CA 94142-6182

Approved:

  
\_\_\_\_\_  
Jaci Fong / 12/16/13  
Director Date  
Office of Contract  
Administration and Purchaser

City vendor number: 16252

**Appendices**

- A: Services to be provided by Contractor
- B: Calculation of Charges
- C: Reserved
- D: Additional Terms
- E: Business Associate Addendum
- F: Invoice
- G: Dispute Resolution Procedure
- H: Insurance Certificates

RECEIVED  
FOR THE DIRECTOR  
13 DEC -4 PM 3:52

**Appendix A**  
**Services to be provided by Contractor**

**1. Terms**

**A. Contract Administrator:**

In performing the Services hereunder, Contractor shall report to Tracey Packer, 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 09/01/11-06/30/14 may be found in the following Appendixes:

Appendix A, 09/01/11 – 06/30/14, Pages 4-11  
Appendix A-1, 09/01/11 – 06/14/14, Pages 1-2  
Appendix A-2, 09/01/11 – 06/30/14, Pages 1-3  
Appendix A-3, 09/01/11 – 06/30/14, Pages 1-5  
Appendix A-4, 09/01/11 – 06/30/14, Pages 1-5  
Appendix A-5, 09/01/11 – 06/30/14, Pages 1-7  
Appendix A-6, 09/01/11 – 06/30/13, Pages 1-3

Program Summary  
HIV Testing – STOP Study  
Community Based HIV Testing  
The Stonewall Project  
African American Prevention Initiative  
Stonewall Castro/ LIFE Program  
Syringe Access Services



Contractor: San Francisco AIDS Foundation  
 Fiscal Year: 2011-2012  
 2012-2013  
 2013-2014  
 CMS#: 7164

Appendix A  
 Contract Term: 09.01.11 through 06.30.14  
 Funding Sources: CDC and General Fund

### SUMMARY

<b>Service Provider(s):</b>	San Francisco AIDS Foundation	
<b>Fiscal Agency:</b>	San Francisco AIDS Foundation	
<b>Total Contract Amount:</b>	\$9,129,982	
<b>System of Care:</b>	HIV Prevention Section (HPS)	
<b>Provider Address:</b>	1035 Market Street, Suite 400, San Francisco, CA 94103	
<b>Provider Phone:</b>	415-487-3000	<b>Provider Fax:</b> 415-487-3094
<b>Contact Person:</b>	Richard Hill, Director, Government Contracts	
	<b>Direct Phone #:</b> 415-487-8042 <b>email:</b> rhill@sfaf.org	
<b>Program Name:</b>	Appendix A-1	
	HIV Testing – STOP Study	
<b>System of Care:</b>	HPS	
<b>Program Code:</b>	N/A	<b>Funding Source:</b> Center for Disease Control
	Year One	
<b>Amount:</b>	\$26,583	
<b>Term:</b>	9.01.11 – 6.14.12	
<b>Definition and # of UOS:</b>	A Unit of Service (UOS) is equivalent to 1 month of Support Activities	
	STOP Study Support Activities	10
<b>Number of UDC/NOC:</b>	N/A	
	Year Two	
<b>Amount:</b>	\$50,000	
<b>Term:</b>	6.15.12 - 6.14.13	
<b>Definition and # of UOS:</b>	A Unit of Service (UOS) is equivalent to 1 month of Support Activities	
	STOP Study Support Activities	12
<b>Number of UDC/NOC:</b>	N/A	
	Year Three	
<b>Amount:</b>	\$16,500	
<b>Term:</b>	6.15.13 – 6.14.14	
<b>Definition and # of UOS:</b>	A Unit of Service (UOS) is equivalent to 1 month of Support Activities	
	STOP Study Support Activities	4
<b>Number of UDC/NOC:</b>	N/A	
<b>Target Population:</b>	There is no target population; the study will use specimens collected from clients who already present for testing at the four sites who have agreed to participate.	
<b>Description of Service:</b>	To support the "Screening Targeted Populations to Interrupt On-going Chains of Transmission with Enhanced Partner Notification" (STOP) Study will evaluate the yield, cost-effectiveness, and feasibility of screening for Acute HIV Infection (AHI) with a fourth-generation enzyme immunoassay (EIA) in high-risk/high-incidence settings compared to pooled Nucleic Acid Amplification Test (NAAT), and will evaluate the yield, cost-effectiveness, and feasibility of enhanced partner notification/contact tracing techniques linked to AHI screening.	

Contractor: San Francisco AIDS Foundation  
 Fiscal Year: 2011-2012  
 2012-2013  
 2013-2014  
 CMS#: 7164

Appendix A  
 Contract Term: 09.01.11 through 06.30.14  
 Funding Sources: CDC and General Fund

<b>Program Name:</b> <b>System of Care:</b> <b>Program Code:</b>	<b>Appendix A-2</b> Community-Based HIV Testing HPS N/A	
<b>Amount:</b> <b>Term:</b> <b>Definition and # of UOS:</b> <b>Number of UDC/NOC:</b>	<b>Year One</b> \$ 290,298   <b>Funding Source:</b> Center for Disease Control 9.01.11 – 12.31.11 A Unit of Service (UOS) is equivalent to 1 test for 1 client Numbers of test during this period 2,587 2587	
<b>Amount:</b> <b>Term:</b> <b>Definition and # of UOS:</b> <b>Number of UDC/NOC:</b>	<b>Year Two</b> \$870,894 <b>Funding Source:</b> Center for Disease Control 1.01.12 - 12.31.12 A Unit of Service (UOS) is equivalent to 1 test for 1 client Numbers of test during this period 8,406 8,406	
<b>Amount:</b> <b>Term:</b> <b>Definition and # of UOS:</b> <b>Number of UDC/NOC:</b>	<b>Year Three</b> \$435,447 <b>Funding Source:</b> General Fund 1.01.13 – 6.30.13 A Unit of Service (UOS) is equivalent to 1 test for 1 client Numbers of test during this period 4,850 4,850	
<b>Amount:</b> <b>Term:</b> <b>Definition and # of UOS:</b> <b>Number of UDC/NOC:</b>	<b>Year Four</b> \$931,457 <b>Funding Source:</b> General Fund 7.01.13-6.30.14 A Unit of Service (UOS) is equivalent to 1 test for 1 client Numbers of test during this period 10,180 10,180	
<b>Target Population:</b> <b>Description of Service:</b>	Gay men and other MSM, IDUs, and TFMS in the Castro and Tenderloin. The program will expand SFAF's HIV testing services for a wide range of gay men and other MSM, IDUs and TFMS in the Castro and Tenderloin, to ensure that HIV testing and linkage to care are readily accessible for the largest number of people at high risk. Additional testing will be done at a variety of venues that are frequented by the hardest-to-reach MSM, IDUs, and TFMS.	
<b>Program Name:</b> <b>System of Care:</b> <b>Program Code:</b>  <b>Amount:</b>	<b>Appendix A-3</b> The Stonewall Project HPS N/A  <b>Year One</b> \$294,639  <b>Funding Source:</b> General Fund	

Contractor: San Francisco AIDS Foundation  
 Fiscal Year: 2011-2012  
 2012-2013  
 2013-2014  
 CMS#: 7164

Appendix A  
 Contract Term: 09.01.11 through 06.30.14  
 Funding Sources: CDC and General Fund

<b>Term:</b>	9.01.11 – 6.30.12
<b>Definition and # of UOS:</b>	A Unit of Service (UOS) is equivalent to 1 of Condom distribution, 1 event, and 1 group hour 1 month of Social Marketing or 1 hour of Risk Reduction Counseling, Prevention CM, and Training.
	Recruitment & Linkages 4,808
	Events 23
	Groups 276
	Individual Risk Reduction Counseling 160
	Prevention Case Management 240
	Social Marketing 8
	Condom Distribution 8
	Training 16
<b>Number of UDC/NOC:</b>	Recruitment & Linkages 1,920
	Events 1,265
	Groups 920
	Individual Risk Reduction Counseling 320
	Prevention Case Management 288
	Social Marketing n/a
	Condom Distribution n/a
	Training 80
	<b>Year Two</b>
<b>Amount:</b>	\$360,320
<b>Term:</b>	7.01.12-6.30.13
<b>Definition and # of UOS:</b>	A Unit of Service (UOS) is equivalent to 1 of Condom distribution, 1 event, 1 group hour, and 1 month of Social Marketing or 1 hour of Risk Reduction Counseling, Prevention CM, and Training.
	Recruitment & Linkages 696
	Events 33
	Groups 400
	Individual Risk Reduction Counseling 232
	Prevention Case Management 348
	Social Marketing 12
	Condom Distribution 12
	Training 23
<b>Number of UDC/NOC:</b>	Recruitment & Linkages 2,784
	Events 1,815
	Groups 1,334
	Individual Risk Reduction Counseling 464
	Prevention Case Management 418
	Social Marketing n/a
	Condom Distribution n/a
	Training 116
	<b>Year Three</b>
<b>Amount:</b>	\$366,048
<b>Term:</b>	7.01.13 – 6.30.14
<b>Definition and # of UOS:</b>	A Unit of Service (UOS) is equivalent to 1 of Condom distribution, 1 event, 1 group hour, and 1 and 1 month of Social Marketing or 1 hour of Risk Reduction Counseling, Prevention

Contractor: San Francisco AIDS Foundation  
 Fiscal Year: 2011-2012  
 2012-2013  
 2013-2014  
 CMS#: 7164

Appendix A  
 Contract Term: 09.01.11 through 06.30.14  
 Funding Sources: CDC and General Fund

<p><b>Number of UDC/NOC:</b></p>	<table border="1"> <tr><td>CM, and Training.</td><td></td></tr> <tr><td>Recruitment &amp; Linkages</td><td>720</td></tr> <tr><td>Events</td><td>34</td></tr> <tr><td>Groups</td><td>414</td></tr> <tr><td>Individual Risk Reduction Counseling</td><td>240</td></tr> <tr><td>Prevention Case Management</td><td>359</td></tr> <tr><td>Social Marketing</td><td>12</td></tr> <tr><td>Condom Distribution</td><td>12</td></tr> <tr><td>Training</td><td>24</td></tr> <tr><td>Recruitment &amp; Linkages</td><td>2,880</td></tr> <tr><td>Events</td><td>N/A</td></tr> <tr><td>Groups</td><td>1,380</td></tr> <tr><td>Individual Risk Reduction Counseling</td><td>255</td></tr> <tr><td>Prevention Case Management</td><td>374</td></tr> <tr><td>Social Marketing</td><td>N/A</td></tr> <tr><td>Condom Distribution</td><td>N/A</td></tr> <tr><td>Training</td><td>120</td></tr> </table>	CM, and Training.		Recruitment & Linkages	720	Events	34	Groups	414	Individual Risk Reduction Counseling	240	Prevention Case Management	359	Social Marketing	12	Condom Distribution	12	Training	24	Recruitment & Linkages	2,880	Events	N/A	Groups	1,380	Individual Risk Reduction Counseling	255	Prevention Case Management	374	Social Marketing	N/A	Condom Distribution	N/A	Training	120
CM, and Training.																																			
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Individual Risk Reduction Counseling	255																																		
Prevention Case Management	374																																		
Social Marketing	N/A																																		
Condom Distribution	N/A																																		
Training	120																																		
<p><b>Target Population:</b></p>	<p>Gay men and other MSM (G/MSM) who reside in San Francisco and use methamphetamine and other substances.</p>																																		
<p><b>Description of Service:</b></p>	<p>Stonewall's substance abuse services for MSM and MSM-IDU, focus on increasing status awareness, increasing viral load suppression, maintaining or increasing levels of protected sex, and increasing access to safer injection supplies. Services will be delivered in the Castro, Mission, Tenderloin, and SOMA neighborhoods.</p>																																		
<p><b>Program Name:</b>  <b>System of Care:</b>  <b>Program Code:</b></p>	<p>Appendix A-4          African American Prevention Initiative          HPS          N/A  <b>Funding Source:</b> Center for Disease Control &amp; GF</p>																																		
<p><b>Amount:</b>  <b>Term:</b></p>	<p>Year One          \$166,339          9.01.11 – 12.31.11</p>																																		
<p><b>Definition and # of UOS:</b></p>	<p>A Unit of Service (UOS) is equivalent to 1 HIV test per 1 client, 1 event, 1 group hour, 1 hour of Individual risk Reduction Counseling or 1 linkage to PHAST Program</p> <table border="1"> <tr><td>Events</td><td>7</td></tr> <tr><td>Groups</td><td>223</td></tr> <tr><td>HIV Testing</td><td>160</td></tr> <tr><td>Individual Risk Reduction Counseling</td><td>128</td></tr> <tr><td>Linkages</td><td>20</td></tr> </table>	Events	7	Groups	223	HIV Testing	160	Individual Risk Reduction Counseling	128	Linkages	20																								
Events	7																																		
Groups	223																																		
HIV Testing	160																																		
Individual Risk Reduction Counseling	128																																		
Linkages	20																																		
<p><b>Number of UDC/NOC:</b></p>	<table border="1"> <tr><td>Events</td><td>287</td></tr> <tr><td>Groups</td><td>1,198</td></tr> <tr><td>HIV Testing</td><td>160</td></tr> <tr><td>Individual Risk Reduction Counseling</td><td>128</td></tr> <tr><td>Linkages</td><td>20</td></tr> </table>	Events	287	Groups	1,198	HIV Testing	160	Individual Risk Reduction Counseling	128	Linkages	20																								
Events	287																																		
Groups	1,198																																		
HIV Testing	160																																		
Individual Risk Reduction Counseling	128																																		
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Contractor: San Francisco AIDS Foundation  
 Fiscal Year: 2011-2012  
 2012-2013  
 2013-2014  
 CMS#: 7164

Appendix A  
 Contract Term: 09.01.11 through 06.30.14  
 Funding Sources: CDC and General Fund

<p><b>Amount:</b></p> <p><b>Term:</b></p> <p><b>Definition and # of UOS:</b></p>	<p>Year Two</p> <p>\$499,017</p> <p>1.01.12-12.31.12</p> <p>A Unit of Service (UOS) is equivalent to 1 HIV test per 1 client, 1event, 1 group hour, 1 hour of Individual risk Reduction Counseling or 1 linkage to PHAST Program.</p>										
<p><b>Number of UDC/NOC:</b></p>	<table border="0"> <tr><td>Events</td><td style="text-align: right;">20</td></tr> <tr><td>Groups</td><td style="text-align: right;">503</td></tr> <tr><td>HIV Testing</td><td style="text-align: right;">433</td></tr> <tr><td>Individual Risk Reduction Counseling</td><td style="text-align: right;">589</td></tr> <tr><td>Linkages</td><td style="text-align: right;">65</td></tr> </table>	Events	20	Groups	503	HIV Testing	433	Individual Risk Reduction Counseling	589	Linkages	65
Events	20										
Groups	503										
HIV Testing	433										
Individual Risk Reduction Counseling	589										
Linkages	65										
<p><b>Amount:</b></p> <p><b>Term:</b></p> <p><b>Definition and # of UOS:</b></p>	<p>Year Three</p> <p>\$249,508</p> <p>1.01.13 – 6.30.13</p> <p>A Unit of Service (UOS) is equivalent to 1 HIV test per 1 client, 1event, 1 group hour, 1 hour of Individual risk Reduction Counseling or 1 linkage to PHAST Program.</p>										
<p><b>Number of UDC/NOC:</b></p>	<table border="0"> <tr><td>Events</td><td style="text-align: right;">12</td></tr> <tr><td>Groups</td><td style="text-align: right;">290</td></tr> <tr><td>HIV Testing</td><td style="text-align: right;">250</td></tr> <tr><td>Individual Risk Reduction Counseling</td><td style="text-align: right;">340</td></tr> <tr><td>Linkages</td><td style="text-align: right;">38</td></tr> </table>	Events	12	Groups	290	HIV Testing	250	Individual Risk Reduction Counseling	340	Linkages	38
Events	12										
Groups	290										
HIV Testing	250										
Individual Risk Reduction Counseling	340										
Linkages	38										
<p><b>Amount:</b></p> <p><b>Term:</b></p> <p><b>Definition and # of UOS:</b></p>	<p>Year Four</p> <p>\$538,192</p> <p>7.01.13 – 6.30.14</p> <p>A Unit of Service (UOS) is equivalent to 1 HIV test per 1 client, 1event, 1 group hour, 1 hour of Individual risk Reduction Counseling or 1linkage to PHAST Program</p>										
<p><b>Number of UDC/NOC:</b></p>	<table border="0"> <tr><td>Events</td><td style="text-align: right;">24</td></tr> <tr><td>Groups</td><td style="text-align: right;">580</td></tr> <tr><td>HIV Testing</td><td style="text-align: right;">500</td></tr> <tr><td>Individual Risk Reduction Counseling</td><td style="text-align: right;">262</td></tr> <tr><td>Prevention Case Management</td><td style="text-align: right;">200</td></tr> </table>	Events	24	Groups	580	HIV Testing	500	Individual Risk Reduction Counseling	262	Prevention Case Management	200
Events	24										
Groups	580										
HIV Testing	500										
Individual Risk Reduction Counseling	262										
Prevention Case Management	200										
<p><b>Number of UDC/NOC:</b></p>	<table border="0"> <tr><td>Events</td><td style="text-align: right;">984</td></tr> <tr><td>Groups</td><td style="text-align: right;">3,320</td></tr> <tr><td>HIV Testing</td><td style="text-align: right;">500</td></tr> <tr><td>Individual Risk Reduction Counseling</td><td style="text-align: right;">792</td></tr> <tr><td>Prevention Case Management</td><td style="text-align: right;">200</td></tr> </table>	Events	984	Groups	3,320	HIV Testing	500	Individual Risk Reduction Counseling	792	Prevention Case Management	200
Events	984										
Groups	3,320										
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Contractor: San Francisco AIDS Foundation  
 Fiscal Year: 2011-2012  
 2012-2013  
 2013-2014  
 CMS#: 7164

Appendix A  
 Contract Term: 09.01.11 through 06.30.14  
 Funding Sources: CDC and General Fund

<b>Target Population:</b>	African-American gay men and other MSM (G/MSM) who reside in San Francisco, with a focus on the Tenderloin and Castro neighborhoods.	
<b>Description of Service:</b>	This initiative is collaboration with STOP AIDS Project to deliver a comprehensive set of HIV prevention services to African American G/MSM with diverse backgrounds and prevention needs. The new effort will build on the strengths of SFAF's BBE and SAP's Our Love, both long-standing and successful programs designed specifically to serve African American G/MSM in San Francisco.	
<b>Program Name:</b>	Appendix A-5	
<b>System of Care:</b>	Stonewall Castro/LIFE Program	
<b>Program Code:</b>	HPS	
	N/A	<b>Funding Source:</b> General Fund and CDC
<b>Amount:</b>	Year One \$520,385	
<b>Term:</b>	9.01.11 – 6.30.12	
<b>Definition and # of UOS:</b>	A Unit of Service (UOS) is equivalent to 1 HIV test per 1 client, 1 group hour, 1 hour of Individual Risk Reduction Counseling, Prevention Case Management, or 1 hour of Recruitment and Linkage.	
	HIV Testing	400
	Individual Risk Reduction Counseling	96
	Prevention Case Management	320
	Groups	207
	Shanti LIFE Program - Individual Risk Reduction Counseling	107
	Shanti LIFE Program - Prevention Case Management	800
	Shanti LIFE Program – Group	403
	Shanti LIFE Program – Recruitment & Linkage	200
<b>Number of UDC/NOC:</b>	HIV Testing	400
	Individual Risk Reduction Counseling	192
	Prevention Case Management	320
	Groups	690
	Shanti LIFE Program - Individual Risk Reduction Counseling	107
	Shanti LIFE Program - Prevention Case Management	640
	Shanti LIFE Program – Groups	1,423
	Shanti LIFE Program – Recruitment & Linkage	400
<b>Amount:</b>	Year Two \$592,976	
<b>Term:</b>	7.01.12 - 6.30.13	
<b>Definition and # of UOS:</b>	A Unit of Service (UOS) is equivalent to 1 HIV test per 1 client, 1 group hour, 1 hour of Individual Risk Reduction Counseling, Prevention Case Management, or 1 hour of Recruitment and Linkage.	
	HIV Testing	580
	Individual Risk Reduction Counseling	139
	Prevention Case Management	464
	Groups	300

Contractor: San Francisco AIDS Foundation  
 Fiscal Year: 2011-2012  
 2012-2013  
 2013-2014  
 CMS#: 7164

Appendix A  
 Contract Term: 09.01.11 through 06.30.14  
 Funding Sources: CDC and General Fund

<b>Number of UDC/NOC:</b>	Shanti LIFE Program - Individual Risk Reduction Counseling	155
	Shanti LIFE Program - Prevention Case Management	1,160
	Shanti LIFE Program - Groups	584
	Shanti LIFE Program - Recruitment & Linkage	290
	Individual Risk Reduction Counseling	278
	Prevention Case Management	464
	Groups	1,000
	Shanti LIFE Program - Individual Risk Reduction Counseling	155
	Shanti LIFE Program - Prevention Case Management	928
	Shanti LIFE Program - Group	2,062
Shanti LIFE Program - Recruitment & Linkage	580	

**Amount:** Year Three \$638,849  
**Term:** 7.01.13 - 6.30.14  
**Definition and # of UOS:** A Unit of Service (UOS) is equivalent to 1 HIV test per 1 client, 1 group hour, 1 hour of Individual Risk Reduction Counseling, Prevention Case Management, or 1 hour of Recruitment and Linkage.

<b>Number of UDC/NOC:</b>	HIV Testing	600
	Individual Risk Reduction Counseling	145
	Prevention Case Management	480
	Groups	311
	Shanti LIFE Program - Individual Risk Reduction Counseling	144
	Shanti LIFE Program - Prevention Case Management	1,080
	Shanti LIFE Program - Group	604
	Shanti LIFE Program - Recruitment & Linkage	375
	HIV Testing	360
	Individual Risk Reduction Counseling	159
<b>Target Population:</b>	Prevention Case Management	480
	Groups	1,035
	Shanti LIFE Program - Individual Risk Reduction Counseling	144
	Shanti LIFE Program - Prevention Case Management	864
	Shanti LIFE Program - Group	2,134
	Shanti LIFE Program - Recruitment & Linkage	750

**Description of Service:** Stonewall's substance use counseling services for G/MSM to a new site in the Castro, in close coordination with the HIV testing and gay men's health services available at Magnet, located a half block away; and to support Shanti's LIFE Program, a health-enhancement and wellness counseling program for people living with HIV.

<b>Program Name:</b>	Appendix A-6
<b>System of Care:</b>	Syringe Access Services
<b>Program Code:</b>	HPS
<b>Amount:</b>	N/A
	Year One
	\$1,061,764
	Funding Source: General Fund

Contractor: San Francisco AIDS Foundation  
 Fiscal Year: 2011-2012  
 2012-2013  
 2013-2014

Appendix A  
 Contract Term: 09.01.11 through 06.30.14  
 Funding Sources: CDC and General Fund

CMS#: 7164

<b>Term:</b>	9.01.11 – 6.30.12	
<b>Definition and # of UOS:</b>	A Unit of Service (UOS) is equivalent to 1 hour of service or 1 month of Program Coordination	
	Syringe Access Services	2,083
	Program Coordination	8
<b>Number of UDC/NOC:</b>	Syringe Access Services	20,000
	Program Coordination	n/a
<b>Amount:</b>	Year Two \$1,220,765	
<b>Term:</b>	7.01.12-6.30.13	
<b>Definition and # of UOS:</b>	A Unit of Service (UOS) is equivalent to 1 hour of service or 1 month of Program Coordination	
	Syringe Access Services	3,020
	Program Coordination	12
<b>Number of UDC/NOC:</b>	Syringe Access Services	29,000
	Program Coordination	n/a
<b>Target Population:</b>	Intravenous drug users (IDUs) throughout San Francisco.	
<b>Description of Service:</b>	Provides access to sterile syringes and safer injection supplies thus ensuring IDUs have clean syringes; and reducing the likelihood of syringe sharing and the risk of HIV transmission among the target population. SFAF will serve as the lead agency for all syringe access and disposal services in the city, with partners St. James Infirmary, Glide, the Asian & Pacific Islander Wellness Center, and Homeless Youth Alliance.	



Contractor: San Francisco AIDS Foundation  
 Program: HIV Testing – STOP Study

Appendix A-1  
 Contract Term: 09/01/11 through 06/14/14  
 Funding Source: CDC

1) **Program Name: HIV Testing – STOP Study**  
**Program Address: 1035 Market Street, Suite 400**  
**City, State, Zip Code: San Francisco, CA 94103**  
**Telephone: (415) 487-3000**  
**Facsimile: (415) 487-3094**

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

New     Renewal     **Modification**

3) **Goal Statement**

The “Screening Targeted Populations to Interrupt On-going Chains of Transmission with Enhanced Partner Notification” (STOP) Study aims are:

1. To evaluate the yield, cost-effectiveness, and feasibility of screening for Acute HIV Infection (AHI) with a fourth-generation enzyme immunoassay (EIA) in high-risk/high-incidence settings compared to pooled Nucleic Acid Amplification Test (NAAT).
2. To evaluate the yield, cost-effectiveness, and feasibility of enhanced partner notification/contact tracing techniques linked to AHI screening.

4) **Target Population**

There is no target population; the study will use specimens collected from clients who already present for testing at the four sites who have agreed to participate. Site participation involves additional support to implement the goals above.

5) **Modality(ies)/Interventions**

09/01/2011 – 06/14/2012

Units of Service (UOS) Description	Units of Service (UOS)	Number of Contacts (NOC)
<b>STOP Study</b> 1 UOS = 1 month of STOP Study support activities	9.5 months	n/a
<b>Total for this period</b>	9.5	n/a

06/15/2012 – 06/14/2013

Units of Service (UOS) Description	Units of Service (UOS)	Number of Contacts (NOC)
<b>STOP Study</b> 1 UOS = 1 month of STOP Study support activities	12 months	n/a
<b>Total for this period</b>	12	n/a
<b>Total for this contract</b>	21.5	n/a

06/15/2013 – 06/14/2014

Units of Service (UOS) Description	Units of Service (UOS)	Number of Contacts (NOC)
<b>STOP Study</b> 1 UOS = 1 month of STOP Study support activities	4 months	n/a
<b>Total for this period</b>	4	n/a

**6) Methodology**

The San Francisco AIDS Foundation will develop a Program Plan with the HIV Prevention Section which will reflect program requirements of RFP 21-2010 and community planning priorities. This Plan will be reviewed with the HIV Prevention Section and changes to it will be allowed if it is agreed that clients will be more appropriately served and priorities continue to be addressed.

**7) Objectives and Measurements**

There are no outcome objectives for providers funded under the STOP Study; participation only requires providing additional resources to collect, handle and process specimens and/or enhance partner notification services.

**8) Continuous Quality Improvement**

The San Francisco AIDS Foundation agrees to adhere to the following:

- a. Current HIV Prevention Section, HIV Testing Policies and Procedures which include CDC and State Guidelines,
- b. Any relevant guidelines in the 2010 San Francisco HIV Prevention Plan,
- c. Any and all guidelines developed by the HIV Prevention Section required to implement services to meet the objectives in San Francisco's new System of Prevention.

Contractor: San Francisco AIDS Foundation  
 Program: Community-Based HIV Testing  
 CMS#: 7164

Appendix A-2  
 Contract Term: 09/01/11 through 06/30/14  
 Funding Source: General Fund

1. **Program Name:** Community-Based HIV Testing  
**Program Address:** 1035 Market Street, Suite 400  
**City, State, Zip Code:** San Francisco, CA 94103  
**Telephone:** (415) 487-3000  
**Facsimile:** (415) 487-3094

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

New     Renewal     Modification

3. **Goal Statement**

*Goal: To reduce new HIV infections by 50% by 2017.*

4. **Target Population**

SFAF will provide HIV testing services for a wide range of gay men and other MSM, IDUs, and TFMSM through our HIV testing sites strategically located in the city's two primary HIV epicenters, the Castro and Tenderloin.

5. **Modality(ies)/Interventions**

09/01/2011 – 12/31/2011

Units of Service (UOS) Description	Units of Service (UOS)	Number of Contacts (NOC)
<b>HIV Testing</b> 1 UOS = 1 test for 1 client 9,700 tests annually for 4 months x 80% = 2,587 tests. 2,587 tests = 2,587 UOS and 2,587 contacts	2,587	2,587

01/01/2012 – 12/31/2012

Units of Service (UOS) Description	Units of Service (UOS)	Number of Contacts (NOC)
<b>HIV Testing</b> 1 UOS = 1 test for 1 client 9,700 tests annually for 8 months x 80% = 5,173 tests. 9,700 tests annually for 4 months x 100% = 3,233 tests. 5,173 + 3,233 = 8,406 tests = 8,406 UOS and 8,406 contacts	8,406	8,406

01/01/2013 – 6/30/2013

Units of Service (UOS) Description	Units of Service (UOS)	Number of Contacts (NOC)
<b>HIV Testing</b> 1 UOS = 1 test for 1 client 9,700 tests annually for 6 months x 100% = 4,850 tests. 4,850 tests = 4,850 UOS and 4,850 contacts	4,850	4,850

Contractor: San Francisco AIDS Foundation  
 Program: Community-Based HIV Testing  
 CMS#: 7164

Appendix A-2  
 Contract Term: 09/01/11 through 06/30/14  
 Funding Source: General Fund

07/01/2013 – 06/30/2014

Units of Service (UOS) Description	Units of Service (UOS)	Number of Contacts (NOC)
<b>HIV Testing</b> 1 UOS = 1 test for 1 client 9,700 tests annually for 12 months x 100% = 9,700 tests. 9,700 tests = 9,700 UOS and 9,700 contacts	9,700	9,700
<b>HIV Mobile Testing</b> 1 UOS = 1 test for 1 client 480 tests annually for 12 months x 100% = 480 tests. 480 tests = 480 UOS and 480 contacts	480	480
<b>TOTAL:</b>	<b>10,180</b>	<b>10,180</b>

**6. Methodology**

The San Francisco AIDS Foundation will develop a Program Plan with the HIV Prevention Section which will reflect program requirements of RFP 21-2010 and community planning priorities. This Plan will provide a justification for the UOS and NOC in the grid above, will be reviewed with the HIV Prevention Section and changes to it will be allowed if it is agreed that clients will be more appropriately served and priorities continue to be addressed.

**7. Objectives and Measurements**

**A. Required Objectives**

The San Francisco AIDS Foundation agrees to collect data in the San Francisco data collection system as required and be prepared to report on evaluation, data collection and findings in cooperation with the HIV Prevention Section.

The San Francisco AIDS Foundation will work with the HIV Prevention Section to measure some or all of the following outcomes as appropriate for the service category and data collection system maturity.

<b>Community-Based HIV Testing</b>	
Citywide Goal	System of Prevention Objective
Increase status awareness	<ul style="list-style-type: none"> <li>• By 06/30/2014, the SFAF community-based testing program, (Magnet, St James and Glide) will achieve a 1.3% positivity rate as measured by EvaluationWeb and HPS acute infection data.</li> <li>• By 06/30/2014, 90% of people testing HIV-positive at SFAF's community-based testing program will be offered partner services as measured by EvaluationWeb.*</li> </ul>
Increase viral load	<ul style="list-style-type: none"> <li>• By 06/30/2014, 90% of HIV-positive clients in SFAF's community-</li> </ul>

Contractor: San Francisco AIDS Foundation  
Program: Community-Based HIV Testing  
CMS#: 7164

Appendix A-2  
Contract Term: 09/01/11 through 06/30/14  
Funding Source: General Fund

Community-Based HIV Testing	
suppression	based testing program testing positive will be offered linkage to care as measured or documented by EvaluationWeb.*
Maintain or increase levels of protected sex	<ul style="list-style-type: none"><li>• By 06/30/2014, SFAF's community-based testing program will distribute at least 200,000 condoms (including FC2 condoms) annually as measured by invoices and/or inventory logs managed by the Data Manager.</li></ul>

\*Programs are not directly responsible for offering linkage to care or partner services. Programs are responsible and should develop objectives for linking HIV-positive clients to the Citywide LINCIS Program.

## 8. Continuous Quality Improvement

The San Francisco AIDS Foundation agrees to adhere to the following:

- a. Current HIV Prevention Section, HIV Testing Policies and Procedures which include CDC and State Guidelines,
- b. Any relevant guidelines in the 2010 San Francisco HIV Prevention Plan,
- c. Any and all guidelines developed by the HIV Prevention Section required to implement services to meet the objectives in San Francisco's new System of Prevention.

Contractor: San Francisco AIDS Foundation  
 Program: The Stonewall Project  
 CMS#: 7164

Appendix A-3  
 Contract Term: 09/01/11 through 06/30/14  
 Funding Source: General Fund

1. **Program Name:** The Stonewall Project  
**Program Address:** 1035 Market Street, Suite 400  
**City, State, Zip Code:** San Francisco, CA 94103  
**Telephone:** (415) 487-3000  
**Facsimile:** (415) 487-3094

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

New       Renewal       Modification

3. **Goal Statement**

*Goal: To reduce new HIV infections by 50% by 2017.*

4. **Target Population**

The target population of this project is gay men and other MSM (G/MSM) who reside in San Francisco and use methamphetamine and other substances. This includes all G/MSM who are residents of San Francisco regardless of age, race, ethnicity, sexual orientation, gender identity, religion and spirituality, socioeconomic class, partner status, physical and mental ability, or HIV serostatus.

5. **Modality(ies)/Interventions**

09/01/2011 – 06/30/2012

Units of Service (UOS) Description	Units of Service (UOS)	Number of Contacts (NOC)
<b>Recruitment &amp; Linkages</b> 1 UOS = 1 hour 720 hours annually for 10 months x 80% = 480 UOS. 4 contacts/hour x 720 hours annually for 10 months x 80% = 1,920 NOC.	480	1,920
<b>Events</b> 1 UOS = 1 event 34 events annually for 10 months x 80% = 23 UOS. Average of 55 contacts/event = 1,568 NOC.	23	1,265
<b>Groups</b> 1 UOS = 1 hour 276 groups annually for 10 months x 1.5 hour/group x 80% = 276 UOS. 276 groups annually for 10 months x 5 clients/group x 80% = 920 NOC.	276	920
<b>Individual Risk Reduction Counseling</b> 1 UOS = 1 hour 480 sessions annually for 10 months x 0.5 hour/session x 80% = 160 UOS.	160	320

Contractor: San Francisco AIDS Foundation  
 Program: The Stonewall Project  
 CMS#: 7164

Appendix A-3  
 Contract Term: 09/01/11 through 06/30/14  
 Funding Source: General Fund

480 sessions annually for 10 months x 1 client/session x 80% = 320 NOC.		
<b>Prevention Case Management</b> 1 UOS = 1 hour 432 sessions annually for 10 months x 0.83 hour/session x 80% = 240 UOS. 432 sessions annually for 10 months x 1 client/session x 80% = 288 NOC.	240	288
<b>Social Marketing</b> 1 UOS = 1 month 10 months of social marketing x 80% = 8 UOS.	8	n/a
<b>Condom Distribution</b> 1 UOS = 1 month 10 months of condom & lube distribution x 80% = 8 UOS.	8	n/a
<b>Training</b> 1 UOS = 1 hour 1 training/month x 10 months x 2 hours each x 80% = 16 UOS. 1 training/month x 10 months x 10 attendees/training x 80% = 80 NOC.	16	80

**07/01/2012 - 06/30/2013**

Units of Service (UOS) Description	Units of Service (UOS)	Number of Contacts (NOC)
<b>Recruitment &amp; Linkages</b> 1 UOS = 1 hour 720 hours annually for 2 months x 80% = 96 UOS. 720 hours annually for 10 months x 100% = 600 UOS. 4 contacts/hour x 720 hours annually for 2 months x 80% = 384 NOC. 4 contacts/hour x 720 hours annually for 10 months x 100% = 2,400 NOC.	696	2,784
<b>Events</b> 1 UOS = 1 event 34 events annually for 2 months x 80% = 5 UOS. 34 events annually for 10 months x 100% = 28 UOS. Average of 55 contacts/event = 1,815 NOC.	33	1,815
<b>Groups</b> 1 UOS = 1 hour 276 groups annually for 2 months x 1.5 hour/group x 80% = 55 UOS. 276 groups annually for 10 months x 1.5 hour/group x 100% = 345 UOS. 276 groups annually for 2 months x 5 clients/group x 80% = 184 NOC. 276 groups annually for 10 months x 5 clients/group x 100% = 1,150 NOC.	400	1,334

Contractor: San Francisco AIDS Foundation  
 Program: The Stonewall Project  
 CMS#: 7164

Appendix A-3  
 Contract Term: 09/01/11 through 06/30/14  
 Funding Source: General Fund

<b>Individual Risk Reduction Counseling</b> 1 UOS = 1 hour 480 sessions annually for 2 months x 0.5 hour/session x 80% = 32 UOS. 480 sessions annually for 10 months x 0.5 hour/session x 100% = 200 UOS. 480 sessions annually for 2 months x 1 client/session x 80% = 64 NOC. 480 sessions annually for 10 months x 1 client/session x 100% = 400 NOC.	232	464
<b>Prevention Case Management</b> 1 UOS = 1 hour 432 sessions annually for 2 months x 0.83 hour/session x 80% = 48 UOS. 432 sessions annually for 10 months x 0.83 hour/session x 100% = 300 UOS. 432 sessions annually for 2 months x 1 client/session x 80% = 58 NOC. 432 sessions annually for 10 months x 1 client/session x 100% = 360 NOC.	348	418
<b>Social Marketing</b> 1 UOS = 1 month 2 months of social marketing x 80% = 2 UOS. 10 months of social marketing x 100% = 10 UOS.	12	n/a
<b>Condom Distribution</b> 1 UOS = 1 month 2 months of condom & lube distribution x 80% = 2 UOS. 10 months of condom & lube distribution x 100% = 10 UOS.	12	n/a
<b>Training</b> 1 UOS = 1 hour 1 training/month x 2 months x 2 hours each x 80% = 3 UOS. 1 training/month x 10 months x 2 hours each x 100% = 20 UOS. 1 training/month x 2 months x 10 attendees/training x 80% = 16 NOC. 1 training/month x 10 months x 10 attendees/training x 100% = 100 NOC.	23	116

**07/01/2013 - 06/30/2014**

Units of Service (UOS) Description	Units of Service (UOS)	Number of Contacts (NOC)
<b>Condom Distribution</b> 1 UOS = 1 month 12 months of condom & lube distribution x 100% = 12 UOS.	12	n/a
<b>Events</b> 1 UOS = 1 event 34 events annually for 12 months x 100% = 34 UOS.	34	1,496



Average of 44 contacts/event = 1,496 NOC.		
<b>Groups</b> 1 UOS = 1 hour 276 groups annually for 12 months x 1.5 hour/group x 100% = 414 UOS. 276 groups annually for 12 months x 5 clients/group x 100% = 1,380 NOC.	414	1,380
<b>Individual Risk Reduction Counseling</b> 1 UOS = 1 hour 255 sessions annually for 12 months x 0.94 hour/session x 100% = 240 UOS. 255 sessions annually for 12 months x 1 client/session x 100% = 255 NOC.	240	255
<b>Prevention Case Management</b> 1 UOS = 1 hour 374 sessions annually for 12 months x 0.96 hour/session x 100% = 359 UOS. 374 sessions annually for 12 months x 1 client/session x 100% = 374 NOC.	359	374
<b>Recruitment &amp; Linkages</b> 1 UOS = 1 hour 720 hours annually for 12 months x 100% = 720 UOS. 4 contacts/hour x 720 hours annually for 12 months x 100% = 2,880 NOC.	720	2,880
<b>Training</b> 1 UOS = 1 hour 1 training/month x 12 months x 2 hours each x 100% = 24 UOS. 1 training/month x 12 months x 10 attendees/training x 100% = 120 NOC.	24	120
<b>Social Marketing</b> 1 UOS = 1 month 12 months of social marketing x 100% = 10 UOS.	12	n/a

## 6. Methodology

Please see Appendix A-2, Section 6.

## 7. Objectives and Measurements

### A. Required Objectives

The San Francisco AIDS Foundation agrees to collect data in the San Francisco data collection system as required and be prepared to report on evaluation, data collection and findings in cooperation with the HIV Prevention Section.

Contractor: San Francisco AIDS Foundation  
 Program: The Stonewall Project  
 CMS#: 7164

Appendix A-3  
 Contract Term: 09/01/11 through 06/30/14  
 Funding Source: General Fund

The San Francisco AIDS Foundation will work with the HIV Prevention Section to measure some or all of the following outcomes as appropriate for the service category and data collection system maturity.

HERR to Address Drivers	
Citywide Goal	System of Prevention Objective
Increase status awareness	<ul style="list-style-type: none"> <li>By 06/30/2014, 90% of males who have sex with males of of HIV-negative and unknown status of the SFAF-Stonewall Project will be offered at least one HIV test annually, as measured by client treatment plan and progress notes.</li> <li>By 06/30/2014, 60% of HIV-negative/unknown status MSM clients of The Stonewall Project will report having had an HIV test in the prior 6 months, as measured or documented by self-report, EvaluationWeb and/or client treatment plans.</li> </ul>
Increase viral load suppression	<ul style="list-style-type: none"> <li>By 06/30/2014, 80% of HIV-positive clients in the SFAF Stonewall Project either testing positive or who have not seen an HIV primary care provider in the prior 6 months will be offered linkage to care as measured or documented by client treatment plans.*</li> </ul>
Maintain or increase levels of protected sex	<ul style="list-style-type: none"> <li>By 06/30/2014, the SFAF Stonewall Project will distribute at least 50,000 condoms annually as measured by invoices and programs records.</li> </ul>

\*Programs are not directly responsible for offering linkage to care or partner services. Programs are responsible and should develop objectives for linking HIV-positive clients to the Citywide LINC'S Program.

### 8. Continuous Quality Improvement

Please see Appendix A-2, Section 8.

Contractor: San Francisco AIDS Foundation  
 Program: African American Prevention Initiative  
 CMS#: 7164

Appendix A-4  
 Contract Term: 09/01/11 through 06/30/14  
 Funding Source: General Fund

1. **Program Name:** African American Prevention Initiative  
**Program Address:** 1035 Market Street, Suite 400  
**City, State, Zip Code:** San Francisco, CA 94103  
**Telephone:** (415) 487-3000  
**Facsimile:** (415) 487-3094

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

New     Renewal     Modification

3. **Goal Statement**

*Goal: To reduce new HIV infections by 50% by 2017.*

4. **Target Population**

The target population of this project is African-American gay men and other MSM (G/MSM) who reside in San Francisco, with a focus on the Tenderloin and Castro neighborhoods.

5. **Modality(ies)/Interventions**

09/01/2011 – 12/31/2011

Units of Service (UOS) Description	Units of Service (UOS)	Number of Contacts (NOC)
<b>Events</b> 1 UOS = 1 event 27 events annually for 4 months x 80% = 7 UOS. Average 41 contacts/event x 7 events = 287 NOC.	7	287
<b>Groups</b> 1 UOS = 1 hour 279 groups annually for 4 months x 3 hour/group x 80% = 223 UOS. 279 groups annually for 4 months x average of 16.1 clients/group x 80% = 1,198 NOC.	223	1,198
<b>HIV Testing</b> 1 UOS = 1 test for 1 client. 600 tests annually for 4 months x 80% = 160 tests. 160 tests = 160 UOS and 160 contacts.	160	160
<b>Individual Risk Reduction Counseling</b> 1 UOS = 1 hour. 480 sessions annually for 4 months x 1 hour/session x 80% = 128 UOS. 480 sessions annually for 4 months x 1 client/session x 80% = 128 NOC.	128	128

Contractor: San Francisco AIDS Foundation  
 Program: African American Prevention Initiative  
 CMS#: 7164

Appendix A-4  
 Contract Term: 09/01/11 through 06/30/14  
 Funding Source: General Fund

<b>Linkage</b> 1 UOS = 1 linkage to LINC'S Program 75 linkages annually for 4 months x 80% = 20 linkages. 20 linkages = 20 UOS and 20 NOC.	20	20
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**01/01/2012 – 12/31/2012**

Units of Service (UOS) Description	Units of Service (UOS)	Number of Contacts (NOC)
<b>Events</b> 1 UOS = 1 event 23 events annually for 8 months x 80% = 12 UOS. 23 events annually for 4 months x 100% = 8 UOS. Average 41 contacts/event x 20 events = 943 NOC.	20	820
<b>Groups</b> 1 UOS = 1 hour 318 groups annually for 8 months x average 1.82 hour/group x 80% = 309 UOS. 318 groups annually for 4 months x average 1.82 hour/group x 100% = 194 UOS. 318 groups annually for 8 months x average of 15.5 clients/group x 80% = 2,629 NOC. 318 groups annually for 4 months x average of 15.5 clients/group x 100% = 1,643 NOC.	503	4,272
<b>HIV Testing</b> 1 UOS = 1 test for 1 client. 500 tests annually for 8 months x 80% = 267 tests. 500 tests annually for 4 months x 100% = 167 tests. 433 tests = 433 UOS and 433 contacts.	433	433
<b>Individual Risk Reduction Counseling</b> 1 UOS = 1 hour. 680 sessions annually for 8 months x 1 hour/session x 80% = 363 UOS. 680 sessions annually for 4 months x 1 hour/session x 100% = 226 UOS. 680 sessions annually for 8 months x 1 client/session x 80% = 363 NOC. 680 sessions annually for 4 months x 1 client/session x 100% = 226 NOC.	589	589
<b>Linkage</b> 1 UOS = 1 linkage to LINC'S Program 75 linkages annually for 8 months x 80% = 40 linkages. 75 linkages annually for 4 months x 100% = 25 linkages. 65 linkages = 65 UOS and 65 NOC.	65	65

Contractor: San Francisco AIDS Foundation  
 Program: African American Prevention Initiative  
 CMS#: 7164

Appendix A-4  
 Contract Term: 09/01/11 through 06/30/14  
 Funding Source: General Fund

**01/01/2013 – 6/30/2013**

Units of Service (UOS) Description	Units of Service (UOS)	Number of Contacts (NOC)
<b>Events</b> 1 UOS = 1 event 23 events annually for 6 months x 100% = 12 UOS. Average 41 contacts/event x 12 events = 492 NOC.	12	192 492 (7.10.13)
<b>Groups</b> 1 UOS = 1 hour 318 groups annually for 6 months x average 1.82 hour/group x 100% = 290 UOS. 318 groups annually for 6 months x average of 15.5 clients/group x 100% = 2,465 NOC.	290	2,465
<b>HIV Testing</b> 1 UOS = 1 test for 1 client. 500 tests annually for 6 months x 100% = 250 tests. 250 tests = 250 UOS and 250 contacts.	250	250
<b>Individual Risk Reduction Counseling</b> 1 UOS = 1 hour. 680 sessions annually for 6 months x 1 hour/session x 100% = 340 UOS. 680 sessions annually for 6 months x 1 client/session x 100% = 340 NOC.	340	340
<b>Linkage</b> 1 UOS = 1 linkage to LINC'S Program 75 linkages annually for 6 months x 100% = 38 linkages. 38 linkages = 38 UOS and 38 NOC.	38	38

**07/01/2013 – 06/30/2014**

Units of Service (UOS) Description	Units of Service (UOS)	Number of Contacts (NOC)
<b>Events</b> 1 UOS = 1 event 24 events annually for 12 months x 100% = 24 UOS. Average 41 contacts/event x 24 events = 984 NOC.	24	984
<b>Groups</b> 1 UOS = 1 hour 193 groups annually for 12 months x average of 3 hours/group x 100% = 580 UOS. 193 groups annually for 12 months x average of 17.2 clients/group x 100% = 3,320 NOC.	580	3,320
<b>HIV Testing</b> 1 UOS = 1 test for 1 client. 500 tests annually for 12 months x 100% = 500 tests.	500	500

500 tests = 500 UOS and 500 contacts.		
<b>Individual Risk Reduction Counseling</b> 1 UOS = 1 hour. 792 sessions annually for 12 months x .33 hour/session x 100% = 262 UOS. 792 sessions annually for 12 months x 1 client/session x 100% = 792 NOC.	262	792
<b>Prevention Case Management</b> 1 UOS = 1 hour. 200 sessions annually for 12 months x 1 hour/session x 100% = 200 UOS. 200 sessions annually for 12 months x 1 client/session x 100% = 200 NOC.	200	200

**6. Methodology**

Please see Appendix A-2, Section 6.

**7. Objectives and Measurements**

**A. Required Objectives**

The San Francisco AIDS Foundation agrees to collect data in the San Francisco data collection system as required and be prepared to report on evaluation, data collection and findings in cooperation with the HIV Prevention Section.

The San Francisco AIDS Foundation will work with the HIV Prevention Section to measure some or all of the following outcomes as appropriate for the service category and data collection system maturity.

Community-Based HIV Testing	
Citywide Goal	System of Prevention Objective
Increase status awareness	<ul style="list-style-type: none"> <li>• By 06/30/2014, SFAF African American Special Project will achieve a 1.3% positivity rate as measured by Evaluation Web and HIV acute infection data.</li> <li>• By 06/30/2014, 65% of HIV negative/unknown status African American males who have sex with males of the African American Special Project will report having had an HIV test in the prior 6 months, as measured or documented by self-report, EvaluationWeb.</li> <li>• By 06/30/2014, 90% of people testing HIV-positive at the SFAF African American Special Project will be offered partner services as measured by EvaluationWeb.*</li> </ul>
Increase viral load suppression	<ul style="list-style-type: none"> <li>• By 06/30/2014, 90% of HIV-positive clients in the SFAF African</li> </ul>

Community-Based HIV Testing	
	American Special Project either testing positive or who have not seen an HIV primary care provider in the prior 6 months will be offered linkage to care as measured or documented by EvaluationWeb and or administrative data.*
Maintain or increase levels of protected sex	<ul style="list-style-type: none"> <li>By 06/30/2014, the SFAF African American Special Project will distribute at least 80,000 condoms annually as measured by invoices.</li> </ul>

HERR to Address Drivers	
Citywide Goal	System of Prevention Objective
Increase status awareness	<ul style="list-style-type: none"> <li>By 06/30/2014, 90% of HIV-negative/unknown status African American males who have sex with males of the African American Special Project will be offered at least one HIV test annually as measured by admistative data.</li> <li>By 06/30/2014, 65% of HIV negative/unknown status African American males who have sex with males of the African American Special Project will report having had an HIV test in the prior 6 months, as measured or documented by self-report, EvaluationWeb.</li> </ul>
Increase viral load suppression.	<ul style="list-style-type: none"> <li>By 06/30/2014, 90% of HIV-positive clients in the SFAF African American Special Project either testing positive or who have not seen an HIV primary care provider in the prior 6 months will be offered linkage to care as measured or documented by EvaluationWeb and or administrative data.*</li> </ul>
Maintain or increase levels of protected sex	<ul style="list-style-type: none"> <li>By 06/30/2014, the SFAF African American Special Project will distribute at least 80,000 condoms annually as measured by invoices.</li> </ul>

\*Programs are not directly responsible for offering linkage to care or partner services. Programs are responsible and should develop objectives for linking HIV-positive clients to the Citywide LINCOS Program.

## 8. Continuous Quality Improvement

Please see Appendix A-2, Section 8.

Contractor: San Francisco AIDS Foundation  
 Program: Stonewall Castro/LIFE Program  
 CMS#: 7164

Appendix A-5  
 Contract Term: 09/01/11 through 06/30/14  
 Funding Source: General Fund

1. **Program Name:** Stonewall Castro/LIFE Program  
**Program Address:** 1035 Market Street, Suite 400  
**City, State, Zip Code:** San Francisco, CA 94103  
**Telephone:** (415) 487-3000  
**Facsimile:** (415) 487-3094

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

New     Renewal     **Modification**

3. **Goal Statement**

*Goal: To reduce new HIV infections by 50% by 2017.*

4. **Target Population**

The target population of this project is gay men and other MSM (G/MSM) who reside in San Francisco and use methamphetamine and other substances. This includes all G/MSM who are residents of San Francisco regardless of age, race, ethnicity, sexual orientation, gender identity, religion and spirituality, socioeconomic class, partner status, physical and mental ability, or HIV serostatus.

5. **Modality(ies)/Interventions**

09/01/2011 – 06/30/2012

Units of Service (UOS) Description	Units of Service (UOS)	Number of Contacts (NOC)
<b>HIV Testing</b> 1 UOS = 1 test for 1 client 600 tests annually for 10 months x 80% = 400 tests. 400 tests = 400 UOS and 400 contacts	400	400
<b>Individual Risk Reduction Counseling</b> 1 UOS = 1 hour 288 sessions annually for 10 mos. x 0.5 hr./session x 80% = 96 UOS. 288 sessions annually for 10 mos. x 1 client/session x 80% = 192 NOC.	96	192
<b>Prevention Case Management</b> 1 UOS = 1 hour 480 sessions annually for 10 mos. x 1 hr./session x 80% = 320 UOS. 480 sessions annually for 10 mos. x 1 client/session x 80% = 320 NOC.	320	320
<b>Groups</b> 1 UOS = 1 hour 207 groups annually for 10 mos. x 1.5 hr./group x 80% = 207	207	690



Contractor: San Francisco AIDS Foundation  
 Program: Stonewall Castro/LIFE Program  
 CMS#: 7164

Appendix A-5  
 Contract Term: 09/01/11 through 06/30/14  
 Funding Source: General Fund

UOS. 207 groups annually for 10 mos. x 5 clients/group x 80% = 690 NOC.		
<b>Shanti L.I.F.E. Program – Individual Risk Reduction Counseling</b> 1 UOS = 1 hour 160 sessions annually for 10 mos. x 1 hr./session x 80% = 107 UOS. 160 sessions annually for 10 mos. x 1 client/session x 80% = 107 NOC.	107	107
<b>Shanti L.I.F.E. Program – Prevention Case Management</b> 1 UOS = 1 hour 960 sessions annually for 10 mos. x 1.25 hr./session x 80% = 800 UOS. 960 sessions annually for 10 mos. x 1 client/session x 80% = 640 NOC.	800	640
<b>Shanti L.I.F.E. Program – Groups</b> 1 UOS = 1 hour 45 groups annually for 10 mos. x 4 hrs./group x 80% = 120 UOS. 5 groups annually for 10 mos. x 8 hrs./group x 80% = 27 UOS. 48 groups annually for 10 mos. x 3.5 hrs./group x 80% = 112 UOS 48 groups annually for 10 mos. x 2 hrs./group x 80% = 64 UOS 48 groups annually for 10 mos. x 2.5 hrs./group x 80% = 80 UOS  194 groups annually for 10 mos. x avg. 11 clients/group x 80% = 1,423 NOC.	403	1,423
<b>Shanti L.I.F.E. Program – Recruitment and Linkage</b> 1 UOS = 1 hour 600 sessions annually for 10 mos. x .5 hr./session x 80% = 200 UOS. 600 sessions annually for 10 mos. x 1 client/session x 80% = 400 NOC.	200	400

**07/01/2012 – 06/30/2013**

Units of Service (UOS) Description	Units of Service (UOS)	Number of Contacts (NOC)
<b>HIV Testing</b> 1 UOS = 1 test for 1 client 600 tests annually for 2 mos. x 80% = 80 tests. 80 tests = 80 UOS and 80 contacts 600 tests annually for 10 mos. x 100% = 500 tests. 500 tests = 500 UOS and 500 contacts.	580	580
<b>Individual Risk Reduction Counseling</b> 1 UOS = 1 hour 288 sessions annually for 2 mos. x 0.5 hr./session x 80% = 19 UOS.	139	278

Contractor: San Francisco AIDS Foundation  
 Program: Stonewall Castro/LIFE Program  
 CMS#: 7164

Appendix A-5  
 Contract Term: 09/01/11 through 06/30/14  
 Funding Source: General Fund

<p>288 sessions annually for 10 mos. x 0.5 hr./session x 100% = 120 UOS.          288 sessions annually for 2 mos. x 1 client/session x 80% = 38 NOC.          288 sessions annually for 10 mos. x 1 client/session x 100% = 240 NOC.</p>		
<p><b>Prevention Case Management</b>          1 UOS = 1 hour          480 sessions annually for 2 mos. x 1 hr./session x 80% = 64 UOS.          480 sessions annually for 10 mos. x 1 hr./session x 100% = 400 UOS.          480 sessions annually for 2 mos. x 1 client/session x 80% = 64 NOC.          480 sessions annually for 10 mos. x 1 client/session x 100% = 400 NOC.</p>	464	464
<p><b>Groups</b>          1 UOS = 1 hour          207 groups annually for 2 mos. x 1.5 hr./group x 80% = 41 UOS.          207 groups annually for 10 mos. x 1.5 hr./group x 100% = 259 UOS.          207 groups annually for 2 mos. x 5 clients/group x 80% = 138 NOC.          207 groups annually for 10 mos. x 5 clients/group x 100% = 862 NOC.</p>	300	1,000
<p><b>Shanti L.I.F.E. Program – Individual Risk Reduction Counseling</b>          1 UOS = 1 hour          160 sessions annually for 2 mos. x 1 hr./session x 80% = 21 UOS.          160 sessions annually for 10 mos. x 1 hr./session x 100% = 133 UOS.          160 sessions annually for 2 mos. x 1 client/session x 80% = 21 NOC.          160 sessions annually for 10 mos. x 1 client/session x 100% = 133 NOC.</p>	155	155
<p><b>Shanti L.I.F.E. Program – Prevention Case Management</b>          1 UOS = 1 hour          960 sessions annually for 2 mos. x 1.25 hr./session x 80% = 160 UOS.          960 sessions annually for 10 mos. x 1.25 hr./session x 100% = 1000 UOS.          960 sessions annually for 2 mos. x 1 client/session x 80% = 128 NOC.          960 sessions annually for 10 mos. x 1 client/session x 100% = 800 NOC.</p>	1160	928
<p><b>Shanti L.I.F.E. Program – Groups</b>          1 UOS = 1 hour</p>	584	2,062

Contractor: San Francisco AIDS Foundation  
 Program: Stonewall Castro/LIFE Program  
 CMS#: 7164

Appendix A-5  
 Contract Term: 09/01/11 through 06/30/14  
 Funding Source: General Fund

<p>45 groups annually for 2 mos. x 4 hrs./group x 80% = 24 UOS.          45 groups annually for 10 mos. x 4 hrs./group x 100% = 150 UOS.          5 groups annually for 2 mos. x 8 hrs./group x 80% = 5 UOS.          5 groups annually for 10 mos. x 8 hrs./group x 100% = 33 UOS.          48 groups annually for 2 mos. x 3.5 hrs./group x 80% = 22 UOS.          48 groups annually for 10 mos. x 3.5 hrs./group x 100% = 140 UOS          48 groups annually for 2 mos. x 2 hrs./group x 80% = 13 UOS.          48 groups annually for 10 mos. x 2 hrs./group x 100% = 80 UOS          48 groups annually for 2 mos. x 2.5 hrs./group x 80% = 16 UOS.          48 groups annually for 10 mos. x 2.5 hrs./group x 100% = 100 UOS</p> <p>194 groups annually for 2 mos. x avg. 11 clients/group x 80% = 284 NOC.          194 groups annually for 10 mos. x avg. 11 clients/group x 100% = 1,778 NOC.</p>		
<p><b>Shanti E.L.F.E. Program – Recruitment and Linkage</b>          1 UOS = 1 hour          600 sessions annually for 2 mos. x .5 hr./session x 80% = 40 UOS.          600 sessions annually for 10 mos. x .5 hr./session x 100% = 250 UOS.          600 sessions annually for 2 mos. x 1 client/session x 80% = 80 NOC.          600 sessions annually for 10 mos. x 1 client/session x 100% = 500 NOC.</p>	290	580

**07/01/2013 – 06/30/2014**

Units of Service (UOS) Description	Units of Service (UOS)	Number of Contacts (NOC)
<p><b>HIV Testing</b>            1 UOS = 1 test for 1 client            600 tests annually for 12 mos. x 100% = 600 tests.            600 tests = 600 UOS and 600 contacts</p>	600	600
<p><b>Individual Risk Reduction Counseling</b>            1 UOS = 1 hour            159 sessions annually for 12 mos. x 0.91 hr./session x 100% = 145 UOS.            159 sessions annually for 12 mos. x 1 client/session x 100% = 159 NOC.</p>	145	159
<p><b>Prevention Case Management</b>            1 UOS = 1 hour            480 sessions annually for 12 mos. x 1 hr./session x 100% = 480 UOS.</p>	480	480

Contractor: San Francisco AIDS Foundation  
 Program: Stonewall Castro/LIFE Program  
 CMS#: 7164

Appendix A-5  
 Contract Term: 09/01/11 through 06/30/14  
 Funding Source: General Fund

480 sessions annually for 12 mos. x 1 client/session x 100% = 480 NOC.		
<b>Groups</b> 1 UOS = 1 hour 207 groups annually for 12 mos. x 1.5 hr./group x 100% = 311 UOS. 207 groups annually for 12 mos. x 5 clients/group x 100% = 1,035 NOC.	311	1,035
<b>Shanti L.I.F.E. Program – Individual Risk Reduction Counseling</b> 1 UOS = 1 hour 144 sessions annually for 12 mos. x 1 hr./session x 100% = 144 UOS. 144 sessions annually for 12 mos. x 1 client/session x 100% = 144 NOC.	144	144
<b>Shanti L.I.F.E. Program – Prevention Case Management</b> 1 UOS = 1 hour 864 sessions annually for 12 mos. x 1.25 hr./session x 100% = 1080 UOS. 864 sessions annually for 12 mos. x 1 client/session x 100% = 864 NOC.	1080	864
<b>Shanti L.I.F.E. Program – Groups</b> 1 UOS = 1 hour 45 groups annually for 12 mos. x 4 hrs./group x 100% = 180 UOS. 5 groups annually for 12 mos. x 8 hrs./group x 100% = 40 UOS. 48 groups annually for 12 mos. x 3.5 hrs./group x 100% = 168 UOS 48 groups annually for 12 mos. x 2 hrs./group x 100% = 96 UOS 48 groups annually for 12 mos. x 2.5 hrs./group x 100% = 120 UOS 194 groups annually for 12 mos. x avg. 11 clients/group x 100% = 2,134 NOC.	604	2,134
<b>Shanti L.I.F.E. Program – Recruitment and Linkage</b> 1 UOS = 1 hour 750 sessions annually for 12 mos. x .5 hr./session x 100% = 375 UOS. 750 sessions annually for 12 mos. x 1 client/session x 100% = 750 NOC.	375	750

6. Methodology

Please see Appendix A-2, Section 6.

7. Objectives and Measurements

**A. Required Objectives**

The San Francisco AIDS Foundation agrees to collect data in the San Francisco data collection system as required and be prepared to report on evaluation, data collection and findings in cooperation with the HIV Prevention Section.

The San Francisco AIDS Foundation will work with the HIV Prevention Section to measure some or all of the following outcomes as appropriate for the service category and data collection system maturity.

Community-Based HIV Testing	
Citywide Goal	System of Prevention Objective
Increase status awareness	<ul style="list-style-type: none"> <li>By 06/30/2014, SFAF-Stonewall will achieve a 1.3% positivity rate measured by EvaluationWeb and HPS acute infection data.</li> <li>By 06/30/2014, 60% of HIV-negative/unknown status MSM clients of the The Stonewall Project will report having had an HIV test in the prior 6 months, as measured or documented by self-report, EvaluationWeb and/or Client Treatment plans.</li> <li>By 06/30/2014, 90% of people testing HIV-positive at SFAF will be offered partner services as measured by EvaluationWeb.*</li> </ul>
Increase viral load suppression	<ul style="list-style-type: none"> <li>By 06/30/2014, 80% of HIV-positive clients in The Stonewall Project either testing positive or who have not seen an HIV primary care provider in the prior 6 months will be offered linkage to care as measured or documented by self report or client record.*</li> </ul>
Maintain or increase levels of protected sex	<ul style="list-style-type: none"> <li>By 06/30/2014, the SFAF Stonewall Project will distribute at least 50,000 condoms annually as measured by invoices and/or programs records.</li> </ul>

HRR to Address Drivers	
Citywide Goal	System of Prevention Objective
Increase status awareness	<ul style="list-style-type: none"> <li>By 06/30/2014, 90% of males who have sex with males of SFAF-Stonewall will be offered at least one HIV test annually, as measured by client treatment plans and progress note.</li> </ul>
Increase viral load suppression	<ul style="list-style-type: none"> <li>By 06/30/2014, 80% of HIV-positive clients in The Stonewall Project either testing positive or who have not seen an HIV primary care provider in the prior 6 months will be offered linkage to care as measured or documented by self report or client record.*</li> </ul>
Maintain or increase levels of protected sex	<ul style="list-style-type: none"> <li>By 06/30/2014, the SFAF Stonewall Project will distribute at least 50,000 condoms annually as measured by invoices and/or programs records.</li> </ul>

Contractor: San Francisco AIDS Foundation  
Program: Stonewall Castro/LIFE Program  
CMS#: 7164

Appendix A-5  
Contract Term: 09/01/11 through 06/30/14  
Funding Source: General Fund

HERR to Address Drivers	
Citywide Goal	System of Prevention Objective
	records.

\*Programs are not directly responsible for offering linkage to care or partner services. Programs are responsible and should develop objectives for linking HIV-positive clients to the Citywide LINC Program.

### 8. Continuous Quality Improvement

Please see Appendix A-2, Section 8.

**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 09/01/2011 –06/30/2014 may be found in the following Appendixes:

Appendix B, 09/01/2011 – 06/30/2013, Page 1-7	Budget Summary
Appendix B-1, 09/01/11-06/14/12, Pages 1-4	HIV Testing – STOP Study
Appendix B-1a, 06/15/12-06/14/13, Pages 1-4	HIV Testing – STOP Study
Appendix B-1b, 06/15/13-06/14/14, Pages 1-3	HIV Testing – STOP Study
Appendix B-2, 09/01/11-12/31/11, Pages 1-7	Community Based HIV Testing
Appendix B-2a, 01/01/12-12/31/12, Pages 1-7	Community Based HIV Testing
Appendix B-2b, 01/01/13-06/30/13, Pages 1-7	Community Based HIV Testing
Appendix B-2c, 07/01/14-06/30/14, Pages 1-7	Community Based HIV Testing
Appendix B-3, 09/01/11-06/30/12, Pages 1-7	The Stonewall Project
Appendix B-3a, 07/01/12-06/30/13, Pages 1-7	The Stonewall Project
Appendix B-3b, 07/01/13-06/30/14, Pages 1-7	The Stonewall Project
Appendix B-4, 09/01/11-12/31/11, Pages 1-8	African American Prevention Initiative
Appendix B-4a, 01/01/12-12/31/12, Pages 1-9	African American Prevention Initiative
Appendix B-4b, 01/01/13-06/30/13, Pages 1-8	African American Prevention Initiative
Appendix B-4c, 07/01/13-06/30/14, Pages 1-9	African American Prevention Initiative
Appendix B-5, 09/01/11-06/30/12, Pages 1-7	Stonewall Castro/ LIFE Program
Appendix B-5a, 07/01/12-06/30/13, Pages 1-8	Stonewall Castro/ LIFE Program
Appendix B-5b, 07/01/13-06/30/14, Pages 1-9	Stonewall Castro/ LIFE Program
Appendix B-6, 09/01/11-06/30/12, Pages 1-9	Syringe Access Services
Appendix B-6a, 09/01/11-06/30/12, Pages 1-2	Syringe Access Services
Appendix B-6b, 09/01/11-06/30/12, Pages 1-2	Syringe Access Services
Appendix B-6c, 09/01/11-06/30/12, Pages 1-2	Syringe Access Services
Appendix B-6d, 07/01/12-06/30/13, Pages 1-11	Syringe Access Services
Appendix B-6e, 07/01/12-06/30/13, Pages 1-2	Syringe Access Services
Appendix B-6f, 07/01/12-06/30/13, Pages 1-2	Syringe Access Services
Appendix B-6g, 07/01/12-06/30/13, Pages 1-2	Syringe Access Services

B. Contractor understands that, of the maximum dollar obligation listed in Section 5 of this Agreement, **\$300,000** 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	Federal CDC	\$53,166	09/01/11-06/14/12
Original Agreement	Federal CDC	\$1,826,548	09/01/11-12/31/12
Original Agreement	CCSF General Fund	\$3,619,919	09/01/11-06/30/13
Original Agreement	CCSF General Children Fund	\$326,659	09/01/11-06/30/13
Internal Contract Revision #1	CCSF General Fund	\$63,525	09/01/11-06/30/12
Amendment #1	Federal CDC	\$23,417	06/15/12-06/14/13
Amendment #1	Federal CDC	-\$648,595	01/01/12-12/31/12
Amendment #1	CCSF General Fund	\$1,370,894	01/01/12-06/30/13
Amendment #1	CCSF General Children Fund	\$3,403	07/01/12-06/30/13
Amendment #2	Federal CDC	\$16,500	06/15/13-06/14/14
Amendment #2	CCSF General Fund	\$2,474,546	07/01/13-06/30/14
		<u>\$9,129,982</u>	
	Contingency	<u>\$300,000</u>	
		<u>\$9,429,982</u>	

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	
1	Check one:							Appendix B Page 3				
2	<input type="checkbox"/> New		<input type="checkbox"/> Renewal		<input checked="" type="checkbox"/> Modification			Appendix Term: 9/1/11 - 6/30/14				
3	If modification, Effective Date of Mod.				No. of Mod.							
4	FISCAL YEAR: 2012-13										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: San Francisco AIDS Foundation											
9												
10	APPENDIX NUMBER (Narrative/Budget)			A-1/B-1	A-1/B-1a	A-2/B-2	A-2/B-2a	A-2/B-2b				
11	APPENDIX TERM:			9/1/11-6/14/12	6/15/12-6/14/13	9/1/11-12/31/11	1/1/12-12/31/12	1/1/13-6/30/13	TOTALS			
12	<b>EXPENSES</b>											
13	SALARIES & EMPLOYEE BENEFITS			21,274	41,879	169,097	507,289	253,644	993,183			
14	OPERATING EXPENSE \$			2,892	3,576	94,810	284,433	142,218	527,929			
15	CAPITAL OUTLAY (COST \$5,000 AND OVER)			0	0	0	0	0	0			
16	SUBTOTAL DIRECT COSTS			24,166	45,455	263,907	791,722	395,862	1,521,112			
17	INDIRECT COST AMOUNT:			2,417	4,545	26,391	79,172	39,585	152,110			
18	INDIRECT RATE:			10.0%	10.0%	10.0%	10.0%	10.0%				
19	<b>TOTAL EXPENSES:</b>			<b>26,583</b>	<b>50,000</b>	<b>290,298</b>	<b>870,894</b>	<b>435,447</b>	<b>1,673,222</b>			
20												
21	<b>REVENUES</b>											
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35	<b>DPH PREVENTION SECTION (HPS) FUNDING SOURCES</b>											
36	CDC Grant (HIV Prevention Project)			26,583	50,000	290,298	479,451		846,332			
37	General Fund						391,443	435,447	826,890			
38	Other Funding Source (Identify by name)								0			
39	Children General Fund								0			
40	<b>TOTAL DPH PREVENTION SECTION FUNDING SOURCES</b>			<b>26,583</b>	<b>50,000</b>	<b>290,298</b>	<b>870,894</b>	<b>435,447</b>	<b>1,673,222</b>			
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52	<b>CHPP FUNDING SOURCES</b>											
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61	<b>TOTAL CHPP FUNDING SOURCES</b>											
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63	<b>MCAH FUNDING SOURCES</b>											
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80	<b>TOTAL MCAH FUNDING SOURCES</b>											
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89	<b>TOTAL OTHER/NON-DPH REVENUES</b>											
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91	<b>TOTAL REVENUES (DPH AND NON-DPH)</b>											
92	Prepared by/Phone # Larry Zapatka / 415-487-3055											

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	
1	Check one:							Appendix B Page 4				
2	<input type="checkbox"/> New		<input type="checkbox"/> Renewal		<input checked="" type="checkbox"/> Modification			Appendix Term: 9/1/11 - 6/30/14				
3	If modification, Effective Date of Mod.				No. of Mod. 2							
4	FISCAL YEAR: 2012-13										DPH1	
5	LEGAL ENTITY/ ORGANIZATION NAME: San Francisco AIDS Foundation											
6	LEGAL ENTITY CODE: (CBHS Only)											
7	CONTRACTOR/ PROVIDER NAME: San Francisco AIDS Foundation											
8	PROGRAM PROVIDER NAME: San Francisco AIDS Foundation											
9												
10	APPENDIX NUMBER (Meritrol/ Budget)		A-3/B-3	A-3/B-3a	A-4/B-4	A-4/B-4a	A-4/B-4b					
11	APPENDIX TERM:		9/1/11-6/30/12	7/1/12-6/30/13	9/1/11-12/31/11	1/1/12-12/31/12	1/1/13-6/30/13	TOTALS				
12	<b>EXPENSES</b>											
13	SALARIES & EMPLOYEE BENEFITS		207,512	249,014	72,707	218,123	184,319	1,904,858				
14	OPERATING EXPENSE		60,342	78,549	78,510	235,529	62,506	1,043,365				
15	CAPITAL OUTLAY (COST \$5,000 AND OVER)		0	0	0	0	0	0				
16	SUBTOTAL DIRECT COSTS		267,854	327,563	151,217	453,652	226,825	2,948,223				
17	INDIRECT COST AMOUNT:		26,785	32,757	16,123	45,365	22,683	294,823				
18	INDIRECT RATE:		10.0%	10.0%	10.0%	10.0%	10.0%					
19	<b>TOTAL EXPENSES:</b>		<b>294,639</b>	<b>360,320</b>	<b>166,340</b>	<b>499,017</b>	<b>249,508</b>	<b>3,243,046</b>				
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21	<b>REVENUES</b>											
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35	<b>HIV PREVENTION - NON-BHS FUNDING SOURCES</b>											
36	CDC Grant (HIV Prevention Project)				166,340	241,864	0	1,254,536				
37	General Fund		294,639	360,320		257,153	249,508	1,988,510				
38	Other Funding Source (Identify by name):							0				
39	Children General Fund							0				
40	<b>TOTAL HIV PREVENTION - NON-BHS FUNDING SOURCES</b>		<b>294,639</b>	<b>360,320</b>	<b>166,340</b>	<b>499,017</b>	<b>249,508</b>	<b>3,243,046</b>				
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52	<b>CHPP FUNDING SOURCES</b>											
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61	<b>TOTAL CHPP FUNDING SOURCES</b>											
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82	<b>TOTAL DEGR REVENUES</b>		<b>294,639</b>	<b>360,320</b>	<b>166,340</b>	<b>499,017</b>	<b>249,508</b>	<b>3,243,046</b>				
83	<b>TOTAL OTHER NON-DEGR REVENUES</b>							0				
84	<b>TOTAL REVENUES (DEGR AND NON-DEGR)</b>		<b>294,639</b>	<b>360,320</b>	<b>166,340</b>	<b>499,017</b>	<b>249,508</b>	<b>3,243,046</b>				
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92	Prepared by/Phone # Larry Zaparka / 415-487-3055											

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	
1	Check one:							Appendix B Page 5				
2	<input type="checkbox"/> New <input type="checkbox"/> Renewal <input checked="" type="checkbox"/> Modification							Appendix Term: 9/1/11 - 6/30/14				
3	If modification, Effective Date of Mod.:							No. of Mod. 2				
4	FISCAL YEAR: 2012-13										DPH1	
5	LEGAL ENTITY/ ORGANIZATION NAME: San Francisco AIDS Foundation							Appendix ID (Do not use 001)				
6	LEGAL ENTITY CODE: (CBHS Only)											
7	CONTRACTOR/ PROVIDER NAME: San Francisco AIDS Foundation											
8	PROGRAM/ PROVIDER NAME: San Francisco AIDS Foundation											
9												
10	APPENDIX NUMBER (Narrative Budget)				A-5/B-5	A-5/B-5a	A-6/B-6	A-6/B-6a	A/6/B-6b			
11	APPENDIX TERM:				9/1/11-6/30/12	7/1/12-6/30/13	9/1/11-6/30/12	9/1/11-6/30/12	9/1/11-6/30/12	TOTALS		
12	<b>EXPENSES:</b>											
13	SALARIES & EMPLOYEE BENEFITS				120,563	144,675	208,074	0	0	2,378,170		
14	OPERATING EXPENSE				338,335	378,769	\$ 622,182	68,665	60,407	2,511,723		
15	CAPITAL OUTLAY (COST \$5,000 AND OVER)				0	0	0	0	0	0		
16	SUBTOTAL DIRECT COSTS				458,898	523,444	830,256	68,665	60,407	4,889,893		
17	INDIRECT COST AMOUNT:				61,487	69,532	83,026	6,866	6,041	521,775		
18	INDIRECT RATE:				13.4%	13.3%	10.0%	10.0%	10.0%			
19	TOTAL EXPENSES:				520,385	592,976	913,282	75,531	66,448	5,411,668		
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21	<b>REVENUES:</b>											
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36	CDC Grant (HIV Prevention Project)											
37	General Fund				520,385	592,976	913,282			1,254,536		
38	Other Funding Source (Identify by name)									0		
39	Children General Fund							75,531	66,448	141,979		
40	TOTAL HIV PREVENTION SECTION FUNDING SOURCES				520,385	592,976	913,282	75,531	66,448	1,416,515		
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82	<b>TOTAL DPH REVENUES:</b>											
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89	<b>TOTAL OTHER NON-DPH REVENUE:</b>											
90												
91	<b>TOTAL REVENUES (DPH AND NON-DPH)</b>				520,385	592,976	913,282	75,531	66,448	5,411,668		
92	Prepared by/Phone #: Larry Zapata / 415-487-3055											

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	
1	Check one:						Appendix B Page 6					
2	<input type="checkbox"/> New <input type="checkbox"/> Renewal <input checked="" type="checkbox"/> Modification						Appendix Term: 9/1/11 - 6/30/14					
3	If modification, Effective Date of Mod.:						No. of Mod.:					
4	FISCAL YEAR: 2011-12										DPH1	
5	LEGAL ENTITY/ ORGANIZATION NAME: San Francisco AIDS Foundation						FUNDING SOURCE (USE ONLY):					
6	LEGAL ENTITY CODE: (CBHS Only):											
7	CONTRACTOR/ PROVIDER NAME: San Francisco AIDS Foundation											
8	PROGRAM PROVIDER NAME: San Francisco AIDS Foundation											
9												
10	APPENDIX NUMBER (Narrative/ Budget)						A-6/B-6c	A-6/B-6d	A-6/B-6e	A-6/B-6f	A-6/B-6g	
11	APPENDIX TERM:						9/1/11-6/30/12	7/1/12-6/30/13	7/1/12-6/30/13	7/1/12-6/30/13	7/1/12-6/30/13	TOTALS
12	EXPENSES:											
13	SALARIES & EMPLOYEE BENEFITS						0	249,690	0	0	0	2,627,860
14	OPERATING EXPENSE						5,912	695,024	83,972	73,874	7,230	3,377,735
15	CAPITAL OUTLAY (COST \$5,000 AND OVER)						0	0	0	0	0	0
16	SUBTOTAL DIRECT COSTS						5,912	944,714	83,972	73,874	7,230	6,005,595
17	INDIRECT COST AMOUNT:						591	94,471	8,396	7,388	722	633,341
18	INDIRECT RATE:						10.0%	10.0%	10.0%	10.0%	10.0%	10.0%
19	TOTAL EXPENSES:						6,503	1,039,185	92,368	81,260	7,952	6,638,936
20												
21	REVENUES:											
22												
23	HUMAN & URBAN HEALTH (HUH) FUNDING SOURCES:											
24	TOTAL HUMAN & URBAN HEALTH (HUH) FUNDING SOURCES:											
25												
26	HIV PREVENTION SECTION (HPS) FUNDING SOURCES:											
27	CDC Grant (HIV Prevention Project)											1,254,536
28	General Fund											1,039,185
29	Other Funding Source (Identify by name)											0
30	Children General Fund											6,503
31	TOTAL HIV PREVENTION SECTION FUNDING SOURCES:											1,261,039
32												
33	HIV PREVENTION SECTION (HPS) FUNDING SOURCES:											
34	TOTAL HIV PREVENTION SECTION FUNDING SOURCES:											
35												
36	HIV PREVENTION SECTION (HPS) FUNDING SOURCES:											
37	TOTAL HIV PREVENTION SECTION FUNDING SOURCES:											
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39	HIV PREVENTION SECTION (HPS) FUNDING SOURCES:											
40	TOTAL HIV PREVENTION SECTION FUNDING SOURCES:											
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87	HIV PREVENTION SECTION (HPS) FUNDING SOURCES:											
88	TOTAL HIV PREVENTION SECTION FUNDING SOURCES:											
89												
90	HIV PREVENTION SECTION (HPS) FUNDING SOURCES:											
91	TOTAL HIV PREVENTION SECTION FUNDING SOURCES:											
92	Prepared by/Phone # Larry Zaparka / 415-487-3055											

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	
1	Check one:						Appendix B Page 7					
2	<input type="checkbox"/> New		<input type="checkbox"/> Renewal		<input checked="" type="checkbox"/> Modification		Appendix Term: 9/1/11-6/30/14					
3	If modification, Effective Date of Mod.				No. of Mod.							
4	FISCAL YEAR: 2011-12									DPH1		
5	LEGAL ENTITY/ ORGANIZATION NAME: San Francisco AIDS Foundation						APPENDIX IS (DPH USE ONLY)					
6	LEGAL ENTITY CODE: (CBHS Only)											
7	CONTRACTOR/ PROVIDER NAME: San Francisco AIDS Foundation											
8	PROGRAM/ PROVIDER NAME: San Francisco AIDS Foundation											
9												
10	APPENDIX NUMBER (Narrative/ Budget)				A-1/B-1b	A-2/B-2c	A-3/B-3b	A-4/B-4c	A-5/B-5b			
11	APPENDIX TERM:				7/1/13-6/30/14	7/1/13-6/30/14	7/1/13-6/30/14	7/1/13-6/30/14	7/1/13-6/30/14	TOTALS		
12	EXPENSES											
13	SALARIES & EMPLOYEE BENEFITS				13,205	556,285	277,534	381,887	178,889	4,035,660		
14	OPERATING EXPENSE				1,795	290,494	55,237	107,380	386,024	4,218,665		
15	CAPITAL OUTLAY (COST \$5,000 AND OVER)				0	0	0	0	0	0		
16	SUBTOTAL DIRECT COSTS				15,000	846,779	332,771	489,267	564,913	8,254,325		
17	INDIRECT COST AMOUNT:				1,500	84,678	33,277	48,925	73,936	875,657		
18	INDIRECT RATE :				10.0%	10.0%	10.0%	10.0%	13.1%	10.0%		
19	TOTAL EXPENSES:				16,500	931,457	366,048	538,192	638,849	9,129,982		
20												
21	REVENUES											
22												
23	TOTAL REVENUES (DPH AND NON-DPH)											
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25	TOTAL OTHER NON-DPH REVENUE											
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27	TOTAL DPH REVENUES											
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29	TOTAL OTHER NON-DPH REVENUE											
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31	TOTAL REVENUES (DPH AND NON-DPH)											
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92	Prepared by/Phone # Larry Zaparka / 415-487-3055.											

	A	B	C	D	E	F	G	H	I
1	Contractor Name: San Francisco AIDS Foundation						Appendix B-1b		Page 1
2	Contract Term: 9/1/11-6/30/14						Appendix Term: 6/15/13-06/14/14		
3	Funding Source: CDC								

**SFDPH AIDS OFFICE CONTRACT  
UOS COST ALLOCATION BY SERVICE MODE**

SERVICE MODES										
Personnel Expenses	FTE	Testing		Salaries	% FTE	Salaries	% FTE	Salaries	% FTE	Contract Totals
		Salaries	% FTE							
10	Magnet Director	0.10	3,043	100%						3,043
12	HIV CTL Services Manager	0.40	7,693	100%						7,693
21	<b>Total FTE &amp; Total Salaries</b>	<b>0.50</b>	<b>10,736</b>	<b>100%</b>						<b>10,736</b>
22	Fringe Benefits	23%	2,469	100%						2,469
23	<b>Total Personnel Expenses</b>		<b>13,205</b>	<b>100%</b>						<b>13,205</b>
Operating Expenses										
		Expenditure	%	Expenditure	%					Contract Total
26	Total Occupancy	1,605	100%							1,605
27	Total Materials and Supplies	70	100%							70
28	Total General Operating	120	100%							120
29	Total Staff Travel									
30	Consultants/Subcontractor:									
31										
32	Other:									
33										
34										
35										
36										
37										
38										
39										
40	<b>Total Operating Expenses</b>	<b>\$ 1,795</b>	<b>100%</b>							<b>\$ 1,795</b>
42	<b>Total Direct Expenses</b>			<b>15,000</b>	<b>100%</b>					<b>15,000</b>
43	Indirect Expenses	10%	1,500	100%						1,500
44	<b>TOTAL EXPENSES</b>		<b>\$ 16,500</b>	<b>100%</b>						<b>\$16,500</b>
46	Number of Units of Service (UOS) per Service Mode		4							4
47	Cost Per Unit of Service by Service Mode		\$4,125.00							
48	Number of Unduplicated Clients (UDC) per Service Mode									
50	DPH #1A(1)									Rev. 05/2010

**BUDGET JUSTIFICATION**  
**Community-Based HIV Testing**

**Salaries and Benefits**

Magnet Director

Responsible for staff recruitment and supervision. Oversees day-to-day management of facility. Coordinates training and insures contract compliance. Serves as spokesperson as well as primary liaison to SFDPH.

*Minimum Qualifications:* Bachelor's degree with five years HIV and STD experience.

.10 FTE x \$91,300 = \$9,130 per year/ 12 months = \$760.84/mo. x 4.0 months = \$ 3,043

HIV CTL Services Manager

Manages clinic staff and oversees phlebotomy services for confirmatory HIV antibody testing and RNA testing at multiple sites. Supervises specimen collection for transport to SFDPH laboratory. Oversees quality assurance efforts.

*Minimum Qualifications:* Bachelor's Degree, certified HIV test counselor and State certified phlebotomist. At least two years demonstrated experience managing clinic operations and working with populations at risk for HIV/STD infection.

.40 FTE x \$ 57,700 = \$23,080 per year/ 12 mo. = \$1,923.34/mo x 4.0 months = \$ 7,693

**Total Salaries** \$ 10,736

Total Benefits 23% of \$ 10,736 total salaries = \$ 2,469

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

**TOTAL SALARIES & BENEFITS** \$ 13,205

**Operating Expenses**

Occupancy

Rent

SFAF is requesting reimbursement for rent expense at various locations throughout San Francisco, including the Magnet program location in the Castro district and SFAF's main offices at 1035 Market St. Other locations to be determined. Monthly estimate is based on SFAF's current rate of \$700 per FTE per month x 10.55 FTEs.

\$710 per month x .50 FTE x 4.0 months = \$ 1,420

Utilities:

Telephone expense based on SFAF's experience rate of \$73.57 per FTE per

\$73.57 per month x .50 FTE x 4.0 months = \$ 147

Maintenance

Building maintenance & repair

\$18.95 per month x .50 FTE x 4.0 months = \$ 38

Total Occupancy \$ 1,605

**Materials and Supplies:**

**Office Supplies/Postage:**

Office supplies/postage expense based on SFAF's experience rate of \$35.00 per FTE per month.

$\$35 \text{ per month} \times .50 \text{ FTE} \times 4.0 \text{ months} = \$ 70$

**Total Materials and Supplies:** \$ 70

**General Operating:**

**Insurance:**

Occupancy insurance expense based on SFAF's experience rate of \$60.00 per

$\$60.00 \text{ per month} \times .50 \text{ FTE} \times 4.0 \text{ months} = \$ 120$

**Total General Operating:** \$ 120

**Staff Travel Local & Out of Town:**

**Total Staff Travel:** \$ -

**Consultants/Subcontractors:**

**Total Consultants/Subcontractors:** \$ -

**Other:**

**Total Other:** \$ -

**TOTAL OPERATING EXPENSES** \$ 1,795

**Capital Expenditures:**

**Total Capital Expenditures:** \$ -

**TOTAL DIRECT COSTS** \$ 15,000

**INDIRECT COSTS**

Indirect expenses for the San Francisco AIDS Foundation are approximately 17%

$10\% \text{ of Total Expense } \$15,000 = \$ 1,500$

**TOTAL INDIRECT COSTS** \$ 1,500

**APPENDIX TOTAL** \$ 16,500



**SFDPH AIDS OFFICE CONTRACT  
UOS COST ALLOCATION BY SERVICE MODE**

9	Personnel Expenses	SERVICE MODES						Contract Totals	
		Testing		Mobile Testing		Salaries	% FTE		
10	Position Titles	FTE	Salaries	% FTE	Salaries	% FTE	Salaries	% FTE	Contract Totals
11	Magnet Director	0.10	7,604	83%	1,526	17%			9,130
12	Director of Government Contracts	0.05	4,500	100%					4,500
13	Evaluation Associate	0.10	5,800	100%					5,800
14	HIV CTL Services Manager	0.60	34,620	100%					34,620
15	HIV Coordinator	0.80	36,266	84%	6,934	16%			43,200
16	Receptionist	1.80	73,213	100%					73,213
17	Phlebotomist	3.75	161,925	100%					161,925
18	Data Manager	0.80	40,000	100%					40,000
19	HIV Counselor	0.40	18,970	100%					18,970
20	Volunteer Coordinator	0.80	37,920	100%					37,920
21	Network Coordinator	0.30			6,750	100%			6,750
22	Testing Counselor	0.40			9,000	100%			9,000
23	<b>Total FTE &amp; Total Salaries</b>	<b>9.90</b>	<b>420,818</b>	<b>95%</b>	<b>24,210</b>	<b>5%</b>			<b>445,028</b>
24	Fringe Benefits	25%	105,205	95%	6,052	5%			111,257
25	Total Personnel Expenses		526,023	95%	30,262	5%			556,285
26									
27	Operating Expenses	Expenditure	%	Expenditure	%				Contract Total
28	Total Occupancy	93,087	100%						93,087
29	Total Materials and Supplies	44,542	96%	1,828	4%				46,370
30	Total General Operating	19,632	100%						19,632
31	Total Staff Travel	5,040	72%	2,000	28%				7,040
32	Consultants/Subcontractor:	124,365	100%						124,365
33									
34	Other:								
35									
36									
37									
38									
39									
40									
41									
42	<b>Total Operating Expenses</b>	<b>\$ 286,666</b>	<b>99%</b>	<b>\$ 3,828</b>	<b>1%</b>				<b>\$ 290,494</b>
43									
44	Total Direct Expenses								
44	Total Direct Expenses		812,689	96%	34,090	4%			846,779
45	Indirect Expenses	10%	81,269	96%	3,409	4%			84,678
46	<b>TOTAL EXPENSES</b>		<b>\$ 893,958</b>	<b>96%</b>	<b>\$ 37,499</b>	<b>4%</b>			<b>\$931,457</b>
47									
48	Number of Units of Service (UOS) per Service Mode								
48	Number of Units of Service (UOS) per Service Mode		9,700		480				10,180
49	Cost Per Unit of Service by Service Mode								
49	Cost Per Unit of Service by Service Mode		\$92.16		\$78.12				
50	Number of Contacts (NOC) per Service Mode								
50	Number of Contacts (NOC) per Service Mode		9,700		480				

## BUDGET JUSTIFICATION Community-Based HIV Testing

### Salaries and Benefits

#### Magnet Director

Responsible for staff recruitment and supervision. Oversees day-to-day management of facility. Coordinates training and insures contract compliance. Serves as spokesperson as well as primary liaison to SFDPH.

*Minimum Qualifications:* Bachelor's degree with five years HIV and STD experience.

Annual Salary \$ 91,300 x 0.10 FTE = \$ 9,130

#### Director of Government Contracts

Responsible for all data management and contract related activities. Maintains operational and statistical reporting mechanisms in accordance with contract and departmental requirements, produces routine and ad hoc reporting as needed, and ensures the integrity of the service database by overseeing database quality assurance activities.

*Minimum Qualifications:* Bachelor's degree and at least two years demonstrated experience in health services program planning, design, and evaluation; grant development and writing; government contracts management and negotiations.

Annual Salary \$ 90,000 x 0.05 FTE = \$ 4,500

#### Evaluation Associate

Responsible for data collection, quality assurance, reporting and summaries to ensure foundation programs are rigorously evaluated for process and health outcomes and public health impact. Responsible for review, abstraction from client records and database entry of all data collected from clients as well as data analysis to meet programmatic requirements

*Minimum Qualifications:* Bachelor's degree and 2 years experience managing and ensuring quality for large client data sets or 5 years equivalent experience.

Annual Salary \$ 58,000 x 0.10 FTE = \$ 5,800

#### HIV CTL Services Manager

Manages clinic staff and oversees phlebotomy services for confirmatory HIV antibody testing and RNA testing at multiple sites. Supervises specimen collection for transport to SFDPH laboratory. Oversees quality assurance efforts.

*Minimum Qualifications:* Bachelor's Degree, certified HIV test counselor and State certified phlebotomist. At least two years demonstrated experience managing clinic operations and working with populations at risk for HIV/STD infection.

Annual Salary \$ 57,700 x 0.60 FTE = \$ 34,620

HIV Coordinator

Coordinates and provides phlebotomy services for confirmatory HIV antibody testing and RNA testing at multiple sites. Prepares specimen collection for transport to SFDPH laboratory. Assists with quality assurance activities.

*Minimum Qualifications:* Bachelor's Degree, certified HIV test counselor and State certified phlebotomist. At least one year demonstrated experience in a multi-site clinic environment and working with populations at risk for HIV/STD infection.

Annual Salary \$ 54,000 x 0.80 FTE = \$ 43,200

Receptionist

Greets clients and provides an overview of services. Conducts data entry.

*Minimum Qualifications:* High school diploma or equivalency and one year of customer

Annual Salary \$ 40,674 x 1.80 FTE = \$ 73,213

Phlebotomist

Performs phlebotomy services for confirmatory HIV antibody testing and RNA testing. Prepares specimen collection for transport to SFDPH laboratory.

*Minimum Qualifications:* State certified phlebotomist.

Annual Salary \$ 43,180 x 3.75 FTE = \$ 161,925

Data Manager

Manages data collection activities at all sites. Ensures the completeness, accuracy and timely entry of data into database systems. Assists with database quality assurance activities.

*Minimum Qualifications:* Bachelor's degree and at least two years demonstrated experience in database management.

Annual Salary \$ 50,000 x 0.80 FTE = \$ 40,000

HIV Counselor

Provides individual and/or group counseling to clients on issues related to HIV/STD testing, prevention and treatment.

*Minimum Qualifications:* Bachelor's Degree and certified HIV test counselor with at least two years of experience counseling populations at risk for HIV/STD infection.

Annual Salary \$ 47,424 x 0.40 FTE = \$ 18,970

Volunteer Coordinator

Responsible for recruiting, training, and supervising volunteers.

*Minimum Qualifications:* High school diploma or equivalency and one year of experience working with volunteers.

Annual Salary \$ 47,400 x 0.80 FTE = \$ 37,920

Network Coordinator

*Network Coordinator*: Supports all components of RV and venue-based HIV testing. Provides administrative and logistical support for testing including driving and parking RV, working with SFDPT to secure parking permits are in place and enforced, and insures the RV is properly stocked with clinic supplies, fuel, etc. Recruits clients to test during mobile shifts. Conducts data entry

*Minimum qualifications*: Bachelor's degree and 2 years experience in a public health organization or equivalent years

Annual Salary \$ 45,000/12 mo = \$3,750.00/mo x 0.30 FTE x 6 mo = \$ 6,750

Testing Counselor:

Provides informed consent, HIV/RNA counseling and test disclosure information to clients being tested. Performs specimen collection (finger sticks) for HIV antibody rapid test. Processes, develops, and interprets HIV antibody testing kits (OraQuick and StatPak) and document results. Assists in data entry. State of California HIV Test Counselor Certification is required.

*Minimum qualifications*: State of California Test counselor certification is required.

Annual Salary \$ 45,000/12 mo = \$3,750.00/mo x 0.40 FTE x 6 mo = \$ 9,000

Total Salaries \$ 445,028

Total Benefits 25% of \$445,028 total salaries = \$ 111,257

Federal Taxes, Retirement Plan.

**TOTAL SALARIES & BENEFITS \$ 556,285**

Operating Expenses

Occupancy:

Rent:

SFAF is requesting reimbursement for rent expense at various locations

\$710 per month x 9.90 FTE x 12 mo = \$ 84,348

Utilities:

Telephone expense based on SFAF's experience rate of \$73.57 per FTE per

\$73.56 per month x 9.90 FTE x 12 months = \$ 8,739

**Total Occupancy \$ 93,087**

Materials and Supplies:

Office Supplies/Postage:

Office supplies/postage expense based on SFAF's experience rate of \$35.00 per

\$35 per month x 9.90 FTE x 12 months = \$ 4,158

Program/Medical Supplies:

Program materials needed to carry out day to day operations. Materials include but not limited to condoms & lube \$16,212; medical supplies such as syringes, needles, gloves \$15,000, etc; medical record charts and labels \$3,000; biowaste disposal \$8,000

\$ 42,212

**Total Materials and Supplies \$ 46,370**

General Operating:

Insurance:

Occupancy insurance expense based on SFAF's experience rate of \$60.00 per FTE per month.

\$60 per month x 9.90 FTE x 12 months = \$ 7,128

Outside Storage:

Storage expense based on SFAF's experience rate of \$4.25 per FTE per month.

\$4.25 per month x 9.90 FTE x 12 months = \$ 505

Rental/Maintenance of Equipment:

Equipment rental expense based on SFAF's experience rate of \$59.00 per FTE per month. Equipment maintenance expense based on SFAF's experience rate of \$42.00 per FTE per month.

Rental - \$59 per month x 9.90 FTE x 12 months = \$ 7,009  
 Maintenance - \$42 per month x 9.90 FTE x 12 months = \$ 4,990

Total General Operating \$ 19,632

Staff Travel Local & Out of Town:

7 monthly Clipper Cards for staff to travel to multiple testing locations.

7 monthly passes x \$60 per pass x 12 months = \$ 5,040

R.V Expense to include fuel 7 maintenance

\$333.34/mo x 6 mo \$ 2,000

Total Staff Travel \$ 7,040

Consultants/Subcontractors:

St. James Infirmary

Provide venue-based testing and counseling services for marginalized MSM, IDUs

Harm Reduction Counseling Coordinator: Coordinates all Harm Reduction & Peer Counseling/HIV Counseling and Testing activities; coordinates quality assurance activities. *Minimum Qualifications:* Experience coordinating Harm Reduction services and supervising staff.

0.5 FTE x \$31,400 per year = \$ 15,700

Phlebotomist: Certified for specimen collection

.25 FTE x \$47,840 per year = \$ 11,960

**Total Salaries \$ 27,660**

Benefits: Social Security, Worker's Compensation, Health Benefits, Unemployment, State and Federal Taxes, Retirement Plan.

20% of \$ 27,660 total salaries x = \$ 5,532

**Total Salaries & Benefits \$ 33,192**

Payroll & Accounting Services: Agency expense budgeted at \$30,000 per year. Requesting 8% of annual cost.

approx. 7.78% of annual \$30,000 cost = \$ 2,333

Program/Medical Supplies:

Condoms, lubricant, T-shirts, hats and other like items to be distributed to clients to promote awareness.

\$ 4,545

**St. James Infirmary Total \$ 40,070**

Glide

HIV Services Program Manager: Oversees all HIV Prevention Programs and activities under the direct supervision of the Glide Health Services Medical Director. Coordinates quality assurance activities, oversees all evaluation activities, prepares monthly invoices, annual agency reports, and maintains communications with all collaborative partners. *Minimum Qualifications:* Master's degree in Social Work, Public Health, or other related fields, or equivalent work experience.

0.37FTE x \$60,989 per year = \$ 22,566

Administrative Assistant: Responsible for assisting with all administrative tasks, including: answering phones during business hours, checking phone messages and calling back individuals who request general information (Glide hours, services, location). Works with the Program Manager and Coordinators/ counselor/outreach workers to create monthly schedules for all HIV Prevention activities and assists with ordering and maintaining all program supplies. *Minimum Qualifications:* Experience in or knowledge of HIV Prevention. Experience working with people of different ethnic backgrounds, sexual identity and orientations, and people living with HIV/AIDS; Good written, verbal and organizational skills and data entry experience.

0.037 FTE x \$31,973 per year = \$ 1,183

Outreach Counselors: Coordinates monthly outreach schedules, provides on-call/back-up coverage for outreach workers during weekly shifts, organizes and maintains information and data related to target population venues, outreach contacts, and community resource listings and materials. Provide assistance with evaluation activities and provides programmatic support during monitoring periods. *Minimum Qualifications:* Experience coordinating outreach services and supervising staff; Experience with HIV/STI prevention education including safer sex education; Experience working with people of different ethnic backgrounds, sexual identity and orientations, and people

n/c \$ -

**Total Salaries \$ 23,749**

Benefits: Social Security, Worker's Compensation, Health Benefits, Unemployment, State and Federal Taxes, Retirement Plan.

approx 27.16% of \$ 23,749 total salaries = \$ 6,450

**Total Salaries & Benefits \$ 30,199**

Supplies: Programatic and administrative supplies. \$ 2,012

Staff Training/Travel: Trainings for staff to keep current on related issues \$ 1,592

Rent: Prorated rent for program staff \$ 1,722

Program Materials: Condoms for outreach \$ 4,545.00

**Glide Total \$ 40,070**

YTH (formally ISIS)

YTHS will develop and maintain an electronic system that will remind Magnet

Deputy Director: Provides overall leadership and direction and is responsible for project deliverables. *Minimum Qualifications:* Masters in health services.

0.06 FTE x \$104,500 per year = \$ 6,270

Program Manager: Responsible for day to day activities including reporting, managing consultants and text message development. *Minimum Qualifications:* Masters in health services.

0.10 FTE x \$95,000 per year = \$ 9,500

Program Assistant: Responsible for all administrative activities, loading text messages and tech problem solving. *Minimum Qualifications:* High school diploma or equivalency.

0.22 FTE x \$50,000 per year = \$ 11,000  
**Total Salaries \$ 26,770**

Benefits: Social Security, Worker's Compensation, Health Benefits, Unemployment, State and Federal Taxes, Retirement Plan.

approx 28.525% of \$ 26,770 total salaries = \$ 7,636  
**Total Salaries & Benefits \$ 34,406**

Professional Services: For developing text message platform and maintenance.

40 hrs/yr @ 95.475 = \$ 3,819

Short code networking, for shared shortcode, keyword and campaign pushes

\$500/mo x 12 mo. \$ 6,000  
**YTH (formally ISIS) Total \$ 44,225**

**Total Consultants/Subcontractors \$ 124,365**

**Other \$ -**

**Total Other \$ -**

**TOTAL OPERATING EXPENSES \$ 290,494**

**CAPITAL EXPENDITURES \$ -**

**Total Capital Expenditures \$ -**

**TOTAL DIRECT COSTS \$ 846,779**

**INDIRECT COSTS**

Indirect expenses for the San Francisco AIDS Foundation are approximately 17% of operating costs. SFAF requests reimbursement at 10% of the total direct costs in this proposal to cover operating expenses incurred by the Foundation, including finance and administrative staff, building maintenance, equipment rental & maintenance and information technology services.

\$846,779 x 10% =

**TOTAL INDIRECT COSTS \$ 84,678**

**APPENDIX TOTAL \$ 931,457**

	A	B	C	D	E	F	G	H	I
1	Contractor Name: <b>San Francisco AIDS Foundation</b>						Appendix B-3b		Page 1
2	Contract Term: <b>9/1/11-6/30/14</b>						Appendix Term: <b>7/1/13-6/30/14</b>		
3	Funding Source: <b>General Fund</b>								
4									
5	<b>SFDPH AIDS OFFICE CONTRACT</b>								
6	<b>UOS COST ALLOCATION BY SERVICE MODE</b>								
7									
8									
9	<b>Personnel Expenses</b>		<b>SERVICE MODES</b>						
10	<b>Position Titles</b>	<b>FTE</b>	<b>Recruitment &amp; Linkages</b>		<b>Events</b>		<b>Groups</b>		<b>Page Total</b>
11	Vice-President of Program & Services	0.05	Salaries	% FTE	Salaries	% FTE	Salaries	% FTE	4,400
12	Director of Government Contracts	0.05	1,600	20%	1,680	21%	1,120	14%	2,835
13	Evaluation Associate	0.10	990	25%	810	20%	1,035	26%	2,958
14	Stonewall Director	0.20	928	12%	696	9%	1,334	17%	7,176
15	Director of Clinical Operations	0.20	2,024	12%	2,024	12%	3,128	18%	5,160
16	Health Educator	0.15	1,080	10%	1,080	10%	3,000	29%	28,570
17	Project Assistant	0.80	11,981	31%	11,981	31%	4,608	12%	16,694
18	Speed Project Coordinator	0.70	5,342	20%	5,342	20%	6,010	23%	30,528
19	Counselor w/II	0.90	12,879	30%	12,879	30%	4,770	11%	31,851
20		0.80	10,617	26%	6,001	14%	15,233	37%	
21									
22	<b>Total FTE &amp; Total Salaries</b>	<b>3.75</b>	<b>47,441</b>	<b>21%</b>	<b>42,493</b>	<b>19%</b>	<b>40,238</b>	<b>18%</b>	<b>130,172</b>
23	Fringe Benefits	25%	11,860	21%	10,623	19%	10,060	18%	32,543
24	<b>Total Personnel Expenses</b>		<b>59,301</b>	<b>21%</b>	<b>53,116</b>	<b>19%</b>	<b>50,298</b>	<b>18%</b>	<b>162,715</b>
25									
26	<b>Operating Expenses</b>		<b>Expenditure</b>	<b>%</b>	<b>Expenditure</b>	<b>%</b>			<b>Page Total</b>
27	Total Occupancy		8,570	22%	7,401	19%	7,012	18%	22,983
28	Total Materials and Supplies		1,294	22%	1,117	19%	1,058	18%	3,469
29	Total General Operating		1,430	22%	1,235	19%	1,170	18%	3,835
30	Total Staff Travel								
31	Consultants/Subcontractor:		550	22%	475	19%	450	18%	1,475
32									
33	Other:		308	22%	266	19%	252	18%	826
34									
35									
36									
37									
38									
39									
40									
41	<b>Total Operating Expenses</b>		<b>\$ 12,152</b>	<b>15%</b>	<b>\$ 10,494</b>	<b>13%</b>	<b>9,942</b>	<b>13%</b>	<b>\$ 32,588</b>
42									
43	<b>Total Direct Expenses</b>		<b>71,453</b>	<b>22%</b>	<b>63,610</b>	<b>19%</b>	<b>60,240</b>	<b>18%</b>	<b>195,303</b>
44	Indirect Expenses		10%	7,145	22%	6,361	19%	6,024	18%
45	<b>TOTAL EXPENSES</b>		<b>\$ 78,598</b>	<b>22%</b>	<b>\$ 69,971</b>	<b>19%</b>	<b>66,264</b>	<b>18%</b>	<b>\$214,833</b>
46									
47	Number of Units of Service (UOS) per Service Mode		720		34		414		1,168
48	Cost Per Unit of Service by Service Mode		\$109.16		2057.97		160.06		
49	Number of Contacts (NOC) per Service Mode		2,880		1,496		1,380		
50									
51	DPH #1A(1)								Rev. 05/2010



	A	B	C	D	E	F	G	H	I
1	Contractor Name: San Francisco AIDS Foundation						Appendix B-3b		Page 2
2	Contract Term: 9/1/11-6/30/14						Appendix Term: 7/1/13-6/30/14		
3	Funding Source: General Fund								
4									
5	<b>SFDPH AIDS OFFICE CONTRACT</b>								
6	<b>UOS COST ALLOCATION BY SERVICE MODE</b>								
7									
8	<b>SERVICE MODES</b>								
9	Personnel Expenses		IRRC		PCM		Social Marketing		
10	Position Titles	FTE	Salaries	% FTE	Salaries	% FTE	Salaries	% FTE	Page Total
11	Vice-President of Program & Services	0.05	720	9%	960	12%	1,520	19%	7,600
12	Director of Government Contracts	0.05	405	10%	540	14%	495	12%	4,275
13	Evaluation Associate	0.10	522	7%	696	9%	1,334	17%	5,510
14	Stonewall Director	0.20	2,944	17%	3,680	21%	2,576	15%	16,376
15	Director of Clinical Operations	0.15	2,160	21%	2,400	23%	1,680	16%	11,400
16	Health Educator	0.80	2,765	7%	0	0%	11,520	30%	42,855
17	Project Assistant	0.70	3,005	11%	4,006	15%	8,013	30%	31,718
18	Speed Project Coordinator	0.90	2,862	7%	0	0%	11,448	27%	44,838
19	Counselor /II	0.80	2,770	7%	8,770	21%	923	2%	44,314
20									0
21									0
22	<b>Total FTE &amp; Total Salaries</b>	<b>3.75</b>	<b>18,153</b>	<b>8%</b>	<b>21,052</b>	<b>9%</b>	<b>39,509</b>	<b>18%</b>	<b>208,886</b>
23	Fringe Benefits	25%	4,538	8%	5,263	9%	9,877	18%	52,221
24	<b>Total Personnel Expenses</b>		<b>22,691</b>	<b>8%</b>	<b>26,315</b>	<b>9%</b>	<b>49,386</b>	<b>18%</b>	<b>261,107</b>
25									
26	Operating Expenses		Expenditure	%	Expenditure	%			Page Total
27	Total Occupancy		3,117	8%	3,507	9%	7,012	18%	36,619
28	Total Materials and Supplies		470	8%	529	9%	1,059	18%	5,527
29	Total General Operating		520	8%	585	9%	1,170	18%	6,110
30	Total Staff Travel								
31	Consultants/Subcontractor:		200	8%	225	9%	450	18%	2,350
32									0
33	Other:		112	8%	126	9%	252	18%	1,316
34									
35									
36									
37									
38									
39									
40									
41	<b>Total Operating Expenses</b>		<b>\$ 4,419</b>	<b>6%</b>	<b>\$ 4,972</b>	<b>6%</b>	<b>9,943</b>	<b>13%</b>	<b>\$ 51,922</b>
42									
43	Total Direct Expenses		27,110	8%	31,287	10%	59,329	18%	313,029
44	Indirect Expenses	10%	2,711	8%	3,129	10%	5,933	18%	31,303
45	<b>TOTAL EXPENSES</b>		<b>\$ 29,821</b>	<b>8%</b>	<b>\$ 34,416</b>	<b>10%</b>	<b>65,262</b>	<b>18%</b>	<b>\$344,332</b>
46									
47	Number of Units of Service (UOS) per Service Mode		240		359		12		611
48	Cost Per Unit of Service by Service Mode		\$124.25		95.87		5438.50		
49	Number of Contacts (NOC) per Service Mode		255		374				
50									
51	DPH #1A(1)								Rev. 05/2010

9	Personnel Expenses	SERVICE MODES						Contract Totals
		Condom distribution		Training		Salaries	% FTE	
		Salaries	% FTE	Salaries	% FTE			
10	Position Titles	FTE						
11	Vice-President of Program & Services	0.05	240	3%	160	2%		8,000
12	Director of Government Contracts	0.05	135	3%	90	2%		4,500
13	Evaluation Associate	0.10	174	3%	116	2%		5,800
14	Stonewall Director	0.20	1,104	6%	920	5%		18,400
15	Director of Clinical Operations	0.15	360	3%	240	2%		12,000
16	Health Educator	0.80	2,304	5%	921	2%		46,080
17	Project Assistant	0.70	1,002	3%	657	2%		33,387
18	Speed Project Coordinator	0.90	1,908	4%	954	2%		47,700
19	Counselor I/II	0.80	923	2%	923	2%		46,160
20								
21								
22	<b>Total FTE &amp; Total Salaries</b>	<b>3.75</b>	<b>8,150</b>	<b>4%</b>	<b>4,991</b>	<b>2%</b>		<b>222,027</b>
23	Fringe Benefits	25%	2,038	4%	1,248	2%		55,507
24	<b>Total Personnel Expenses</b>		<b>10,188</b>	<b>4%</b>	<b>6,239</b>	<b>2%</b>		<b>277,534</b>
25								
26	Operating Expenses		Expenditure	%	Expenditure	%		Contract Total
27	Total Occupancy		1,559	4%	779	2%		38,957
28	Total Materials and Supplies		236	4%	118	2%		5,881
29	Total General Operating		260	4%	129	2%		6,499
30	Total Staff Travel							
31	Consultants/Subcontractor		100	4%	50	2%		2,500
32								
33	Other:		56	4%	28	2%		1,400
34								
35								
36								
37								
38								
39								
40								
41	<b>Total Operating Expenses</b>		<b>\$ 2,211</b>	<b>4%</b>	<b>\$ 1,104</b>	<b>2%</b>		<b>\$ 55,237</b>
42								
43	Total Direct Expenses		12,399	4%	7,343	2%		332,771
44	Indirect Expenses 10%		1,240	4%	734	2%		33,277
45	<b>TOTAL EXPENSES</b>		<b>\$ 13,639</b>	<b>4%</b>	<b>\$ 8,077</b>	<b>2%</b>		<b>\$366,048</b>
46								
47	Number of Units of Service (UOS) per Service Mode		12		24			1,815
48	Cost Per Unit of Service by Service Mode		\$1,136.58		336.54			
49	Number of Contacts (NOC) per Service Mode				120			
50								
51	DPH #1A(1)							Rev. 05/2010

## BUDGET JUSTIFICATION Stonewall Project

### Salaries and Benefits

#### Vice-President of Program & Services

Responsible for ensuring the implementation, management and evaluation of the program structure and provision of professional oversight to create a service delivery continuum that is responsive to the current health and well-being needs, including HIV needs of gay & bisexual men.

*Minimum Qualifications:* Master's degree in psychology, social services, business or related disciplines. Requirements also include three years' experience in supervisory capacity, especially in HIV prevention and demonstrated program management and program development experience.

Annual Salary \$ 160,000 x 0.05 FTE = \$ 8,000

#### Director of Government Contracts

Responsible for all data management and contract related activities. Maintains operational and statistical reporting mechanisms in accordance with contract and departmental requirements, produces routine and ad hoc reporting as needed, and ensures the integrity of the service database by overseeing database quality assurance activities.

*Minimum Qualifications:* Bachelor's degree and at least two years demonstrated experience in health services program planning, design, and evaluation; grant development and writing; government contracts management and negotiations.

Annual Salary \$ 90,000 x 0.05 FTE = \$ 4,500

#### Evaluation Associate

Responsible for coordinating data collection, quality assurance, reporting and summaries to ensure foundation programs are rigorously evaluated for process and health outcomes and public health impact. Responsible for review, abstraction from client records and database entry of all data collected from clients as well as data analysis to meet programmatic and contract requirements.

*Minimum Qualifications:* Bachelor's degree and 2 years experience managing and ensuring quality for large client data sets or 5 years equivalent experience required.

Annual Salary \$ 58,000 x 0.10 FTE = \$ 5,800

#### Stonewall Director

Responsible for oversight of all operations including documentation of all services, administrative supervision of staff, analyzing data and writing reports. Provides HIV prevention and care services to a caseload of Stonewall clients.

*Minimum Qualifications:* Master's degree and at least five years experience in managing at social services programs.

Annual Salary \$ 92,000 x 0.20 FTE = \$ 18,400

#### Director of Clinical Operations

Dir. Of Clinical Operations assists with daily operations, provides HIV prevention and care services to a caseload of Stonewall clients.

*Minimum Qualifications:* Masters Degree and three years experience in managing at social services programs.

Annual Salary \$ 80,000 x 0.15 FTE = \$ 12,000

Health Educator

Responsible for coordinating web site, MSW, IRRC, Health Ed, Referral & linkages, training, scheduling and management of the Peer Educators, overseeing and reviewing log sheets, field notes, and performs field observations.

*Minimum Qualifications:* High school diploma or equivalency and at least 5 years experience in HIV prevention and education.

Annual Salary \$ 57,600 x 0.80 FTE = \$ 46,080

Project Assistant

Provides administrative support to the program. And will assist in data collecting and data entry.

*Minimum Qualifications:* High school diploma or equivalency and two years experience in office clerical work and computer skills.

Annual Salary \$ 47,695 x 0.70 FTE = \$ 33,387

Speed Project Coordinator

Responsible for the Speed Project field implementation. Will recruit peer advocates from the speed using community and those in recovery from speed use. Responsible for supervision and performance of Peer Advocates, ensuring that they are receiving all necessary logistical support. The Speed Project Outreach Coordinator will help develop and implement the initial training for the peer advocates as well as ongoing training activities.

*Minimum Qualifications:* Experience in health/human services and or related disciplines. Also requires experience coordinating outreach activities among communities of color and MSM populations, experience providing HIV/AIDS services and knowledge of substance use and harm reduction services.

Annual Salary \$ 53,000 x 0.90 FTE = \$ 47,700

Counselor III

Responsible for intake assessments, individual and group counseling, referrals to psychiatrist, documentation of all counseling.

*Minimum Qualifications:* Master's degree or at least five years experience in substance use, mental health, or HIV counseling.

Annual Salary \$ 57,700 x 0.80 FTE = \$ 46,160

**Total Salaries**

**\$ 222,027**

**Total Benefits**

25% of \$ 222,027 total salaries = **\$ 55,507**

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

**BENEFITS**

**\$ 277,534**

Operating Expenses

Occupancy:

Rent:

Rent expense based on SFAF's experience rate of \$792.13 per FTE per month.

\$792.13 per month x 3.75 FTE x 12 months = \$ 35,646

Utilities:

Telephone expense based on SFAF's experience rate of \$73.57 per FTE per month.  
 $\$73.57 \text{ per month} \times 3.75 \text{ FTE} \times 12 \text{ months} = \$ 3,311$

**Total Occupancy** \$ 38,957

**Materials and Supplies**

Office Supplies/Postage:

Office supplies/postage expense based on SFAF's experience rate of \$75.41 per FTE per month.

$\$75.41 \text{ per month} \times 3.75 \text{ FTE} \times 12 \text{ months} = \$ 3,393$

Program/Medical Supplies:

Condoms, lubricant, T-shirts, hats and other like items to be distributed to clients to promote awareness.

\$ 1,000

Printing & Reproduction

Printing flyers, stickers, palm cards and other reproduction costs.

$2,976 \text{ pieces} \times \$0.50 \text{ average estimated cost per piece} = \$ 1,488$

**Total Materials and Supplies** \$ 5,881

**General Operating**

Insurance:

Occupancy insurance expense based on SFAF's experience rate of \$45.14 per FTE per month.

$\$45.14 \text{ per month} \times 3.75 \text{ FTE} \times 12 \text{ months} = \$ 2,031$

Rental/Maintenance of

Equipment:

Equipment rental expense based on SFAF's experience rate of \$44.71 per FTE per month.

Equipment maintenance expense based on SFAF's experience rate of \$50.33 per FTE per month.

Rental -  $\$44.71 \text{ per month} \times 3.75 \text{ FTE} \times 12 \text{ months} = \$ 2,012$

Maintenance -  $\$50.33 \text{ per month} \times 3.75 \text{ FTE} \times 12 \text{ months} = \$ 2,265$

Outside Storage:

Storage expense based on SFAF's experience rate of \$4.25 per FTE per month.

$\$4.25 \text{ per month} \times 3.75 \text{ FTE} \times 12 \text{ months} = \$ 191$

**Total General Operating** \$ 6,499

**Consultants/Subcontractors**

Clinical Consultant - bi-weekly meetings with program staff

$\$100 \text{ per hour} \times 25 \text{ meetings} = \$ 2,500$

**Total Consultants/Subcontractors** \$ 2,500

**Other:**

Staff Training

Registration and/or travel for trainings and conferences

\$350 per registration x 4 conference/seminars = \$ 1,400

**Total Other** \$ 1,400

**TOTAL OPERATING EXPENSES** \$55,237

**CAPITAL EXPENDITURES**

**Total Capital Expenditures** \$ -

**TOTAL DIRECT COSTS** \$ 332,771

**INDIRECT COSTS**

Indirect expenses for the San Francisco AIDS Foundation are approximately 17% of operating costs. SFAF requests reimbursement at 12% of the total direct costs in this proposal to cover operating expenses incurred by the Foundation, including finance and administration.

\$332,771 x 10% = \$ 33,277

**TOTAL INDIRECT COSTS** \$ 33,277

**APPENDIX TOTAL** \$ 366,048

**SFDPH AIDS OFFICE CONTRACT  
UOS COST ALLOCATION BY SERVICE MODE**

9. Personnel Expenses	FTE	SERVICE MODES						Page Total
		Events		Groups		Testing		
10. Position Titles		Salaries	% FTE	Salaries	% FTE	Salaries	% FTE	
11 Vice-President of Program & Services	0.10	2,880	18%	7,520	47%	3,360	21%	13,760
12 Director of Government Contracts	0.05	225	5%	3,105	69%	1,035	23%	4,365
13 Evaluation Associate	0.05	145	5%	2,001	69%	667	23%	2,813
14 Contracts & Purchasing Manager	0.05	225	5%	3,105	69%	1,035	23%	4,365
15 BBE MGR	0.80	16,600	32%	29,120	56%	0	0%	45,720
16 Community Organizer/Mobilization Manager	0.80	18,600	36%	27,040	52%	0	0%	45,640
17 Health Educator	0.10	2,419	42%	0	0%	1,210	21%	3,629
18 Speed Project Coord	0.10	1,113	21%	2,014	38%	0	0%	3,127
19 Counselor I/II	0.20	0	0%	4,501	39%	4,385	38%	8,886
20 Administrative Assistant	0.10	315	6%	4,463	85%	315	6%	5,093
21 Dir., Prevention Services	0.15	15,345	62%	5,940	24%	3,218	13%	24,503
22 Dir., Program Development & Ops	0.10	4,650	62%	1,800	24%	975	13%	7,425
23 YBMSM Program Manager	0.90	32,643	62%	12,636	24%	6,845	13%	52,124
24 YBMSM Program Coordinator	0.50	13,237	62%	5,124	24%	2,775	13%	21,136
25 Outreach /Testing Counselor	0.40	0		0		14,959	100%	14,959
26 Testing Coordinator	0.25	6,975	62%	2,700	24%	1,463	13%	11,138
27 Media Designer	0.10	5,084	62%	1,968	24%	1,066	13%	8,118
28 Volunteer Manager	0.10	3,162	62%	1,224	24%	663	13%	5,049
29 Total FTE & Total Salaries	4.85	123,618	93%	114,261	86%	43,971	33%	261,850
30 Fringe Benefits	25%	30,905	101%	28,565	93%	10,993	36%	70,463
31 Total Personnel Expenses		154,523	94%	142,826	87%	54,964	33%	352,313
32								
33 Operating Expenses		Expenditure	%	Expenditure	%	Expenditure	%	Contract Total
34 Total Occupancy		5,672	11%	17,016	33%	7,465	15%	30,153
35 Total Materials and Supplies		4,951	13%	23,700	62%	6,566	17%	35,217
36 Total General Operating		1,630	11%	9,782	69%	1,644	12%	13,056
37 Consultants/Subcontractor		385	11%	2,415	69%	385	11%	3,185
38								
39								
40 Other:								
41								
42								
43								
44								
45								
46								
47								
48 Total Operating Expenses		\$ 12,638	20%	\$ 52,913	85%	16,060	26%	\$ 81,611
49								
50 Total Direct Expenses		167,161	74%	195,739	86%	71,024	31%	433,924
51 Indirect Expenses	10%	16,716	74%	19,573	86%	7,102	31%	43,391
52 TOTAL EXPENSES		\$ 183,877	74%	\$ 215,312	86%	78,126	31%	\$477,315
53								
54 Number of Units of Service (UOS) per Service Mode		24		580		500		1,104
5 Cost Per Unit of Service by Service Mode		\$7,661.54		\$371.23		156.25		
56 Number of Contacts (NOC) per Service Mode		984		3,320		500		
57								
58 DPH #1A(1)								

**SFDPH AIDS OFFICE CONTRACT  
UOS COST ALLOCATION BY SERVICE MODE**

9	Personnel Expenses	FTE	SERVICE MODES				Contract Totals
			IRRC		PCM		
10	Position Titles		Salaries	% FTE	Salaries	% FTE	
11	Vice-President of Program & Services	0.10	1,240	8%	1,000	6%	16,000
12	Director of Government Contracts	0.05	135	3%	0	0%	4,500
13	Evaluation Associate	0.05	87	3%	0	0%	2,900
14	Contracts & Purchasing Manager	0.05	135	3%	0	0%	4,500
15	BBE MGR	0.80	520	1%	5,760	11%	52,000
16	Community Organizer/Mobilization Manager	0.80	1,040	2%	5,320	10%	52,000
17	Health Educator	0.10	921	16%	1,210	21%	5,760
18	Speed Project Coord	0.10	0	0%	2,173	41%	5,300
19	Counselor I/II	0.20	2,192	19%	462	4%	11,540
20	Administrative Assistant	0.10	0	0%	157	3%	5,250
21	Dir., Prevention Services	0.15	247	1%	0	0%	24,750
22	Dir., Program Development & Ops	0.10	75	1%	0	0%	7,500
23	YBMSM Program Manager	0.90	526	1%	0	0%	52,650
24	YBMSM Program Coordinator	0.50	214	1%	0	0%	21,350
25	Outreach/Teasing Counselor	0.40	0	0%	0	0%	14,959
26	Testing Coordinator	0.25	112	1%	0	0%	11,250
27	Media Designer	0.10	82	1%	0	0%	8,200
28	Volunteer Manager	0.10	51	1%	0	0%	5,100
29	<b>Total FTE &amp; Total Salaries</b>	<b>4.85</b>	<b>7,577</b>	<b>2%</b>	<b>16,082</b>	<b>5%</b>	<b>305,509</b>
30	Fringe Benefits	23%	1,894	2%	4,021	5%	76,378
31	<b>Total Personnel Expenses</b>		<b>9,471</b>	<b>2%</b>	<b>20,103</b>	<b>5%</b>	<b>381,887</b>
32							
33	<b>Operating Expenses</b>		<b>Expenditure</b>	<b>%</b>	<b>Expenditure</b>	<b>%</b>	<b>Contract Total</b>
34	Total Occupancy		18,907	37%	2,383	5%	51,423
35	Total Materials and Supplies		1,317	3%	1,645	4%	38,178
36	Total General Operating		544	4%	679	5%	14,279
37	Consultants/Subcontractor		0	0%	315	9%	3,500
38							
39							
40	Other:						
41							
42							
43							
44							
45							
46							
47							
48	<b>Total Operating Expenses</b>		<b>\$ 20,768</b>	<b>19%</b>	<b>\$ 5,002</b>	<b>5%</b>	<b>\$ 107,380</b>
49							
50	<b>Total Direct Expenses</b>		<b>30,239</b>	<b>6%</b>	<b>25,105</b>	<b>5%</b>	<b>489,267</b>
51	Indirect Expenses	10%	3,024	6%	2,510	5%	48,925
52	<b>TOTAL EXPENSES</b>		<b>\$ 33,263</b>	<b>6%</b>	<b>\$ 27,615</b>	<b>5%</b>	<b>\$ 538,192</b>
53							
54	Number of Units of Service (UOS) per Service Mode		262		200		1,566
55	Cost Per Unit of Service by Service Mode		\$126.96		\$138.08		
56	Number of Contacts (NOC) per Service Mode		792		200		
57							
58	DPH #1A(1)						Rev. 05/2010



## BUDGET JUSTIFICATION

### African-American Prevention Initiative

#### Salaries and Benefits

##### Vice-President of Program & Services

Responsible for ensuring the implementation, management and evaluation of the program structure and provision of professional oversight to create a service delivery continuum that is responsive to the current health and well-being needs, including HIV needs of gay & bisexual men.

*Minimum Qualifications:* Master's degree in psychology, social services, business or related disciplines. Requirements also include three years' experience in supervisory capacity, especially in HIV prevention and demonstrated program management and program development experience.

Annual Salary \$ 160,000 x 0.10 FTE = \$ 16,000

##### Director of Government Contracts

Responsible for all data management and contract related activities. Maintains operational and statistical reporting mechanisms in accordance with contract and departmental requirements; produces routine and ad hoc reporting as needed, and ensures the integrity of the service database by overseeing database quality assurance activities.

*Minimum Qualifications:* Bachelor's degree and at least two years demonstrated experience in health services program planning, design, and evaluation; grant development and writing; government contracts management and negotiations.

Annual Salary \$ 90,000 x 0.05 FTE = \$ 4,500

##### Evaluation Associate

Responsible for coordinating data collection, quality assurance, reporting and summaries to ensure foundation programs are rigorously evaluated for process and health outcomes and public health impact. Responsible for review, abstraction from client records and database entry of all data collected from clients as well as data analysis to meet programmatic and contract requirements.

*Minimum Qualifications:* Bachelor's degree and 2 years experience managing and ensuring quality for large client data sets or 5 years equivalent experience required.

Annual Salary \$ 58,000 x 0.05 FTE = \$ 2,900

Contracts & Purchasing Manager

Prepares monthly contract invoices, records contract accruals into financial management system, prepares budgets for contract proposals, modifications, and revisions. Prepares reports for contract financial information and maintains databases related to contract allocations.

*Minimum Qualifications:* Bachelor's degree in Finance or related field or equivalent experience in accounting, budgeting and contract management. Two years demonstrated experience in a finance/contract management capacity.

Annual Salary \$ 90,000 x 0.05 FTE = \$ 4,500

BBE MGR

Manages and coordinates all day-to-day aspects of the program. Responsible for the development, administration and facilitation of all BBE group program activities. Duties include co-facilitation of the weekly drop-in support group (Phoenix Rising), coordination of all workshops (Afrochats, Many Men, Many Voices, Healthy relationships) curricula development and logistic support and facilitation of the BBE Steering Committee.

*Minimum Qualifications:* Experience in health/human services and or related disciplines. Also requires experience coordinating outreach activities among African American populations, experience providing HIV/AIDS services and knowledge of substance use and harm reduction services.

Annual Salary \$ 65,000 x 0.80 FTE = \$ 52,000

Community Organizer/Mobilization Manager

Responsible for the development and implementation of group and community level interventions that organizes and mobilizes communities in order to increase their level of social capital. This position provides a clinical/social services perspective on how to work with individuals in our target population and engage them in community building activities. Targets health promotion and wellness among African American gay and bisexual and same gender loving men.

*Minimum Qualifications:* Bachelor's degree in psychology, social services or related discipline. Also requires experience coordinating outreach activities among communities of color and MSM populations, experience providing HIV/AIDS services and knowledge of substance use and harm reductions services.

Annual Salary \$ 65,000 x 0.80 FTE = \$ 52,000

Health Educator

Performs phlebotomy services for confirmatory HIV antibody testing and RNA testing. Prepares specimen collection for transport to SFDPH laboratory.

*Minimum Qualifications:* State certified phlebotomist.

Annual Salary \$ 57,600 x 0.10 FTE = \$ 5,760

Speed Project Coordinator

Responsible for the Speed Project field implementation. Will recruit peer advocates from the speed using community and those in recovery from speed use. Responsible for supervision and performance of Peer Advocates, ensuring that they are receiving all necessary logistical support. The Speed Project Outreach Coordinator will help develop and implement the initial training for the peer advocates as well as ongoing training activities.

*Minimum Qualifications:* Experience in health/human services and or related disciplines. Also requires experience coordinating outreach activities among communities of color and MSM populations, experience providing HIV/AIDS services and knowledge of substance use and harm reduction services.

Annual Salary \$ 53,000 x 0.10 FTE = \$ 5,300

Counselor I/II

Responsible for intake assessments, individual and group counseling, referrals to psychiatrist, documentation of all counseling.

*Minimum Qualifications:* Master's degree or at least five years experience in substance use, mental health, or HIV counseling.

Annual Salary \$ 57,700 x 0.20 FTE = \$ 11,540

Administrative Assistant

Provide administrative office support to the BBE program (including correspondence, filing, ordering supplies, scheduling meetings, and preparing materials packets).

*Minimum Qualifications:* High school diploma or equivalency and one year of experience working as an Administrative Assistant.

Annual Salary \$ 52,500 x 0.10 FTE = \$ 5,250

Director, Prevention Services: Responsible for supervision of program staff and will act as liaison to prevention and care partners; responsible for program planning, implementation and evaluation. *Minimum qualifications:* Master's Degree and 4 years community organizing & disease prevention experience or an equivalent combination of education and experience.

Annual Salary \$99,000 x .25 FTE = \$ 24,750

Director, Program Development and Operations: Responsible for staff and volunteer education/training; keeps up to date on new trends in HIV prevention with an eye toward possible program impacts; works on program design and delivery plan, and coordinates program evaluation. *Minimum qualifications:* Masters in Public Health and 3 years community organizing and public health experience or an equivalent combination of education and experience.

Annual Salary \$75,000 x .10 FTE = \$ 7,500

YBMSM Program Manager: Responsible for program oversight and supervision of YBMSM Program Coordinator. Responsible for program design input, program implementation, and evaluation. Oversees outreach efforts to community providers and provides case management to link clients to resources and services. Oversees HIV testing efforts, recruits participants for annual Black PLUS, and arranges Black PLUS logistics with Positive Force staff. *Minimum qualifications:* Demonstratable cultural competence and a Master's degree in a relevant field (Counseling, MSW, Psychology, MFT, etc) and 3 years related experience.

Annual Salary \$58,500 x .90 FTE = \$ 52,650

YBMSM Program Coordinator: Responsible for HIV testing recruitment, client outreach, program delivery. Oversees drop-in space and coordinates drop-in space logistics. *Minimum qualifications:* BA or one year experience in community organizing and health promotion, or an equivalent combination.

Annual Salary \$42,700 x .50 FTE = \$ 21,350

Outreach/Testing Counselor: Conducts targeted recruitment activities for HIV testing at specific venues in the community. This can include accompanying client to testing site. Provides informed consent, HIV/RNA counseling and test disclosure information to clients being tested. Perform specimen collection (finger stick) for HIV antibody rapid test. Processes, develops, and interprets HIV antibody testing kits (OraQuick and StatPak) document results. Assists in data entry. *Minimum qualifications:* State of California HIV Test Counselor Certification required.

Annual Salary \$37,398 x .40 FTE = \$ 14,959

Testing Coordinator: Responsible for managing the testing calendar and coordinating shift logistics with AHP staff; responsible for RV maintenance including, but not limited to, any pertinent permit and parking issues, driving, managing client flow and providing HIV testing services. *Minimum qualifications:* BA degree or 2 years related work experience; state-certified IRRC counselor and certified phlebotomist.

Annual Salary \$45,000 x .25 FTE = \$ 11,250

Media Designer: Designs social marketing campaigns and promotional media pieces. *Minimum qualifications:* BA and 2 years experience or an equivalent combination of education and experience.

Annual Salary \$82,000 x .10 FTE = \$ 8,200

**Volunteer Manager:** Performs intake interviews with potential volunteers to match skills & interests to components of our programs; develops & implements plans to increase volunteerism; develops & coordinates volunteer orientations and trainings; develops & implements performance evaluation methods; tracks volunteer hours worked; develops support and retention activities and designs leadership development curriculum for volunteers in order to increase retention. *Minimum qualifications:* BA and 2 years experience in volunteer coordination, or an equivalent combination of education and experience.

Annual Salary \$51,000 x .10 FTE = \$ 5,100

**Total Salaries** \$ 305,509

Total Benefits 25% of \$ 305,509 total salaries = \$ 76,378  
 Social Security, Worker's Compensation, Health Benefits, Unemployment, State and

**TOTAL SALARIES & BENEFITS** \$ 381,887

**Operating Expenses**

**Occupancy:**

Rent:

Rent expense based on SFAF's experience rate of \$792.13 per FTE per month.

\$792.13 per month x 4.95 FTE x 12 months = \$ 47,053

Utilities:

Telephone expense based on SFAF's experience rate of \$73.57 per FTE per month.

\$73.57 per month x 4.95 FTE x 12 months = \$ 4,370

**Total Occupancy:** \$ 51,423

**Materials and Supplies:**

Office Supplies/Postage:

Office supplies/postage expense based on SFAF's experience rate of \$75.41 per FTE per month.

\$75.41 per month x 4.95 FTE x 12 months = \$ 4,482

Case Management/Event Expense:

Food and supplies for drop-in space, MUNI cards for client appointments, and fees/expenses associated with program promotion at community events (street fairs, Pride Parade, Juneteenth, Kwanzaa, etc.).

200 drop-in + 75 case mgmt clients annually x approx \$58.35/client \$ 16,047  
 Approx 6 community Events x \$2,941.60 per event \$ 17,650

<b>Total Materials and Supplies:</b>	<b>\$ 38,178</b>
<b>General Operating:</b>	
<u>Insurance:</u>	
Occupancy insurance expense based on SFAF's experience rate of \$45.14 per FTE per month.	
\$45.14 per month x 4.95 FTE x 12 months = \$	2,681
<u>Outside Storage:</u>	
Storage expense based on SFAF's experience rate of \$4.25 per FTE per month.	
\$4.25 per month x 4.95 FTE x 12 months = \$	252
<u>Rental/Maintenance of Equipment:</u>	
Equipment rental expense based on SFAF's experience rate of \$44.71 per FTE per month. Equipment maintenance expense based on SFAF's experience rate of \$50.33 per FTE per month.	
Rental - \$44.71 per month x 4.95 FTE x 12 months = \$	2,656
Maintenance - \$50.33 per month x 4.95 FTE x 12 months = \$	2,990
<u>Program Incentives:</u>	
\$20 testing incentives x 125 tests = \$2,500	\$ 2,500
<u>Communications/Promotional Media:</u> Promote one Black PLUS events (2 days session), 2 Status Awareness events and 1 Major event. \$400 each media buy	
\$	1,600
<u>Misc.</u> Fuel and parking space rental for R.V. for HIV/STD testing	
Prorated fuel and parking for RV @ \$133.33/mo x 12 mo	\$ 1,600
<b>Total General Operating:</b>	<b>\$ 14,279</b>
<b>Consultants/Subcontractors:</b>	
<u>Temporary Staff</u>	
Youth to help administer YBMSM program, assist with outreach, set-up and clean up	
\$20/hour x 7 hours/week x 25 weeks	\$ 3,500
<b>Total Consultants/Subcontractors:</b>	<b>\$ 3,500</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 107,380</b>
<b>TOTAL DIRECT COSTS</b>	<b>\$ 489,267</b>

**INDIRECT COSTS**

Indirect expenses for the San Francisco AIDS Foundation are approximately 17% of operating costs. SFAF requests reimbursement at 10% of the total direct costs in this proposal to cover operating expenses incurred by the Foundation, including finance and administration.

	$\$489,266 \times 10\% =$	\$	48,927
<b>TOTAL INDIRECT COSTS</b>		<u>\$</u>	<u>48,927</u>
<b>APPENDIX TOTAL</b>		\$	538,194

Contractor Name: San Francisco AIDS Foundation  
 Contract Term: 9/1/11-06/30/14  
 Funding Source: General Fund

Appendix B-5b Page 1  
 Appendix Term: 07/1/13-06/30/14

**SFDPH AIDS OFFICE CONTRACT  
 UOS COST ALLOCATION BY SERVICE MODE**

		SERVICE MODES						
Personnel Expenses		Testing		IRRC		PCM		Page Total
Position Titles	FTE	Salaries	% FTE	Salaries	% FTE	Salaries	% FTE	
11 Director of Clinical Operations	0.20	5,440	34%	960	6%	4,320	27%	10,720
12 Director of Government Contracts	0.10	3,060	34%	360	4%	2,610	29%	6,030
13 Evaluation Associate	0.10	1,972	34%	232	4%	1,682	29%	3,886
14 HIV CTL Services Manager	0.40	13,706	78%	351	2%	1,406	8%	15,463
15 Data Manager	0.10	1,700	34%	400	8%	1,250	25%	3,350
16 Counselor I and II	1.25	6,057	9%	8,076	12%	28,266	42%	42,399
17 Outreach/Testing Counselor	0.60	22,439	100%	0		0		22,439
24 Total FTE & Total Salaries	2.75	54,374	46%	10,379	9%	39,534	34%	104,287
25 Fringe Benefits	25%	13,594	38%	2,595	7%	9,884	28%	26,073
26 Total Personnel Expenses		67,968	38%	12,974	7%	49,418	28%	130,360
28 Operating Expenses		Expenditure	%	Expenditure	%	Expenditure	%	Contract Total
29 Total Occupancy		9,315	48%	1,806	9%	4,514	23%	15,635
30 Total Materials and Supplies		4,834	30%	1,741	11%	6,804	42%	13,379
31 Total General Operating		721	48%	140	9%	350	23%	1,211
32 Total Staff Travel								
33 Consultants/Subcontractor:								
34								
35 Other:								
36								
37								
38								
39								
40								
41								
42								
43 Total Operating Expenses		\$ 14,870	4%	\$ 3,687	1%	11,668	3%	\$ 30,225
44								
45 Total Direct Expenses		82,838	15%	16,661	3%	61,096	11%	160,585
46 Indirect Expenses	10%/15%	8,284	11%	1,666	2%	6,109	8%	16,059
47 TOTAL EXPENSES		\$ 91,122	14%	\$ 18,327	3%	67,195	11%	\$ 176,844
48								
49 Number of Units of Service (UOS) per Service Mode		600		145		480		1,225
50 Cost Per Unit of Service by Service Mode		\$151.87		\$126.39		139.99		
51 Number of Contacts (NOC) per Service Mode		600		159		480		
52								
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	A	B	C	D	E	F	G	H	I
1	Contractor Name: San Francisco AIDS Foundation						Appendix B-5b		Page 2
2	Contract Term: 9/1/11-06/30/14						Appendix Term: 07/1/13-06/30/14		
3	Funding Source: General fund								
4									
5	<b>SFDPH AIDS OFFICE CONTRACT</b>								
6	<b>UOS COST ALLOCATION BY SERVICE MODE</b>								
7									
8									
9	Personnel Expenses		SERVICE MODES						
10	Position Titles	FTE	Groups		LIFE IRRC		LIFE PCM		Contract Totals
11	Director of Clinical Operations	0.20	Salaries	% FTE	Salaries	% FTE	Salaries	% FTE	
12	Director of Government Contracts	0.10	5,280	33%					16,000
13	Evaluation Associate	0.10	2,970	33%					9,000
14	HIV CTL Services Manager	0.40	1,914	33%					5,800
15	Data Manager	0.10	2,109	12%					17,572
16	Counselor I and II	1.25	1,650	33%					5,000
17	Outreach/Testing Counselor	0.60	24,901	37%					67,300
18			0						22,439
19									
20									
21									
22									
23									
24	<b>Total FTE &amp; Total Salaries</b>	<b>2.75</b>	<b>38,824</b>	<b>33%</b>					<b>143,111</b>
25	Fringe Benefits	25%	9,705	27%					35,778
26	<b>Total Personnel Expenses</b>		<b>48,529</b>	<b>27%</b>					<b>178,889</b>
27									
28	Operating Expenses		Expenditure	%	Expenditure	%	Expenditure	%	Contract Total
29	Total Occupancy		3,611	33%					19,246
30	Total Materials and Supplies		3,006	13%					16,385
31	Total General Operating		279	33%					1,490
32	Total Staff Travel								0
33	Consultants/Subcontractor:				31,401	9%	125,605	37%	157,006
34	Other:								
35									
36									
37									
38									
39									
40									
41									
42									
43	<b>Total Operating Expenses</b>		<b>\$ 6,896</b>	<b>2%</b>	<b>\$ 31,401</b>	<b>8%</b>	<b>125,605</b>	<b>33%</b>	<b>\$ 194,127</b>
44									
45	<b>Total Direct Expenses</b>		<b>55,425</b>	<b>10%</b>	<b>31,401</b>	<b>6%</b>	<b>125,605</b>	<b>22%</b>	<b>373,016</b>
46	Indirect Expenses 10%/15%		5,543	7%	4,710	6%	18,841	25%	45,153
47	<b>TOTAL EXPENSES</b>		<b>\$ 60,968</b>	<b>10%</b>	<b>\$ 36,111</b>	<b>6%</b>	<b>144,446</b>	<b>23%</b>	<b>\$418,169</b>
48									
49	Number of Units of Service (UOS) per Service Mode		311		144		1,080		1,535
50	Cost Per Unit of Service by Service Mode		\$196.04		\$250.77		\$133.75		
51	Number of Contacts (NOC) per Service Mode		1,035		144		864		
52									
53	DPH #1A(1)								Rev. 05/2010

Contractor Name: **San Francisco AIDS Foundation**  
 Contract Term: **9/1/11-06/30/14**  
 Funding Source: **General fund**

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 Appendix Term: 07/1/13-06/30/14

**SFDPH AIDS OFFICE CONTRACT  
 UOS COST ALLOCATION BY SERVICE MODE**

9	Personnel Expenses		SERVICE MODES						Contract Totals
	10 Position Titles	FTE	LIFE Groups		LIFE R & L		Salaries	% FTE	
11			Salaries	% FTE	Salaries	% FTE			
11	Director of Clinical Operations	0.20		0%					16,000
12	Director of Government Contracts	0.10		0%					9,000
13	Evaluation Associate	0.10		0%					5,800
14	HIV CTL Services Manager	0.40		0%					17,572
15	Data Manager	0.10		0%					5,000
16	Counselor I and II	1.25		0%					67,300
17	Outreach/Testing Counselor	0.60		0%					22,439
18									
19									
20									
21									
22									
23									
24	<b>Total FTE &amp; Total Salaries</b>	<b>2.75</b>	<b>0</b>	<b>0%</b>					<b>143,111</b>
25	Fringe Benefits	25%	0	0%					35,778
26	<b>Total Personnel Expenses</b>		<b>0</b>	<b>0%</b>					<b>178,889</b>
27									
28	<b>Operating Expenses</b>		<b>Expenditure</b>	<b>%</b>	<b>Expenditure</b>	<b>%</b>			<b>Contract Total</b>
29	Total Occupancy			0%					19,246
30	Total Materials and Supplies			0%					16,385
31	Total General Operating			0%					1,490
32	Total Staff Travel								0
33	Consultants/Subcontractor:		153,517	44%	38,380	11%			348,993
34									
35	Other:								
36									
37									
38									
39									
40									
41									
42									
43	<b>Total Operating Expenses</b>		<b>\$ 153,517</b>	<b>40%</b>	<b>\$ 38,380</b>	<b>10%</b>			<b>\$ 386,024</b>
44									
45	<b>Total Direct Expenses</b>		<b>153,517</b>	<b>27%</b>	<b>38,380</b>	<b>7%</b>			<b>564,913</b>
46	Indirect Expenses 10%/15%		23,028	31%	5,756	8%			73,936
47	<b>TOTAL EXPENSES</b>		<b>\$ 176,545</b>	<b>28%</b>	<b>\$ 44,136</b>	<b>7%</b>			<b>\$638,849</b>
48									
49	<b>Number of Units of Service (UOS) per Service Mode</b>		<b>604</b>		<b>375</b>				<b>3,739</b>
50	<b>Cost Per Unit of Service by Service Mode</b>		<b>\$292.29</b>		<b>\$117.70</b>				
51	<b>Number of Contacts (NOC) per Service Mode</b>		<b>2,134</b>		<b>750</b>				
52									
53	DPH #1A(1)								Rev. 05/2010

## BUDGET JUSTIFICATION Stonewall Castro/ LIFE Program

### Salaries and Benefits

#### Director of Clinical Operations

Dir. Of Clinical Operations assists with daily operations, provides HIV prevention and care services to a caseload of Stonewall clients.

*Minimum Qualifications:* Master's degree and at least five years experience in managing at social services programs.

.20 FTE x \$ 80,000 = \$16,000

#### Director of Government Contracts

Responsible for all data management and contract related activities. Maintains operational and statistical reporting mechanisms in accordance with contract and departmental requirements, produces routine and ad hoc reporting as needed, and ensures the integrity of the service database by overseeing database quality assurance activities.

*Minimum Qualifications:* Bachelor's degree and at least two years demonstrated experience in health services program planning, design, and evaluation; grant development and writing; government contracts management and negotiations.

.10 FTE x \$ 90,000 = \$9,000

#### Evaluation Associate

Responsible for coordinating data collection, quality assurance, reporting and summaries to ensure foundation programs are rigorously evaluated for process and health outcomes and public health impact. Responsible for review, abstraction from client records and database entry of all data collected from clients as well as data analysis to meet programmatic and contract requirements.

*Minimum Qualifications:* Bachelor's degree and 2 years experience managing and ensuring quality for large client data sets or 5 years equivalent experience required.

.10 FTE x \$ 58,000 = \$5,800

#### HIV CTL Services Manager

Manages clinic staff and oversees phlebotomy services for confirmatory HIV antibody testing and RNA testing at multiple sites. Supervises specimen collection for transport to SFDPH laboratory. Oversees quality assurance efforts.

*Minimum Qualifications:* Bachelor's Degree, certified HIV test counselor and State certified phlebotomist. At least two years demonstrated experience managing clinic operations and working with populations at risk for HIV/STD infection.

40 FTE x \$ 43,930 = \$17,572

Data Manager

Manages data collection activities at all sites. Ensures the completeness, accuracy and timely entry of data into database systems. Assists with database quality assurance activities.

*Minimum Qualifications:* Bachelor's degree and at least two years demonstrated experience in database management.

.10 FTE x \$ 50,000 = \$5,000

Counselor I and II

Responsible for intake assessments, individual and group counseling, referrals to psychiatrist, documentation of all counseling.

*Minimum Qualifications:* Master's degree or at least five years experience in substance use, mental health, or HIV counseling.

1.25 FTE x \$ 53,840 = \$67,300

Outreach/Testing Counselor: Conducts targeted recruitment activities for HIV testing at specific venues in the community. This can include accompanying client to testing site. Provides informed consent, HIV/RNA counseling and test disclosure information to clients being tested. Perform specimen collection (finger stick) for HIV antibody rapid test. Processes, develops, and interprets HIV antibody testing kits (OraQuick and StatPak) document results. Assists in data entry. Minimum qualifications: State of California HIV Test Counselor Certification required.

.60 FTE x \$37,398 = \$22,439

**Total Salaries**

**\$143,111**

Total Benefits

25% of \$ 143,111 total salaries =

**\$35,778**

State and Federal Taxes, Retirement Plan.

**TOTAL SALARIES & BENEFITS**

**\$178,889**

Operating Expenses

~~Residential~~  
Rent:

Rent expense based on SFAF's experience rate of \$583.22 per FTE per month.

$$\$583.22 \text{ per mo.} \times 2.75 \text{ FTE} \times 12 \text{ months} = \$19,246$$

**Total Occupancy** \$19,246

**Materials and Supplies:**

Program/Medical Supplies:

Condoms and lubricant to distribute to clients.

$$107,312 \text{ condoms} \times \$0.08 \text{ per condom} = \$8,585$$
$$312 \text{ incentives @ } \$25.00 \text{ each} = \$7,800$$

**Total Materials and Supplies** \$16,385

**General Operating:**

Insurance:

Occupancy insurance expense based on SFAF's experience rate of \$45.14 per month.

$$\$45.14 \text{ per mo.} \times 2.75 \text{ FTE} \times 12 \text{ months} = \$1,490$$

**Total General Operating** \$1,490

**Staff Travel, Grants & Other Fees:**

**Total Staff Travel** \$0

**Consultants/Subcontractors:**

Shanti Project  
Program Manager

Responsible for: logistical and administrative support to program staff for all services; supervises Health Counselors, including individual and group case conferences; CRCS counseling; facilitation of SSG Health Education and MSW groups; clinical intakes.

*Minimum Qualifications:* Graduate degree in health services related field and/or 3 years experience in providing health services-related program management.

$$.70 \text{ FTE} \times \$70,000 = \$49,000$$

Database Administrator

Responsible for: management of data design and collection, administrative support, and database quality assurance, analysis and reporting.

*Minimum Qualifications:* Graduate degree in health services-related field and/or 3 years experience in providing health services-related program management.

.50 FTE x \$55,000 = \$27,500

Senior Health Coordinator II / Clinical Supervisor

Responsible for: CRCS counseling; facilitation of SSG Health Education and MSW groups; clinical intakes; assists with outreach; intakes and follow-up; lead Health Counselor; provides clinical supervision, performance feedback and staff training on clinical topics.

*Minimum Qualifications:* Professional degree in Psychology, Clinical Social Work, Counseling and/or valid California license as a Clinical Psychologist, Clinical Social Worker, or Marriage and Family Therapist; 5 years direct service experience in mental health counseling and/or health services-related field; 4 years experience working with adults in a clinical setting; 2 years experience working in a supervisory capacity.

.9 FTE x \$50,000 = \$45,000

.25 FTE X \$156,000 = \$39,000

Senior Health Coordinator II

Responsible for: CRCS counseling; facilitation of SSG Health Education and MSW groups; clinical intakes; assists with outreach; intakes and follow-up; provides coordination of and outreach for communities of color interventions.

*Minimum Qualifications:* Graduate degree in mental health counseling or health services related field and/or 3 years direct service experience in mental health counseling and/or health services-related field; 3 years experience providing or coordinating direct services for communities of color and/or peer-based trainings and workshops.

.90 FTE x \$48,611 = \$43,750

Health Counselor

Responsible for: CRCS counseling; facilitation of SSG Health Education and MSW groups; clinical intakes; assists with outreach.

*Minimum Qualifications:* College degree in health service-related field and/or 2 years direct service experience in mental health counseling, small group facilitation, client advocacy and/or health education.

1.1 FTE x \$45,397 = \$49,937

Admin Assistant

Responsible for: data entry; logistical and administrative support.

Minimum Qualifications: College degree and/or minimum 3 years experience in administrative assistance within health services-related field.

.30 FTE x \$29,120 = \$8,737

Benefits: Social Security, Worker's Compensation, Health Benefits, Unemployment, State and Federal Taxes, Retirement Plan.

Approx. 19.5% of total salaries (\$262,924) = \$51,249

Rent

Rental of property including rent, utilities, building maintenance and IT services including pro-rata share of shared expenses.

\$1,659.17 x 12 months = \$19,910

Materials & Supplies

Supplies, postage, printing and photocopying of materials, educational materials, food, software, telephone/internet including pro-rata share of shared expenses.

\$791.67/month x 12 months = \$9,500

General Operating

Staff training, staff travel, insurance and equipment rental including pro-rata share of shared expenses.

\$291.67/ month x 12 months = \$3,500

Advertising

Costs for advertising placement for client recruitment and program based social marketing campaigns and related materials.

.67/ month x 12 months less inkind funding for advertising of \$7090 = \$666.67 x 12 = \$8,000 less \$7,090 = \$910

Intervention Materials

Incentives to support recruitment, attendance, punctuality and retention and related materials.

\$786.83/ month x 12 months less \$8,531 inkind funding for materials \$786.75 x 12 mo = \$9,441 less \$8,531 = \$910

**Total Consultant/Subcontractor** \$348,903

**Other**

**Total Other** \$0

**TOTAL OPERATING EXPENSES** \$386,024

**CAPITAL EXPENDITURES** *(if needed - A unit valued at \$5,000 or more)*

**Total Capital Expenditures** \$0

**TOTAL DIRECT COSTS** \$564,913

**INDIRECT COSTS**

**Stonewall Castro**

Indirect expenses for the San Francisco AIDS Foundation are

\$ 216,010 x 10%= \$21,601

**LIFE Program**

Indirect expenses for the San Francisco AIDS Foundation & Shanti

\$ 348,903 x 15%= \$52,335

**TOTAL INDIRECT COSTS**

\$73,936

**APPENDIX TOTAL**

**\$638,849**



**Appendix D  
Additional Terms**

**1. HIPAA**

The parties acknowledge that City is a Covered Entity as defined in the Healthcare Insurance Portability and Accountability Act of 1996 ("HIPAA") and is therefore required to abide by the Privacy Rule contained therein. The parties further agree that Contractor falls within the following definition under the HIPAA regulations:

- A Covered Entity subject to HIPAA and the Privacy Rule contained therein; or
- A Business Associate subject to the terms set forth in Appendix E;
- Not Applicable, Contractor will not have access to Protected Health Information.

**2. THIRD PARTY BENEFICIARIES**

No third parties are intended by the parties hereto to be third party beneficiaries under this Agreement, and no action to enforce the terms of this Agreement may be brought against either party by any person who is not a party hereto.

**3. MATERIALS REVIEW**

Contractor agrees that all materials, including without limitation print, audio, video, and electronic materials, developed, produced, or distributed by personnel or with funding under this Agreement shall be subject to review and approval by the Contract Administrator prior to such production, development or distribution. Contractor agrees to provide such materials sufficiently in advance of any deadlines to allow for adequate review. City agrees to conduct the review in a manner which does not impose unreasonable delays on Contractor's work, which may include review by members of target communities.

**4. EMERGENCY RESPONSE**

CONTRACTOR will develop and maintain an Agency Disaster and Emergency Response Plan containing Site Specific Emergency Response Plan(s) for each of its service sites. The agency-wide plan should address disaster coordination between and among service sites. CONTRACTOR will update the Agency/site(s) plan as needed and CONTRACTOR will train all employees regarding the provisions of the plan for their Agency/site(s). CONTRACTOR will attest on its annual Community Programs' Contractor Declaration of Compliance whether it has developed and maintained an Agency Disaster and Emergency Response Plan, including a site specific emergency response plan for each of its service site. CONTRACTOR is advised that Community Programs Contract Compliance Section staff will review these plans during a compliance site review. Information should be kept in an Agency/Program Administrative Binder, along with other contractual documentation requirements for easy accessibility and inspection.

In a declared emergency, CONTRACTOR'S employees shall become emergency workers and participate in the emergency response of Community Programs, Department of Public Health. Contractors are required to identify and keep Community Programs staff informed as to which two staff members will serve as CONTRACTOR'S prime contacts with Community Programs in the event of a declared emergency.

**5. CERTIFICATION REGARDING LOBBYING**

Contractor certifies to the best of its knowledge and belief that:

A. No federally appropriated funds have been paid or will be paid, by or on behalf of Contractor to any persons for influencing or attempting to influence an officer or an employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the entering into of any federal cooperative agreement, or the extension, continuation, renewal, amendment, or modification of a federal contract, grant, loan or cooperative agreement.

B. If any funds other than federally appropriated funds have been paid or will be paid to any persons for influencing or attempting to influence an officer or employee of an agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal contract, grant, loan or cooperative agreement, Contractor shall complete and submit Standard Form -111, "Disclosure Form to Report Lobbying," in accordance with the form's instructions.

C. Contractor shall require the language of this certification be included in the award documents for all subawards at all tiers, (including subcontracts, subgrants, and contracts under grants, loans and cooperation agreements) and that all subrecipients shall certify and disclose accordingly.

D. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

## Appendix E

### BUSINESS ASSOCIATE ADDENDUM

This Business Associate Addendum ("Addendum") supplements and is made a part of the contract ("Contract") by and between the City and County of San Francisco, Covered Entity ("CE") and Contractor, Business Associate ("BA").

#### RECITALS

- A. CE wishes to disclose certain information to BA pursuant to the terms of the Contract, some of which may constitute Protected Health Information ("PHI") (defined below).
- B. CE and BA intend to protect the privacy and provide for the security of PHI disclosed to BA pursuant to the Contract in compliance with the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191 ("HIPAA"), the Health Information Technology for Economic and Clinical Health Act, Public Law 111-005 ("the HITECH Act"), and regulations promulgated thereunder by the U.S. Department of Health and Human Services (the "HIPAA Regulations") and other applicable laws.
- C. As part of the HIPAA Regulations, the Privacy Rule and the Security Rule (defined below) require CE to enter into a contract containing specific requirements with BA prior to the disclosure of PHI, as set forth in, but not limited to, Title 45, Sections 164.314(a), 164.502(a) and (e) and 164.504(e) of the Code of Federal Regulations ("C.F.R.") and contained in this Addendum.

In consideration of the mutual promises below and the exchange of information pursuant to this Addendum, the parties agree as follows:

#### 1. Definitions

- a. **Breach** shall have the meaning given to such term under the HITECH Act and HIPAA Regulations [42 U.S.C. Section 17921 and 45 C.F.R. Section 164.402].
- b. **Breach Notification Rule** shall mean the HIPAA Regulation that is codified at 45 C.F.R. Parts 160 and 164, Subparts A and D.
- c. **Business Associate** shall have the meaning given to such term under the Privacy Rule, the Security Rule, and the HITECH Act, including, but not limited to, 42 U.S.C. Section 17938 and 45 C.F.R. Section 160.103.
- d. **Covered Entity** shall have the meaning given to such term under the Privacy Rule and the Security Rule, including, but not limited to, 45 C.F.R. Section 160.103.

- e. **Data Aggregation** shall have the meaning given to such term under the Privacy Rule, including, but not limited to, 45 C.F.R. Section 164.501.
  - f. **Designated Record Set** shall have the meaning given to such term under the Privacy Rule, including, but not limited to, 45 C.F.R. Section 164.501.
  - g. **Electronic Protected Health Information** means Protected Health Information that is maintained in or transmitted by electronic media.
  - h. **Electronic Health Record** shall have the meaning given to such term in the HITECH Act, including, but not limited to, 42 U.S.C. Section 17921.
  - i. **Health Care Operations** shall have the meaning given to such term under the Privacy Rule, including, but not limited to, 45 C.F.R. Section 164.501.
  - j. **Privacy Rule** shall mean the HIPAA Regulation that is codified at 45 C.F.R. Parts 160 and 164, Subparts A and E.
  - k. **Protected Health Information or PHI** means any information, whether oral or recorded in any form or medium: (i) that relates to the past, present or future physical or mental condition of an individual; the provision of health care to an individual; or the past, present or future payment for the provision of health care to an individual; and (ii) that identifies the individual or with respect to which there is a reasonable basis to believe the information can be used to identify the individual, and shall have the meaning given to such term under the Privacy Rule, including, but not limited to, 45 C.F.R. Section 164.501. Protected Health Information includes Electronic Protected Health Information [45 C.F.R. Sections 160.103, 164.501].
  - l. **Protected Information** shall mean PHI provided by CE to BA or created, maintained, received or transmitted by BA on CE's behalf.
  - m. **Security Incident** shall have the meaning given to such term under the Security Rule, including, but not limited to, 45 C.F.R. Section 164.304.
  - n. **Security Rule** shall mean the HIPAA Regulation that is codified at 45 C.F.R. Parts 160 and 164, Subparts A and C.
  - o. **Unsecured PHI** shall have the meaning given to such term under the HITECH Act and any guidance issued pursuant to such Act including, but not limited to, 42 U.S.C. Section 17932(h) and 45 C.F.R. Section 164.402.
2. **Obligations of Business Associate**
- a. **Permitted Uses.** BA shall use Protected Information only for the purpose of performing BA's obligations under the Contract and as permitted or required under the Contract and Addendum, or as required by law. Further, BA shall not use Protected Information

in any manner that would constitute a violation of the Privacy Rule or the HITECH Act if so used by CE. However, BA may use Protected Information as necessary (i) for the proper management and administration of BA; (ii) to carry out the legal responsibilities of BA; (iii) as required by law; or (iv) for Data Aggregation purposes relating to the Health Care Operations of CE [45 C.F.R. Sections 164.504(e)(2) and 164.504(e)(4)(i)].

- b. **Permitted Disclosures.** BA shall disclose Protected Information only for the purpose of performing BA's obligations under the Contract and as permitted or required under the Contract and Addendum, or as required by law. BA shall not disclose Protected Information in any manner that would constitute a violation of the Privacy Rule or the HITECH Act if so disclosed by CE. However, BA may disclose Protected Information as necessary (i) for the proper management and administration of BA; (ii) to carry out the legal responsibilities of BA; (iii) as required by law; or (iv) for Data Aggregation purposes relating to the Health Care Operations of CE. If BA discloses Protected Information to a third party, BA must obtain, prior to making any such disclosure, (i) reasonable written assurances from such third party that such Protected Information will be held confidential as provided pursuant to this Addendum and used or disclosed only as required by law or for the purposes for which it was disclosed to such third party, and (ii) a written agreement from such third party to immediately notify BA of any breaches, suspected breaches, security incidents, or unauthorized uses or disclosures of the Protected Information in accordance with paragraph 2. m. of the Addendum, to the extent it has obtained knowledge of such occurrences [42 U.S.C. Section 17932; 45 C.F.R. Section 164.504(e)].
- c. **Prohibited Uses and Disclosures.** BA shall not use or disclose PHI other than as permitted or required by the Contract and Addendum, or as required by law. BA shall not use or disclose Protected Information for fundraising or marketing purposes. BA shall not disclose Protected Information to a health plan for payment or health care operations purposes if the patient has requested this special restriction, and has paid out of pocket in full for the health care item or service to which the PHI solely relates [42 U.S.C. Section 17935(a) and 45 C.F.R. Section 164.522(a)(vi)]. BA shall not directly or indirectly receive remuneration in exchange for Protected Information, except with the prior written consent of CE and as permitted by the HITECH Act, 42 U.S.C. Section 17935(d)(2), and the HIPAA regulations, 45 C.F.R. Section 164.502(a)(5)(ii); however, this prohibition shall not affect payment by CE to BA for services provided pursuant to the Contract.
- d. **Appropriate Safeguards.** BA shall implement appropriate safeguards to prevent the use or disclosure of Protected Information other than as permitted by the Contract or Addendum, including, but not limited to, administrative, physical and technical safeguards in accordance with the Security Rule, including, but not limited to, 45 C.F.R. Sections 164.308, 164.310, and 164.312. [45 C.F.R. Section 164.504(e)(2)(ii)(B); 45 C.F.R. Section 164.308(b)]. BA shall comply with the policies and procedures and

documentation requirements of the Security Rule, including, but not limited to, 45 C.F.R. Section 164.316. [42 U.S.C. Section 17931]

- e. **Business Associate's Subcontractors and Agents.** BA shall ensure that any agents and subcontractors that create, receive, maintain or transmit Protected Information on behalf of BA, agree in writing to the same restrictions and conditions that apply to BA with respect to such Protected Information and implement the safeguards required by paragraph 2.d. above with respect to Electronic PHI [45 C.F.R. Section 164.504(e)(2)(ii)(D); 45 C.F.R. Section 164.308(b)]. BA shall implement and maintain sanctions against agents and subcontractors that violate such restrictions and conditions and shall mitigate the effects of any such violation (see 45 C.F.R. Sections 164.530(f) and 164.530(e)(1)).
- f. **Accounting of Disclosures.** Within ten (10) calendar days of a request by CE for an accounting of disclosures of Protected Information or upon any disclosure of Protected Information for which CE is required to account to an individual, BA and its agents and subcontractors shall make available to CE the information required to provide an accounting of disclosures to enable CE to fulfill its obligations under the Privacy Rule, including, but not limited to, 45 C.F.R. Section 164.528, and the HITECH Act, including but not limited to 42 U.S.C. Section 17935 (c), as determined by CE. BA agrees to implement a process that allows for an accounting to be collected and maintained by BA and its agents and subcontractors for at least six(6) years prior to the request. However, accounting of disclosures from an Electronic Health Record for treatment, payment or health care operations purposes are required to be collected and maintained for only three (3) years prior to the request, and only to the extent that BA maintains an Electronic Health Record. At a minimum, the information collected and maintained shall include: (i) the date of disclosure; (ii) the name of the entity or person who received Protected Information and, if known, the address of the entity or person; (iii) a brief description of Protected Information disclosed; and (iv) a brief statement of purpose of the disclosure that reasonably informs the individual of the basis for the disclosure, or a copy of the individual's authorization, or a copy of the written request for disclosure. If a patient submits a request for an accounting directly to BA or its agents or subcontractors, BA shall forward the request to CE in writing within five(5) calendar days.
- g. **Governmental Access to Records.** BA shall make its internal practices, books and records relating to the use and disclosure of Protected Information available to CE and to the Secretary of the U.S. Department of Health and Human Services (the "Secretary") for purposes of determining BA's compliance with HIPAA [45 C.F.R. Section 164.504(e)(2)(ii)(1)]. BA shall provide CE a copy of any Protected Information and other documents and records that BA provides to the Secretary concurrently with providing such Protected Information to the Secretary.

- h. **Minimum Necessary.** BA, its agents and subcontractors shall request, use and disclose only the minimum amount of Protected Information necessary to accomplish the purpose of the request, use or disclosure. [42 U.S.C. Section 17935(b); 45 C.F.R. Section 164.514(d)] BA understands and agrees that the definition of "minimum necessary" is in flux and shall keep itself informed of guidance issued by the Secretary with respect to what constitutes "minimum necessary."
- i. **Data Ownership.** BA acknowledges that BA has no ownership rights with respect to the Protected Information.
- j. **Notification of Possible Breach.** BA shall notify CE within twenty-four (24) hours of any suspected or actual breach of Protected Information; any use or disclosure of Protected Information not permitted by the Contract or Addendum; any security incident (i.e., any attempted or successful unauthorized access, use, disclosure, modification, or destruction of information or interference with system operations in an information system) related to Protected Information, and any actual or suspected use or disclosure of data in violation of any applicable federal or state laws by BA or its agents or subcontractors. The notification shall include, to the extent possible, the identification of each individual who unsecured Protected Information has been, or is reasonably believed by the business associate to have been, accessed, acquired, used, or disclosed, as well as any other available information that CE is required to include in notification to the individual, the media, the Secretary, and any other entity under the Breach Notification Rule and any other applicable state or federal laws, including, but not limited, to 45 C.F.R. Section 164.404 through 45 C.F.R. Section 164.408, at the time of the notification required by this paragraph or promptly thereafter as information becomes available. BA shall take (i) prompt corrective action to cure any deficiencies and (ii) any action pertaining to unauthorized uses or disclosures required by applicable federal and state laws. (This provision should be negotiated.) [42 U.S.C. Section 17921; 45 C.F.R. Section 164.504(e)(2)(ii)(C); 45 C.F.R. Section 164.308(b)]
- k. **Breach Pattern or Practice by Business Associate's Subcontractors and Agents.** Pursuant to 42 U.S.C. Section 17934(b) and 45 C.F.R. Section 164.504(e)(1)(ii), if the BA knows of a pattern of activity or practice of a subcontractor or agent that constitutes a material breach or violation of the subcontractor or agent's obligations under the Contract or Addendum or other arrangement, the BA must take reasonable steps to cure the breach or end the violation. If the steps are unsuccessful, the BA must terminate the Contract or other arrangement if feasible. BA shall provide written notice to CE of any pattern of activity or practice of a subcontractor or agent that BA believes constitutes a material breach or violation of the subcontractor or agent's obligations under the Contract or Addendum or other arrangement within five (5) days of discovery and shall meet with CE to discuss and attempt to resolve the problem as one of the reasonable steps to cure the breach or end the violation.

### 3. Termination

- a. **Material Breach.** A breach by BA of any provision of this Addendum, as determined by CE, shall constitute a material breach of the Contract and shall provide grounds for immediate termination of the Contract, any provision in the Contract to the contrary notwithstanding. [45 C.F.R. Section 164.504(e)(2)(iii)].
- b. **Judicial or Administrative Proceedings.** CE may terminate the Contract, effective immediately, if (i) BA is named as defendant in a criminal proceeding for a violation of HIPAA, the HITECH Act, the HIPAA Regulations or other security or privacy laws or (ii) a finding or stipulation that the BA has violated any standard or requirement of HIPAA, the HITECH Act, the HIPAA Regulations or other security or privacy laws is made in any administrative or civil proceeding in which the party has been joined.
- c. **Effect of Termination.** Upon termination of the Contract for any reason, BA shall, at the option of CE, return or destroy all Protected Information that BA and its agents and subcontractors still maintain in any form, and shall retain no copies of such Protected Information. If return or destruction is not feasible, as determined by CE, BA shall continue to extend the protections and satisfy the obligations of Section 2 of this Addendum to such information, and limit further use and disclosure of such PHI to those purposes that make the return or destruction of the information infeasible [45 C.F.R. Section 164.504(e)(ii)(2)(J)]. If CE elects destruction of the PHI, BA shall certify in writing to CE that such PHI has been destroyed in accordance with the Secretary's guidance regarding proper destruction of PHI.
- d. **Disclaimer**

CE makes no warranty or representation that compliance by BA with this Addendum, HIPAA, the HITECH Act, or the HIPAA Regulations will be adequate or satisfactory for BA's own purposes. BA is solely responsible for all decisions made by BA regarding the safeguarding of PHI.

### 4. Amendment to Comply with Law.

The parties acknowledge that state and federal laws relating to data security and privacy are rapidly evolving and that amendment of the Contract or Addendum may be required to provide for procedures to ensure compliance with such developments. The parties specifically agree to take such action as is necessary to implement the standards and requirements of HIPAA, the HITECH Act, the HIPAA regulations and other applicable state or federal laws relating to the security or confidentiality of PHI. The parties understand and agree that CE must receive satisfactory written assurance from BA that BA will adequately safeguard all Protected



Information. Upon the request of either party, the other party agrees to promptly enter into negotiations concerning the terms of an amendment to this Addendum embodying written assurances consistent with the standards and requirements of HIPAA, the HITECH Act, the HIPAA regulations or other applicable laws. CE may terminate the Contract upon thirty (30) days written notice in the event (i) BA does not promptly enter into negotiations to amend the Contract or Addendum when requested by CE pursuant to this section or (ii) BA does not enter into an amendment to the Contract or Addendum providing assurances regarding the safeguarding of PHI that CE, in its sole discretion, deems sufficient to satisfy the standards and requirements of applicable laws.

#### **5. Reimbursement for Fines**

In the event that CE pays a fine to a state or federal regulatory agency based on an impermissible use or disclosure of PHI by BA or its subcontractors or agents, then BA shall reimburse CE in the amount of such fine within thirty (30) calendar days.

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

APPENDIX F-1b  
Appendix Term: 06/15/13-06/14/14  
PAGE A

Contractor: San Francisco AIDS Foundation  
Address: P.O. Box 426182

CMS # **7164** Invoice Number **XXXXXXXXA-1JUN13**

Contract Purchase Order No: \_\_\_\_\_

Telephone: 483-3000  
Fax: \_\_\_\_\_



Funding Source: **Federal CDC**

Program Name: **HIV Testing - HIV STOP Study**

Grant Code/Detail: **HCHIVPREVNGR**

ACE Control #: \_\_\_\_\_

Project Code/Detail: **HCAO24/13**

Invoice Period: **06/1/13 - 06/30/13**

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
HIV Study Testing	12.0	na					na	na	12	na

	NOC	NOC	NOC	NOC	NOC
Unduplicated Clients for Appendix					

EXPENDITURES	BUDGET	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Total Salaries (See Page B)	\$10,735				\$10,735.00
Fringe Benefits	\$2,469				\$2,469.00
<b>Total Personnel Expenses</b>	<b>\$13,205</b>				<b>\$13,205.00</b>
<b>Operating Expenses:</b>					
Occupancy (e.g., Rental of Property, Utilities, Building Maintenance Supplies and Repairs)	\$1,805				\$1,805.00
Materials and Supplies (e.g., Office, Postage, Printing and Repro., Program Supplies)	\$70				\$70.00
General Operating (e.g., Insurance, Staff Training, Equipment Rental/Maintenance)	\$120				\$120.00
Staff Travel (e.g., Local & Out of Town)					
Consultant/Subcontractor					
Other (e.g., Client Food, Client Travel, Client Activities and Client Supplies)					
<b>Total Operating Expenses</b>	<b>\$1,795</b>				<b>\$1,795.00</b>
Capital Expenditures					
<b>TOTAL DIRECT EXPENSES</b>	<b>\$15,000</b>				<b>\$15,000.00</b>
Indirect Expenses					\$1,500.00
<b>TOTAL EXPENSES</b>	<b>\$16,500</b>				<b>\$16,500.00</b>
LESS: Initial Payment Recovery					
Other Adjustments (Enter as negative, if appropriate)					
<b>REIMBURSEMENT</b>					

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 Term: 06/15/13-06/14/14  
PAGE B

Contractor: San Francisco AIDS Foundation  
Address: P.O. Box 426182

Invoice Number  
**XXXXXXXXA-1JUN13**

Contract Purchase Order No: \_\_\_\_\_

Telephone: 483-3000  
Fax: \_\_\_\_\_

Fund Source: **Federal CDC**

Program Name: HIV Testing - HIV STOP Study

Grant Code/Detail: **HCHVPREVNGR**

ACE Control #: \_\_\_\_\_

Project Code/Detail: **HCAO24/13**

Invoice Period: **06/1/13 - 06/30/13**

FINAL Invoice  (check if Yes)

**DETAIL PERSONNEL EXPENDITURES**

PERSONNEL	FTE	BUDGETED SALARY	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
HIV Testing Manager	0.50	\$3,043.00				\$3,043.00
						\$7,693.00
<b>TOTAL SALARIES</b>	<b>0.50</b>	<b>\$10,736</b>				<b>\$10,736.00</b>

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

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

APPENDIX F-2c  
Appendix Term: 07/01/13-06/30/14  
PAGE A

Contractor: **San Francisco AIDS Foundation**  
Address: **P.O. Box 426182**

CMS #  
**7164**

Invoice Number  
**XXXXXXXXA-2JUL13**

Contract Purchase Order No: \_\_\_\_\_

Telephone: 483-3000  
Fax: \_\_\_\_\_



Funding Source: **General Fund**

Program Name: **Community Based HIV Testing**

Grant Code/Detail: **HCHIVPREVNGF**

Project Code/Detail: \_\_\_\_\_

ACE Control #: \_\_\_\_\_

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

FINAL Invoice  (check if Yes)

DELIVERABLES	TOTAL CONTRACTED UOS		DELIVERED THIS PERIOD UOS		DELIVERED TO DATE UOS		% OF TOTAL		REMAINING DELIVERABLES	
	UOS	NOC	UOS	NOC	UOS	NOC	UOS	NOC	UOS	NOC
Testing	9,700	9,700					#####		9,700	9,700
HIV Mobile Testing	480	480							480	480
Unduplicated Clients for Appendix										

EXPENDITURES	BUDGET	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Total Salaries (See Page B)	\$445,028				\$445,028.00
Fringe Benefits	\$111,257				\$111,257.00
<b>Total Personnel Expenses</b>	<b>\$556,285</b>				<b>\$556,285.00</b>
Operating Expenses:					
Occupancy (e.g., Rental of Property, Utilities, Building Maintenance Supplies and Repairs)	\$93,087				\$93,087.00
Materials and Supplies (e.g., Office, Postage, Printing and Repro., Program Supplies)	\$48,370				\$48,370.00
General Operating (e.g., Insurance, Staff Training, Equipment Rental/Maintenance)	\$19,632				\$19,632.00
Staff Travel (e.g., Local & Out of Town)	\$7,040				\$7,040.00
Consultant/Subcontractor	\$124,365				\$124,365.00
Other (e.g., Client Food, Client Travel, Client Activities and Client Supplies)					
<b>Total Operating Expenses</b>	<b>\$290,494</b>				<b>\$290,494.00</b>
Capital Expenditures					
<b>TOTAL DIRECT EXPENSES</b>	<b>\$846,779</b>				<b>\$846,779.00</b>
Indirect Expenses	\$84,678				\$84,678.00
<b>TOTAL EXPENSES</b>	<b>\$931,457</b>				<b>\$931,457.00</b>
<b>LESS: Initial Payment Recovery</b>					
<b>Other Adjustments</b> (Enter as negative, if appropriate)					
<b>REIMBURSEMENT</b>					

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-3b  
Appendix Term: 07/01/13-06/30/14  
PAGE A

Contractor: **San Francisco AIDS Foundation**  
Address: **P.O. Box 428182**  
**San Francisco, CA 94142-4182**

CMS # **7184** Invoice Number **A-3JUL13**

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



Contract Purchase Order No: \_\_\_\_\_

Funding Source: **General Fund**

Program Name: **The Stonewall Project**

Grant Code/Detail: **HCHIVPREVNGF**

ACE Control #: \_\_\_\_\_

Project Code/Detail: \_\_\_\_\_

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

FINAL Invoice  (check if Yes)

DELIVERABLES	TOTAL CONTRACTED UOS		DELIVERED THIS PERIOD UOS		DELIVERED TO DATE UOS		% OF TOTAL UOS		REMAINING DELIVERABLES UOS	
	UOS	NOC	UOS	NOC	UOS	NOC	UOS	NOC	UOS	NOC
Anti-Distribution 1-month	120	na							12	#####
Annual Event	34	1896							34	1,496
Groups 1-hour	414	1,380							414	1,380
PRG 1-hour	240	255							240	255
GM 1-hour	359	374							359	374
Recruitment & Linkages 1-hour	720	2,880							720	2,880
Training 1-hour	24	120							24	120
Social Marketing 1-month	12	na							12	#####

Unduplicated Clients for Appendix		NOC		NOC		NOC		NOC		NOC
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EXPENDITURES	BUDGET	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Total Salaries (See Page B)	\$222,027				\$222,027.00
Fringe Benefits	\$55,507				\$55,507.00
<b>Total Personnel Expenses</b>	<b>\$277,534</b>				<b>\$277,534.00</b>
<b>Operating Expenses:</b>					
Occupancy (e.g., Rental of Property, Utilities, Building Maintenance Supplies and Repairs)	\$38,957				\$38,957.00
Materials and Supplies (e.g., Office, Postage, Printing and Repro., Program Supplies)	\$5,881				\$5,881.00
General Operating (e.g., Insurance, Staff Training, Equipment Rental/Maintenance)	\$6,499				\$6,499.00
Staff Travel - (e.g., Local & Out of Town)					
Consultant/Subcontractor	\$2,500				\$2,500.00
Other - (Meals, Audit, Transportation Reimb, Stipends, Facilitators)	\$1,400				\$1,400.00
<b>Total Operating Expenses</b>	<b>\$55,237</b>				<b>\$55,237.00</b>
Capital Expenditures					
<b>TOTAL DIRECT EXPENSES</b>	<b>\$332,771</b>				<b>\$332,771.00</b>
Indirect Expenses	\$33,277				\$33,277.00
<b>TOTAL EXPENSES</b>	<b>\$366,048</b>				<b>\$366,048.00</b>
LESS: Initial Payment Recovery					
Other Adjustments (Enter as negative, if appropriate)					
<b>REIMBURSEMENT</b>					

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-4c  
Appendix Term: 07/01/13-06/30/14  
PAGE A

Contractor: San Francisco AIDS Foundation  
Address: P.O. Box 426182

CMS #  
**7164**

Invoice Number  
**XXXXXXXXA-4JUL13**

Contract Purchase Order No:

Telephone: 483-3000  
Fax:



Funding Source: **General Fund**

Grant Code/Detail: **HCHIVPREVNSF**

Program Name: African American Preventin Initiative

Project Code/Detail:

ACE Control #:

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

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
Condoms	240	984					98400%		24	984
Condoms - 1 hour	386	3,320							580	3,320
HIV Testing - 1 test	500	500							500	500
IRRE - 1 hour	262	792							282	792
Linkage - 1 linkage	200	200							200	200

	NOC	NOC	NOC	NOC	NOC
Unduplicated Clients for Appendix					

EXPENDITURES	BUDGET	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Total Salaries (See Page B)	\$305,509				\$305,509.00
Fringe Benefits	\$76,378				\$76,378.00
<b>Total Personnel Expenses</b>	<b>\$381,887</b>				<b>\$381,887.00</b>
<b>Operating Expenses:</b>					
Occupancy (e.g., Rental of Property, Utilities, Building Maintenance Supplies and Repairs)	\$51,423				\$51,423.00
Materials and Supplies (e.g., Office, Postage, Printing and Repro., Program Supplies)	\$38,178				\$38,178.00
General Operating (e.g., Insurance, Staff Training, Equipment Rental/Maintenance)	\$14,279				\$14,279.00
Staff Travel - (e.g., Local & Out of Town)					
Consultant/Subcontractor	\$3,500				\$3,500.00
Other - (e.g., Client Food, Client Travel, Client Activities and Client Supplies)					
<b>Total Operating Expenses</b>	<b>\$107,380</b>				<b>\$107,380.00</b>
Capital Expenditures					
<b>TOTAL DIRECT EXPENSES</b>	<b>\$489,267</b>				<b>\$489,267.00</b>
Indirect Expenses	\$48,925				\$48,925.00
<b>TOTAL EXPENSES</b>	<b>\$538,192</b>				<b>\$538,192.00</b>
LESS: Initial Payment Recovery					
Other Adjustments (Enter as negative, if appropriate)					
<b>REIMBURSEMENT</b>					

NOTES:

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

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

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

Send to:	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-4c  
Appendix Term: 07/01/13-06/30/14  
PAGE B

Contractor: San Francisco AIDS Foundation  
Address: P.O. Box 426182

Invoice Number  
**XXXXXXXXA-4JUL13**

Contract Purchase Order No: \_\_\_\_\_

Telephone: 483-3000  
Fax: \_\_\_\_\_

Fund Source: **General Fund**

Program Name: African American Prevention Initiative

Grant Code/Detail: **HCHVPREVNGF**

ACE Control #: \_\_\_\_\_

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
Contractor	0.05	\$1,500.00			#REF!	\$16,000.00
Contractor	0.05	\$1,500.00			#REF!	\$4,500.00
Contractor	0.05	\$1,500.00			#REF!	\$2,900.00
Contractor	0.80	\$12,000.00			#REF!	\$4,500.00
Contractor	0.80	\$12,000.00			#REF!	\$52,000.00
Contractor	0.10	\$1,500.00			#REF!	\$52,000.00
Contractor	0.10	\$1,500.00			#REF!	\$5,760.00
Contractor	0.20	\$3,000.00			#REF!	\$5,300.00
Contractor	0.10	\$1,500.00			#REF!	\$11,540.00
Contractor	0.15	\$2,250.00			#REF!	\$24,750.00
Contractor	0.10	\$1,500.00			#REF!	\$7,500.00
Contractor	0.90	\$13,500.00			#REF!	\$52,850.00
Contractor	0.50	\$7,500.00			#REF!	\$21,350.00
Contractor	0.20	\$3,000.00			#REF!	\$14,959.00
Contractor	0.25	\$3,750.00			#REF!	\$11,250.00
Contractor	0.10	\$1,500.00			#REF!	\$8,200.00
Contractor	0.10	\$1,500.00			#REF!	\$5,100.00
<b>TOTAL SALARIES</b>	<b>4.85</b>	<b>\$305,509</b>				<b>\$305,509.00</b>

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: \_\_\_\_\_

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

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

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

APPENDIX F-5b  
Appendix Term: 07/01/13-06/30/14  
PAGE A

Contractor: San Francisco AIDS Foundation  
Address: P.O. Box 426182  
San Francisco, CA 94142-4182

CMS # 7164 Invoice Number A-5JUL13

Telephone: 487-3000  
Fax: 487-3009



Contract Purchase Order No: \_\_\_\_\_

Funding Source: General Fund

Program Name: Stonewall Castro/LIFE Program

Grant Code/Detail: HCHIVPREVNGF

ACE Control #: \_\_\_\_\_

Project Code/Detail: \_\_\_\_\_

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

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
Individual Risk Reduction 1/100	600	600							600	600
1/150	145	159							145	159
1/480	480	480							480	480
1/311	311	1,035							311	1,035
1/144	144	144							144	144
1/1,080	1,080	864							1,080	864
1/604	604	2,134							604	2,134
1/375	375	750							375	750

	NOC	NOC	NOC	NOC	NOC
Unduplicated Clients for Appendix					

EXPENDITURES	BUDGET	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Total Salaries (See Page B)	\$143,111				\$143,111.00
Fringe Benefits	\$35,778				\$35,778.00
<b>Total Personnel Expenses</b>	<b>\$178,889</b>				<b>\$178,889.00</b>
<b>Operating Expenses:</b>					
Occupancy (e.g., Rental of Property, Utilities, Building Maintenance Supplies and Repairs)	\$18,246				\$18,246.00
Materials and Supplies (e.g., Office, Postage, Printing and Repr., Program Supplies)	\$18,385				\$18,385.00
General Operating (e.g., Insurance, Staff Training, Equipment Rental/Maintenance)	\$1,490				\$1,490.00
Staff Travel - (e.g., Local & Out of Town)					
Consultant/Subcontractor	\$348,903				\$348,903.00
Other - (Meals, Audit, Transportation Reimb, Stipends, Facilitators)					
<b>Total Operating Expenses</b>	<b>\$386,024</b>				<b>\$386,024.00</b>
Capital Expenditures					
<b>TOTAL DIRECT EXPENSES</b>	<b>\$564,913</b>				<b>\$564,913.00</b>
Indirect Expenses	\$73,936				\$73,936.00
<b>TOTAL EXPENSES</b>	<b>\$638,849</b>				<b>\$638,849.00</b>
LESS: Initial Payment Recovery					
Other Adjustments (Enter as negative, if appropriate)					
<b>REIMBURSEMENT</b>					

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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SANFRAN-02

BUCDA1

**CERTIFICATE OF LIABILITY INSURANCE**DATE (MM/DD/YYYY)  
7/17/2013

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER License # DH81923 G2 Insurance Services, LLC 601 California Street, 3rd Floor San Francisco, CA 94108	CONTACT NAME: PHONE (A/C No. Ext): (415) 426-6600 6636 E-MAIL ADDRESS:	FAX (A/C No.): (415) 426-6601
	INSURER(S) AFFORDING COVERAGE INSURER A: Berkshire Hathaway Homestate Insurance Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	
INSURED  San Francisco AIDS Foundation 1035 Market Street, Ste. 400 San Francisco, CA 94103		

**COVERAGES**      **CERTIFICATE NUMBER:**      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDITIONAL INSURER	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	<b>GENERAL LIABILITY</b> <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC					EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$	
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$	
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED    RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$	
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/>	N/A	3300057174-121	7/1/2013	7/1/2014	WC STATUS:    OTH-ER: E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Evidence of Workers Compensation Coverage

**CERTIFICATE HOLDER****CANCELLATION**

City and County of SF - SFDPH 101 Grove Street San Francisco, CA 94102	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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SANFRAN-07 WILSONLE

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
4/3/2013

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Willis Insurance Services of California, Inc. c/o 26 Century Blvd. P.O. Box 505191 Nashville, TN 37230-5191	CONTACT NAME: <b>certificates@willis.com</b>	
	PHONE (A/C No. Ext.): <b>(877) 946-7378</b> FAX (A/C No.): <b>(888) 467-2378</b>	
INSURED  <b>San Francisco AIDS Foundation</b> 1036 Market St., #400 Attn: Controller San Francisco, CA 94103	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: <b>Nonprofits' Insurance Alliance of California Inc</b>	<b>C0815</b>
	INSURER B: <b>Cypress Insurance Company</b>	<b>10855</b>
	INSURER C:	
	INSURER D:	
	INSURER E:	

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR. LTR	TYPE OF INSURANCE	ADD. SUBR. (INSR. / PROD.)	POLICY NUMBER	POLICY EFF. (MM/DD/YYYY)	POLICY EXP. (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	X	2013-00850	4/1/2013	4/1/2014	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Per occurrence) \$ 500,000 MED EXP (Any one person) \$ 20,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000 SOCIAL SERV PRO \$ 3,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC					
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS	X	2013-00850	4/1/2013	4/1/2014	COMBINED SINGLE LIMIT (Per occurrence) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (PER ACCIDENT) \$
	<input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					
A	UMBRELLA LIAB. <input checked="" type="checkbox"/> OCCUR EXCESS LIAB. <input type="checkbox"/> CLAIMS-MADE		2013-00850-UMIB	4/1/2013	4/1/2014	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000
	DED. <input checked="" type="checkbox"/> RETENTION \$ 10,000					
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, deletion upon DESCRIPTION OF OPERATIONS below	Y/N Y	3300057174121	7/1/2012	7/1/2013	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Business Auto		2013-00850	4/1/2013	4/1/2014	Comp/Coil Deductible 1,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required).  
Re: Ongoing service contract with City and County of San Francisco.  
City and County of San Francisco, SFPDPH, its Officers, Directors, Employees, Agents and Representatives are included as Additional Insureds with respects to General Liability and Auto Liability.

Insurance listed above is Primary insurance with respect to this contract.

CERTIFICATE HOLDER	CANCELLATION
City and County of San Francisco - SFPDPH 101 Grove Street San Francisco, CA 94102	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE <i>Mark Keane</i>

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ACORD 25 (2010/05)

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POLICY NUMBER: 2013-00950

COMMERCIAL GENERAL LIABILITY  
CG 20 10 07 04

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:

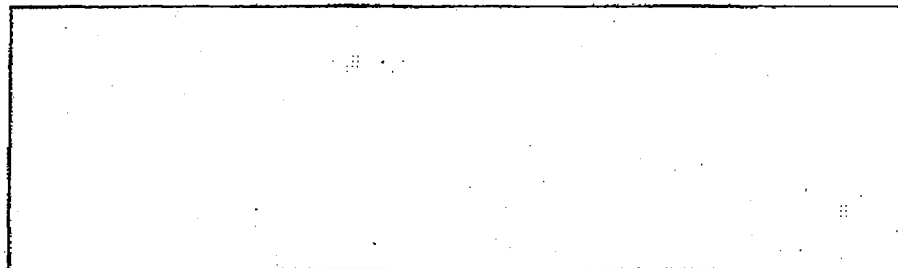
1. Your acts or omissions; or
2. The acts or omissions of those acting on your behalf;

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.





NONPROFITS' INSURANCE ALLIANCE OF CALIFORNIA  
P.O. Box 8507, Santa Cruz, CA 95061

**POLICY CHANGE**  
**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

COMPANY: Nonprofits' Insurance Alliance of California (00950)  
POLICY NUMBER: 2013-00950-NPO  
NAMED INSURED: San Francisco AIDS Foundation\*  
POLICY CHANGE EFFECTIVE: 04/01/2013  
COVERAGE PART AFFECTED: BUSINESS AUTO  
POLICY CHANGE#: 1 Page 1

The following additional insured(s)/loss payee(s) is/are hereby added to read:

Veh #	VIN #	Additional Insured - NIAC-A1
ALL		<b>City And County Of San Francisco, SFPDH, Its Officers, Directors, Employees, Agents and Representatives</b> 101 Grove Street San Francisco, CA 94102 AS RESPECTS: Ongoing service contract with City and County of San Francisco

All other terms, limits and conditions remain the same.

ADDITIONAL PREMIUM:	\$0
RETURN PREMIUM:	\$0
TOTAL PREMIUM:	\$0

04/04/2013

AUTHORIZED SIGNATURE

(00606)

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

FIRST Amendment

This AMENDMENT (this "Amendment") is made as of the 1<sup>st</sup> day of December, 2012, in San Francisco, California, by and between SAN FRANCISCO AIDS FOUNDATION, P.O. Box 426182, San Francisco, CA 94142-6182 ("Contractor"), and the City and County of San Francisco, a municipal corporation ("City"), acting by and through its Director of the Office of Contract Administration.

RECITALS

WHEREAS, City and Contractor have entered into the Agreement (as defined below); and  
WHEREAS, City and Contractor desire to modify the Agreement on the terms and conditions set forth herein to change HIV Prevention funding allocation and add Cost of Doing Business General Fund;

WHEREAS, approval for this Amendment was obtained when the Civil Service Commission approved Contract Number 2006-07/08 and 2007-07/08, on July 7, 2008.

NOW THEREFORE, Contractor and the City agree as follows:

1. **Definitions.** The following definitions shall apply to this Amendment:

a. **Agreement.** The term "Agreement" shall mean the Agreement dated September 01, 2011, (BPHC12000088 and DPHC12000598/DPHC13000261), between Contractor and City.

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

2. **Modifications to the Agreement.** The Agreement is hereby modified as follows:

a. **Section 05, Compensation, of the Agreement currently reads as follows:**

5. **Compensation.** Compensation shall be made in monthly payments on or before the 30th day of each month for work, as set forth in Section 4 of this Agreement, that the Director of the Public Health Department, in his or her sole discretion, concludes has been performed as of the last day of the immediately preceding month. In no event shall the amount of this Agreement exceed **Six Million Five Hundred Twenty-Five Thousand Four Hundred Forty Seven DOLLARS (\$6,525,447)**. The breakdown of costs associated with this Agreement appears in Appendix B, "Calculation of Charges," attached hereto and incorporated by reference as though fully set forth herein. No charges shall be incurred under this Agreement nor shall any payments become due to Contractor until reports, services, or both, required under this Agreement are received from Contractor and approved by Department of Public Health as being in accordance with this Agreement. City may withhold payment to Contractor in any instance in which Contractor has failed or refused to satisfy any material obligation provided for under this Agreement.

In no event shall City be liable for interest or late charges for any late payments.

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



5. Compensation. Compensation shall be made in monthly payments on or before the 30th day of each month for work, as set forth in Section 4 of this Agreement, that the Director of the Public Health Department, in his or her sole discretion, concludes has been performed as of the last day of the immediately preceding month. In no event shall the amount of this Agreement exceed **Seven Million Four Hundred Thirty-Five Thousand Six Hundred and Eight DOLLARS (\$7,435,608)**. The breakdown of costs associated with this Agreement appears in Appendix B, "Calculation of Charges," attached hereto and incorporated by reference as though fully set forth herein. No charges shall be incurred under this Agreement nor shall any payments become due to Contractor until reports, services, or both, required under this Agreement are received from Contractor and approved by Department of Public Health as being in accordance with this Agreement. City may withhold payment to Contractor in any instance in which Contractor has failed or refused to satisfy any material obligation provided for under this Agreement.

---

**The following Appendices are being added to or substituted for the Exhibits and/or Appendices, as indicated, in the "Original Agreement" and any subsequent "Amendments", and are titled to support the period of 09/01/11 – 06/30/13.**

Delete Appendix A, Pages 1-8, for the period 09/01/11 – 06/30/13 and substitute Appendix A, Pages 1-9, for the period 09/01/11 – 06/30/13.

Delete Appendix A-1, Pages 1-8, for the period 09/01/11 – 06/14/13 and substitute Appendix A-1, Pages 1-2, for the period 09/01/11 – 06/14/13.

Delete Appendix A-2, Pages 1-3, for the period 09/01/11 – 12/31/12 and substitute Appendix A-2, Pages 1-3, for the period 09/01/11 – 06/30/13.

Delete Appendix A-3, Pages 1-4, for the period 09/01/11 – 06/30/13 and substitute Appendix A-3, Pages 1-4, for the period 09/01/11 – 06/30/13.

Delete Appendix A-4, Pages 1-4, for the period 09/01/11 – 12/31/12 and substitute Appendix A-4, Pages 1-5, for the period 09/01/11 – 06/30/13.

Delete Appendix A-5, Pages 1-5, for the period 09/01/11 – 06/30/13 and substitute Appendix A-5, Pages 1-6, for the period 09/01/11 – 06/30/13.

Delete Appendix A-6, Pages 1-3, for the period 09/01/11 – 06/30/13 and substitute Appendix A-6, Pages 1-3, for the period 09/01/11 – 06/30/13.

Delete Appendix B, Pages 1-6, for the period 09/01/11 – 06/30/13 and substitute Appendix B, Pages 1-6, for the period 09/01/11 – 06/30/13.

Delete Appendix B-1a, Pages 1-4, for the period 06/15/12 – 06/14/13 and substitute Appendix B-1a, Pages 1-4, for the period 06/15/12-06/14/13.

Delete Appendix B-2a, Pages 1-7, for the period 01/01/12 – 12/31/12 and substitute Appendix B-2a, Pages 1-7, for the period 01/01/12 – 12/31/12.

Add Appendix B-2b, Pages 1-7, for the period 01/01/13 - 06/30/13.

Delete Appendix B-3a, Pages 1-7, for the period 07/01/12 – 06/30/13 and substitute Appendix B-3a, Pages 1-7, for the period 07/01/12 – 06/30/13.

Delete Appendix B-4a, Pages 1-9, for the period 01/01/12 – 12/31/12 and substitute Appendix B-4a, Pages 1-9, for the period 01/01/12 – 12/31/12.

Add Appendix B-4b, Pages 1-8, for the period 01/01/13 – 06/30/13.

Delete Appendix B-5a, Pages 1-8, for the period 07/01/12 – 06/30/13 and substitute Appendix B-5a, Pages 1-8, for the period 07/01/12 – 06/30/13.

Delete Appendix B-6d, Pages 1-11, for the period 07/01/12 – 06/30/13 and substitute Appendix B-6d, Pages 1-11, for the period 07/01/12 - 06/30/13.

Delete Appendix B-6e, Pages 1-2, for the period 07/01/12 – 06/30/13 and substitute Appendix B-6e, Pages 1-2, for the period 07/01/12 - 06/30/13.

Delete Appendix B-6f, Pages 1-2, for the period 07/01/12 – 06/30/13 and substitute Appendix B-6f, Pages 1-2, for the period 07/01/12 - 06/30/13.

Delete Appendix B-6g, Pages 1-2, for the period 07/01/12 – 06/30/13 and substitute Appendix B-6g, Pages 1-2, for the period 07/01/12 - 06/30/13.

Delete Appendix F-1a, for the period 06/15/12 – 06/14/13 Pages A and B, and Substitute Appendix F-1a, Pages A and B, for the period 06/15/12 – 06/14/13.

Delete Appendix F-2a, for the period 01/01/12 – 12/31/12 Pages A and B, and Substitute Appendix F-2a, Pages A and B, for the period 01/01/12 – 12/31/12.

Add Appendix F-2b, for the period 01/01/13 – 06/30/13 Pages A and B.

Delete Appendix F-3a, for the period 07/01/12 – 06/30/13 Pages A and B, and Substitute Appendix F-3a, Pages A and B, for the period 07/01/12 – 06/30/13.

Delete Appendix F-4a, for the period 01/01/12 – 12/31/12 Pages A and B, and Substitute Appendix F-4a, Pages A and B, for the period 01/01/12 – 12/31/12.

Add Appendix F-4b, for the period 01/01/13 – 06/30/13 Pages A and B.

Delete Appendix F-5a, for the period 07/01/12 – 06/30/13 Pages A and B, and Substitute Appendix F-5a, Pages A and B, for the period 07/01/12 – 06/30/13.

Delete Appendix F-6d, for the period 07/01/12 – 06/30/13 Pages A and B, and Substitute Appendix F-6d, Pages A and B, for the period 07/01/12 – 06/30/13.

Delete Appendix F-6e, for the period 07/01/12 – 06/30/13 Pages A and B, and Substitute Appendix F-6e, Pages A and B, for the period 07/01/12 – 06/30/13.

Delete Appendix F-6f, for the period 07/01/12 – 06/30/13 Pages A and B, and Substitute Appendix F-6f, Pages A and B, for the period 07/01/12 – 06/30/13.

Delete Appendix F-6g, for the period 07/01/12 – 06/30/13 Pages A and B, and Substitute Appendix F-6g, Pages A and B, for the period 07/01/12 – 06/30/13.

Delete Appendix H Insurance, and Substitute Appendix H Insurance.

3. **Effective Date.** Each of the modifications set forth in Section 2 shall be effective on and after the date of this Amendment.

4. **Legal Effect.** Except as expressly modified by this Amendment, all of the terms and conditions of the Agreement shall remain unchanged and in full force and effect.




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

CITY

CONTRACTOR

Recommended by:

SAN FRANCISCO AIDS FOUNDATION

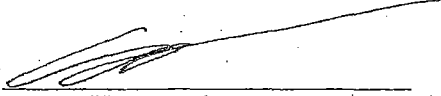
  
BARBARA A. GARCIA, M.P.A. / 12/11/12  
Director of Health / Date

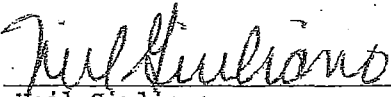
By signing this Agreement, I certify that I comply with the requirements of the Minimum Compensation Ordinance, which entitle Covered Employees to certain minimum hourly wages and compensated and uncompensated time off.

Approved as to Form:

Dennis J. Herrera  
City Attorney

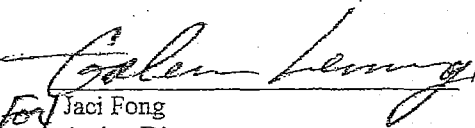
I have read and understood paragraph 35, the City's statement urging companies doing business in Northern Ireland to move towards resolving employment inequities, encouraging compliance with the MacBride Principles, and urging San Francisco companies to do business with corporations that abide by the MacBride Principles.

  
By: Aleeta Van Runkle / 12/18/12  
Deputy City Attorney / Date

  
Neil Giuliano / 12-7-12  
Executive Director / Date  
P. O. Box 426182  
San Francisco, CA 94142-6182

Approved:

City vendor number: 16252

  
Fong Jaci Fong / 1/16/13  
Acting Director / Date  
Office of Contract  
Administration and Purchaser

**Appendices**

- A: Services to be provided by Contractor
- B: Calculation of Charges
- C: Reserved
- D: Additional Terms
- E: Business Associate Addendum
- F: Invoice
- G: Dispute Resolution Procedure
- H: Insurance Certificates

RECEIVED  
PURCHASING DEPARTMENT  
13 JAN -7 AM 11:51

Appendix A  
Services to be provided by Contractor

I. Terms

A. Contract Administrator:

In performing the Services hereunder, Contractor shall report to Tracey Packer, 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 09/01/11-06/30/13 may be found in the following Appendixes:

Appendix A, 09/01/11 -06/30/13, Page 4-9	Program Summary
Appendix A-1, 09/01/11 -06/14/13, Pages 1-2	HIV Testing -- STOP Study
Appendix A-2, 09/01/11 -12/31/12, Pages 1-3	Community Based HIV Testing
Appendix A-3, 09/01/11 -06/30/13, Pages 1-4	The Stonewall Project
Appendix A-4, 09/01/11-12/31/12, Pages 1-5	African American Prevention Initiative
Appendix A-5, 09/01/11 -06/30/13, Pages 1-6	Stonewall Castro/ LIFE Program
Appendix A-6, 09/01/11 -06/30/13, Pages 1-3	Syringe Access Services



**SUMMARY**

Service Provider(s): San Francisco AIDS Foundation  
 Fiscal Agency: San Francisco AIDS Foundation  
 Total Contract Amount: \$6,639,236  
 System of Care: HIV Prevention Section (HPS)  
 Provider Address: 1035 Market Street, Suite 400, San Francisco, CA 94103  
 Provider Phone: 415-487-3000 Provider Fax: 415-487-3094  
 Contact Person: Richard Hill, Director, Government Contracts Direct Phone #: 415- 487-8042  
 email: rhill@sfaf.org

<b>Program Name:</b>	Appendix A-1
<b>System of Care:</b>	HIV Testing – STOP Study
<b>Program Code:</b>	HPS
<b>Year One:</b>	N/A
<b>Amount:</b>	\$26,583
<b>Term:</b>	9.01.11 – 6.14.12
<b>Definition and # of UOS:</b>	A Unit of Service (UOS) is equivalent to 1 month of Support Activities
<b>Number of UDC/NOC:</b>	STOP Study Support Activities 10
<b>Year Two:</b>	N/A
<b>Amount:</b>	\$50,000
<b>Term:</b>	6.15.12 - 6.14.13
<b>Definition and # of UOS:</b>	A Unit of Service (UOS) is equivalent to 1 month of Support Activities
<b>Number of UDC/NOC:</b>	STOP Study Support Activities 12
<b>Target Population:</b>	There is no target population; the study will use specimens collected from clients who already present for testing at the four sites who have agreed to participate.
<b>Description of Service:</b>	To support the "Screening Targeted Populations to Interrupt On-going Chains of Transmission with Enhanced Partner Notification" (STOP) Study will evaluate the yield, cost-effectiveness, and feasibility of screening for Acute HIV Infection (AHI) with a fourth-generation enzyme immunoassay (EIA) in high-risk/high-incidence settings compared to pooled Nucleic Acid Amplification Test (NAAT), and will evaluate the yield, cost-effectiveness, and feasibility of enhanced partner notification/contact tracing techniques linked to AHI screening.

<b>Program Name:</b>	Appendix A-2
<b>System of Care:</b>	Community- Based HIV Testing
<b>Program Code:</b>	HPS
<b>Year One:</b>	N/A
<b>Amount:</b>	\$ 290,298
<b>Term:</b>	9.01.11 – 12.31.11
<b>Definition and # of UOS:</b>	A Unit of Service (UOS) is equivalent to 1 test for 1 client
<b>Number of UDC/NOC:</b>	Numbers of test during this period 2,587
	2587

Year Two	
Amount:	\$870,894
Term:	1.01.12 - 12.31.12
Definition and # of UOS:	A Unit of Service (UOS) is equivalent to 1 test for 1 client Numbers of test during this period 8,406
Number of UDC/NOC:	8,406
Year Three	
Amount:	\$435,447
Term:	1.01.13 - 6.30.13
Definition and # of UOS:	A Unit of Service (UOS) is equivalent to 1 test for 1 client Numbers of test during this period 4,850
Number of UDC/NOC:	4,850
Target Population:	Gay men and other MSM, IDUs, and TFMSM in the Castro and Tenderloin.
Description of Service:	The program will expand SFAF's HIV testing services for a wide range of gay men and other MSM, IDUs, and TFMSM in the Castro and Tenderloin, to ensure that HIV testing and linkage to care are readily accessible for the largest number of people at high risk. Additional testing will be done at a variety of venues that are frequented by the hardest-to-reach MSM, IDUs, and TFMSM.

<b>Appendix A-3</b>	
Program Name:	The Stonewall Project
System of Care:	HPS
Program Code:	N/A
Year One:	
Amount:	\$294,639
Term:	9.01.11 - 6.30.12
Definition and # of UOS:	A Unit of Service (UOS) is equivalent to 1 of Condom distribution, 1 event, and 1 group hour 1 month of Social Marketing or 1 hour of Risk Reduction Counseling, Prevention CM, and Training.
	Recruitment & Linkages 4,808
	Events 23
	Groups 276
	Individual Risk Reduction Counseling 160
	Prevention Case management 240
	Social Marketing 8
	Condom Distribution 8
	Training 16
Number of UDC/NOC:	Recruitment & Linkages 1,920
	Events 1,265
	Groups 920
	Individual Risk Reduction Counseling 320
	Prevention Case Management 288
	Social Marketing n/a
	Condom Distribution n/a
	Training 80
Year Two:	
Amount:	\$360,320
Term:	7.01.12-6.30.13
Definition and # of UOS:	A Unit of Service (UOS) is equivalent to 1 of Condom distribution, 1 event, 1 group hour, and 1 month of Social Marketing or 1 hour of Risk Reduction Counseling, Prevention CM, and Training.

	Recruitment & Linkages	696
	Events	33
	Groups	400
	Individual Risk Reduction Counseling	232
	Prevention Case Management	348
	Social Marketing	12
	Condom Distribution	12
	Training	23
<b>Number of UDC/NOC:</b>	Recruitment & Linkages	2,784
	Events	1,815
	Groups	1,334
	Individual Risk Reduction Counseling	464
	Prevention Case Management	418
	Social Marketing	n/a
	Condom Distribution	n/a
	Training	116
<b>Target Population:</b>	Gay men and other MSM (G/MSM) who reside in San Francisco and use methamphetamine and other substances.	
<b>Description of Service:</b>	Stonewall's substance abuse services for MSM and MSM-IDU, focus on increasing status awareness, increasing viral load suppression, maintaining or increasing levels of protected sex; and increasing access to safer injection supplies. Services will be delivered in the Castro, Mission, Tenderloin, and SOMA neighborhoods.	

<b>Appendix A-4</b>		
<b>Program Name:</b>	African American Prevention Initiative	
<b>System of Care:</b>	HPS-	
<b>Program Code:</b>	N/A	<b>Funding Source:</b> Center for Disease Control & GF
<b>Year One</b>		
<b>Amount:</b>	\$166,339	
<b>Term:</b>	9.01.11 – 12.31.11	
<b>Definition and # of UOS:</b>	A Unit of Service (UOS) is equivalent to 1 HIV test per 1 client, 1 event, 1 group hour, 1 hour of Individual risk Reduction Counseling or 1 linkage to PHAST Program	
	Events	7
	Groups	223
	HIV Testing	160
	Individual Risk Reduction Counseling	128
	Linkages	20
<b>Number of UDC/NOC:</b>	Events	287
	Groups	1,198
	HIV Testing	160
	Individual Risk Reduction Counseling	128
	Linkages	20
<b>Year Two:</b>		
<b>Amount:</b>	\$499,017	
<b>Term:</b>	1.01.12-12.31.12	
<b>Definition and # of UOS:</b>	A Unit of Service (UOS) is equivalent to 1 HIV test per 1 client, 1 event, 1 group hour, 1 hour of Individual risk Reduction Counseling or 1 linkage to PHAST Program	
	Events	20

	Groups	503
	HIV Testing	433
	Individual Risk Reduction Counseling	589
	Linkages	65
<b>Number of UDC/NOC:</b>	Events	820
	Groups	4,272
	HIV Testing	433
	Individual Risk Reduction Counseling	589
	Linkages	65
<b>Year Three:</b>		
<b>Amount:</b>	\$249,508	
<b>Term:</b>	1.01.13 – 6.30.13	
<b>Definition and # of UOS:</b>	A Unit of Service (UOS) is equivalent to 1 HIV test per 1 client, 1 event, 1 group hour, 1 hour of individual risk Reduction Counseling or 1 linkage to PHAST Program	
	Events	12
	Groups	290
	HIV Testing	250
	Individual Risk Reduction Counseling	340
	Linkages	38
<b>Number of UDC/NOC:</b>	Events	192
	Groups	2,465
	HIV Testing	250
	Individual Risk Reduction Counseling	340
	Linkages	38
<b>Target Population:</b>	African-American gay men and other MSM (G/MSM) who reside in San Francisco, with a focus on the Tenderloin and Castro neighborhoods.	
<b>Description of Service:</b>	This Initiative is collaboration with STOP AIDS Project to deliver a comprehensive set of HIV prevention services to African American G/MSM with diverse backgrounds and prevention needs. The new effort will build on the strengths of SFAF's BBE and SAP's Our Love, both long-standing and successful programs designed specifically to serve African American G/MSM in San Francisco.	

<b>Appendix A-5</b>		
<b>Program Name:</b>	Stonewall Castro/LIFE Program	
<b>System of Care:</b>	HPS	
<b>Program Code:</b>	N/A	<b>Funding Source:</b> General Fund and CDC
<b>Year One:</b>		
<b>Amount:</b>	\$520,385	
<b>Term:</b>	9.01.11 – 6.30.12	
<b>Definition and # of UOS:</b>	A Unit of Service (UOS) is equivalent to 1 HIV test per 1 client, 1 group hour, 1 hour of Individual Risk Reduction Counseling, Prevention Case Management, or 1 hour of Recruitment and Linkage.	
	HIV Testing	400
	Individual Risk Reduction Counseling	96
	Prevention Case Management	320
	Groups	207
	Shanti LIFE Program - Individual Risk Reduction Counseling	107
	Shanti LIFE Program - Prevention Case Management	800

	Shanti LIFE Program – Group	403
	Shanti LIFE Program – Recruitment & Linkage	200
<b>Number of UDC/NOC:</b>	HIV Testing	400
	Individual Risk Reduction Counseling	192
	Prevention Case Management	320
	Groups	690
	Shanti LIFE Program - Individual Risk Reduction Counseling	107
	Shanti LIFE Program - Prevention Case Management	640
	Shanti LIFE Program – Groups	1,423
	Shanti LIFE Program – Recruitment & Linkage	400
<b>Year Two</b>		
<b>Amount:</b>	\$592,976	
<b>Term:</b>	7.01.12 - 6.30.13	
<b>Definition and # of UOS:</b>	A Unit of Service (UOS) is equivalent to 1 HIV test per 1 client, 1 group hour, 1 hour of Individual Risk Reduction Counseling, Prevention Case Management, or 1 hour of Recruitment and Linkage.	
	HIV Testing	580
	Individual Risk Reduction Counseling	139
	Prevention Case Management	464
	Groups	300
	Shanti LIFE Program - Individual Risk Reduction Counseling	155
	Shanti LIFE Program - Prevention Case Management	1,160
	Shanti LIFE Program – Groups	584
	Shanti LIFE Program – Recruitment & Linkage	290
<b>Number of UDC/NOC:</b>	HIV Testing	580
	Individual Risk Reduction Counseling	278
	Prevention Case Management	464
	Groups	1,000
	Shanti LIFE Program - Individual Risk Reduction Counseling	155
	Shanti LIFE Program - Prevention Case Management	928
	Shanti LIFE Program – Group	2,062
	Shanti LIFE Program – Recruitment & Linkage	580
<b>Target Population:</b>	Gay men and other MSM (G/MSM) who reside in San Francisco and use methamphetamine and other substances.	
<b>Description of Service:</b>	Stonewall's substance use counseling services for G/MSM to a new site in the Castro, in close coordination with the HIV testing and gay men's health services available at Magnet, located a half block away; and to support Shanti's LIFE Program, a health-enhancement and wellness counseling program for people living with HIV.	

<b>Appendix A-6</b>	
<b>Program Name:</b>	Syringe Access Services
<b>System of Care:</b>	HPS
<b>Program Code:</b>	N/A
<b>Year One</b>	<b>Funding Source: General Fund</b>
<b>Amount:</b>	\$1,061,764
<b>Term:</b>	9.01.11 – 6.30.12
<b>Definition and # of UOS:</b>	A Unit of Service (UOS) is equivalent to 1 hour of service or 1 month of Program Coordination

Contractor: San Francisco AIDS Foundation  
Fiscal Year: 2011-2012  
2012-2013  
CMS#: 7164

Appendix A  
Contract Term: 09.01.11 through 06.30.13  
Funding Sources: CDC and General Fund

	Syringe Access Services	2,083
	Program Coordination	8
Number of UDC/NOC:	Syringe Access Services	20,000
	Program Coordination	n/a
Year Two		
Amount:	\$1,220,765	
Term:	7.01.12-6.30.13	
Definition and # of UOS:	A Unit of Service (UOS) is equivalent to 1 hour of service or 1 month of Program Coordination	
	Syringe Access Services	3,020
	Program Coordination	12
Number of UDC/NOC:	Syringe Access Services	29,000
	Program Coordination	n/a
Target Population:	Intravenous drug users (IDUs) throughout San Francisco	
Description of Service:	Provides access to sterile syringes and safer injection supplies thus ensuring IDUs have clean syringes, and reducing the likelihood of syringe sharing and the risk of HIV transmission among the target population. SFAF will serve as the lead agency for all syringe access and disposal services in the city, with partners St. James Infirmary, Glide, the Asian & Pacific Islander Wellness Center, and Homeless Youth Alliance.	

Contractor: San Francisco AIDS Foundation  
 Program: HIV Testing – STOP Study  
 Fiscal Year: 2011-2012  
 2012-2013  
 CMS#: 7164

Appendix A-1  
 Contract Term: 09/01/11 through 06/14/13  
 Funding Source: CDC

1) Program Name: HIV Testing – STOP Study  
 Program Address: 1035 Market Street, Suite 400  
 City, State, Zip Code: San Francisco, CA 94103  
 Telephone: (415) 487-3000  
 Facsimile: (415) 487-3094

2) Nature of Document (check one)

New     Renewal     Modification

3) Goal Statement

The “Screening Targeted Populations to Interrupt On-going Chains of Transmission with Enhanced Partner Notification” (STOP) Study aims are:

1. To evaluate the yield, cost-effectiveness, and feasibility of screening for Acute HIV Infection (AHI) with a fourth-generation enzyme immunoassay (EIA) in high-risk/high-incidence settings compared to pooled Nucleic Acid Amplification Test (NAAT).
2. To evaluate the yield, cost-effectiveness, and feasibility of enhanced partner notification/contact tracing techniques linked to AHI screening.

4) Target Population

There is no target population; the study will use specimens collected from clients who already present for testing at the four sites who have agreed to participate. Site participation involves additional support to implement the goals above.

5) Modality(ies)/Interventions

09/01/2011 – 06/14/2012

Units of Service (UOS) Description	Units of Service (UOS)	Number of Contacts (NOC)
STOP Study 1 UOS = 1 month of STOP Study support activities	9.5 months	n/a
<b>Total for this period</b>	9.5	n/a

06/15/2012 – 06/14/2013

Units of Service (UOS) Description	Units of Service (UOS)	Number of Contacts (NOC)
STOP Study 1 UOS = 1 month of STOP Study support activities	12 months	n/a
<b>Total for this period</b>	12	n/a
<b>Total for this contract</b>	21.5	n/a

6) Methodology

The San Francisco AIDS Foundation will develop a Program Plan with the HIV Prevention Section which will reflect program requirements of RFP 21-2010 and community planning priorities. This

Plan will be reviewed with the HIV Prevention Section and changes to it will be allowed if it is agreed that clients will be more appropriately served and priorities continue to be addressed.

**7) Objectives and Measurements**

There are no outcome objectives for providers funded under the STOP Study; participation only requires providing additional resources to collect, handle and process specimens and/or enhance partner notification services.

**8) Continuous Quality Improvement**

The San Francisco AIDS Foundation agrees to adhere to the following:

- a. Current HIV Prevention Section, HIV Testing Policies and Procedures which include CDC and State Guidelines,
- b. Any relevant guidelines in the 2010 San Francisco HIV Prevention Plan,
- c. Any and all guidelines developed by the HIV Prevention Section required to implement services to meet the objectives in San Francisco's new System of Prevention.



Contractor: San Francisco AIDS Foundation  
 Program: Community-Based HIV Testing

Appendix A-2  
 Contract Term: 09/01/11 through 06/30/13  
 Funding Source (AIDS Office & CHPP only): CDC

1. Program Name: Community-Based HIV Testing  
 Program Address: 1035 Market Street, Suite 400  
 City, State, Zip Code: San Francisco, CA 94103  
 Telephone: (415) 487-3000  
 Facsimile: (415) 487-3094

2. Nature of Document (check one)

New     Renewal     Modification

3. Goal Statement

Goal: To reduce new HIV infections by 50% by 2017.

4. Target Population

SFAF will provide HIV testing services for a wide range of gay men and other MSM, IDUs, and TPMSM through our HIV testing sites strategically located in the city's two primary HIV epicenters, the Castro and Tenderloin.

5. Modality(ies)/Interventions

09/01/2011 – 12/31/2011

Units of Service (UOS) Description	Units of Service (UOS)	Number of Contacts (NOC)
<b>HIV Testing</b> 1 UOS = 1 test for 1 client 9,700 tests annually for 4 months x 80% = 2,587 tests. 2,587 tests = 2,587 UOS and 2,587 contacts	2,587	2,587

01/01/2012 – 12/31/2012

Units of Service (UOS) Description	Units of Service (UOS)	Number of Contacts (NOC)
<b>HIV Testing</b> 1 UOS = 1 test for 1 client 9,700 tests annually for 8 months x 80% = 5,173 tests. 9,700 tests annually for 4 months x 100% = 3,233 tests. 5,173 + 3,233 = 8,406 tests = 8,406 UOS and 8,406 contacts	8,406	8,406

01/01/2013 – 6/30/2013

Units of Service (UOS) Description	Units of Service (UOS)	Number of Contacts (NOC)
<b>HIV Testing</b> 1 UOS = 1 test for 1 client 9,700 tests annually for 6 months x 100% = 4,850 tests. 4,850 tests = 4,850 UOS and 4,850 contacts	4,850	4,850

Document Date 11/15/12  
 Page 1 of 3

## 6. Methodology

The San Francisco AIDS Foundation will develop a Program Plan with the HIV Prevention Section which will reflect program requirements of RFP 21-2010 and community planning priorities. This Plan will provide a justification for the UOS and NOC in the grid above, will be reviewed with the HIV Prevention Section and changes to it will be allowed if it is agreed that clients will be more appropriately served and priorities continue to be addressed.

## 7. Objectives and Measurements

### A. Required Objectives

The San Francisco AIDS Foundation agrees to collect data in the San Francisco data collection system as required and be prepared to report on evaluation, data collection and findings in cooperation with the HIV Prevention Section.

The San Francisco AIDS Foundation will work with the HIV Prevention Section to measure some or all of the following outcomes as appropriate for the service category and data collection system maturity.

Community-Based HIV Testing	
Citywide Goal	System of Prevention Objective
Increase status awareness	<ul style="list-style-type: none"> <li>By 2013, HPS-supported programs will conduct a total of 30,000* HIV tests annually.</li> <li>By 2013, HPS-supported programs will identify a total of 400* new HIV cases annually.</li> <li>By 2017, 80% of HIV-negative/unknown status MSM, IDU, and TFSM clients of HPS-supported programs will report having had an HIV test in the prior 6 months, as measured by self-report and the HIV-prevention names-based system.</li> <li>By 2017, 90% of people testing HIV-positive at HPS-supported programs will be offered partner services.**</li> </ul>
Increase viral load suppression	<ul style="list-style-type: none"> <li>By 2017, 90% of people testing HIV-positive at HPS-supported programs will be offered linkage to care.**</li> </ul>
Maintain or increase levels of protected sex	<ul style="list-style-type: none"> <li>By 2013, HPS-supported programs will distribute at least 1.6 million condoms annually.</li> </ul>
Increase access to safer injection supplies	<ul style="list-style-type: none"> <li>By 2013, HPS-supported programs will provide at least 2.5 million syringes annually.</li> </ul>

\*Includes tests provided and new HIV cases identified by programs funded under Categories 1 and 4-7, and by other SFDPH-supported testing programs.

\*\*Programs are not directly responsible for offering linkage to care or partner services. Programs are responsible and should develop objectives for linking HIV-positive clients to the Citywide PHAST Program.

## 8. Continuous Quality Improvement

Contractor: San Francisco AIDS Foundation  
Program: Community-Based HIV Testing

Appendix A-2  
Contract Term: 09/01/11 through 06/30/13  
Funding Source (AIDS Office & CHPP only): CDC

The San Francisco AIDS Foundation agrees to adhere to the following:

- a. Current HIV Prevention Section, HIV Testing Policies and Procedures which include CDC and State Guidelines,
- b. Any relevant guidelines in the 2010 San Francisco HIV Prevention Plan,
- c. Any and all guidelines developed by the HIV Prevention Section required to implement services to meet the objectives in San Francisco's new System of Prevention.

Contractor: San Francisco AIDS Foundation  
 Program: The Stonewall Project

Appendix A-3  
 Contract Term: 09/01/11 through 06/30/13  
 Funding Source: General Fund

1. **Program Name:** The Stonewall Project  
**Program Address:** 1035 Market Street, Suite 400  
**City, State, Zip Code:** San Francisco, CA 94103  
**Telephone:** (415) 487-3000  
**Facsimile:** (415) 487-3094

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

New       Renewal       Modification

3. **Goal Statement**

*Goal: To reduce new HIV infections by 50% by 2017.*

4. **Target Population**

The target population of this project is gay men and other MSM (G/MSM) who reside in San Francisco and use methamphetamine and other substances. This includes all G/MSM who are residents of San Francisco regardless of age, race, ethnicity, sexual orientation, gender identity, religion and spirituality, socioeconomic class, partner status, physical and mental ability, or HIV serostatus.

5. **Modality(ies)/Interventions**

09/01/2011 – 06/30/2012

Units of Service (UOS) Description	Units of Service (UOS)	Number of Contacts (NOC)
<b>Recruitment &amp; Linkages</b> 1 UOS = 1 hour 720 hours annually for 10 months x 80% = 480 UOS. 4 contacts/hour x 720 hours annually for 10 months x 80% = 1,920 NOC.	480	1,920
<b>Events</b> 1 UOS = 1 event 34 events annually for 10 months x 80% = 23 UOS. Average of 55 contacts/event = 1,568 NOC.	23	1,265
<b>Groups</b> 1 UOS = 1 hour 276 groups annually for 10 months x 1.5 hour/group x 80% = 276 UOS. 276 groups annually for 10 months x 5 clients/group x 80% = 920 NOC.	276	920
<b>Individual Risk Reduction Counseling</b> 1 UOS = 1 hour 480 sessions annually for 10 months x 0.5 hour/session x 80% = 160 UOS.	160	320

480 sessions annually for 10 months x 1 client/session x 80% = 320 NOC.		
<b>Prevention Case Management</b> 1 UOS = 1 hour 432 sessions annually for 10 months x 0.83 hour/session x 80% = 240 UOS. 432 sessions annually for 10 months x 1 client/session x 80% = 288 NOC.	240	288
<b>Social Marketing</b> 1 UOS = 1 month 10 months of social marketing x 80% = 8 UOS.	8	n/a
<b>Condom Distribution</b> 1 UOS = 1 month 10 months of condom & lube distribution x 80% = 8 UOS.	8	n/a
<b>Training</b> 1 UOS = 1 hour 1 training/month x 10 months x 2 hours each x 80% = 16 UOS. 1 training/month x 10 months x 10 attendees/training x 80% = 80 NOC.	16	80

07/01/2012 – 06/30/2013

Units of Service (UOS) Description	Units of Service (UOS)	Number of Contacts (NOC)
<b>Recruitment &amp; Linkages</b> 1 UOS = 1 hour 720 hours annually for 2 months x 80% = 96 UOS. 720 hours annually for 10 months x 100% = 600 UOS. 4 contacts/hour x 720 hours annually for 2 months x 80% = 384 NOC. 4 contacts/hour x 720 hours annually for 10 months x 100% = 2,400 NOC.	696	2,784
<b>Events</b> 1 UOS = 1 event 34 events annually for 2 months x 80% = 5 UOS. 34 events annually for 10 months x 100% = 28 UOS. Average of 55 contacts/event = 1,815 NOC.	33	1,815
<b>Groups</b> 1 UOS = 1 hour 276 groups annually for 2 months x 1.5 hour/group x 80% = 55 UOS. 276 groups annually for 10 months x 1.5 hour/group x 100% = 345 UOS. 276 groups annually for 2 months x 5 clients/group x 80% = 184 NOC. 276 groups annually for 10 months x 5 clients/group x 100% = 1,150 NOC.	400	1,334

<p><b>Individual Risk Reduction Counseling</b>          1 UOS = 1 hour          480 sessions annually for 2 months x 0.5 hour/session x 80% = 32 UOS.          480 sessions annually for 10 months x 0.5 hour/session x 100% = 200 UOS.          480 sessions annually for 2 months x 1 client/session x 80% = 64 NOC.          480 sessions annually for 10 months x 1 client/session x 100% = 400 NOC.</p>	232	464
<p><b>Prevention Case Management</b>          1 UOS = 1 hour          432 sessions annually for 2 months x 0.83 hour/session x 80% = 48 UOS.          432 sessions annually for 10 months x 0.83 hour/session x 100% = 300 UOS.          432 sessions annually for 2 months x 1 client/session x 80% = 58 NOC.          432 sessions annually for 10 months x 1 client/session x 100% = 360 NOC.</p>	348	418
<p><b>Social Marketing</b>          1 UOS = 1 month          2 months of social marketing x 80% = 2 UOS.          10 months of social marketing x 100% = 10 UOS.</p>	12	n/a
<p><b>Condom Distribution</b>          1 UOS = 1 month          2 months of condom &amp; lube distribution x 80% = 2 UOS.          10 months of condom &amp; lube distribution x 100% = 10 UOS.</p>	12	n/a
<p><b>Training</b>          1 UOS = 1 hour          1 training/month x 2 months x 2 hours each x 80% = 3 UOS.          1 training/month x 10 months x 2 hours each x 100% = 20 UOS.          1 training/month x 2 months x 10 attendees/training x 80% = 16 NOC.          1 training/month x 10 months x 10 attendees/training x 100% = 100 NOC.</p>	23	116

6. Methodology

Please see Appendix A-2, Section 6.

7. Objectives and Measurements

A. Required Objectives

The San Francisco AIDS Foundation agrees to collect data in the San Francisco data collection system as required and be prepared to report on evaluation, data collection and findings in cooperation with the HIV Prevention Section.

The San Francisco AIDS Foundation will work with the HIV Prevention Section to measure some or all of the following outcomes as appropriate for the service category and data collection system maturity.

HARR to Address Drivers	
Citywide Goal	System of Prevention Objective
Increase status awareness	<ul style="list-style-type: none"> <li>• By 2017, 90% of HIV-negative/unknown status clients of HPS-supported programs will be offered an HIV test.</li> <li>• By 2017, 80% of HIV-negative/unknown status MSM, IDU, and TFMSM clients of HPS-supported programs will report having had an HIV test in the prior 6 months, as measured by self-report and data on linkage to testing.</li> </ul>
Increase viral load suppression	<ul style="list-style-type: none"> <li>• By 2017, 90% of HIV-positive clients in HPS-supported programs who have not seen an HIV primary care provider in the prior 6 months will be offered linkage to care.*</li> <li>• By 2017, 90% of HIV-positive clients in HPS-supported programs will have had at least 2 HIV primary medical care visits in the prior 12 months, at least 3 months apart, as measured by the AIDS Regional Information and Evaluation System (ARIES) and the HIV/AIDS Reporting System (HARS).</li> </ul>
Maintain or increase levels of protected sex	<ul style="list-style-type: none"> <li>• By 2013, HPS-supported programs that address drivers will reduce drivers among clients.</li> <li>• By 2013, HPS-supported programs will distribute at least 1.6 million condoms annually.</li> <li>• (Optional) By 2012, HPS-supported programs aiming to increase protected sex among clients will show at least a 10% increase.</li> </ul>
Increase access to safer injection supplies	<ul style="list-style-type: none"> <li>• By 2013, HPS-supported programs will provide at least 2.5 million syringes annually.</li> </ul>

### 8. Continuous Quality Improvement

Please see Appendix A-2, Section 8.

1. **Program Name:** African American Prevention Initiative  
**Program Address:** 1035 Market Street, Suite 400  
**City, State, Zip Code:** San Francisco, CA 94103  
**Telephone:** (415) 487-3000  
**Facsimile:** (415) 487-3094

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

New     Renewal     Modification

3. **Goal Statement**

*Goal: To reduce new HIV infections by 50% by 2017.*

4. **Target Population**

The target population of this project is African-American gay men and other MSM (G/MSM) who reside in San Francisco, with a focus on the Tenderloin and Castro neighborhoods.

5. **Modality(ies)/Interventions**

09/01/2011 – 12/31/2011

Units of Service (UOS) Description	Units of Service (UOS)	Number of Contacts (NOC)
<b>Events</b> 1 UOS = 1 event 27 events annually for 4 months x 80% = 7 UOS. Average 41 contacts/event x 7 events = 287 NOC.	7	287
<b>Groups</b> 1 UOS = 1 hour 279 groups annually for 4 months x 3 hour/group x 80% = 223 UOS. 279 groups annually for 4 months x average of 16.1 clients/group x 80% = 1,198 NOC.	223	1,198
<b>HIV Testing</b> 1 UOS = 1 test for 1 client. 600 tests annually for 4 months x 80% = 160 tests. 160 tests = 160 UOS and 160 contacts.	160	160
<b>Individual Risk Reduction Counseling</b> 1 UOS = 1 hour. 480 sessions annually for 4 months x 1 hour/session x 80% = 128 UOS. 480 sessions annually for 4 months x 1 client/session x 80% = 128 NOC.	128	128
<b>Linkage</b> 1 UOS = 1 linkage to LINC'S Program	20	20



75 linkages annually for 4 months x 80% = 20 linkages. 20 linkages = 20 UOS and 20 NOC.		
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01/01/2012 – 12/31/2012

Units of Service (UOS) Description	Units of Service (UOS)	Number of Contacts (NOC)
<b>Events</b> 1 UOS = 1 event 23 events annually for 8 months x 80% = 12 UOS. 23 events annually for 4 months x 100% = 8 UOS. Average 41 contacts/event x 20 events = 943 NOC.	20	820
<b>Groups</b> 1 UOS = 1 hour 318 groups annually for 8 months x average 1.82 hour/group x 80% = 309 UOS. 318 groups annually for 4 months x average 1.82 hour/group x 100% = 194 UOS. 318 groups annually for 8 months x average of 15.5 clients/group x 80% = 2,629 NOC. 318 groups annually for 4 months x average of 15.5 clients/group x 100% = 1,643 NOC.	503	4,272
<b>HIV Testing</b> 1 UOS = 1 test for 1 client. 500 tests annually for 8 months x 80% = 267 tests. 500 tests annually for 4 months x 100% = 167 tests. 433 tests = 433 UOS and 433 contacts.	433	433
<b>Individual Risk Reduction Counseling</b> 1 UOS = 1 hour. 680 sessions annually for 8 months x 1 hour/session x 80% = 363 UOS. 680 sessions annually for 4 months x 1 hour/session x 100% = 226 UOS. 680 sessions annually for 8 months x 1 client/session x 80% = 363 NOC. 680 sessions annually for 4 months x 1 client/session x 100% = 226 NOC.	589	589
<b>Linkage</b> 1 UOS = 1 linkage to LINC Program 75 linkages annually for 8 months x 80% = 40 linkages. 75 linkages annually for 4 months x 100% = 25 linkages. 65 linkages = 65 UOS and 65 NOC.	65	65

01/01/2013 - 6/30/2013

Units of Service (UOS) Description	Units of Service (UOS)	Number of Contacts (NOC)
<b>Events</b> 1 UOS = 1 event 23 events annually for 6 months x 100% = 12 UOS. Average 41 contacts/event x 12 events = 492 NOC.	12	192
<b>Groups</b> 1 UOS = 1 hour 318 groups annually for 6 months x average 1.82 hour/group x 100% = 290 UOS. 318 groups annually for 6 months x average of 15.5 clients/group x 100% = 2,465 NOC.	290	2,465
<b>HIV Testing</b> 1 UOS = 1 test for 1 client. 500 tests annually for 6 months x 100% = 250 tests. 250 tests = 250 UOS and 250 contacts.	250	250
<b>Individual Risk Reduction Counseling</b> 1 UOS = 1 hour. 680 sessions annually for 6 months x 1 hour/session x 100% = 340 UOS. 680 sessions annually for 6 months x 1 client/session x 100% = 340 NOC.	340	340
<b>Linkage</b> 1 UOS = 1 linkage to LINC'S Program 75 linkages annually for 6 months x 100% = 38 linkages. 38 linkages = 38 UOS and 38 NOC.	38	38

6. Methodology

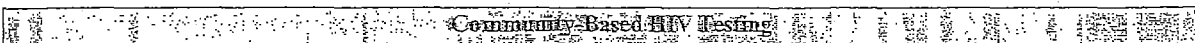
Please see Appendix A-2, Section 6.

7. Objectives and Measurements

A. Required Objectives

The San Francisco AIDS Foundation agrees to collect data in the San Francisco data collection system as required and be prepared to report on evaluation, data collection and findings in cooperation with the HIV Prevention Section.

The San Francisco AIDS Foundation will work with the HIV Prevention Section to measure some or all of the following outcomes as appropriate for the service category and data collection system maturity.



Community-Based HIV Testing	
Citywide Goal	System of Prevention Objective
Increase status awareness	<ul style="list-style-type: none"> <li>By 2013, HPS-supported programs will conduct a total of 30,000* HIV tests annually.</li> <li>By 2013, HPS-supported programs will identify a total of 400* new HIV cases annually.</li> <li>By 2017, 80% of HIV-negative/unknown status MSM, IDU, and TFMSM clients of HPS-supported programs will report having had an HIV test in the prior 6 months, as measured by self-report and the HIV-prevention names-based system.</li> <li>By 2017, 90% of people testing HIV-positive at HPS-supported programs will be <u>offered</u> partner services.**</li> </ul>
Increase viral load suppression	<ul style="list-style-type: none"> <li>By 2017, 90% of people testing HIV-positive at HPS-supported programs will be <u>offered</u> linkage to care.**</li> </ul>
Maintain or increase levels of protected sex	<ul style="list-style-type: none"> <li>By 2013, HPS-supported programs will distribute at least 1.6 million condoms annually.</li> </ul>
Increase access to safer injection supplies	<ul style="list-style-type: none"> <li>By 2013, HPS-supported programs will provide at least 2.5 million syringes annually.</li> </ul>

HARR to Address Drivers	
Citywide Goal	System of Prevention Objective
Increase status awareness	<ul style="list-style-type: none"> <li>By 2017, 90% of HIV-negative/unknown status clients of HPS-supported programs will be <u>offered</u> an HIV test.</li> <li>By 2017, 80% of HIV-negative/unknown status MSM, IDU, and TFMSM clients of HPS-supported programs will report having had an HIV test in the prior 6 months, as measured by self-report and data on linkage to testing.</li> </ul>
Increase viral load suppression	<ul style="list-style-type: none"> <li>By 2017, 90% of HIV-positive clients in HPS-supported programs who have not seen an HIV primary care provider in the prior 6 months will be <u>offered</u> linkage to care.*</li> <li>By 2017, 90% of HIV-positive clients in HPS-supported programs will have had at least 2 HIV primary medical care visits in the prior 12 months, at least 3 months apart, as measured by the AIDS Regional Information and Evaluation System (ARIES) and the HIV/AIDS Reporting System (HARS).</li> </ul>
Maintain or increase levels of protected sex	<ul style="list-style-type: none"> <li>By 2013, HPS-supported programs that address drivers will reduce drivers among clients.</li> <li>By 2013, HPS-supported programs will distribute at least 1.6 million condoms annually.</li> <li>(Optional) By 2013, HPS-supported programs aiming to increase protected sex among clients will show at least a 10% increase.</li> </ul>
Increase access to safer injection supplies	<ul style="list-style-type: none"> <li>By 2013, HPS-supported programs will provide at least 2.5 million syringes annually.</li> </ul>

Category 3 PWP	
Citywide Goal	System of Prevention Objective
Increase status awareness	<ul style="list-style-type: none"> <li>No required objectives for Category 3. Providers should link HIV-negative/unknown status sexual partners of clients to HIV testing as appropriate, but specific objectives are not required.</li> </ul>
Increase viral load	<ul style="list-style-type: none"> <li>By 2017, 90% of HIV-positive clients in HPS-supported programs who have not</li> </ul>

Category 3: PWP	
Citywide Goal	System of Prevention Objective
suppression	<p>seen an HIV primary care provider in the prior 6 months will be <u>offered</u> linkage to care.*</p> <ul style="list-style-type: none"> <li>• By 2017, 90% of HIV-positive clients in HPS-supported programs will have had at least 2 HIV primary medical care visits in the prior 12 months, at least 3 months apart, as measured by the AIDS Regional Information and Evaluation System (ARIES) and the HIV/AIDS Reporting System (HARS).</li> <li>• By 2013, all clients with unsuppressed viral load in HPS-supported PWP programs will receive at least one treatment adherence intervention.</li> <li>• By 2017, 90% of clients in PWP programs taking HIV medications will have suppressed viral load 6 months after enrollment in PWP (or if not on treatment at the time of enrollment, 6 months after initiation of treatment), as measured by client charts, ARIES, or HARS.</li> </ul>
Maintain or increase levels of protected sex	<ul style="list-style-type: none"> <li>• By 2013, HPS-supported programs will distribute at least 1.6 million condoms annually.</li> </ul>
Increase access to safer injection supplies	<ul style="list-style-type: none"> <li>• By 2013, HPS-supported programs will provide at least 2.5 million syringes annually.</li> </ul>

\*Includes tests provided and new HIV cases identified by programs funded under Categories 1 and 4-7, and by other SFDPH-supported testing programs.

\*\*Programs are not directly responsible for offering linkage to care or partner services. Programs are responsible and should develop objectives for linking HIV-positive clients to the Citywide PHAST Program.

## 8. Continuous Quality Improvement

Please see Appendix A-2, Section 8.

Contractor: San Francisco AIDS Foundation  
 Program: Stonewall Castro/LIFE Program

Appendix A-5  
 Contract Term: 09/01/11 through 06/30/13  
 Funding Source: General Fund

1. **Program Name:** Stonewall Castro/LIFE Program  
**Program Address:** 1035 Market Street, Suite 400  
**City, State, Zip Code:** San Francisco, CA 94103  
**Telephone:** (415) 487-3000  
**Facsimile:** (415) 487-3094

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

New     Renewal     Modification

3. **Goal Statement**

*Goal: To reduce new HIV infections by 50% by 2017.*

4. **Target Population**

The target population of this project is gay men and other MSM (G/MSM) who reside in San Francisco and use methamphetamine and other substances. This includes all G/MSM who are residents of San Francisco regardless of age, race, ethnicity, sexual orientation, gender identity, religion and spirituality, socioeconomic class, partner status, physical and mental ability, or HIV serostatus.

5. **Modality(ies)/Interventions**

09/01/2011 – 06/30/2012

Units of Service (UOS) Description	Units of Service (UOS)	Number of Contacts (NOC)
<b>HIV Testing</b> 1 UOS = 1 test for 1 client 600 tests annually for 10 months x 80% = 400 tests. 400 tests = 400 UOS and 400 contacts	400	400
<b>Individual Risk Reduction Counseling</b> 1 UOS = 1 hour 288 sessions annually for 10 mos. x 0.5 hr./session x 80% = 96 UOS. 288 sessions annually for 10 mos. x 1 client/session x 80% = 192 NOC.	96	192
<b>Prevention Case Management</b> 1 UOS = 1 hour 480 sessions annually for 10 mos. x 1 hr./session x 80% = 320 UOS. 480 sessions annually for 10 mos. x 1 client/session x 80% = 320 NOC.	320	320
<b>Groups</b> 1 UOS = 1 hour	207	690

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Contractor: San Francisco AIDS Foundation  
 Program: Stonewall Castro/LIFE Program

Appendix A-5  
 Contract Term: 09/01/11 through 06/30/13  
 Funding Source: General Fund

207 groups annually for 10 mos. x 1.5 hr./group x 80% = 207 UOS. 207 groups annually for 10 mos. x 5 clients/group x 80% = 690 NOC.		
<b>Shanti L.I.F.E. Program – Individual Risk Reduction Counseling</b> 1 UOS = 1 hour 160 sessions annually for 10 mos. x 1 hr./session x 80% = 107 UOS. 160 sessions annually for 10 mos. x 1 client/session x 80% = 107 NOC.	107	107
<b>Shanti L.I.F.E. Program – Prevention Case Management</b> 1 UOS = 1 hour 960 sessions annually for 10 mos. x 1.25 hr./session x 80% = 800 UOS. 960 sessions annually for 10 mos. x 1 client/session x 80% = 640 NOC.	800	640
<b>Shanti L.I.F.E. Program – Groups</b> 1 UOS = 1 hour 45 groups annually for 10 mos. x 4 hrs./group x 80% = 120 UOS. 5 groups annually for 10 mos. x 8 hrs./group x 80% = 27 UOS. 48 groups annually for 10 mos. x 3.5 hrs./group x 80% = 112 UOS 48 groups annually for 10 mos. x 2 hrs./group x 80% = 64 UOS 48 groups annually for 10 mos. x 2.5 hrs./group x 80% = 80 UOS  194 groups annually for 10 mos. x avg. 11 clients/group x 80% = 1,423 NOC.	403	1,423
<b>Shanti L.I.F.E. Program – Recruitment and Linkage</b> 1 UOS = 1 hour 600 sessions annually for 10 mos. x .5 hr./session x 80% = 200 UOS. 600 sessions annually for 10 mos. x 1 client/session x 80% = 400 NOC.	200	400

07/01/2012 – 06/30/2013

Units of Service (UOS) Description	Units of Service (UOS)	Number of Contacts (NOC)
<b>HIV Testing</b> 1 UOS = 1 test for 1 client 600 tests annually for 2 mos. x 80% = 80 tests. 80 tests = 80 UOS and 80 contacts 600 tests annually for 10 mos. x 100% = 500 tests. 500 tests = 500 UOS and 500 contacts	580	580
<b>Individual Risk Reduction Counseling</b> 1 UOS = 1 hour 288 sessions annually for 2 mos. x 0.5 hr./session x 80% = 19	139	278

Contractor: San Francisco AIDS Foundation  
 Program: Stonewall Castro/LIFE Program

Appendix A-5  
 Contract Term: 09/01/11 through 06/30/13  
 Funding Source: General Fund

UOS. 288 sessions annually for 10 mos. x 0.5 hr./session x 100% = 120 UOS. 288 sessions annually for 2 mos. x 1 client/session x 80% = 38 NOC. 288 sessions annually for 10 mos. x 1 client/session x 100% = 240 NOC.		
<b>Prevention Case Management</b> 1 UOS = 1 hour 480 sessions annually for 2 mos. x 1 hr./session x 80% = 64 UOS. 480 sessions annually for 10 mos. x 1 hr./session x 100% = 400 UOS. 480 sessions annually for 2 mos. x 1 client/session x 80% = 64 NOC. 480 sessions annually for 10 mos. x 1 client/session x 100% = 400 NOC.	464	464
<b>Groups</b> 1 UOS = 1 hour 207 groups annually for 2 mos. x 1.5 hr./group x 80% = 41 UOS. 207 groups annually for 10 mos. x 1.5 hr./group x 100% = 259 UOS. 207 groups annually for 2 mos. x 5 clients/group x 80% = 138 NOC. 207 groups annually for 10 mos. x 5 clients/group x 100% = 862 NOC.	300	1,000
<b>Shanti L.I.F.E. Program – Individual Risk Reduction          Counseling</b> 1 UOS = 1 hour 160 sessions annually for 2 mos. x 1 hr./session x 80% = 21 UOS. 160 sessions annually for 10 mos. x 1 hr./session x 100% = 133 UOS. 160 sessions annually for 2 mos. x 1 client/session x 80% = 21 NOC. 160 sessions annually for 10 mos. x 1 client/session x 100% = 133 NOC.	155	155
<b>Shanti L.I.F.E. Program – Prevention Case Management</b> 1 UOS = 1 hour 960 sessions annually for 2 mos. x 1.25 hr./session x 80% = 160 UOS. 960 sessions annually for 10 mos. x 1.25 hr./session x 100% = 1000 UOS. 960 sessions annually for 2 mos. x 1 client/session x 80% = 128 NOC. 960 sessions annually for 10 mos. x 1 client/session x 100% = 800 NOC.	1160	928
<b>Shanti L.I.F.E. Program – Groups</b>	584	2,062

<p>1 UOS = 1 hour          45 groups annually for 2 mos. x 4 hrs./group x 80% = 24 UOS.          45 groups annually for 10 mos. x 4 hrs./group x 100% = 150 UOS.          5 groups annually for 2 mos. x 8 hrs./group x 80% = 5 UOS.          5 groups annually for 10 mos. x 8 hrs./group x 100% = 33 UOS.          48 groups annually for 2 mos. x 3.5 hrs./group x 80% = 22 UOS.          48 groups annually for 10 mos. x 3.5 hrs./group x 100% = 140 UOS          48 groups annually for 2 mos. x 2 hrs./group x 80% = 13 UOS.          48 groups annually for 10 mos. x 2 hrs./group x 100% = 80 UOS          48 groups annually for 2 mos. x 2.5 hrs./group x 80% = 16 UOS.          48 groups annually for 10 mos. x 2.5 hrs./group x 100% = 100 UOS</p> <p>194 groups annually for 2 mos. x avg. 11 clients/group x 80% = 284 NOC.          194 groups annually for 10 mos. x avg. 11 clients/group x 100% = 1,778 NOC.</p>		
<p><b>Shanti L.I.F.E. Program – Recruitment and Linkage</b>          1 UOS = 1 hour          600 sessions annually for 2 mos. x .5 hr./session x 80% = 40 UOS.          600 sessions annually for 10 mos. x .5 hr./session x 100% = 250 UOS.          600 sessions annually for 2 mos. x 1 client/session x 80% = 80 NOC.          600 sessions annually for 10 mos. x 1 client/session x 100% = 500 NOC.</p>	290	580

**6. Methodology**

Please see Appendix A-2, Section 6.

**7. Objectives and Measurements**

**A. Required Objectives**

The San Francisco AIDS Foundation agrees to collect data in the San Francisco data collection system as required and be prepared to report on evaluation, data collection and findings in cooperation with the HIV Prevention Section.

The San Francisco AIDS Foundation will work with the HIV Prevention Section to measure some or all of the following outcomes as appropriate for the service category and data collection system maturity.



Community-Based HIV Testing	
Citywide Goal	System of Prevention Objective
Increase status awareness	<ul style="list-style-type: none"> <li>• By 2013, HPS-supported programs will conduct a total of 30,000* HIV tests annually.</li> <li>• By 2013, HPS-supported programs will identify a total of 400* new HIV cases annually.</li> <li>• By 2017, 80% of HIV-negative/unknown status MSM, IDU, and TFPM clients of HPS-supported programs will report having had an HIV test in the prior 6 months, as measured by self-report and the HIV-prevention names-based system.</li> <li>• By 2017, 90% of people testing HIV-positive at HPS-supported programs will be offered partner services.**</li> </ul>
Increase viral load suppression	<ul style="list-style-type: none"> <li>• By 2017, 90% of people testing HIV-positive at HPS-supported programs will be offered linkage to care.**</li> </ul>
Maintain or increase levels of protected sex	<ul style="list-style-type: none"> <li>• By 2013, HPS-supported programs will distribute at least 1.6 million condoms annually.</li> </ul>
Increase access to safer injection supplies	<ul style="list-style-type: none"> <li>• By 2013, HPS-supported programs will provide at least 2.5 million syringes annually.</li> </ul>

HARR to Address Drivers	
Citywide Goal	System of Prevention Objective
Increase status awareness	<ul style="list-style-type: none"> <li>• By 2017, 90% of HIV-negative/unknown status clients of HPS-supported programs will be offered an HIV test.</li> <li>• By 2017, 80% of HIV-negative/unknown status MSM, IDU, and TFPM clients of HPS-supported programs will report having had an HIV test in the prior 6 months, as measured by self-report and data on linkage to testing.</li> </ul>
Increase viral load suppression	<ul style="list-style-type: none"> <li>• By 2017, 90% of HIV-positive clients in HPS-supported programs who have not seen an HIV primary care provider in the prior 6 months will be offered linkage to care.*</li> <li>• By 2017, 90% of HIV-positive clients in HPS-supported programs will have had at least 2 HIV primary medical care visits in the prior 12 months, at least 3 months apart, as measured by the AIDS Regional Information and Evaluation System (ARIES) and the HIV/AIDS Reporting System (HARS).</li> </ul>
Maintain or increase levels of protected sex	<ul style="list-style-type: none"> <li>• By 2013, HPS-supported programs that address drivers will reduce drivers among clients.</li> <li>• By 2013, HPS-supported programs will distribute at least 1.6 million condoms annually.</li> <li>• (Optional) By 2013, HPS-supported programs aiming to increase protected sex among clients will show at least a 10% increase.</li> </ul>
Increase access to safer injection supplies	<ul style="list-style-type: none"> <li>• By 2013, HPS-supported programs will provide at least 2.5 million syringes annually.</li> </ul>

Category 3: PWP	
Citywide Goal	System of Prevention Objective
Increase status awareness	<ul style="list-style-type: none"> <li>No required objectives for Category 3. Providers should link HIV-negative/unknown status sexual partners of clients to HIV testing as appropriate, but specific objectives are not required.</li> </ul>
Increase viral load suppression	<ul style="list-style-type: none"> <li>By 2017, 90% of HIV-positive clients in HPS-supported programs who have not seen an HIV primary care provider in the prior 6 months will be <u>offered</u> linkage to care.*</li> <li>By 2017, 90% of HIV-positive clients in HPS-supported programs will have had at least 2 HIV primary medical care visits in the prior 12 months, at least 3 months apart, as measured by the AIDS Regional Information and Evaluation System (ARIES) and the HIV/AIDS Reporting System (HARS).</li> <li>By 2013, all clients with unsuppressed viral load in HPS-supported PWP programs will receive at least one treatment adherence intervention.</li> <li>By 2017, 90% of clients in PWP programs taking HIV medications will have suppressed viral load 6 months after enrollment in PWP (or if not on treatment at the time of enrollment, 6 months after initiation of treatment), as measured by client charts, ARIES, or HARS.</li> </ul>
Maintain or increase levels of protected sex	<ul style="list-style-type: none"> <li>By 2013, HPS-supported programs will distribute at least 1.6 million condoms annually.</li> </ul>
Increase access to safer injection supplies	<ul style="list-style-type: none"> <li>By 2013, HPS-supported programs will provide at least 2.5 million syringes annually.</li> </ul>

\*Includes tests provided and new HIV cases identified by programs funded under Categories 1 and 4 – 7, and by other SFDPH-supported testing programs.

\*\*Programs are not directly responsible for offering linkage to care or partner services. Programs are responsible and should develop objectives for linking HIV-positive clients to the Citywide PHAST Program.

## 8. Continuous Quality Improvement

Please see Appendix A-2, Section 8.

1. **Program Name:** Syringe Access Services  
**Program Address:** 1035 Market Street, Suite 400  
**City, State, Zip Code:** San Francisco, CA 94103  
**Telephone:** (415) 487-3000  
**Facsimile:** (415) 487-3094

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

New       Renewal       Modification

3. **Goal Statement**

*Goal: To reduce new HIV infections by 50% by 2017.*

4. **Target Population**

The Syringe Access Collaborative (SAC) will provide syringe access and disposal services to intravenous drug users (IDUs) throughout San Francisco, regardless of gender, race/ethnicity, age, socioeconomic status, or geography. Each member agency of SAC has expertise with different populations within the broad category of IDUs. SFAF's Syringe Access Services (SAS) provides a high volume of services for a general adult IDU population; St. James Infirmary (SJI) provides services for sex workers of all genders including a transgender clinic; Asian & Pacific Islander Wellness Center (A&PIWC) provides exchange services at TRANS:THRIVE for transgender IDUs (who inject hormones as well as drugs); the Homeless Youth Alliance (HYA) offers services for young adults aged 13-29 living on the street in the Haight and female-identified IDUs in the Mission; and Glide's program will cover homeless and marginally housed people in the Tenderloin.

5. **Modality(ies)/Interventions**

09/01/2011 – 06/30/2012

Units of Service (UOS) Description	Units of Service (UOS)	Number of Contacts (NOC)
<b>Syringe Access Services</b> 1 UOS = 1 hour 3,124 hours annually for 10 months x 80% = 2,083 UOS. 30,000 contacts annually for 10 months x 80% = 20,000 NOC.	2,083	20,000
<b>Program Coordination/Bulk Purchase</b> 1 UOS = 1 month of Program Coordination/Bulk Purchase services. 10 months x 80% = 8 UOS.	8	n/a

[Note: All UOS for 09/01/2011 – 06/30/2012 are allocated to Appendix B-6.]

07/01/2012 – 06/30/2013

Units of Service (UOS) Description	Units of Service (UOS)	Number of Contacts (NOC)
<b>Syringe Access Services</b> 1 UOS = 1 hour 3,124 hours annually for 2 months x 80% = 417 UOS. 3,124 hours annually for 10 months x 100% = 2,603 UOS. 30,000 contacts annually for 2 months x 80% = 4,000 NOC. 30,000 contacts annually for 10 months x 100% = 25,000 NOC.	3,020	29,000
<b>Program Coordination/Bulk Purchase</b> 1 UOS = 1 month of Program Coordination/Bulk Purchase services. 2 months x 80% = 2 UOS. 10 months x 100% = 10 UOS.	12	n/a

[Note: All UOS for 07/01/2012 – 06/30/2013 are allocated to Appendix B-6d.]

**6. Methodology**

Please see Appendix A-2, Section 6.

**7. Objectives and Measurements**

**A. Required Objectives**

The San Francisco AIDS Foundation agrees to collect data in the San Francisco data collection system as required and be prepared to report on evaluation, data collection and findings in cooperation with the HIV Prevention Section.

The San Francisco AIDS Foundation will work with the HIV Prevention Section to measure some or all of the following outcomes as appropriate for the service category and data collection system maturity.

Syringe Access Services	
System of Prevention Objective	SAC Objective
By 2012, HPS-supported programs will provide at least 2.5 million syringes annually.	<ul style="list-style-type: none"> <li>▪ By 2013, SAC will provide syringe access and disposal services to at least 30,000 contacts per year, as measured by the syringe access site data form, collected individually by each program at each exchange shift and synthesized by SFAF.</li> <li>▪ By 2013, SAC will provide at least 2.3 million syringes annually, as measured by the syringe access site data form, collected individually by each program at each exchange shift and synthesized by SFAF.</li> </ul>

Syringe Access Services	
<i>By 2012, HPS-supported programs will distribute at least 1.6 mil. condoms annually.</i>	▪ By 2013, SAC will distribute at least 100,000 condoms annually, as measured by the number condoms that are handed out by SFAF to SAC agencies each month.

**8. Continuous Quality Improvement**

Please see Appendix A-2, Section 8.

**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 09/01/2011 –06/30/2013 may be found in the following Appendixes:

Appendix B, 09/01/2011 – 06/30/2013, Page 1-6	Budget Summary
Appendix B-1, 09/01/11-06/14/12, Pages 1-4	HIV Testing – STOP Study
Appendix B-1a, 06/15/12-06/14/13, Pages 1-4	HIV Testing – STOP Study
Appendix B-2, 09/01/11-12/31/11, Pages 1-7	Community Based HIV Testing
Appendix B-2a, 01/01/12-12/31/12, Pages 1-7	Community Based HIV Testing
Appendix B-2b, 01/01/13-06/30/13, Pages 1-7	Community Based HIV Testing
Appendix B-3, 09/01/11-06/30/12, Pages 1-7	The Stonewall Project
Appendix B-3a, 07/01/12-06/30/13, Pages 1-7	The Stonewall Project
Appendix B-4, 09/01/11-12/31/11, Pages 1-8	African American Prevention Initiative
Appendix B-4a, 01/01/12-12/31/12, Pages 1-9	African American Prevention Initiative
Appendix B-4b, 01/01/13-06/30/13, Pages 1-8	African American Prevention Initiative
Appendix B-5, 09/01/11-06/30/12, Pages 1-7	Stonewall Castro/ LIFE Program
Appendix B-5a, 07/01/12-06/30/13, Pages 1-8	Stonewall Castro/ LIFE Program
Appendix B-6, 09/01/11-06/30/12, Pages 1-9	Syringe Access Services
Appendix B-6a, 09/01/11-06/30/12, Pages 1-2	Syringe Access Services
Appendix B-6b, 09/01/11-06/30/12, Pages 1-2	Syringe Access Services
Appendix B-6c, 09/01/11-06/30/12, Pages 1-2	Syringe Access Services
Appendix B-6d, 07/01/12-06/30/13, Pages 1-11	Syringe Access Services
Appendix B-6e, 07/01/12-06/30/13, Pages 1-2	Syringe Access Services
Appendix B-6f, 07/01/12-06/30/13, Pages 1-2	Syringe Access Services
Appendix B-6g, 07/01/12-06/30/13, Pages 1-2	Syringe Access Services

B. Contractor understands that, of the maximum dollar obligation listed in Section 5 of this Agreement, \$796,672 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	Federal CDC	\$53,166	09/01/11-06/14/12
Original Agreement	Federal CDC	\$1,826,548	09/01/11-12/31/12
Original Agreement	CCSF General Fund	\$3,619,919	09/01/11-06/30/13
Appendix B	1 of 6		09/01/2011 CMS#7164

Original Agreement	CCSF General Children Fund	\$326,659	09/01/11-06/30/13
Internal Contract Revision #1	CCSF General Fund	\$63,525	09/01/11-06/30/12
Amendment #1	Federal CDC	\$23,417	06/15/12-06/14/13
Amendment #1	Federal CDC	-\$648,595	01/01/12-12/31/12
Amendment #1	CCSF General Fund	\$1,370,894	01/01/12-06/30/13
Amendment #1	CCSF General Children Fund	\$3,403	07/01/12-06/30/13
		<u>\$6,638,936</u>	
	Contingency	<u>\$796,672</u>	
		<u>\$7,435,608</u>	

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		
1	Check one:						Appendix B Page 3					
2	<input type="checkbox"/> New		<input type="checkbox"/> Renewal		<input checked="" type="checkbox"/> Modification						Appendix Term: 9/1/11 - 6/30/13	
3	If modification, Effective Date of Mod.				No. of Mod.							
4	FISCAL YEAR: 2012-13									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: San Francisco AIDS Foundation											
9												
10	APPENDIX NUMBER (Narrative/Budget)			A-1/B-1	A-1/B-1A	A-2/B-2	A-2/B-2A	A-2/B-2B				
11	APPENDIX TERM:			9/1/2011-6/14/2012	6/15/2012-6/14/2013	9/1/2011-12/31-2011	1/1/2012-12/31/2012	1/1/2013-6/30/2013	PAGE 3 TOTAL			
12	EXPENSES:											
13	SALARIES & EMPLOYEE BENEFITS			21,274	41,879	169,097	507,289	253,644	993,183			
14	OPERATING EXPENSE			\$ 2,892	3,576	94,810	284,433	142,218	527,929			
15	CAPITAL OUTLAY (COST \$5,000 AND OVER)			0	0	0	0	0	0			
16	SUBTOTAL DIRECT COSTS			24,166	45,455	263,907	791,722	395,862	1,521,112			
17	INDIRECT COST AMOUNT:			2,417	4,545	26,391	79,172	39,585	152,110			
18	INDIRECT RATE:			10.0%	10.0%	10.0%	10.0%	10.0%				
19	TOTAL EXPENSES:			26,583	50,000	290,298	870,894	435,447	1,673,222			
20												
21	REVENUES:											
22												
23	HOUSING & URBAN HEALTH (HUH) FUNDING SOURCES:											
33	TOTAL HOUSING & URBAN HEALTH FUNDING S									0		
34												
35	HIV PREVENTION SECTION (HPS) FUNDING SOURCES:											
36	CDC Grant (HIV Prevention Project)			26,583	50,000	290,298	479,451			846,332		
37	General Fund							391,443	435,447	826,890		
38	Other Funding Source (Identify by name)										0	
39	Children General Fund										0	
40	TOTAL HIV PREVENTION SECTION FUNDING SOURCES			26,583	50,000	290,298	870,894	435,447	1,673,222			
41												
42	HIV HEALTH SERVICES (HHS) FUNDING SOURCES:											
49												
50	TOTAL HIV HEALTH SERVICES FUNDING SOURCES											
51												
52	CHPP FUNDING SOURCES:											
61	TOTAL CHPP FUNDING SOURCES											
62												
63	MCAH FUNDING SOURCES:											
80	TOTAL MCAH FUNDING SOURCES											
81												
82	TOTAL DPH REVENUES			26,583	50,000	290,298	870,894	435,447	1,673,222			
89	TOTAL OTHER/ NON-DPH REVENUE											
90												
91	TOTAL REVENUES (DPH AND NON-DPH)			26,583	50,000	290,298	870,894	435,447	1,673,222			
92	Prepared by/Phone # Larry Zapatka / 415-487-3055											



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		
1	Check one:						Appendix B Page 4					
2	<input type="checkbox"/> New <input type="checkbox"/> Renewal <input checked="" type="checkbox"/> Modification						Appendix Term: 9/1/11 - 6/30/13					
3	If modification, Effective Date of Mod. No. of Mod. 2											
4	FISCAL YEAR: 2012-13						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: San Francisco AIDS Foundation											
9												
10	APPENDIX NUMBER (Narrative/ Budget)						A-3/B-3	A-3/B-3A	A-4/B-4	A-4/B-4A	A-4/B-4B	
11	APPENDIX TERM:						9/1/2011-6/30/2012	7/1/2012-6/30/2013	9/1/2011-12/31/2011	1/1/2012-12/31/2012	1/1/2013-6/30/2013	PAGES 3-4 TOTALS
12	EXPENSES:											
13	SALARIES & EMPLOYEE BENEFITS						207,512	249,014	72,708	218,123	164,319	1,904,859
14	OPERATING EXPENSE						60,342	78,549	\$ 78,510	235,529	62,506	1,043,365
15	CAPITAL OUTLAY (COST \$5,000 AND OVER)						0	0	0	0	0	0
16	SUBTOTAL DIRECT COSTS						267,854	327,563	151,218	453,652	226,825	2,948,224
17	INDIRECT COST AMOUNT:						26,785	32,757	15,123	45,365	22,684	294,824
18	INDIRECT RATE:						10.0%	10.0%	10.0%	10.0%	10.0%	
19	TOTAL EXPENSES:						294,639	360,320	166,341	499,017	249,509	3,243,048
20												
21	REVENUES:											
22												
23	HOUSING & URBAN HEALTH (HUH) FUNDING SOURCES:											
33	TOTAL HOUSING & URBAN HEALTH FUNDING SOURCES						0					
34												
35	HIV PREVENTION SECTION (HPS) FUNDING SOURCES:											
36	CDC Grant (HIV Prevention Project)						166,339 241,864 1,254,535					
37	General Fund						294,639 360,320 257,153 249,509 1,988,511					
38	Other Funding Source (Identify by name)						0					
39	Children General Fund						0					
40	TOTAL HIV PREVENTION SECTION FUNDING SOURCES						294,639 360,320 166,339 499,017 249,509 3,243,046					
41												
42	HIV HEALTH SERVICES (HHS) FUNDING SOURCES:											
49												
50	TOTAL HIV HEALTH SERVICES FUNDING SOURCES											
51												
52	CHPP FUNDING SOURCES:											
61	TOTAL CHPP FUNDING SOURCES											
62												
63	MCAH FUNDING SOURCES:											
80	TOTAL MCAH FUNDING SOURCES											
81												
82	TOTAL DPH REVENUES						294,639 360,320 166,339 499,017 249,509 3,243,046					
89	TOTAL OTHER/ NON-DPH REVENUE											
90												
91	TOTAL REVENUES (DPH AND NON-DPH)						294,639 360,320 166,339 499,017 249,509 3,243,046					
92	Prepared by/Phone # Larry Zapatka / 415-487-3055											

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	
1	Check one:							Appendix B Page 5				
2	<input type="checkbox"/> New <input type="checkbox"/> Renewal <input checked="" type="checkbox"/> Modification							Appendix Term: 9/1/11 - 6/30/13				
3	If modification, Effective Date of Mod.      No. of Mod. 2											
4	FISCAL YEAR: 2012-13							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: San Francisco AIDS Foundation											
9												
10	APPENDIX NUMBER (Narrative/ Budget)					A-5/B-5	A-5/B-5A	A-6/B-6	A-6/B-6A	A/6/B-6B		
11	APPENDIX TERM:					9/1/2011-6/30/2012	7/1/2012-6/30/2013	9/1/2011-6/30/2012	9/1/2011-6/30/2012	9/1/2011-6/30/2012	PAGES 3-5 TOTALS	
12	EXPENSES:											
13	SALARIES & EMPLOYEE BENEFITS					120,563	144,675	208,074	0	0	2,378,171	
14	OPERATING EXPENSE					338,335	378,769	\$ 622,182	68,665	60,407	2,511,723	
15	CAPITAL OUTLAY (COST \$5,000 AND OVER)					0	0	0	0	0	0	
16	SUBTOTAL DIRECT COSTS					458,898	523,444	830,256	68,665	60,407	4,889,894	
17	INDIRECT COST AMOUNT:					61,487	69,532	83,026	6,866	6,041	521,776	
18	INDIRECT RATE:					13.4%	13.3%	10.0%	10.0%	10.0%		
19	TOTAL EXPENSES:					520,385	592,976	913,282	75,531	66,448	5,411,670	
20												
21	REVENUES:											
22												
23	HOUSING & URBAN HEALTH (HUH) FUNDING SOURCES:											
24	TOTAL HOUSING & URBAN HEALTH FUNDING SOURCES											
25												
26	HIV PREVENTION SECTION (HPS) FUNDING SOURCES:											
27	CDC Grant (HIV Prevention Project)											
28	General Fund					520,385	592,976	913,282			1,254,535	
29	Other Funding Source (identify by name)										4,015,154	
30	Children General Fund								75,531	66,448	141,979	
31	TOTAL HIV PREVENTION SECTION FUNDING SOURCES					520,385	592,976	913,282	75,531	66,448	5,411,668	
32												
33	HIV HEALTH SERVICES (HHS) FUNDING SOURCES:											
34												
35	TOTAL HIV HEALTH SERVICES FUNDING SOURCES											
36												
37	CHPP FUNDING SOURCES:											
38	TOTAL CHPP FUNDING SOURCES											
39												
40	MCAH FUNDING SOURCES:											
41	TOTAL MCAH FUNDING SOURCES											
42												
43	TOTAL DPH REVENUES					520,385	592,976	913,282	75,531	66,448	5,411,668	
44	TOTAL OTHER/ NON-DPH REVENUE											
45												
46	TOTAL REVENUES (DPH AND NON-DPH)					520,385	592,976	913,282	75,531	66,448	5,411,668	
47												
48	Prepared by/Phone # Larry Zapalka / 415-487-3055											

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	
1	Check one:					Appendix B Page 6					
2	<input type="checkbox"/>	New	<input type="checkbox"/>	Renewal	<input checked="" type="checkbox"/>	Modif	Appendix Term: 9/1/11-6/30/13				
3	If modification, Effective Date of Mod.				No. of Mod.						
4	FISCAL YEAR: 2011-12									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: San Francisco AIDS Foundation										
9											
10	APPENDIX NUMBER (Narrative/ Budget)				A-6/B-6C	A-6/B-6D	A-6/B-6E	A-6/B-6F	A-6/B-6G	PAGES 3-6	
11	APPENDIX TERM:				9/1/2011-6/30/2012	7/1/2012-6/30/2013	7/1/12-6/30/13	7/1/12-6/30/13	7/1/12-6/30/13	TOTALS	
12	EXPENSES:										
13	SALARIES & EMPLOYEE BENEFITS				0	249,690	0	0	0	0	2,627,861
14	OPERATING EXPENSE				5,912	695,024	83,972	73,874	7,230	3,377,735	
15	CAPITAL OUTLAY (COST \$5,000 AND OVER)				0	0	0	0	0	0	
16	SUBTOTAL DIRECT COSTS				5,912	944,714	83,972	73,874	7,230	6,005,596	
17	INDIRECT COST AMOUNT:				501	94,471	8,396	7,386	722	633,342	
18	INDIRECT RATE:				10.0%	10.0%	10.0%	10.0%	10.0%	10.0%	
19	TOTAL EXPENSES:				6,503	1,039,185	92,368	81,260	7,952	6,638,936	
20											
21	REVENUES:										
22											
23	HOUSING & URBAN HEALTH (HUH) FUNDING SOURCES:										
33	TOTAL HOUSING & URBAN HEALTH FUNDING SOURCES									0	0
34											
35	HIV PREVENTION SECTION (HPS) FUNDING SOURCES:										
36	CDC Grant (HIV Prevention Project)									1,254,535	
37	General Fund									5,054,339	
38	Other Funding Source (Identify by name)									0	
39	Children General Fund				6,503		92,368	81,260	7,952	330,062	
40	TOTAL HIV PREVENTION SECTION FUNDING SOURCES				6,503	1,039,185	92,368	81,260	7,952	6,638,936	
41											
42	HIV HEALTH SERVICES (HHS) FUNDING SOURCES:										
49											
50	TOTAL HIV HEALTH SERVICES FUNDING SOURCES										
51											
52	CHPP FUNDING SOURCES:										
61	TOTAL CHPP FUNDING SOURCES										
62											
63	MCAH FUNDING SOURCES:										
80	TOTAL MCAH FUNDING SOURCES										
81											
82	TOTAL DPH REVENUES				6,503	1,039,185	92,368	81,260	7,952	6,638,936	
89	TOTAL OTHER/ NON-DPH REVENUE										
90											
91	TOTAL REVENUES (DPH AND NON-DPH)				6,503	1,039,185	92,368	81,260	7,952	6,638,936	
92	Prepared by/Phone # Larry Zaparka / 415-487-3055										

	A	B	C	D	E	F	G	H	I	
1	Contractor Name: San Francisco AIDS Foundation						Appendix B-1a		Page 1	
2	Contract Term: 9/1/11-6/14/13						Appendix Term: 6/15/12-06/14/13			
3	Funding Source: CDC									
4										
5	<b>SFDPH AIDS OFFICE CONTRACT</b>									
6	<b>UOS COST ALLOCATION BY SERVICE MODE</b>									
7										
8	SERVICE MODES									
9	Personnel Expenses		Testing							
10	Position Titles	FTE	Salaries	% FTE	Salaries	% FTE	Salaries	% FTE	Contract Totals	
11	Magnet Director	0.10	8,668	100%					8,668	
12	HIV CTL Services Manager	0.50	25,360	100%					25,360	
13										
14										
15										
16										
17										
18										
19										
20										
21	Total FTE & Total Salaries	0.60	34,048	100%					34,048	
22	Fringe Benefits	23%	7,831	100%					7,831	
23	Total Personnel Expenses		41,879	100%					41,879	
24										
25	Operating Expenses		Expenditure	%	Expenditure	%			Contract Total	
26	Total Occupancy		3,138	100%					3,138	
27	Total Materials and Supplies		143	100%					143	
28	Total General Operating		295	100%					295	
29	Total Staff Travel									
30	Consultants/Subcontractor:									
31										
32	Other:									
33										
34										
35										
36										
37										
38										
39										
40	Total Operating Expenses		\$ 3,576	100%					\$ 3,576	
41										
42	Total Direct Expenses		45,455	100%					45,455	
43	Indirect Expenses	10%	4,545	100%					4,545	
44	TOTAL EXPENSES		\$ 50,000	100%					\$ 50,000	
45										
46	Number of Units of Service (UOS) per Service Mode		12						12	
47	Cost Per Unit of Service by Service Mode		\$4,166.67							
48	Number of Unduplicated Clients (UDC) per Service Mode									
49										
50	DPH #1A(1)									Rev. 05/2010

**BUDGET JUSTIFICATION**  
**Community-Based HIV Testing**

**Salaries and Benefits**

Magnet Director

Responsible for staff recruitment and supervision. Oversees day-to-day management of facility. Coordinates training and insures contract compliance. Serves as spokesperson as well as primary liaison to SFDPH.

*Minimum Qualifications:* Bachelor's degree with five years HIV and STD experience.

.10 FTE x \$86,675 = \$8,668 per year = \$ 8,668

HIV CTL Services Manager

Manages clinic staff and oversees phlebotomy services for confirmatory HIV antibody testing and RNA testing at multiple sites. Supervises specimen collection for transport to SFDPH laboratory. Oversees quality assurance efforts.

*Minimum Qualifications:* Bachelor's Degree, certified HIV test counselor and State

.50 FTE x \$ 50,760 = \$25,380 = \$ 25,380

**Total Salaries** \$ 34,048

Total Benefits 23% of \$34,048 total salaries = \$ 7,831

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

**TOTAL SALARIES & BENEFITS** \$ 41,879

**Operating Expenses**

Occupancy

Rent:

SFAF is requesting reimbursement for rent expense at various locations throughout San Francisco, including the Magnet program location in the Castro district and SFAF's main offices at 1035 Market St. Other locations to be determined. Monthly estimate is based on SFAF's current rate of \$700 per FTE per month x 10.55 FTEs.

\$700 per month x .34 FTE x 12 months = \$ 2,856

Utilities:

Telephone expense based on SFAF's experience rate of \$69.00 per FTE per

\$69 per month x .34 FTE x 12 months = \$ 282

**Total Occupancy** \$ 3,138

Materials and Supplies

Office Supplies/Postage:

Office supplies/postage expense based on SFAF's experience rate of \$35.00 per FTE per month.

\$35 per month x .34 FTE x 12 months = \$ 143

<u>Total Materials and Supplies</u>	\$ 143
<u>General Operating:</u>	
<u>Insurance:</u>	
Occupancy insurance expense based on SFAF's experience rate of \$50.00 per FTE per month.	
\$50.00 per month x .34 FTE x 12 months =	\$ 204
<u>Equipment Lease &amp; Maintenance</u>	
Equipment leasing & maintenance expense =	\$ 91
<u>Total General Operating</u>	<u>\$ 295</u>
<u>Staff Travel (Local &amp; Out of Town)</u>	
<u>Total Staff Travel</u>	\$ -
<u>Consultants/Subcontractors</u>	
<u>Total Consultants/Subcontractors</u>	\$ -
<u>Other</u>	
<u>Total Other</u>	<u>\$ -</u>
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 3,576</b>
<u>CAPITAL EXPENDITURES (If needed - Amount valued at \$50,000 or more)</u>	
<u>Total Capital Expenditures</u>	\$ -
<b>TOTAL DIRECT COSTS</b>	<b>\$ 45,455</b>

**INDIRECT COSTS**

Indirect expenses for the San Francisco AIDS Foundation are approximately 17% of operating costs. SFAF requests reimbursement at 10% of the total direct costs in this proposal to cover operating expenses incurred by the Foundation, including finance and administrative staff, building maintenance, equipment rental & maintenance and information technology services.

10% of Total Expense \$45,455= \$ 4,545

TOTAL INDIRECT COSTS	\$	4,545
APPENDIX TOTAL	\$	50,000

	A	B	C	D	E	F	G	H	I	
1	Contractor Name: San Francisco AIDS Foundation						Appendix B-2a		Page 1	
2	Contract Term: 9/1/2011-6/30/2013						Appendix Term: 1/1/2012-12/31/2012			
3	Funding Source: CDC/General Fund									
4										
5	<b>SFDPH AIDS OFFICE CONTRACT</b>									
6	<b>UOS COST ALLOCATION BY SERVICE MODE</b>									
7										
8	<b>SERVICE MODES</b>									
9	Personnel Expenses		Testing						Contract Totals	
10	Position Titles	FTE	Salaries	% FTE	Salaries	% FTE	Salaries	% FTE		
11	Magnet Director	0.10	8,000	100%					8,000	
12	Director of Government Contracts	0.05	4,000	100%					4,000	
13	Evaluation Director	0.10	8,000	100%					8,000	
14	HIV CTL Services Manager	0.90	51,930	100%					51,930	
15	HIV Coordinator	0.90	36,000	100%					36,000	
16	Receptionist	1.80	63,000	100%					63,000	
17	Phlebotomist	4.00	151,500	100%					151,500	
18	Data Manager	0.90	36,000	100%					36,000	
19	HIV Counselor	0.90	18,000	100%					18,000	
20	Volunteer Coordinator	0.90	36,000	100%					36,000	
21	Total FTE & Total Salaries	10.55	412,430	100%					412,430	
22	Fringe Benefits	23%	94,859	100%					94,859	
23	Total Personnel Expenses		507,289	100%					507,289	
24										
25	Operating Expenses		Expenditure	%	Expenditure	%			Contract Total	
26	Total Occupancy		97,355	100%					97,355	
27	Total Materials and Supplies		42,191	100%					42,191	
28	Total General Operating		19,762	100%					19,762	
29	Total Staff Travel		5,054	100%					5,054	
30	Consultants/Subcontractor:		113,571	100%					113,571	
31										
32	Other:		6,500	100%					6,500	
33										
34										
35										
36										
37										
38										
39										
40	Total Operating Expenses		\$ 284,433	100%					\$ 284,433	
41										
42	Total Direct Expenses		791,722	100%					791,722	
43	Indirect Expenses 10%		79,172	100%					79,172	
44	TOTAL EXPENSES		\$ 870,894	100%					\$ 870,894	
45										
46	Number of Units of Service (UOS) per Service Mode		8,406						8,406	
47	Cost Per Unit of Service by Service Mode		\$103.60							
48	Number of Unduplicated Clients (UDC) per Service Mode									
49										
50	DPH #1A(1)								Rev. 05/2010	



## BUDGET JUSTIFICATION Community-Based HIV Testing

### Salaries and Benefits

#### Magnet Director

Responsible for staff recruitment and supervision. Oversees day-to-day management of facility. Coordinates training and insures contract compliance. Serves as spokesperson as well as primary liaison to SFDPH.

*Minimum Qualifications:* Bachelor's degree with five years HIV and STD experience.

Annual Salary \$ 80,000 x 0.10 FTE = \$ 8,000

#### Director of Government Contracts

Responsible for all data management and contract related activities. Maintains operational and statistical reporting mechanisms in accordance with contract and departmental requirements, produces routine and ad hoc reporting as needed, and ensures the integrity of the service database by overseeing database quality assurance activities.

*Minimum Qualifications:* Bachelor's degree and at least two years demonstrated experience in health services program planning, design, and evaluation; grant development and writing; government contracts management and negotiations.

Annual Salary \$ 80,000 x 0.05 FTE = \$ 4,000

#### Evaluation Director

Responsible for the development of monitoring and evaluation systems, processes and tools to ensure foundation programs are rigorously evaluated for process and health outcomes and public health impact. Provides technical expertise and guidance to program and policy staff to design, develop, execute and measure key activities to achieve our strategic goals. Develops and delivers training and technical assistance to, and builds capacity among, program leads for monitoring and evaluating programs.

*Minimum Qualifications:* Masters in social or health sciences with 5 years experience in program in program evaluation required. Ph.D preferred. Experience with quantitative & qualitative research methods in prevention, health services and policy analysis is essential. Experience in HIV/AIDS or related field is desired.

Annual Salary \$ 80,000 x 0.10 FTE = \$ 8,000

#### HIV CTL Services Manager

Manages clinic staff and oversees phlebotomy services for confirmatory HIV antibody testing and RNA testing at multiple sites. Supervises specimen collection for transport to SFDPH laboratory. Oversees quality assurance efforts.

*Minimum Qualifications:* Bachelor's Degree, certified HIV test counselor and State certified phlebotomist. At least two years demonstrated experience managing clinic operations and working with populations at risk for HIV/STD infection.

Annual Salary \$ 57,700 x 0.90 FTE = \$ 51,930

HIV Coordinator

Coordinates and provides phlebotomy services for confirmatory HIV antibody testing and RNA testing at multiple sites. Prepares specimen collection for transport to SFDPH laboratory. Assists with quality assurance activities.

*Minimum Qualifications:* Bachelor's Degree, certified HIV test counselor and State certified phlebotomist. At least one year demonstrated experience in a multi-site clinic environment and working with populations at risk for HIV/STD infection.

Annual Salary \$ 40,000 x 0.90 FTE = \$ 36,000

Receptionist

Greets clients and provides an overview of services. Conducts data entry.

*Minimum Qualifications:* High school diploma or equivalency and one year of customer service experience.

Annual Salary \$ 35,000 x 1.80 FTE = \$ 63,000

Phlebotomist

Performs phlebotomy services for confirmatory HIV antibody testing and RNA testing. Prepares specimen collection for transport to SFDPH laboratory.

*Minimum Qualifications:* State certified phlebotomist.

Annual Salary \$ 37,875 x 4.00 FTE = \$ 151,500

Data Manager

Manages data collection activities at all sites. Ensures the completeness, accuracy and timely entry of data into database systems. Assists with database quality assurance activities.

*Minimum Qualifications:* Bachelor's degree and at least two years demonstrated experience in database management.

Annual Salary \$ 40,000 x 0.90 FTE = \$ 36,000

HIV Counselor

Provides individual and/or group counseling to clients on issues related to HIV/STD testing, prevention and treatment.

*Minimum Qualifications:* Bachelor's Degree and certified HIV test counselor with at least two years of experience counseling populations at risk for HIV/STD infection.

Annual Salary \$ 20,000 x 0.90 FTE = \$ 18,000

Volunteer Coordinator

Responsible for recruiting, training, and supervising volunteers.

*Minimum Qualifications:* High school diploma or equivalency and one year of experience working with volunteers.

Annual Salary \$ 40,000 x 0.90 FTE = \$ 36,000

Total Salaries \$ 412,430

Total Benefits 23% of \$ 412,430 total salaries = \$ 94,859

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

**TOTAL SALARIES & BENEFITS \$ 507,289**

**Operating Expenses:**

**Occupancy:**

Rent:

SFAF is requesting reimbursement for rent expense at various locations throughout San Francisco, including the Magnet program location in the Castro district and SFAF's main offices at 1035 Market St. Other locations to be determined. Monthly estimate is based on SFAF's current rate of \$700 per FTE  
 $\$700 \text{ per month} \times 10.55 \text{ FTE} \times 12 \text{ months} = \$ 88,620$

Utilities:

Telephone expense based on SFAF's experience rate of \$69.00 per FTE per month.  
 $\$69 \text{ per month} \times 10.55 \text{ FTE} \times 12 \text{ months} = \$ 8,735$

**Total Occupancy** \$ 97,355

**Materials and Supplies:**

Office Supplies/Postage:

Office supplies/postage expense based on SFAF's experience rate of \$35.00 per FTE per month.  
 $\$35 \text{ per month} \times 10.55 \text{ FTE} \times 12 \text{ months} = \$ 4,431$

Program/Medical Supplies:

Condoms and lubricant to distribute to clients.  
 $212,000 \text{ condoms} \times \$0.08 \text{ per condom} = \$ 16,960$   
 $12,000 \text{ Pleasure Plus condoms} \times \$0.60 \text{ per condom} = \$ 7,200$   
 $9,000 \text{ female condoms} \times \$0.90 \text{ per condom} = \$ 8,100$   
 $50,000 \text{ lubricant packets} \times \$0.11 \text{ per packet} = \$ 5,500$

**Total Materials and Supplies** \$ 42,191

**General Operating:**

Insurance:

Occupancy insurance expense based on SFAF's experience rate of \$50.00 per FTE per month.  
 $\$50 \text{ per month} \times 10.55 \text{ FTE} \times 12 \text{ months} = \$ 6,330$

Outside Storage:

Storage expense based on SFAF's experience rate of \$5.10 per FTE per month.  
 $\$5.10 \text{ per month} \times 10.55 \text{ FTE} \times 12 \text{ months} = \$ 645$

Rental/Maintenance of Equipment:

Equipment rental expense based on SFAF's experience rate of \$59.00 per FTE per month. Equipment maintenance expense based on SFAF's experience rate of \$42.00 per FTE per month.  
 Rental -  $\$59 \text{ per month} \times 10.55 \text{ FTE} \times 12 \text{ months} = \$ 7,469$   
 Maintenance -  $\$42 \text{ per month} \times 10.55 \text{ FTE} \times 12 \text{ months} = \$ 5,317$

**Total General Operating** \$ 19,762

**Staff Travel (Local & Out of town):**

7 monthly MUNI passes for staff to travel to multiple testing locations plus single trips for other staff when required.  
 $7 \text{ monthly passes} \times \$60 \text{ per pass} \times 12 \text{ months} = \$ 5,040$   
 Single trips \$ 14

**Total Staff Travel** \$ 5,054

Consultants/Subcontractors:

St. James Infirmary

Provide venue-based testing and counseling services for marginalized MSM, IDUs and TFMS who would be reluctant to access HIV testing at 1035 Market Street or Magnet.

Harm Reduction Counseling Coordinator: Coordinates all Harm Reduction & Peer Counseling/HIV Counseling and Testing activities; coordinates quality assurance activities. *Minimum Qualifications:* Experience coordinating Harm Reduction services and supervising staff.

0.5 FTE x \$31,400 per year = \$ 15,700

Phlebotomist: Certified for specimen collection

.25 FTE x \$47,840 per year = \$ 11,960

Benefits: Social Security, Worker's Compensation, Health Benefits, Unemployment, State and Federal Taxes, Retirement Plan.

20% of \$ 27,660 total salaries = \$ 5,532

Payroll & Accounting Services: Agency expense budgeted at \$30,000 per year. Requesting 8% of annual cost.

6% x \$30,000 = \$ 1,808

Glide

HIV Services Program Manager: Oversees all HIV Prevention Programs and activities under the direct supervision of the Glide Health Services Medical Director. Coordinates quality assurance activities, oversees all evaluation activities, prepares monthly invoices, annual agency reports, and maintains communications with all collaborative partners. *Minimum Qualifications:* Master's degree in Social Work, Public Health, or other related fields, or equivalent work experience.

0.30 FTE x \$59,216 per year = \$ 17,765

Administrative Assistant: Responsible for assisting with all administrative tasks, including: answering phones during business hours, checking phone messages and calling back individuals who request general information (Glide hours, services, location). Works with the Program Manager and Coordinators/ counselor/outreach workers to create monthly schedules for all HIV Prevention activities and assists with ordering and maintaining all program supplies. *Minimum Qualifications:* Experience in or knowledge of HIV Prevention. Experience working with people of different ethnic backgrounds, sexual identity and orientations, and people living with HIV/AIDS; Good written, verbal and organizational skills and data entry experience.

0.15 FTE x \$31,200 per year = \$ 4,680

Outreach Counselors: Coordinates monthly outreach schedules, provides on-call/back-up coverage for outreach workers during weekly shifts, organizes and maintains information and data related to target population venues, outreach contacts, and community resource listings and materials. Provide assistance with evaluation activities and provides programmatic support during monitoring periods. *Minimum Qualifications:* Experience coordinating outreach services and supervising staff; Experience with HIV/STI prevention education including safer sex education; Experience working with people of different ethnic backgrounds, sexual identity and orientations, and people living with HIV/AIDS.

0.15 FTE x \$31,200 per year = \$ 4,680

Benefits: Social Security, Worker's Compensation, Health Benefits, Unemployment, State and Federal Taxes, Retirement Plan.

25% of \$ 27,125 total salaries = \$ 6,781

Supplies: Programmatic and administrative supplies.

\$ 500

Staff Training/Travel: Trainings for staff to keep current on related issues

\$ 594

ISIS, Inc.

ISIS will develop and maintain an electronic system that will remind Magnet clients, who have agreed to receive text or email messages from SFAF, that it is time to return for their 6-month HIV test.

Deputy Director: Provides overall leadership and direction and is responsible for project deliverables. *Minimum Qualifications:* Masters in health services.

0.08 FTE x \$89,663 per year = \$ 7,173

Program Manager: Responsible for day to day activities including reporting, managing consultants and text message development. *Minimum Qualifications:* Masters in health services.

0.18 FTE x \$73,800 per year = \$ 13,284

Program Assistant: Responsible for all administrative activities, loading text messages and tech problem solving. *Minimum Qualifications:* High school diploma or equivalency.

0.20 FTE x \$32,000 per year = \$ 6,400

Benefits: Social Security, Worker's Compensation, Health Benefits, Unemployment, State and Federal Taxes, Retirement Plan.

25% of \$ 26,857 total salaries = \$ 6,714

Engineering: For developing text message platform and maintenance.

\$ 10,000

Total Consultants/Subcontractors \$ 113,571

~~Other:~~  
**Advertising & Media:**  
 SFAF will hold two focus groups to gather information regarding the most effective advertising design for testing services. SFAF will use that information to create and place ads in various media outlets.  
 Print ads in newspapers and magazines 12 ads x \$500/ad = \$ 6,000  
 Outreach fliers 5,000 x .10/each = \$ 500

~~Total Other~~ \$ 6,500

**TOTAL OPERATING EXPENSES** \$ 284,433

~~CAPITAL EXPENDITURES (if needed, if valued at \$5,000 or more)~~

~~Total Capital Expenditures~~ \$ -

**TOTAL DIRECT COSTS** \$ 791,722

**INDIRECT COSTS**

Indirect expenses for the San Francisco AIDS Foundation are approximately 17% of operating costs. SFAF requests reimbursement at 12% of the total direct costs in this proposal to cover operating expenses incurred by the Foundation, including finance and administrative staff, building maintenance, equipment rental & maintenance and information technology services.

$\$791,722 \times 10\% = \$ 79,172$

**TOTAL INDIRECT COSTS** \$ 79,172

**APPENDIX TOTAL** \$ 870,894



## BUDGET JUSTIFICATION Community-Based HIV Testing

### Salaries and Benefits

#### Magnet Director

Responsible for staff recruitment and supervision. Oversees day-to-day management of facility. Coordinates training and insures contract compliance. Serves as spokesperson as well as primary liaison to SFDPH.

*Minimum Qualifications:* Bachelor's degree with five years HIV and STD experience.

Annual Salary \$ 80,000 x 0.10 FTE x 6 months = \$ 4,000

#### Director of Government Contracts

Responsible for all data management and contract related activities. Maintains operational and statistical reporting mechanisms in accordance with contract and departmental requirements, produces routine and ad hoc reporting as needed, and ensures the integrity of the service database by overseeing database quality assurance activities.

*Minimum Qualifications:* Bachelor's degree and at least two years demonstrated experience in health services program planning, design, and evaluation; grant development and writing; government contracts management and negotiations.

Annual Salary \$ 80,000 x 0.05 FTE x 6 months = \$ 2,000

#### Evaluation Director

Responsible for the development of monitoring and evaluation systems, processes and tools to ensure foundation programs are rigorously evaluated for process and health outcomes and public health impact. Provides technical expertise and guidance to program and policy staff to design, develop, execute and measure key activities to achieve our strategic goals. Develops and delivers training and technical assistance to, and builds capacity among, program leads for monitoring and evaluating programs.

*Minimum Qualifications:* Masters in social or health sciences with 5 years experience in program in program evaluation required. Ph.D preferred. Experience with quantitative & qualitative research methods in prevention, health services and policy analysis is essential. Experience in HIV/AIDS or related field is desired.

Annual Salary \$ 80,000 x 0.10 FTE x 6 months = \$ 4,000

#### HIV CTL Services Manager

Manages clinic staff and oversees phlebotomy services for confirmatory HIV antibody testing and RNA testing at multiple sites. Supervises specimen collection for transport to SFDPH laboratory. Oversees quality assurance efforts.

*Minimum Qualifications:* Bachelor's Degree, certified HIV test counselor and State certified phlebotomist. At least two years demonstrated experience managing clinic operations and working with populations at risk for HIV/STD infection.

Annual Salary \$ 57,700 x 0.90 FTE x 6 months = \$ 25,965



HIV Coordinator

Coordinates and provides phlebotomy services for confirmatory HIV antibody testing and RNA testing at multiple sites. Prepares specimen collection for transport to SFDPH laboratory. Assists with quality assurance activities.

*Minimum Qualifications:* Bachelor's Degree, certified HIV test counselor and State certified phlebotomist. At least one year demonstrated experience in a multi-site clinic environment and working with populations at risk for HIV/STD infection.

Annual Salary \$ 40,000 x 0.90 FTE x 6 months = \$ 18,000

Receptionist

Greets clients and provides an overview of services. Conducts data entry.

*Minimum Qualifications:* High school diploma or equivalency and one year of customer service experience.

Annual Salary \$ 35,000 x 1.80 FTE x 6 months = \$ 31,500

Phlebotomist

Performs phlebotomy services for confirmatory HIV antibody testing and RNA testing. Prepares specimen collection for transport to SFDPH laboratory.

*Minimum Qualifications:* State certified phlebotomist.

Annual Salary \$ 37,875 x 4.00 FTE x 6 months = \$ 75,750

Data Manager

Manages data collection activities at all sites. Ensures the completeness, accuracy and timely entry of data into database systems. Assists with database quality assurance activities.

*Minimum Qualifications:* Bachelor's degree and at least two years demonstrated experience in database management.

Annual Salary \$ 40,000 x 0.90 FTE x 6 months = \$ 18,000

HIV Counselor

Provides individual and/or group counseling to clients on issues related to HIV/STD testing, prevention and treatment.

*Minimum Qualifications:* Bachelor's Degree and certified HIV test counselor with at least two years of experience counseling populations at risk for HIV/STD infection.

Annual Salary \$ 20,000 x 0.90 FTE x 6 months = \$ 9,000

Volunteer Coordinator

Responsible for recruiting, training, and supervising volunteers.

*Minimum Qualifications:* High school diploma or equivalency and one year of experience working with volunteers.

Annual Salary \$ 40,000 x 0.90 FTE x 6 months = \$ 18,000

Total Salaries \$ 206,215

Total Benefits 23% of \$206,215 total salaries = \$ 47,429

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

**TOTAL SALARIES & BENEFITS** \$ 253,644

**Operating Expenses**

Occupancy:

Rent:

SFAF is requesting reimbursement for rent expense at various locations throughout San Francisco, including the Magnet program location in the Castro district and SFAF's main offices at 1035 Market St. Other locations to be determined. Monthly estimate is based on SFAF's current rate of \$700 per FTE

\$700 per month x 10.55 FTE x 6 months = \$ 44,310

Utilities:

Telephone expense based on SFAF's experience rate of \$69.00 per FTE per month.

\$69 per month x 10.55 FTE x 6 months = \$ 4,368

**Total Occupancy** \$ 48,678

Materials and Supplies:

Office Supplies/Postage:

Office supplies/postage expense based on SFAF's experience rate of \$35.00 per FTE per month.

\$35 per month x 10.55 FTE x 6 months = \$ 2,216

Program/Medical Supplies:

Condoms and lubricant to distribute to clients.

212,000 condoms x \$0.08 per condom = \$ 8,480  
 12,000 Pleasure Plus condoms x \$0.60 per condom = \$ 3,600  
 9,000 female condoms x \$0.90 per condom = \$ 4,050  
 50,000 lubricant packets x \$0.11 per packet = \$ 2,750

**Total Materials and Supplies** \$ 21,096

General Operating:

Insurance:

Occupancy insurance expense based on SFAF's experience rate of \$50.00 per FTE per month.

\$50 per month x 10.55 FTE x 6 months = \$ 3,165

Outside Storage:

Storage expense based on SFAF's experience rate of \$5.10 per FTE per month.

\$5.10 per month x 10.55 FTE x 6 months = \$ 322

Rental/Maintenance of Equipment:

Equipment rental expense based on SFAF's experience rate of \$59.00 per FTE per month. Equipment maintenance expense based on SFAF's experience rate of \$42.00 per FTE per month.

Rental - \$59 per month x 10.55 FTE x 6 months = \$ 3,735  
 Maintenance - \$42 per month x 10.55 FTE x 6 months = \$ 2,659

**Total General Operating** \$ 9,880

Staff Travel (Local & Out of town):

7 monthly MUNI passes for staff to travel to multiple testing locations plus single trips for other staff when required.

7 monthly passes x \$60 per pass x 6 months = \$ 2,520  
 Single trips \$ 7

**Total Staff Travel** \$ 2,527

Consultants/Subcontractors

St. James Infirmary

Provide venue-based testing and counseling services for marginalized MSM, IDUs and TFMS who would be reluctant to access HIV testing at 1035 Market Street or Magnet.

Harm Reduction Counseling Coordinator: Coordinates all Harm Reduction & Peer Counseling/HIV Counseling and Testing activities; coordinates quality assurance activities. *Minimum Qualifications:* Experience coordinating Harm Reduction services and supervising staff.

0.5 FTE x \$31,400 per yearx 6 months = \$ 7,850

Phlebotomist: Certified for specimen collection

.25 FTE x \$47,840 per yearx 6 months = \$ 5,980

Benefits: Social Security, Worker's Compensation, Health Benefits, Unemployment, State and Federal Taxes, Retirement Plan.

20% of \$ 27,660 total salariesx 6 months = \$ 2,766

Payroll & Accounting Services: Agency expense budgeted at \$30,000 per year. Requesting 8% of annual cost.

6% x \$30,000x 6 months = \$ 904

Glide

HIV Services Program Manager: Oversees all HIV Prevention Programs and activities under the direct supervision of the Glide Health Services Medical Director. Coordinates quality assurance activities, oversees all evaluation activities, prepares monthly invoices, annual agency reports, and maintains communications with all collaborative partners. *Minimum Qualifications:* Master's degree in Social Work, Public Health, or other related fields, or equivalent work experience.

0.30 FTE x \$59,216 per yearx 6 months = \$ 8,883

Administrative Assistant: Responsible for assisting with all administrative tasks, including: answering phones during business hours, checking phone messages and calling back individuals who request general information (Glide hours, services, location). Works with the Program Manager and Coordinators/ counselor/outreach workers to create monthly schedules for all HIV Prevention activities and assists with ordering and maintaining all program supplies. *Minimum Qualifications:* Experience in or knowledge of HIV Prevention. Experience working with people of different ethnic backgrounds, sexual identity and orientations, and people living with HIV/AIDS; Good written, verbal and organizational skills and data entry experience.

0.15 FTE x \$31,200 per yearx 6 months = \$ 2,340

Outreach Counselors: Coordinates monthly outreach schedules, provides on-call/back-up coverage for outreach workers during weekly shifts, organizes and maintains information and data related to target population venues, outreach contacts, and community resource listings and materials. Provide assistance with evaluation activities and provides programmatic support during monitoring periods. *Minimum Qualifications:* Experience coordinating outreach services and supervising staff; Experience with HIV/STI prevention education including safer sex education; Experience working with people of different ethnic backgrounds, sexual identity and orientations, and people living with HIV/AIDS.

0.15 FTE x \$31,200 per yearx 6 months = \$ 2,340

Benefits: Social Security, Worker's Compensation, Health Benefits, Unemployment, State and Federal Taxes, Retirement Plan.

25% of \$ 27,125 total salariesx 6 months = \$ 3,391

Supplies: Programmatic and administrative supplies.

\$ 250

Staff Training/Travel: Trainings for staff to keep current on related issues

\$ 297

ISIS, Inc.

ISIS will develop and maintain an electronic system that will remind Magnet clients, who have agreed to receive text or email messages from SFAF, that it is time to return for their 6-month HIV test.

Deputy Director: Provides overall leadership and direction and is responsible for project deliverables. *Minimum Qualifications:* Masters in health services.

0.08 FTE x \$89,663 per yearx 6 months = \$ 3,587

Program Manager: Responsible for day to day activities including reporting, managing consultants and text message development. *Minimum Qualifications:* Masters in health services.

0.18 FTE x \$73,800 per yearx 6 months = \$ 6,642

Program Assistant: Responsible for all administrative activities, loading text messages and tech problem solving. *Minimum Qualifications:* High school diploma or equivalency.

0.20 FTE x \$32,000 per yearx 6 months = \$ 3,200

Benefits: Social Security, Worker's Compensation, Health Benefits, Unemployment, State and Federal Taxes, Retirement Plan.

25% of \$ 26,857 total salariesx 6 months = \$ 3,357

Engineering: For developing text message platform and maintenance.

\$ 5,000

~~total Consultants/Supplementals~~ \$ 56,787

**Other:**  
**Advertising & Media:**  
 SFAF will hold two focus groups to gather information regarding the most effective advertising design for testing services. SFAF will use that information to create and place ads in various media outlets.

Print ads in newspapers and magazines 6 ads x \$500/ad = \$	3,000
Outreach fliers 2,500 x .10/each = \$	250

<b>Total Other</b>	\$ 3,250
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<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 142,218</b>
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**CAPITAL EXPENDITURES** (if needed - unit valued at \$5,000 or more)

<b>Total Capital Expenditures</b>	\$ -
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<b>TOTAL DIRECT COSTS</b>	<b>\$ 395,862</b>
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**INDIRECT COSTS**

Indirect expenses for the San Francisco AIDS Foundation are approximately 17% of operating costs. SFAF requests reimbursement at 12% of the total direct costs in this proposal to cover operating expenses incurred by the Foundation, including finance and administrative staff, building maintenance, equipment rental & maintenance and information technology services.

\$791,722 x 10% = \$ 39,585

<b>TOTAL INDIRECT COSTS</b>	<b>\$ 39,585</b>
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<b>APPENDIX TOTAL</b>	<b>\$ 435,447</b>
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	A	B	C	D	E	F	G	H	I
1	Contractor Name: San Francisco AIDS Foundation						Appendix B-3a		Page 1
2	Contract Term: 9/1/11-6/30/13						Appendix Term: 7/1/12-6/30/13		
3	Funding Source: General Fund								
4									
5	<b>SFDPH AIDS OFFICE CONTRACT</b>								
6	<b>UOS COST ALLOCATION BY SERVICE MODE</b>								
7									
8	SERVICE MODES								
9	Personnel Expenses		Recruitment & Linkages		Events		Groups		
10	Position Titles	FTE	Salaries	% FTE	Salaries	% FTE	Salaries	% FTE	Page 1 Total
11	Vice-President of Program & Services	0.05	1,600	20%	1,680	21%	1,120	14%	4,400
12	Director of Behavioral Health	0.05	1,093	23%	1,093	23%	1,045	22%	3,231
13	Director of Government Contracts	0.05	880	22%	720	18%	920	23%	2,520
14	Evaluation Director	0.10	1,280	16%	960	12%	1,840	23%	4,080
15	Stonewall Director	0.20	1,914	11%	1,814	11%	2,958	17%	6,786
16	Associate Stonewall Director	0.15	945	9%	945	9%	2,625	25%	4,515
17	Health Educator	0.80	9,984	26%	9,984	26%	3,840	10%	23,808
18	Project Assistant	0.70	4,256	16%	4,256	16%	4,788	18%	13,300
19	Speed Project Coordinator	0.90	11,664	27%	11,664	27%	4,320	10%	27,648
20	Counselor III	0.80	9,568	23%	5,408	13%	13,728	33%	28,704
21									
22									
23	Total FTE & Total Salaries	3.80	43,184	21%	38,624	19%	37,184	18%	118,992
24	Fringe Benefits	23%	9,933	21%	8,885	19%	6,553	18%	27,371
25	Total Personnel Expenses		53,117	21%	47,509	19%	45,737	18%	146,363
26									
27	Operating Expenses		Expenditure	%	Expenditure	%			Page Total
28	Total Occupancy		7,539	21%	6,838	20%	6,312	18%	20,689
29	Total Materials and Supplies		4,083	22%	3,703	20%	3,418	18%	11,204
30	Total General Operating		1,530	21%	1,388	19%	1,281	18%	4,199
31	Total Staff Travel		430	22%	390	20%	360	18%	1,180
32	Consultants/Subcontractor:		1,311	21%	1,190	20%	1,098	18%	3,599
33									
34	Other:		1,994	21%	1,809	19%	1,670	18%	5,473
35									
36									
37									
38									
39									
40									
41									
42	Total Operating Expenses		\$ 16,887	21%	\$ 15,318	20%	14,139	18%	\$ 46,344
43									
44	Total Direct Expenses		70,004	21%	62,827	19%	59,876	18%	192,707
45	Indirect Expenses	10%	7,000	21%	6,283	19%	5,988	18%	19,271
46	TOTAL EXPENSES		\$ 77,004	21%	\$ 69,110	19%	65,864	18%	\$211,978
47									
48	Number of Units of Service (UOS) per Service Mode		696		33		400		1,129
49	Cost Per Unit of Service by Service Mode		\$110.64		2094.24		164.66		
50	Number of Unduplicated Clients (UDC) per Service Mode								

	A	B	C	D	E	F	G	H	I
1	Contractor Name: San Francisco AIDS Foundation					Appendix B-3a		Page 2	
2	Contract Term: 9/1/11-6/30/13					Appendix Term: 7/1/12-6/30/13			
3	Funding Source: General Fund								
4									
5	<b>SFDPH AIDS OFFICE CONTRACT</b>								
6	<b>UOS COST ALLOCATION BY SERVICE MODE</b>								
7									
8	<b>SERVICE MODES</b>								
9	Personnel Expenses		IRRC		PCM		Social Marketing		Pages 1-2 Total
10	Position Titles	FTE	Salaries	% FTE	Salaries	% FTE	Salaries	% FTE	
11	Vice-President of Program & Services	0.05	720	9%	960	12%	1,520	18%	7,600
12	Director of Behavioral Health	0.05	523	11%	143	3%	615	13%	4,515
13	Director of Government Contracts	0.05	360	9%	480	12%	440	11%	3,800
14	Evaluation Director	0.10	720	9%	960	12%	1,840	23%	7,500
15	Stonewall Director	0.20	2,784	16%	3,480	20%	2,435	14%	15,486
16	Associate Stonewall Director	0.15	1,890	18%	2,100	20%	1,470	14%	9,975
17	Health Educator	0.80	2,304	6%	0	0%	9,600	25%	35,712
18	Project Assistant	0.70	2,394	9%	3,192	12%	6,384	24%	25,270
19	Speed Project Coordinator	0.90	2,592	6%	0	0%	10,366	24%	40,606
20	Counselor III	0.80	2,496	6%	7,904	18%	832	2%	39,936
21									
22									
23	Total FTE & Total Salaries	3.80	16,783	8%	19,219	9%	35,508	18%	190,502
24	Fringe Benefits	23%	3,860	8%	4,418	9%	8,167	18%	43,816
25	Total Personnel Expenses		20,643	8%	23,637	9%	43,675	18%	234,318
26									
27	Operating Expenses		Expenditure	%	Expenditure	%			Page Total
28	Total Occupancy		2,805	8%	3,156	9%	6,312	18%	32,962
29	Total Materials and Supplies		1,519	8%	1,708	9%	3,418	18%	17,849
30	Total General Operating		569	8%	641	9%	1,281	18%	6,690
31	Total Staff Travel		160	8%	180	9%	360	18%	1,880
32	Consultants/Subcontractor		488	8%	549	9%	1,098	18%	5,734
33									
34	Other:		742	8%	835	9%	1,670	18%	8,720
35									
36									
37									
38									
39									
40									
41									
42	Total Operating Expenses		\$ 6,283	8%	\$ 7,069	9%	14,139	18%	\$ 73,835
43									
44	Total Direct Expenses		26,926	8%	30,706	9%	57,814	18%	308,153
45	Indirect Expenses	10%	2,693	8%	3,071	9%	5,781	18%	30,816
46	TOTAL EXPENSES		\$ 29,619	8%	\$ 33,777	9%	63,595	18%	\$338,969
47									
48	Number of Units of Service (UOS) per Service Mode		232		348		12		1,721
49	Cost Per Unit of Service by Service Mode		\$127.57		97.06		5299.58		
50	Number of Unduplicated Clients (UDC) per Service Mode								
51									
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	A	B	C	D	E	F	G	H	I
1	Contractor Name: San Francisco AIDS Foundation							Appendix B-3a Page 3	
2	Contract Term: 9/1/11-6/30/13							Appendix Term: 7/1/12-6/30/13	
3	Funding Source: General Fund								
4									
5	<b>SFDPH AIDS OFFICE CONTRACT</b>								
6	<b>UOS COST ALLOCATION BY SERVICE MODE</b>								
7									
8	<b>SERVICE MODES</b>								
9	Personnel Expenses		Condom distribution		Training				Pages 1-3 Total
10	Position Titles	FTE	Salaries	% FTE	Salaries	% FTE	Salaries	% FTE	Contract Totals
11	Vice-President of Program & Services	0.05	240	3%	160	2%			8,000
12	Director of Behavioral Health	0.05	141	3%	94	2%			4,750
13	Director of Government Contracts	0.05	120	3%	80	2%			4,000
14	Evaluation Director	0.10	240	3%	160	2%			8,000
15	Stonewall Director	0.20	1,044	6%	870	5%			17,400
16	Associate Stonewall Director	0.15	315	3%	210	2%			10,500
17	Health Educator	0.80	1,920	5%	768	2%			38,400
18	Project Assistant	0.70	798	3%	532	2%			26,600
19	Speed Project Coordinator	0.90	1,728	4%	864	2%			43,200
20	Counselor III	0.80	832	2%	632	2%			41,600
21									
22									
23	<b>Total FTE &amp; Total Salaries</b>	<b>3.80</b>	<b>7,378</b>	<b>4%</b>	<b>4,570</b>	<b>2%</b>			<b>202,450</b>
24	Fringe Benefits	23%	1,697	4%	1,051	2%			46,564
25	<b>Total Personnel Expenses</b>		<b>9,075</b>	<b>4%</b>	<b>5,621</b>	<b>2%</b>			<b>249,014</b>
26									
27	Operating Expenses		Expenditure	%	Expenditure	%			Contract Total
28	Total Occupancy		1,403	4%	701	2%			35,066
29	Total Materials and Supplies		759	4%	380	2%			18,988
30	Total General Operating		285	4%	143	2%			7,118
31	Total Staff Travel		80	4%	40	2%			2,000
32	Consultants/Subcontractor:		244	4%	122	2%			6,100
33									
34	Other:		371	4%	186	2%			9,277
35									
36									
37									
38									
39									
40									
41									
42	<b>Total Operating Expenses</b>		<b>\$ 3,142</b>	<b>4%</b>	<b>\$ 1,572</b>	<b>2%</b>			<b>\$ 78,549</b>
43									
44	<b>Total Direct Expenses</b>		<b>12,217</b>	<b>4%</b>	<b>7,193</b>	<b>2%</b>			<b>327,563</b>
45	Indirect Expenses	10%	1,222	4%	719	2%			32,757
46	<b>TOTAL EXPENSES</b>		<b>\$ 13,439</b>	<b>4%</b>	<b>\$ 7,912</b>	<b>2%</b>			<b>\$360,320</b>
47									
48	Number of Units of Service (UOS) per Service Mode		12		23				1,756
49	Cost Per Unit of Service by Service Mode		\$1,119.92		344.00				
50	Number of Unduplicated Clients (UDC) per Service Mode								
51									
52	DPH #1A(1)								Rev. 05/2010



## BUDGET JUSTIFICATION Stonewall Project

### Salaries and Benefits

#### Vice-President of Program & Services

Responsible for ensuring the implementation, management and evaluation of the program structure and provision of professional oversight to create a service delivery continuum that is responsive to the current health and well-being needs, including HIV needs of gay & bisexual men.

*Minimum Qualifications:* Master's degree in psychology, social services, business or related disciplines. Requirements also include three years' experience in supervisory capacity, especially in HIV prevention and demonstrated program management and program development experience.

Annual Salary \$ 160,000 x 0.05 FTE = \$ 8,000

#### Director of Behavioral Health

Responsible for the overall management and oversight of the HIV Prevention projects resulting from this contract. Supervises the Stonewall Director, deals with overall issues of services delivery, data collection and program improvements. Provides HIV prevention and care services to a caseload of Stonewall clients.

*Minimum Qualifications:* Master's degree and mental health professional license required. A minimum of seven years experience in public health or mental health.

Annual Salary \$ 95,000 x 0.05 FTE = \$ 4,750

#### Director of Government Contracts

Responsible for all data management and contract related activities. Maintains operational and statistical reporting mechanisms in accordance with contract and departmental requirements, produces routine and ad hoc reporting as needed, and ensures the integrity of the service database by overseeing database quality assurance activities.

*Minimum Qualifications:* Bachelor's degree and at least two years demonstrated experience in health services program planning, design, and evaluation; grant development and writing; government contracts management and negotiations.

Annual Salary \$ 80,000 x 0.05 FTE = \$ 4,000

#### Evaluation Director

Responsible for the development of monitoring and evaluation systems, processes and tools to ensure foundation programs are rigorously evaluated for process and health outcomes and public health impact. Provides technical expertise and guidance to program and policy staff to design, develop, execute and measure key activities to achieve our strategic goals. Develops and delivers training and technical assistance to and builds capacity among program leads for monitoring and evaluating programs.

*Minimum Qualifications:* Masters in social or health sciences with 5 years experience in program in program evaluation required. Ph.D preferred. Experience with quantitative & qualitative research methods in prevention, health services and policy analysis is essential. Experience in HIV/AIDS or related field is desired

Annual Salary \$ 80,000 x 0.10 FTE = \$ 8,000

#### Stonewall Director

Responsible for oversight of all operations including documentation of all services, administrative supervision of staff, analyzing data and writing reports. Provides HIV prevention and care services to a caseload of Stonewall clients.

*Minimum Qualifications:* Master's degree and at least five years experience in managing at social services programs.

Annual Salary \$ 87,000 x 0.20 FTE = \$ 17,400

Associate Stonewall Director

Assist Program Director with daily operations, provides HIV prevention and care services to a caseload of Stonewall clients.

*Minimum Qualifications:* Masters Degree and three years experience in managing at social services programs.

Annual Salary \$ 70,000 x 0.15 FTE = \$ 10,500

Health Educator

Responsible for coordinating web site, MSW, IRRC, Health Ed, Referral & linkages, training, scheduling and management of the Peer Educators, overseeing and reviewing log sheets, field notes, and performs field observations.

*Minimum Qualifications:* High school diploma or equivalency and at least 5 years experience in HIV prevention and education.

Annual Salary \$ 48,000 x 0.80 FTE = \$ 38,400

Project Assistant

Provides administrative support to the program. And will assist in data collecting and data entry.

*Minimum Qualifications:* High school diploma or equivalency and two years experience in office clerical work and computer skills.

Annual Salary \$ 38,000 x 0.70 FTE = \$ 26,600

Speed Project Coordinator

Responsible for the Speed Project field implementation. Will recruit peer advocates from the speed using community and those in recovery from speed use. Responsible for supervision and performance of Peer Advocates, ensuring that they are receiving all necessary logistical support. The Speed Project Outreach Coordinator will help develop and implement the initial training for the peer advocates as well as ongoing training activities.

*Minimum Qualifications:* Experience in health/human services and or related disciplines. Also requires experience coordinating outreach activities among communities of color and MSM populations, experience providing HIV/AIDS services and knowledge of substance use and harm reduction services.

Annual Salary \$ 48,000 x 0.90 FTE = \$ 43,200

Counselor I/II

Responsible for intake assessments, individual and group counseling, referrals to psychiatrist, documentation of all counseling.

*Minimum Qualifications:* Master's degree or at least five years experience in substance use, mental health, or HIV counseling.

Annual Salary \$ 52,000 x 0.80 FTE = \$ 41,600

Total Salaries

\$ 202,450

Total Benefits 23% of \$ 202,450 total salaries = \$ 46,564

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

**BENEFITS** \$ 249,014

**Operating Expenses**

**Occupancy:**

Rent:

Rent expense based on SFAF's experience rate of \$700.00 per FTE per month.  
\$700 per month x 3.80 FTE x 12 months = \$ 31,920

Utilities:

Telephone expense based on SFAF's experience rate of \$69.00 per FTE per month.  
\$69 per month x 3.80 FTE x 12 months = \$ 3,146

**Total Occupancy:** \$ 35,066

**Materials and Supplies:**

Office Supplies/Postage:

Office supplies/postage expense based on SFAF's experience rate of \$35.00 per FTE per month.  
\$35 per month x 3.80 FTE x 12 months = \$ 1,596

Program/Medical Supplies:

Condoms, lubricant, T-shirts, hats and other like items to be distributed to clients to promote awareness. \$ 9,142

Printing & Reproduction

Printing flyers, stickers, palm cards and other reproduction costs.  
15,000 pieces x \$0.55 average estimated cost per piece = \$ 8,250

**Total Materials and Supplies:** \$ 18,988

**General Operating:**

Insurance:

Occupancy insurance expense based on SFAF's experience rate of \$50.00 per FTE per month.  
\$50 per month x 3.80 FTE x 12 months = \$ 2,280

Rental/Maintenance of

Equipment:

Equipment rental expense based on SFAF's experience rate of \$59.00 per FTE per month.  
Rental - \$59 per month x 3.80 FTE x 12 months = \$ 2,690  
Maintenance - \$42 per month x 3.80 FTE x 12 months = \$ 1,915

Outside Storage:

Storage expense based on SFAF's experience rate of \$5.10 per FTE per month.  
\$5.10 per month x 3.80 FTE x 12 months = \$ 233

**Total General Operating:** \$ 7,118

<u>Staff Travel (Local &amp; Out of Town):</u>		
Travel to conferences and/or training seminars.	2 trips x \$1,000 per trip =	\$ 2,000
<u>Total Staff Travel:</u>		<u>\$ 2,000</u>
<u>Consultants/Subcontractors:</u>		
Web Design Services - develop, expand and maintain website	\$291.67 per month x 12 months =	\$ 3,500
Clinical Consultant - bi-weekly meetings with program staff	\$100 per hours x 26 meetings =	\$ 2,600
<u>Total Consultant/Subcontractors:</u>		<u>\$ 6,100</u>
<u>Other:</u>		
<u>Media/Advertising:</u>		
Includes all costs associated with program promotional media material design and		
Print ads in newspapers and magazines 4 ads x \$500/ad =	\$	2,000
Electronic ads on various websites =	\$	2,000
Design fees for advertising campaign =	\$	977
New additions =	\$	1,300
<u>Staff Training</u>		
Registration fees for six conferences/seminars	\$500 per registration x 6 conference/seminars =	\$ 3,000
<u>Total Other:</u>		<u>\$ 9,277</u>
<b>TOTAL OPERATING EXPENSES</b>		<b>\$78,549</b>
<u>CAPITAL EXPENDITURES (if needed - amount valued at \$5,000 or more)</u>		
<u>Total Capital Expenditures:</u>		<u>\$ -</u>
<b>TOTAL DIRECT COSTS</b>		<b>\$ 327,563</b>
<b>INDIRECT COSTS</b>		
Indirect expenses for the San Francisco AIDS Foundation are approximately 17% of operating costs. SFAF requests reimbursement at 12% of the total direct costs in this proposal to cover operating expenses incurred by the Foundation, including finance and administration.		
	\$327,563 x 10% =	\$ 32,757
<b>TOTAL INDIRECT COSTS</b>		<u>\$ 32,757</u>
<b>APPENDIX TOTAL</b>		<b>\$ 360,320</b>



**SFDPH AIDS OFFICE CONTRACT  
UOS COST ALLOCATION BY SERVICE MODE**

9	Personnel Expenses	FTE	SERVICE MODES						Pages 1-2 Total Contract Totals
			IRRC		Recruitment & Linkage		Salaries	% FTE	
10	Position Titles		Salaries	% FTE	Salaries	% FTE	Salaries	% FTE	
11	Vice-President of Program & Services	0.10	1,000	6%	1,240	8%			16,000
12	Director of Behavioral Health	0.05	945	21%	360	8%			4,500
13	Director of Government Contracts	0.05	0	0%	120	3%			4,000
14	Evaluation Director	0.05	0	0%	120	3%			4,000
15	Contracts & Purchasing Manager	0.05	0	0%	130	3%			4,350
16	BBE MGR	0.80	31,002	62%	506	1%			50,243
17	Community Dev Mgr	0.80	32,512	65%	1,005	2%			50,243
18	BSE Outreach Coord.	0.50	0	0%	450	3%			15,000
19	Health Education	0.10	1,008	21%	768	16%			4,800
20	Speed Project Coord	0.10	2,091	41%	0	0%			5,100
21	Counselor I/II	0.20	416	4%	1,976	19%			10,400
22	HIV Test Coordinator	0.10	0	0%	0	0%			4,500
23	Administrative Assistant	0.10	126	3%	0	0%			4,200
24	<b>Total FTE &amp; Total Salaries</b>	<b>3.00</b>	<b>69,100</b>	<b>39%</b>	<b>6,675</b>	<b>4%</b>			<b>177,336</b>
25	Fringe Benefits	23%	15,893	39%	1,535	4%			40,787
26	<b>Total Personnel Expenses</b>		<b>84,993</b>	<b>39%</b>	<b>8,210</b>	<b>4%</b>			<b>218,123</b>
27									
28	Operating Expenses		Expenditure	%	Expenditure	%			Contract Total
29	Total Occupancy		11,107	40%	1,385	5%			27,684
30	Total Materials and Supplies		5,032	20%	1,289	5%			25,796
31	Total General Operating		225	4%	282	5%			5,620
32	Total Staff Travel								0
33	Consultants/Subcontractor:		0	0%	1,821	1%			176,429
34									
35	Other:								
36									
37									
38									
39									
40									
41									
42									
43	<b>Total Operating Expenses</b>		<b>\$ 16,364</b>	<b>7%</b>	<b>\$ 4,777</b>	<b>2%</b>			<b>\$ 235,529</b>
44									
45	<b>Total Direct Expenses</b>		<b>101,357</b>	<b>22%</b>	<b>12,987</b>	<b>3%</b>			<b>453,652</b>
46	Indirect Expenses	10%	10,136	22%	1,299	3%			45,365
47	<b>TOTAL EXPENSES</b>		<b>\$ 111,493</b>	<b>22%</b>	<b>\$ 14,286</b>	<b>3%</b>			<b>\$499,017</b>
48									
49	Number of Units of Service (UOS) per Service Mode		589		65				1,610
50	Cost Per Unit of Service by Service Mode		\$189.29		\$219.78				
51	Number of Unduplicated Clients (UDC) per Service Mode								
52									
53	DPH #1A(1)								Rev. 05/2010

## BUDGET JUSTIFICATION

### African-American Prevention Initiative

#### Salaries and Benefits

##### Vice-President of Program & Services

Responsible for ensuring the implementation, management and evaluation of the program structure and provision of professional oversight to create a service delivery continuum that is responsive to the current health and well-being needs, including HIV needs of gay & bisexual men.

*Minimum Qualifications:* Master's degree in psychology, social services, business or related disciplines. Requirements also include three years' experience in supervisory capacity, especially in HIV prevention and demonstrated program management and program development experience.

Annual Salary \$ 160,000 x 0.10 FTE = \$ 16,000

##### Director of Behavioral Health

Responsible for the overall management and oversight of the HIV Prevention projects resulting from this contract. Supervises the Stonewall Director, deals with overall issues of services delivery, data collection and program improvements. Provides HIV prevention and care services to a caseload of Stonewall clients.

*Minimum Qualifications:* Master's degree and mental health professional license required. A minimum of seven years experience in public health or mental health.

Annual Salary \$ 90,000 x 0.05 FTE = \$ 4,500

##### Director of Government Contracts

Responsible for all data management and contract related activities. Maintains operational and statistical reporting mechanisms in accordance with contract and departmental requirements, produces routine and ad hoc reporting as needed, and ensures the integrity of the service database by overseeing database quality assurance activities.

*Minimum Qualifications:* Bachelor's degree and at least two years demonstrated experience in health services program planning, design, and evaluation; grant development and writing; government contracts management and negotiations.

Annual Salary \$ 80,000 x 0.05 FTE = \$ 4,000

##### Evaluation Director

Responsible for the development of monitoring and evaluation systems, processes and tools to ensure foundation programs are rigorously evaluated for process and health outcomes and public health impact. Provides technical expertise and guidance to program and policy staff to design, develop, execute and measure key activities to achieve our strategic goals. Develops and delivers training and technical assistance to and builds capacity among program leads for monitoring and evaluating programs.

*Minimum Qualifications:* Masters in social or health sciences with 5 years experience in program in program evaluation required. Ph.D preferred. Experience with quantitative & qualitative research methods in prevention, health services and policy analysis is essential. Experience in HIV/AIDS or related field is desired

Annual Salary \$ 80,000 x 0.05 FTE = \$ 4,000

Contracts & Purchasing Manager

Prepares monthly contract invoices, records contract accruals into financial management system, prepares budgets for contract proposals, modifications, and revisions. Prepares reports for contract financial information and maintains databases related to contract allocations.

*Minimum Qualifications:* Bachelor's degree in Finance or related field or equivalent experience in accounting, budgeting and contract management. Two years demonstrated experience in a finance/contract management capacity.

Annual Salary \$ 87,000 x 0.05 FTE = \$ 4,350

BBE MGR

Manages and coordinates all day-to-day aspects of the program. Responsible for the development, administration and facilitation of all BBE group program activities. Duties include co-facilitation of the weekly drop-in support group (Phoenix Rising), coordination of all workshops (Afrochats, Many Men, Many Voices, Healthy relationships) curricula development and logistic support and facilitation of the BBE Steering Committee.

*Minimum Qualifications:* Experience in health/human services and or related disciplines. Also requires experience coordinating outreach activities among African American populations, experience providing HIV/AIDS services and knowledge of substance use and harm reduction services.

Annual Salary \$ 62,804 x 0.80 FTE = \$ 50,243

Community Organizer/Mobilization Manager

Responsible for the development and implementation of group and community level interventions that organizes and mobilizes communities in order to increase their level of social capital. This position provides a clinical/social services perspective on how to work with individuals in our target population and engage them in community building activities. Targets health promotion and wellness among African American gay and bisexual and same gender loving men.

*Minimum Qualifications:* Bachelor's degree in psychology, social services or related discipline. Also requires experience coordinating outreach activities among communities of color and MSM populations, experience providing HIV/AIDS services and knowledge of substance use and harm reductions services.

Annual Salary \$ 62,804 x 0.80 FTE = \$ 50,243

BBE Outreach Coordinator

Provides day to day logistical and administrative support to the BBE leadership team and program participants.



*Minimum Qualifications:* 3-5 years of administrative support experience in a community based environment required.

Annual Salary \$ 30,000 x 0.50 FTE = \$ 15,000

#### Health Education

Performs phlebotomy services for confirmatory HIV antibody testing and RNA testing. Prepares specimen collection for transport to SFDPH laboratory.

*Minimum Qualifications:* State certified phlebotomist.

Annual Salary \$ 48,000 x 0.10 FTE = \$ 4,800

#### Speed Project Coordinator

Responsible for the Speed Project field implementation. Will recruit peer advocates from the speed using community and those in recovery from speed use.

Responsible for supervision and performance of Peer Advocates, ensuring that they are receiving all necessary logistical support. The Speed Project Outreach Coordinator will help develop and implement the initial training for the peer advocates as well as ongoing training activities.

*Minimum Qualifications:* Experience in health/human services and or related disciplines. Also requires experience coordinating outreach activities among communities of color and MSM populations, experience providing HIV/AIDS services and knowledge of substance use and harm reduction services.

Annual Salary \$ 51,000 x 0.10 FTE = \$ 5,100

#### Counselor I/II

Responsible for intake assessments, individual and group counseling, referrals to psychiatrist, documentation of all counseling.

*Minimum Qualifications:* Master's degree or at least five years experience in substance use, mental health, or HIV counseling.

Annual Salary \$ 52,000 x 0.20 FTE = \$ 10,400

#### HIV Coordinator

Coordinates and provides phlebotomy services for confirmatory HIV antibody testing and RNA testing at multiple sites. Prepares specimen collection for transport to SFDPH laboratory. Assists with quality assurance activities.

*Minimum Qualifications:* Bachelor's Degree, certified HIV test counselor and State certified phlebotomist. At least one year demonstrated experience in a multi-site clinic environment and working with populations at risk for HIV/STD infection.

Annual Salary \$ 45,000 x 0.10 FTE = \$ 4,500

#### Administrative Assistant

Provide administrative office support to the BBE program (including correspondence, filing, ordering supplies, scheduling meetings, and preparing materials packets).

*Minimum Qualifications:* High school diploma or equivalency and one year of experience working as an Administrative Assistant.

Annual Salary \$ 42,000 x 0.10 FTE = \$ 4,200

**Total Salaries** \$ 177,336

Total Benefits: 23% of \$ 177,336 total salaries = \$ 40,787

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

**TOTAL SALARIES & BENEFITS** \$ 218,123

**Operating Expenses**

Occupancy:

Rent:

Rent expense based on SFAF's experience rate of \$700.00 per FTE per month.

\$700 per month x 3.00 FTE x 12 months = \$ 25,200

Utilities:

Telephone expense based on SFAF's experience rate of \$69.00 per FTE per month.

\$69 per month x 3.00 FTE x 12 months = \$ 2,484

Total Occupancy \$ 27,684

Materials and Supplies:

Office Supplies/Postage:

Office supplies/postage expense based on SFAF's experience rate of \$35.00 per FTE per month.

\$35 per month x 3.00 FTE x 12 months = \$ 1,260

Group/Event Expense:

Food for client group meetings and fees/expenses associated with program promotion at community events (street fairs, Pride Parade, Juneteenth, Kwanzaa, etc.).

125 Meetings x 17 participants x approx \$7.55 per participant \$ 16,036

Approximately 4 community Events x \$2,125 per event \$ 8,500

Total Materials and Supplies \$ 25,796

General Operating:

Insurance:

Occupancy insurance expense based on SFAF's experience rate of \$50.00 per FTE per month.

\$50 per month x 3.00 FTE x 12 months = \$ 1,800

Outside Storage:

Storage expense based on SFAF's experience rate of \$5.10 per FTE per month.

\$5.10 per month x 3.00 FTE x 12 months = \$ 184

Rental/Maintenance of Equipment:

Equipment rental expense based on SFAF's experience rate of \$59.00 per FTE per month. Equipment maintenance expense based on SFAF's experience rate of \$42.00 per FTE per month.

Rental - \$59 per month x 3.00 FTE x 12 months = \$ 2,124  
 Maintenance - \$42 per month x 3.00 FTE x 12 months = \$ 1,512

~~Special General Operating~~ \$ 5,620

~~State Travel/Local & Out-of-Town~~

~~Local State Travel~~ \$ -

Consultants/Subcontractors:

STOP AIDS Project

Provide venue-based testing and counseling services for African-Americans in San Francisco.

Program Director: Responsible for supervision of program staff and will act as liaison to SFAF and other prevention and care partners; responsible for program planning, implementation and evaluation.  
*Minimum qualifications:* Master's Degree and 4 years community organizing & disease prevention experience or an equivalent combination of educations and experience.

.15 FTE x 68,000 per year = \$ 10,200

Education Director: Responsible for staff and volunteer education/training; keeps up to date on new trends in HIV prevention with an eye toward possible impacts on STOP AIDS Project; coordinates with evaluation director at SFAF on data and evaluation. *Minimum qualifications:* Masters in Public Health and 3 years community organizing and public health experience or an equivalent combination of education and experience.

.10 FTE x 68,000 per year = \$ 6,800

Program Manager-Initiative Castro/Mission: Responsible for the overall quarterly and community event coordination and arranges venues to host these events; works with Media Designer and Communications Director to create culturally appropriate outreach and educational materials and develops appropriate outreach systems; invites men to get tested throughout the night; facilitates Smart Sex Workshops and conducts follow-up risk reductions conversations; recruits participants for Black Plus events and arranges logistics. *Minimum qualifications:* Demonstratable cultural competence and a BA degree or 2 years related experience.

.91 FTE x 50,000 per year = \$ 45,500

Program Associate/Our Love-Initiative Castro/Mission: Responsible for the overall Blackout event coordination and testing recruitment; liaison between initiative and bar owners; coordinate and arrange DJs and all of the elements necessary to draw African AmericanG/MSM; facilitate Jamii events. *Minimum qualifications:* BA or one year experience in community organizing and health promotion, or an equivalent

.75 FTE x 40,000 per year = \$ 30,000

Testing Coordinator: Responsible for managing the testing calendar and coordinating shift logistics with AHP staff; responsible for RV maintenance including, but not limited to, any pertinent permit and parking issues, driving, managing client flow and providing HIV testing services. *Minimum qualifications:* BA degree or 2 years related work experience; state-certified IRRC counselor and certified phlebotomist

.25 FTE x 45,000 per year = \$ 11,250

Network Coordinator: Responsible for RV maintenance including, but not limited to, any pertinent permit and parking issues, driving, managing client flow and providing HIV testing services. Minimum qualifications include a BA degree or 2 years related work experience; state-certified IRRC counselor and a certified phlebotomist

.25 FTE x 45,000 per year = \$ 11,250

Media Designer: Designs social marketing campaigns and promotional media pieces. *Minimum qualifications:* BA and 2 years experience or an equivalent combination of education and experience.

.10 FTE x 47,000 per year = \$ 4,700

Volunteer Manager: Performs intake interviews with potential volunteers to match skills & interests to components of our programs; develops & implements plans to increase volunteerism; develops & coordinates volunteer orientations and trainings; develops & implements performance evaluation methods; tracks volunteer hours worked; develops support and retentions activities and designs leadership development curriculum for volunteers in order to increase retention. *Minimum qualifications:* BA and 2 years experience in volunteer coordinatio, or an equivalent combination of education and experience.

.10 FTE x 50,000 per year = \$ 5,000

Benefits: Social Security, Worker's Compensation, Health-Benefits,

26% of \$ 124,700 total salaries = \$ 32,422

Rent: Office and storage space.

\$ 5,125

Communications/Promotional Media: Promote 12 Jamii groups, 12 Safe Sex workshops, two Black PLUS events (2 days each), 24 Black Out events, 4 Status Awareness events and 1 Major event.

\$ 12,000

Misc. Fuel for R.V.

\$ 2,182

Total Consultants/Support Contractors

\$ 176,429

**TOTAL OPERATING EXPENSES**

**\$ 453,652**

CAPITAL EXPENDITURES (if needed - until valued at \$5,000 or more)

~~Total Capital Expenditures~~

\$ -

**TOTAL DIRECT COSTS**

**\$ 453,652**

**INDIRECT COSTS**

Indirect expenses for the San Francisco AIDS Foundation are approximately 17% of operating costs. SFAF requests reimbursement at 12% of the total direct costs in this proposal to cover operating expenses incurred by the Foundation, including finance and administration.

$$\$453,652 \times 10\% = \$ 45,365$$

**TOTAL INDIRECT COSTS**

**\$ 45,365**

**APPENDIX TOTAL**

**\$ 499,017**

Personnel Expenses		SERVICE MODES							Page 1 Total
Position Titles	FTE	Events		Groups		Testing			
		Salaries	% FTE	Salaries	% FTE	Salaries	% FTE		
11	Vice-President of Program & Services	0.10	1,440	18%	3,760	47%	1,680	21%	6,880
12	Director of Behavioral Health	0.05	337	15%	789	35%	472	21%	1,598
13	Director of Government Contracts	0.05	100	5%	1,376	69%	460	23%	1,938
14	Evaluation Associate	0.05	80	5%	1,102	69%	368	23%	1,550
15	Contracts & Purchasing Manager	0.05	109	5%	1,501	69%	500	23%	2,110
16	BBE MGR	0.80	1,256	5%	14,112	56%	0	0%	15,368
17	Community Dev Mgr	0.80	1,256	5%	13,108	52%	0	0%	14,364
18	Health Education	0.10	1,008	42%	0	0%	504	21%	1,512
19	Speed Project Coord	0.10	535	21%	970	38%	0	0%	1,505
20	Counselor III	0.20	0	0%	2,028	39%	1,976	38%	4,004
21	HIV Test Coordinator	0.10	382	17%	1,866	83%	0	0%	2,250
22	Administrative Assistant	0.10	126	6%	1,785	85%	126	6%	2,037
23	Dir., Prevention Services	0.15	3,162	62%	1,224	24%	663	13%	5,049
24	Dir., Program Development & Ops	0.10	2,108	62%	816	24%	442	13%	3,366
25	YBMSM Program Manager	0.90	14,787	62%	5,724	24%	3,101	13%	23,612
26	YBMSM Program Coordinator	0.50	6,200	62%	2,400	24%	1,300	13%	9,900
27	Testing Coordinator	0.25	3,488	62%	1,350	24%	731	13%	5,569
28	Media Designer	0.10	1,457	62%	564	24%	306	13%	2,327
29	Volunteer Manager	0.10	1,550	62%	600	24%	325	13%	2,475
30	<b>Total FTE &amp; Total Salaries</b>	<b>4.60</b>	<b>39,381</b>	<b>29%</b>	<b>55,079</b>	<b>41%</b>	<b>12,953</b>	<b>10%</b>	<b>107,413</b>
31	Fringe Benefits	23%	9,058	29%	12,668	41%	2,979	10%	24,705
32	<b>Total Personnel Expenses</b>		<b>48,439</b>	<b>29%</b>	<b>67,747</b>	<b>41%</b>	<b>15,932</b>	<b>10%</b>	<b>132,118</b>

Operating Expenses		Expenditure	%	Expenditure	%	Expenditure	%	Contract Total	
34	Operating Expenses								
35	Total Occupancy	3,087	12%	9,229	36%	1,801	7%	14,117	
36	Total Materials and Supplies	1,845	12%	11,070	72%	1,076	7%	13,991	
37	Total General Operating	2,148	12%	12,892	72%	1,252	7%	16,292	
38	Consultants/Subcontractor	400	11%	2,400	69%	400	11%	3,200	
39									
40									
41	Other:								
42									
43									
44									
45									
46									
47									
48	<b>Total Operating Expenses</b>	<b>\$ 7,480</b>	<b>12%</b>	<b>\$ 35,591</b>	<b>57%</b>	<b>4,529</b>	<b>7%</b>	<b>\$ 47,600</b>	
49									
50	Total Direct Expenses	55,919	25%	103,338	46%	20,461	9%	179,718	
51	Indirect Expenses	10%	5,592	25%	10,335	46%	2,046	9%	17,973
52	<b>TOTAL EXPENSES</b>	<b>\$ 61,511</b>	<b>25%</b>	<b>\$ 113,673</b>	<b>46%</b>	<b>22,507</b>	<b>9%</b>	<b>\$197,691</b>	
53									
54	Number of Units of Service (UOS) per Service Mode	12		290		250		552	
55	Cost Per Unit of Service by Service Mode	\$5,125.92		\$391.98		90.03			
56	Number of Unduplicated Clients (UDC) per Service Mode								

9	Personnel Expenses	FTE	IRRC		Recruitment & Linkage		Salaries	% FTE	Pages 1-2 Total Contract Totals
			Salaries	% FTE	Salaries	% FTE			
10	Position Titles								
11	Vice-President of Program & Services	0.10	500	6%	620	8%			8,000
12	Director of Behavioral Health	0.05	472	21%	180	8%			2,250
13	Director of Government Contracts	0.05	0	0%	62	3%			2,000
14	Evaluation Associate	0.05	0	0%	50	3%			1,600
15	Contracts & Purchasing Manager	0.05	0	0%	65	3%			2,175
16	BBE MGR	0.80	9,501	38%	253	1%			25,122
17	Community Dev Mgr	0.80	10,256	41%	501	2%			25,121
18	Health Education	0.10	594	21%	384	16%			2,400
19	Speed Project Coord	0.10	1,045	41%	0	0%			2,550
20	Counselor /MI	0.20	208	4%	988	19%			5,200
21	HIV Test Coordinator	0.10	0	0%	0	0%			2,250
22	Administrative Assistant	0.10	63	3%	0	0%			2,100
23	Dir., Prevention Services	0.15	0	0%	51	1%			5,100
24	Dir., Program Development & Ops	0.10	0	0%	34	1%			3,400
25	YBMSM Program Manager	0.90	0	0%	239	1%			23,850
26	YBMSM Program Coordinator	0.50	0	0%	100	1%			10,000
27	Testing Coordinator	0.25	0	0%	56	1%			5,625
28	Media Designer	0.10	0	0%	24	1%			2,350
29	Volunteer Manager	0.10	0	0%	25	1%			2,500
30	<b>Total FTE &amp; Total Salaries</b>	<b>4.60</b>	<b>22,549</b>	<b>17%</b>	<b>3,631</b>	<b>3%</b>			<b>133,593</b>
31	Fringe Benefits	23%	5,186	17%	835	3%			30,726
32	<b>Total Personnel Expenses</b>		<b>27,735</b>	<b>17%</b>	<b>4,466</b>	<b>3%</b>			<b>164,319</b>
33									
34	Operating Expenses		Expenditure	%	Expenditure	%			Contract Total
35	Total Occupancy		10,320	40%	1,287	5%			25,724
36	Total Materials and Supplies		615	4%	768	5%			15,374
37	Total General Operating		717	4%	899	5%			17,908
38	Consultants/Subcontractor		0	0%	300	9%			3,500
39									
40									
41	Other:								
42									
43									
44									
45									
46									
47									
48									
49	<b>Total Operating Expenses</b>		<b>\$ 11,652</b>	<b>19%</b>	<b>\$ 3,254</b>	<b>5%</b>			<b>\$ 62,506</b>
50									
51	Total Direct Expenses		39,387	17%	7,720	3%			226,625
52	Indirect Expenses	10%	3,939	17%	772	3%			22,684
53	<b>TOTAL EXPENSES</b>		<b>\$ 43,326</b>	<b>17%</b>	<b>\$ 8,492</b>	<b>3%</b>			<b>\$249,509</b>
54									
55	Number of Units of Service (UOS) per Service Mode		340		38				930
56	Cost Per Unit of Service by Service Mode		\$127.43		\$223.47				
57	Number of Unduplicated Clients (UDC) per Service Mode								
58									
59	DPH #1A(1)								Rev. 05/2010

## BUDGET JUSTIFICATION

### African-American Prevention Initiative

#### Salaries and Benefits

##### Vice-President of Program & Services

Responsible for ensuring the implementation, management and evaluation of the program structure and provision of professional oversight to create a service delivery continuum that is responsive to the current health and well-being needs, including HIV needs of gay & bisexual men.

*Minimum Qualifications:* Master's degree in psychology, social services, business or related disciplines. Requirements also include three years' experience in supervisory capacity, especially in HIV prevention and demonstrated program management and program development experience.

Annual Salary \$ 160,000 x 0.10 FTE x 6 months = \$ 8,000

##### Director of Behavioral Health

Responsible for the overall management and oversight of the HIV Prevention projects resulting from this contract. Supervises the Stonewall Director, deals with overall issues of services delivery, data collection and program improvements. Provides HIV prevention and care services to a caseload of Stonewall clients.

*Minimum Qualifications:* Master's degree and mental health professional license required. A minimum of seven years experience in public health or mental health.

Annual Salary \$ 90,000 x 0.05 FTE x 6 months = \$ 2,250

##### Director of Government Contracts

Responsible for all data management and contract related activities. Maintains operational and statistical reporting mechanisms in accordance with contract and departmental requirements, produces routine and ad hoc reporting as needed, and ensures the integrity of the service database by overseeing database quality assurance activities.

*Minimum Qualifications:* Bachelor's degree and at least two years demonstrated experience in health services program planning, design, and evaluation; grant development and writing; government contracts management and negotiations.

Annual Salary \$ 80,000 x 0.05 FTE x 6 months = \$ 2,000

##### Evaluation Associate

Responsible for the development of monitoring and evaluation systems, processes and tools to ensure foundation programs are rigorously evaluated for process and health outcomes and public health impact. Provides technical expertise and guidance to program and policy staff to design, develop, execute and measure key activities to achieve our strategic goals. Develops and delivers training and technical assistance to and builds capacity among program leads for monitoring and evaluating programs.



*Minimum Qualifications:* Bachelor's in social or health sciences with 3 years experience in program in program evaluation required. Experience with quantitative & qualitative research methods in prevention, health services and policy analysis is essential. Experience in HIV/AIDS or related field is desired

Annual Salary \$ 64,000 x 0.05 FTE x 6 months = \$ 1,600

Contracts & Purchasing Manager

Prepares monthly contract invoices, records contract accruals into financial management system, prepares budgets for contract proposals, modifications, and revisions. Prepares reports for contract financial information and maintains databases related to contract allocations.

*Minimum Qualifications:* Bachelor's degree in Finance or related field or equivalent experience in accounting, budgeting and contract management. Two years demonstrated experience in a finance/contract management capacity.

Annual Salary \$ 87,000 x 0.05 FTE x 6 months = \$ 2,175

BBE MGR

Manages and coordinates all day-to-day aspects of the program. Responsible for the development, administration and facilitation of all BBE group program activities. Duties include co-facilitation of the weekly drop-in support group (Phoenix Rising), coordination of all workshops (Afrochats, Many Men, Many Voices, Healthy relationships) curricula development and logistic support and facilitation of the BBE Steering Committee.

*Minimum Qualifications:* Experience in health/human services and or related disciplines. Also requires experience coordinating outreach activities among-African American populations, experience providing HIV/AIDS services and knowledge of substance use and harm reduction services.

Annual Salary \$ 62,804 x 0.80 FTE x 6 months = \$ 25,122

Community Organizer/Mobilization Manager

Responsible for the development and implementation of group and community level interventions that organizes and mobilizes communities in order to increase their level of social capital. This position provides a clinical/social services perspective on how to work with individuals in our target population and engage them in community building activities. Targets health promotion and wellness among African American gay and bisexual and same gender loving men.

*Minimum Qualifications:* Bachelor's degree in psychology, social services or related discipline. Also requires experience coordinating outreach activities among communities of color and MSM populations, experience providing HIV/AIDS services and knowledge of substance use and harm reductions services.

Annual Salary \$ 62,804 x 0.80 FTE x 6 months = = \$ 25,122

Health Education

Performs phlebotomy services for confirmatory HIV antibody testing and RNA testing. Prepares specimen collection for transport to SFDPH laboratory.

*Minimum Qualifications:* State certified phlebotomist.

Annual Salary \$ 48,000 x 0.10 FTE x 6 months = \$ 2,400

Speed Project Coordinator

Responsible for the Speed Project field implementation. Will recruit peer advocates from the speed using community and those in recovery from speed use.

*Minimum Qualifications:* Experience in health/human services and or related disciplines. Also requires experience coordinating outreach activities among communities of color and MSM populations, experience providing HIV/AIDS services and knowledge of substance use and harm reduction services.

Annual Salary \$ 51,000 x 0.10 FTE x 6 months = \$ 2,550

Counselor I/II

Responsible for intake assessments, individual and group counseling, referrals to psychiatrist, documentation of all counseling.

*Minimum Qualifications:* Master's degree or at least five years experience in substance use, mental health, or HIV counseling.

Annual Salary \$ 52,000 x 0.20 FTE x 6 months = \$ 5,200

HIV Coordinator

Coordinates and provides phlebotomy services for confirmatory HIV antibody testing and RNA testing at multiple sites. Prepares specimen collection for transport to

*Minimum Qualifications:* Bachelor's Degree, certified HIV test counselor and State certified phlebotomist. At least one year demonstrated experience in a multi-site

Annual Salary \$ 45,000 x 0.10 FTE x 6 months = \$ 2,250

Administrative Assistant

Provide administrative office support to the BBE program (including correspondence,

*Minimum Qualifications:* High school diploma or equivalency and one year of experience working as an Administrative Assistant.

Annual Salary \$ 42,000 x 0.10 FTE x 6 months = \$ 2,100

Director, Prevention Services: Responsible for supervision of program staff and will act as liaison to prevention and care partners; responsible for program planning, implementation and evaluation. *Minimum qualifications:* Master's Degree and 4 years community organizing & disease prevention experience or an equivalent combination of education and experience.

Annual Salary \$68,000 x .15 FTE x 6 months = \$ 5,100

Director, Program Development and Operations: Responsible for staff and volunteer education/training; keeps up to date on new trends in HIV prevention with an eye toward possible program impacts; works on program design and delivery plan, and coordinates program evaluation. *Minimum qualifications:* Masters in Public Health and 3 years community organizing and public health experience or an equivalent combination of education and experience.

Annual Salary \$68,000 x .10 FTE x 6 months = \$ 3,400

YBMSM Program Manager: Responsible for program oversight and supervision of YBMSM Program Coordinator. Responsible for program design input, program implementation, and evaluation. Oversees outreach efforts to community providers and provides case management to link clients to resources and services. Oversees HIV testing efforts, recruits participants for annual Black PLUS, and arranges Black PLUS logistics with Positive Force staff. *Minimum qualifications*: Demonstratable cultural competence and a Master's degree in a relevant field (Counseling, MSW, Psychology, MFT, etc) and 3 years related experience.

Annual Salary \$53,000 x .90 FTE x 6 months = \$ 23,850

YBMSM Program Coordinator: Responsible for HIV testing recruitment, client outreach, program delivery. Oversees drop-in space and coordinates drop-in space logistics. *Minimum qualifications*: BA or one year experience in community organizing and health promotion, or an equivalent combination.

Annual Salary \$40,000 x .50 FTE x 6 months = \$ 10,000

Testing Coordinator: Responsible for managing the testing calendar and coordinating shift logistics with AHP staff; responsible for RV maintenance including, but not limited to, any pertinent permit and parking issues, driving, managing client flow and providing HIV testing services. *Minimum qualifications*: BA degree or 2 years related work experience; state-certified IRRC counselor and certified phlebotomist.

Annual Salary \$45,000 x .25 FTE x 6 months = \$ 5,625

Media Designer: Designs social marketing campaigns and promotional media pieces. *Minimum qualifications*: BA and 2 years experience or an equivalent combination of education and experience.

Annual Salary \$47,000 x .10 FTE x 6 months = \$ 2,350

Volunteer Manager: Performs intake interviews with potential volunteers to match skills & interests to components of our programs; develops & implements plans to increase volunteerism; develops & coordinates volunteer orientations and trainings; develops & implements performance evaluation methods; tracks volunteer hours worked; develops support and retention activities and designs leadership development curriculum for volunteers in order to increase retention. *Minimum qualifications*: BA and 2 years experience in volunteer coordination, or an equivalent combination of education and experience.

Annual Salary \$50,000 x .10 FTE x 6 months = \$ 2,500

Total Salaries \$ 133,593

Total Benefits 23% of \$ 273,586 total salaries = \$ 30,726

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

**TOTAL SALARIES & BENEFITS** \$ 164,319



<del>Total General Operating</del>	\$ 17,908
<del>Consultants/Subcontractors</del>	
Temporary Staff	
Youth to help administer YBMSM program, assist with outreach, set-up and clean up	
\$20/hour x 7 hours/week x 26 weeks	\$ 3,500
<del>Total Consultants/Subcontractors</del>	\$ 3,500
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 226,825</b>
<b>TOTAL DIRECT COSTS</b>	<b>\$ 226,825</b>
<b>INDIRECT COSTS</b>	
Indirect expenses for the San Francisco AIDS Foundation are approximately	
	\$226,826 x 10% = \$ 22,684
<b>TOTAL INDIRECT COSTS</b>	<b>\$ 22,684</b>
<b>APPENDIX TOTAL</b>	<b>\$ 249,509</b>

	A	B	C	D	E	F	G	H	I
1	Contractor Name: San Francisco AIDS Foundation						Appendix B-5a		Page 1
2	Contract Term: 9/1/11-06/30/13						Appendix Term: 07/1/12-06/30/13		
3	Funding Source: General Fund								
4									
5	<b>SFDPH AIDS OFFICE CONTRACT</b>								
6	<b>UOS COST ALLOCATION BY SERVICE MODE</b>								
7									
8	<b>SERVICE MODES</b>								
9	Personnel Expenses		Testing		IRRC		PCM		
10	Position Titles	FTE	Salaries	% FTE	Salaries	% FTE	Salaries	% FTE	Page 1 Total
11	Director of Behavioral Health	0.10	2,950	34%	500	6%	2,400	27%	5,850
12	Director of Government Contracts	0.10	2,800	35%	300	4%	2,300	29%	5,400
13	Evaluation Director	0.10	2,800	35%	300	4%	2,300	29%	5,400
14	HIV CTL Services Manager	0.40	13,688	78%	346	2%	1,346	8%	15,380
15	Data Manager	0.10	2,800	35%	600	8%	2,000	25%	5,400
16	Counselor /NI	1.25	6,300	9%	7,840	12%	28,500	42%	42,640
17									
18									
19									
20									
21									
22									
23									
24	<b>Total FTE &amp; Total Salaries</b>	<b>2.05</b>	<b>31,338</b>	<b>27%</b>	<b>9,886</b>	<b>8%</b>	<b>38,846</b>	<b>33%</b>	<b>80,070</b>
25	Fringe Benefits	23%	7,206	27%	2,274	8%	8,935	33%	18,417
26	<b>Total Personnel Expenses</b>		<b>38,544</b>	<b>27%</b>	<b>12,160</b>	<b>8%</b>	<b>47,781</b>	<b>33%</b>	<b>98,487</b>
27									
28	Operating Expenses		Expenditure	%	Expenditure	%	Expenditure	%	Contract Total
29	Total Occupancy		3,672	34%	1,296	12%	3,240	30%	8,208
30	Total Materials and Supplies		6,311	27%	2,571	11%	10,051	43%	18,933
31	Total General Operating		288	34%	102	12%	254	30%	644
32	Total Staff Travel								
33	Consultants/Subcontractor:								
34									
35	Other:								
36									
37									
38									
39									
40									
41									
42									
43	<b>Total Operating Expenses</b>		<b>\$ 10,271</b>	<b>3%</b>	<b>\$ 3,969</b>	<b>1%</b>	<b>13,545</b>	<b>4%</b>	<b>\$ 27,785</b>
44									
45	<b>Total Direct Expenses</b>		<b>48,817</b>	<b>9%</b>	<b>16,129</b>	<b>3%</b>	<b>61,326</b>	<b>12%</b>	<b>126,272</b>
46	Indirect Expenses	10%/15%	4,882	7%	1,613	2%	6,133	9%	12,628
47	<b>TOTAL EXPENSES</b>		<b>\$ 53,699</b>	<b>9%</b>	<b>\$ 17,742</b>	<b>3%</b>	<b>67,459</b>	<b>11%</b>	<b>\$138,900</b>
48									
49	Number of Units of Service (UOS) per Service Mode		580		139		464		1,183
50	Cost Per Unit of Service by Service Mode		\$92.58		\$127.64		145.39		
51	Number of Unduplicated Clients (UDC) per Service Mode								
52									
53	DPH #1A(1)								Rev. 05/2010



**SEDPH AIDS OFFICE CONTRACT  
UOS COST ALLOCATION BY SERVICE MODE**

9	Personnel Expenses	FTE	SERVICE MODES				Pages 1-3 Total Contract Totals
			LIFE Groups		LIFE R & L		
10	Position Titles		Salaries	% FTE	Salaries	% FTE	
11	Director of Behavioral Health	0.10		0%			8,750
12	Director of Government Contracts	0.10		0%			8,000
13	Evaluation Director	0.10		0%			8,000
14	HIV CTL Services Manager	0.40		0%			17,672
15	Data Manager	0.10		0%			8,000
16	Counselor III	1.25		0%			67,300
17							
18							
19							
20							
21							
22							
23							
24	<b>Total FTE &amp; Total Salaries</b>	<b>2.05</b>	<b>0</b>	<b>0%</b>			<b>117,622</b>
25	Fringe Benefits	23%	0	0%			27,053
26	<b>Total Personnel Expenses</b>		<b>0</b>	<b>0%</b>			<b>144,675</b>
27							
28	Operating Expenses		Expenditure	%	Expenditure	%	Contract Total
29	Total Occupancy			0%			10,800
30	Total Materials and Supplies			0%			23,375
31	Total General Operating			0%			847
32	Total Staff Travel						0
33	Consultants/Subcontractor:		151,002	44%	38,807	11%	343,747
34							
35	Other:						
36							
37							
38							
39							
40							
41							
42							
43	<b>Total Operating Expenses</b>		<b>\$ 151,002</b>	<b>40%</b>	<b>\$ 38,807</b>	<b>10%</b>	<b>\$ 378,769</b>
44							
45	Total Direct Expenses		151,002	29%	38,807	7%	523,444
46	Indirect Expenses 10%/15%		22,650	33%	5,821	8%	69,532
47	<b>TOTAL EXPENSES</b>		<b>\$ 173,652</b>	<b>29%</b>	<b>\$ 44,628</b>	<b>8%</b>	<b>\$592,976</b>
48							
49	Number of Units of Service (UOS) per Service Mode		584		290		3,672
50	Cost Per Unit of Service by Service Mode		\$297.35		\$153.89		
51	Number of Unduplicated Clients (UDC) per Service Mode						
52							
53	DPH #1A(1)						Rev. 05/2010



~~Materials and Supplies~~ \$23,375

~~General Operating Insurance:~~  
 Occupancy insurance expense based on SFAF's experience rate of \$71.17 per month.  
 $71.17 \text{ per month} \times 12 \text{ months} =$  \$847

~~Total General Operating~~ \$847

~~Staff Travel (Local & Out of State)~~  
~~Total Staff Travel~~ \$0

~~Consultants/Subcontractors~~

Shanti Project  
Program Manager

Responsible for: logistical and administrative support to program staff for all services; supervises Health Counselors, including individual and group case conferences; CRCS counseling; facilitation of SSG Health Education and MSW groups; clinical intakes.

*Minimum Qualifications:* Graduate degree in health services related field and/or 3 years experience in providing health services-related program management.

1.0 FTE x \$55,000 = \$55,000

Database Administrator

Responsible for: management of data design and collection, administrative support, and database quality assurance, analysis and reporting.

*Minimum Qualifications:* Graduate degree in health services-related field and/or 3 years experience in providing health services-related program management.

.10 FTE x \$50,000 = \$5,000

Senior Health Coordinator II/Clinical

Responsible for: CRCS counseling; facilitation of SSG Health Education and MSW groups; clinical intakes; assists with outreach; intakes and follow-up; lead Health Counselor; provides clinical supervision, performance feedback and staff training on clinical topics.

*Minimum Qualifications:* Professional degree in Psychology, Clinical Social Work, Counseling and/or valid California license as a Clinical Psychologist, Clinical Social Worker, or Marriage and Family Therapist; 5 years direct service experience in mental health counseling and/or health services-related field; 4 years experience working with adults in a clinical setting; 2 years experience working in a supervisory capacity.

1.0 FTE x \$61,738 = \$61,738

Senior Health Coordinator II

Responsible for: CRCS counseling; facilitation of SSG Health Education and MSW groups; clinical intakes; assists with outreach; intakes and follow-up; provides coordination of and outreach for communities of color interventions.

*Minimum Qualifications:* Graduate degree in mental health counseling or health services related field and/or 3 years direct service experience in mental health counseling and/or health services-related field; 3 years experience providing or coordinating direct services for communities of color and/or peer-based trainings and workshops.

1.0 FTE x \$47,507 \$47,507

Health Counselor

Responsible for: CRCS counseling; facilitation of SSG Health Education and MSW groups; clinical intakes; assists with outreach.

*Minimum Qualifications:* College degree in health service-related field and/or 2 years direct service experience in mental health counseling, small group facilitation, client advocacy and/or health education.

1.5 FTE x \$36,594 = \$54,891

Admin Assistant

Responsible for: data entry; logistical and administrative support.

*Minimum Qualifications:* College degree and/or minimum 3 years experience in administrative assistance within health services-related field.

.30 FTE x \$29,120 = \$8,736

Benefits: Social Security, Worker's Compensation, Health Benefits, Unemployment, State and Federal Taxes, Retirement Plan.

Total Salaries x 19.20% = \$44,711

Rent

Rental of property including rent, utilities, building maintenance and IT services including pro-rata share of shared expenses.

\$1,500 x 12 months= \$18,000

Materials & Supplies

Supplies, postage, printing and photocopying of materials, educational materials, food, software, telephone/internet including pro-rata share of shared expenses.

\$1,660.34/month x 12 months = \$19,924

General Operating

Staff training, staff travel, insurance and equipment rental including pro-rata share of shared expenses.

\$899.92/ month x 12 months = \$10,799

Advertising

Costs for advertising placement for client recruitment and program based social marketing campaigns and related materials.

**BUDGET JUSTIFICATION**  
**Stonewall Castro/ LIFE Program**

**Salaries and Benefits**

Director of Behavioral Health

Responsible for the overall management and oversight of the HIV Prevention projects resulting from this contract. Supervises the program director, deals with overall issues of services delivery, data collection and program improvements. Provides HIV prevention and care services to a caseload of clients.

*Minimum Qualifications:* Master's degree and mental health professional license required. A minimum of seven years experience in public health or mental health.

.10 FTE x \$ 87,500 = \$8,750

Director of Government Contracts

Responsible for all data management and contract related activities. Maintains operational and statistical reporting mechanisms in accordance with contract and departmental requirements, produces routine and ad hoc reporting as needed, and ensures the integrity of the service database by overseeing database quality assurance activities.

*Minimum Qualifications:* Bachelor's degree and at least two years demonstrated experience in health services program planning, design, and evaluation; grant development and writing; government contracts management and negotiations.

.10 FTE x \$ 80,000 = \$8,000

Evaluation Director

Responsible for the development of monitoring and evaluation systems, processes and tools to ensure foundation programs are rigorously evaluated for process and health outcomes and public health impact. Provides technical expertise and guidance to program and policy staff to design, develop, execute and measure key activities to achieve our strategic goals. Develops and delivers training and technical assistance to, and builds capacity among, program leads for monitoring and evaluating programs.

*Minimum Qualifications:* Masters in social or health sciences with 5 years experience in program in program evaluation required. PhD preferred. Experience with quantitative & qualitative research methods in prevention, health services and policy analysis is essential. Experience in HIV/AIDS or related field is desired

.10 FTE x \$ 80,000 = \$8,000

HIV CTL Services Manager

Manages clinic staff and oversees phlebotomy services for confirmatory HIV antibody testing and RNA testing at multiple sites. Supervises specimen collection for transport to SFDPH laboratory. Oversees quality assurance efforts.

*Minimum Qualifications:* Bachelor's Degree, certified HIV test counselor and State certified phlebotomist. At least two years demonstrated experience managing clinic operations and working with populations at risk for HIV/STD infection.

.40 FTE x \$ 43,930 = \$17,572

Data Manager

Manages data collection activities at all sites. Ensures the completeness, accuracy and timely entry of data into database systems. Assists with database quality assurance activities.

*Minimum Qualifications:* Bachelor's degree and at least two years demonstrated experience in database management.

.10 FTE x \$ 80,000 = \$8,000

Counselor I

Responsible for intake assessments, individual and group counseling, referrals to psychiatrist, documentation of all counseling.

*Minimum Qualifications:* Master's degree or at least five years experience in substance use, mental health, or HIV counseling.

1.25 FTE x \$ 53,840 = \$67,300

Total Salaries \$117,622

Total Benefits 23% of \$ 117,622 total salaries = \$27,053

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

**TOTAL SALARIES & BENEFITS \$144,675**

Operating Expenses

Occupancy

Rent:

Rent expense based on SFAF's experience rate of \$900.00 per  
 \$900 per month x 12 months = \$10,800

Total Occupancy \$10,800

Materials and Supplies

Program/Medical Supplies:

Condoms and lubricant to distribute to clients.

100,000 condoms x \$0.08 per condom = \$8,000

615 incentives @ \$25.00 each = \$15,375

\$666.67/ month x 12 months = \$8,000

Intervention Materials

Incentives to support recruitment, attendance, punctuality and retention and related materials.

\$786.83/ month x 12 months = \$9,441

~~Total Consultants/Subcontractors~~ \$343,747

~~Other~~

~~Total Other~~ \$0

**TOTAL OPERATING EXPENSES** \$378,769

~~CAPITAL EXPENDITURES (if needed - a  
 limit value of \$5,000 per year)~~

~~Total Capital Expenditures~~ \$0

**TOTAL DIRECT COSTS** \$523,444

**INDIRECT COSTS**

**Stonewall Castro**

Indirect expenses for the San Francisco AIDS Foundation are approximately 17% of operating costs. SFAF requests reimbursement at 10% of the total direct costs in this proposal to cover operating expenses incurred by the Foundation, including finance and administrative staff, building maintenance, equipment rental & maintenance and information technology services. This is for the Castro Services portion of the contract.

\$ 176,329 x 10% = \$17,970

**LIFE Program**

Indirect expenses for the San Francisco AIDS Foundation & Shanti are approximately 17% of operating costs. SFAF requests reimbursement at 15% of the total direct costs in the subcontract proposal to cover operating expenses incurred by the Foundation & Shanti, including finance and administrative staff, building maintenance, equipment rental & maintenance and information technology services.

\$ 343,747 x 15% = \$51,562

**TOTAL INDIRECT COSTS** \$69,532

**APPENDIX TOTAL** \$592,976

**SFDPH AIDS OFFICE CONTRACT  
UOS COST ALLOCATION BY SERVICE MODE**

		SERVICE MODES						
Personnel Expenses		Syringe Access Services		Program Coordination/ Bulk Purchasing				Contract Totals
Position Titles	FTE	Salaries	% FTE	Salaries	% FTE			
Vice-President of Program & Services	0.05	6,000	75%	2,000	25%			8,000
Director of Behavioral Health	0.10	9,000	95%	500	5%			9,500
Director of Government Contracts	0.05	3,000	75%	1,000	25%			4,000
Evaluation Director	0.05	4,000	100%		0%			4,000
Contract and Purchasing Manager	0.05	3,000	92%	250	8%			3,250
Syringe Access Services Program Manager	0.80	36,000	75%	10,000	25%			46,000
Secondary Exchange/Volunteer Coordinator	0.65	29,250	100%		0%			29,250
Logistics Associates	2.50	105,000	100%		0%			105,000
<b>Total FTE &amp; Total Salaries</b>	<b>4.25</b>	<b>189,250</b>	<b>93%</b>	<b>13,750</b>	<b>7%</b>			<b>203,000</b>
Fringe Benefits	23%	43,527	93%	3,163	7%			46,690
<b>Total Personnel Expenses</b>		<b>232,777</b>	<b>93%</b>	<b>16,913</b>	<b>7%</b>			<b>249,690</b>
<b>Operating Expenses</b>								
		<b>Expenditure</b>	<b>%</b>	<b>Expenditure</b>	<b>%</b>			<b>Contract Total</b>
Total Occupancy		52,935	93%	3,984	7%			56,919
Total Materials and Supplies		178,972	76%	56,518	24%			235,490
Total General Operating		13,030	93%	981	7%			14,011
Total Staff Travel		5,500	85%	1,000	15%			6,500
Consultants/Subcontractor:		382,104	100%		0%			382,104
Other:								
<b>Total Operating Expenses</b>		<b>\$ 632,541</b>	<b>91%</b>	<b>\$ 62,483</b>	<b>9%</b>			<b>\$ 695,024</b>
<b>Total Direct Expenses</b>		<b>865,918</b>	<b>92%</b>	<b>79,396</b>	<b>8%</b>			<b>944,714</b>
Indirect Expenses	10%	86,532	92%	7,940	8%			94,471
<b>TOTAL EXPENSES</b>		<b>\$ 951,850</b>	<b>92%</b>	<b>\$ 87,336</b>	<b>8%</b>			<b>\$1,039,185</b>
Number of Units of Service (UOS) per Service Mode		3,020		12				3,032
Cost Per Unit of Service by Service Mode		\$315.18		\$7,278.00				
Number of Unduplicated Clients (UDC) per Service Mode								
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## BUDGET JUSTIFICATION

### Syringe Access Services

#### Salaries and Benefits

##### Vice-President of Program & Services

Responsible for ensuring the implementation, management and evaluation of the program structure and provision of professional oversight to create a service delivery continuum that is responsive to the current health and well-being needs, including HIV needs, of gay and bisexual men.

*Minimum Qualifications:* Master's degree in psychology, social services, business or related disciplines. Requirements also include three years' experience in supervisory capacity, especially in HIV prevention and demonstrated program management and program development experience.

Annual Salary \$ 160,000 x 0.05 FTE = \$ 8,000

##### Director of Behavioral Health

Responsible for the overall management and oversight of the HIV Prevention projects resulting from this contract. Supervises the program manager, deals with overall issues of services delivery, data collection and program improvements. Provides HIV prevention and care services to a caseload of clients.

*Minimum Qualifications:* Master's degree and mental health professional license required. A minimum of seven years experience in public health or mental health.

Annual Salary \$ 95,000 x 0.10 FTE = \$ 9,500

##### Director of Government Contracts

Responsible for all data management and contract related activities. Maintains operational and statistical reporting mechanisms in accordance with contract and departmental requirements, produces routine and ad hoc reporting as needed, and ensures the integrity of the service database by overseeing database quality assurance activities.

*Minimum Qualifications:* Bachelor's degree and at least two years demonstrated experience in health services program planning, design, and evaluation; grant development and writing; government contracts management and negotiations.

Annual Salary \$ 80,000 x 0.05 FTE = \$ 4,000

##### Evaluation Director

Responsible for the development of monitoring and evaluation systems, processes and tools to ensure foundation programs are rigorously evaluated for process and health outcomes and public health impact. Provides technical expertise and guidance to program and policy staff to design, develop, execute and measure key activities to achieve our strategic goals. Develops and delivers training and technical assistance to, and builds capacity among, program leads for monitoring and evaluating programs.

*Minimum Qualifications:* Masters in social or health sciences with 5 years experience in program in program evaluation required. PhD preferred. Experience with quantitative & qualitative research methods in prevention, health services and policy analysis is essential. Experience in HIV/AIDS or related field is desired

Annual Salary \$ 80,000 x 0.05 FTE = \$ 4,000

Contracts & Purchasing Manager

Prepares monthly contract invoices, records contract accruals into financial management system, prepares budgets for contract proposals, modifications, and revisions. Prepares reports for contract financial information and maintains databases related to contract allocations.

*Minimum Qualifications:* Bachelor's degree in Finance or related field or equivalent experience in accounting, budgeting and contract management. Two years demonstrated experience in a finance/contract management capacity.

Annual Salary \$ 65,000 x 0.05 FTE = \$ 3,250

Syringe Access Services Program Manager

Provides oversight and management of 11 exchange sites. Develops annual departmental strategic goals in alignment with agency and city objectives. Builds and maintains effective partnerships with other HIV/AIDS and Harm Reduction agencies. Responsible for scheduling and training full-time and temporary staff in appropriate exchange protocol. Responsible for purchasing exchange supplies. Organizes removal of biohazard waste from sites and coordinates removal with waste removal company, prepare reports for compliance and maintain safety protocols.

*Minimum Qualifications:* Three years experience working with injection and drug users required. Associates Degree with program management, supervision experience preferred. Must hold HIV test counselor certification or be willing to obtain certification on the job.

Annual Salary \$ 50,000 x 0.80 FTE = \$ 40,000

Logistics Associates

Staffs exchange sites and supervises volunteers at the sites. Transports supplies to exchanges sites and sets up/tears down sites as needed.



*Minimum Qualifications:* Experience working as a volunteer or paid staff in a human service organization. Bilingual in English/Spanish desired. Ability to follow directions and good communications skills necessary. Must be able to lift maximum 45 pounds.

Annual Salary \$ 42,000 x 2.50 FTE = \$ 105,000

Secondary Exchange/Volunteer Coordinator

Responsible for recruiting, training, and supervising secondary exchangers willing to become peer educators. Develops curriculum for these trainings and helps develop training materials, including specific materials relevant to MSM-IDU speed users. Schedules and manages the site volunteers and supervises exchange sites.

*Minimum Qualifications:* High school diploma or equivalency; valid California driver's license and excellent driving record. 1 year of experience working with injection drug users and with volunteers.

Annual Salary \$ 45,000 x 0.65 FTE = \$ 29,250

Total Salaries \$ 203,000

Total Benefits 23% of \$ 203,000 total salaries = \$ 46,690

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

**TOTAL SALARIES & BENEFITS** \$ 249,690

Operating Expenses

Occupancy

Rent:

Rent expense based on SFAF's experience rate of \$700.00 per FTE per month.

\$700 per month x 4.25 FTE x 12 months = \$ 35,700

\$1000 per month x 12 months = \$ 12,000

Utilities:

Telephone expense based on SFAF's experience rate of \$69.00 per FTE per month. SFAF is also requesting \$1,500 to partially reimburse the expense of cell phones for staff at exchange sites.

\$69 per month x 4.25 FTE x 12 months = \$ 3,519

5 phones x \$300 per year = \$ 1,500

Building Maintenance

Monthly cost of janitorial services at 6th street location.

\$350 per month x 12 months = \$ 4,200

Total Occupancy

\$ 56,919

Materials and Supplies

Office Supplies/Postage:

Office supplies/postage expense based on SFAF's experience rate of \$35.00 per FTE per month.

\$35 per month x 4.25 FTE x 12 months = \$ 1,785

Volunteer Support

Purchase of snacks and drinks for volunteers that staff the exchange sites.

Also purchase of t-shirts and sweatshirts for volunteers that work the sites. \$ 4,800

Waste Disposal

\$1666.67 per month x 12 months = \$ 20,000

Program/Medical Supplies

Includes condoms, lubricant, syringes, biohazard waste containers and injection-related supplies, such as alcohol wipes, cotton balls and pellets and sterile water.

Syringes: \$0.10 each X 1,152,450 = \$ 115,245

18/19 gallon biohazard waste containers: \$22.95 per container x 2,235 containers = \$ 51,293

2 gallon biohazard waste containers: \$2.65 per container x 1,500 containers = \$ 3,975

Alcohol wipes: \$29.60 per case X 215 cases = \$ 6,364

Cotton Balls: \$12.00 per case X 100 cases = \$ 1,200

Cotton Pellets: \$895.00 per bag X 4 bags = \$ 3,580

Sterile Water: \$81.00 per case X 150 cases = \$ 12,150

Paper bags: \$7.90 per bundle X 104 bundles = \$ 822

Condoms: \$69.83/cs X 142 cases = \$ 9,916

Lube: \$218.00/cs X 20 cases = \$ 4,360

Total Materials and Supplies \$ 235,490

General Operating

Insurance:

Occupancy insurance expense based on SFAF's experience rate of \$50.00 per FTE per month. SFAF is requesting an additional \$504.17 per month to cover the cost of additional insurance for the exchange sites.

\$50 per month x 4.25 FTE x 12 months = \$ 2,550

\$504.17 per month x 12 months = \$ 6,050

Outside Storage:

Storage expense based on SFAF's experience rate of \$5.10 per FTE per month.

\$5.10 per month x 4.25 FTE x 12 months = \$ 260

Rental/Maintenance of Equipment:

Equipment rental expense based on SFAF's experience rate of \$59.00 per FTE per month. Equipment maintenance expense based on SFAF's experience rate of \$42.00 per FTE per month.

Rental - \$59 per month x 4.25 FTE x 12 months = \$ 3,009  
 Maintenance - \$42 per month x 4.25 FTE x 12 months = \$ 2,142

**Total General Operating** \$ 14,011

**Staff Travel (Local & Out-of-Town)**

Gasoline for the van driven to take staff to each site, also used for pick-up & deliveries of supplies.

Fuel: \$54.17 per tank X 10 tanks per month x 12 months = \$ 6,500

**Total Staff Travel** \$ 6,500

**Consultants/Subcontractors**

Asian-Pacific Islander Wellness Center

Provide needle exchanges services to the Asian and Pacific Islander commur

Associate Director of Health Services: Oversees contractual compliance, data and reporting; responsible for all program reporting requirements and compliance; manages subcontract relationships. Reports to Director of Health Services. *Minimum qualifications:* a bachelors degree, 5 years of HIV program management and contract management experience.

0.02 FTE x \$58,000 per year = \$ 1,160

Program Supervisor: Provides supervision and coordination of syringe exchange programming across all sites. Supervises program staff and peer leaders. Assists in program compliance and quality assurance activities. Reports to Director of Health Services. *Minimum qualifications:* 3 years in HIV programs, supervision and program management, particularly overseeing needle exchange programs.

0.05 FTE x \$48,000 per year = \$ 2,400

Needle Exchange Program Specialist: Provides needle exchange services; works directly with clients at all sites; conducts outreach and marketing efforts to promote needle exchange services; completes all required documentation. Report to the Program Supervisor. *Minimum qualifications:* a bachelors degree in health or social services, bilingual proficiency preferred and 3 years of HIV or socail service experience, particularly with needle exchange programs.

0.50 FTE.x \$34,000 per year = \$ 17,000

Program Support Staff: Provides clerical, administrative and data management support to program staff; assists with reporting requirements to the AIDS Office. *Minimum qualifications:* Bachelor's degree, computer and office skills, and 2 years of administra

0.05 FTE x \$30,000 per year = \$ 1,500

Benefits: Social Security, Worker's Compensation, Health Benefits, Unemployment, State and Federal Taxes, Retirement Plan.

25.85% of \$ 22,060 total salaries = \$ 5,703

<u>Rent:</u> Project staff office, common & confidential meeting areas. Calculated based on FTE = \$396.50 per FTE $\$396.50/\text{FTE} \times .62 \text{ FTE} \times 12 \text{ months} = \$$	2,950
<u>Building Utilities:</u> to cover janitorial, maintenance supplies, locksmith and security expense for program space. Calculated based on FTE = \$214.10 per FTE $\$214.10/\text{FTE} \times .62 \text{ FTE} \times 12 \text{ months} = \$$	1,593
<u>Telephone:</u> Telephone, internet, website expenses. Calculated based on FTE = \$55.96 per FTE $\$55.96/\text{FTE} \times .62 \text{ FTE} \times 12 \text{ months} = \$$	416
<u>Office Supplies:</u> Supplies for project staff and to cover any program related supplies. Calculated based on FTE = \$42.34 per FTE $\$42.34/\text{FTE} \times .62 \text{ FTE} \times 12 \text{ months} = \$$	691
<u>Postage:</u> Expenses for program. Calculated based on FTE = \$20.22 per FTE $\$20.22/\text{FTE} \times .62 \text{ FTE} \times 12 \text{ months} = \$$	150
<u>Peer Leader Stipends:</u> Stipends for clients who support programming and assist with programmatic activities. \$300 per peer leader annually x 3 peer leaders = \$	900
<u>Needle Exchange session expenses:</u> Food/refreshments \$10 per session x 162 sessions = \$	1,620

#### Homeless Youth Alliance

Provide needle exchanges services to homeless youth.

<u>Executive Director:</u> Responsible for supervising staff & volunteers, staffing sites, program management evaluation and QA activities. <i>Minimum qualifications:</i> BA/BS or 3 years exp. as homeless service program director. Annual Salary \$62,000 x .65 FTE = \$	40,300
<u>Program Manager:</u> Provides scheduling, facilitates meetings, schedules staff trainings & does ordering. <i>Minimum qualifications:</i> 2 years experience working with target population & management. Annual Salary \$40,800 x .40 FTE = \$	16,320
<u>Development Associate:</u> Responsible for assisting in reporting and QA activities. <i>Minimum Qualifications:</i> 2 years working with target population, 1 year admin. experience. Annual Salary \$42,800 x .20 FTE = \$	8,560
<u>Outreach Counselor:</u> Providing recruitment and linkage and needle exchange, as well as facilitation of DIGs. <i>Minimum qualifications:</i> 2 years experience working with target population. Annual Salary \$35,304 x 1.35 FTE = \$	47,660
<u>Data Entry Assistant:</u> Responsible for entering all data collected at all program interventions into our web based database. <i>Minimum qualifications:</i> 1 year experience with data entry. Annual Salary \$31,200 x .18 FTE = \$	5,616
<u>Benefits:</u> Social Security, Worker's Compensation, Health Benefits, Unemployment, State and Federal Taxes, Retirement Plan.	

	25% of \$ 118,456 total salaries =	\$ 29,614
<u>Rent:</u>	Monthly rent expense for the program	
	89% of \$3,000.00 per month x 12 months =	\$ 32,040
<u>Utilities:</u>	Monthly phone expenses for proportionate program utilization.	
	40 % of \$1,400 per month x 12 months =	\$ 6,720
<u>Building Maintenance:</u>	Minor building and upkeep repairs.	\$ 659
<u>Office Supplies/Postage:</u>	General office supplies such as pens, paper, and postage expenses for participant communication, proportionate to program utilization.	
	\$125 per month x 12 months =	\$ 1,500
<u>Staff Training:</u>	Trainings for staff to further their job knowledge and gain information.	
	\$170.34 per month x 12 months =	\$ 2,044
<u>Rental of Equipment:</u>	Photocopier rental.	
	\$701.17 per month x 12 months =	\$ 8,414
<u>Food:</u>	Provided at all interventions.	
	\$333.33 x 12 months =	\$ 4,000

St. James Infirmary

Provide needle exchanges services to marginalized MSM, IDUs and TFMS.

Programs Director: Supervises and supports all NEX Coordinators, coordinates quality assurance activities, oversees all evaluation activities, prepares monthly invoices, annual agency reports, and maintains communications with all collaborative partners within the NEX and referral systems network. Minimum Qualifications: Master's degree in Social Work, Public Health, or other related fields, or equivalent work experience; Experience coordinating social services programs and supervising staff and service operations; Experience in or knowledge of the sex industry and occupational health and safety issues affecting sex workers; Experience working with people who use substances, including injection drugs; Experience working with people of different ethnic backgrounds, sexual identity and orientations, and people living with HIV/AIDS.

0.125 FTE x \$45,000 per year = \$ 5,625

Outreach & NEX Coordinators: NEX Coordinators trains and supervises all Outreach and NEX Workers during community forums and venue-based sessions, weekly needle distribution and disposal, coordinates monthly outreach schedules, provides on-call/back-up coverage for outreach workers during weekly shifts, organizes and maintains information and data related to sex work venues, outreach contacts, and community resource listings and materials (local, national, and international). The Coordinators provide assistance with evaluation activities and provides programmatic support during monitoring periods. Minimum Qualifications: Experience coordinating outreach services and supervising staff; Experience in or knowledge of the sex industry and occupational health and safety issues affecting sex workers; Experience working with people who use substances, including injection drugs; Experience working with people of different ethnic backgrounds, sexual identity and orientations, and people living with HIV/AIDS.

.5 FTE per coordinator x \$39,520 per year = \$ 19,760

Community Health Education Outreach & NEX Workers: performs HIV/STI prevention education including safer sex and safer injection drug use education for street-based sex workers, escorts, massage and body workers, exotic dancers, and other Sex Workers in the San Francisco Bay Area; and distributes condoms, dams, lubrication, hygiene kits, and other harm reduction/prevention materials and supplies. Outreach/NEX Workers complete field notes and Core Variables. Minimum Qualifications: Experience in or knowledge of the sex industry and occupational health and safety issues affecting sex workers; Experience working with people who use substances, including injection drugs; Experience working with people of different ethnic backgrounds, sexual identity and orientations, and people living with HIV/AIDS;

1 FTE x \$28,964 per year = \$ 28,964

Administrative Assistant: Responsible for answering phones during business hours, checking phone messages and calling back individuals who request general information; assist with ordering and maintaining program supplies. Assists with all data entry and evaluation activities related to contract performance requirements. Minimum qualifications: Experience in or knowledge with the sex industry and occupational health and safety issues affecting sex workers; Experience working with people who use substances, including injection drugs; Experience working with people of different ethnic backgrounds, sexual identity and orientations, and people living with HIV/AIDS.

.19 FTE x \$36,126 per year = \$ 6,864

Benefits: Social Security, Worker's Compensation, Health Benefits, Unemployment, State and Federal Taxes, Retirement Plan.

25% of \$ 61,213 total salaries = \$ 15,303

Insurance: General Liability, Board Indemnification, and Worker's Compensation policies are approximately \$16,500 per year. Total program expenses estimated at \$6,777 per year.

\$ 6,777

Accounting: Payroll and accounting services, and business management expenses are approximately \$30,000 per year. Total program expenses estimated at \$7,684 per year.

\$ 7,684

Cell Phones: Funds requested support communication expenses for Outreach Coordinators, and Outreach Workers.

\$180 per month x 12 months = \$ 2,160

Glide

Provide needle exchanges services to marginalized MSM, IDUs and TFMS.

HIV Services Program Manager: Oversees all HIV Prevention Programs and activities under the direct supervision of the Glide Health Services Medical Director. Supervises and supports all SAS Coordinators, coordinates quality assurance activities, oversees all evaluation activities, prepares monthly invoices, annual agency reports, and maintains communications with all collaborative partners within the SAS Network. *Minimum Qualifications:* Master's degree in Social Work, Public Health, or other related fields, or equivalent work experience; Experience coordinating social services programs and supervising staff and service operations; Experience in or knowledge of the Tenderloin area and working with the diverse populations of that area particularly those affected: substance use, both IDU and non IDU; mental health issues; history of incarceration; commercial sex work, hustling and barter sex; marginalization and discrimination; and poverty. Experience working with people of different ethnic backgrounds, sexual identity and orientations, and people living with HIV/AIDS.

0.55 FTE x \$59,216 per year = \$ 32,569

Administrative Assistant: Responsible for assisting the SAS Program with all administrative tasks, including: answering phones during business hours, checking phone messages and calling back individuals who request general information (Glide hours, services, location). Works with the Program Manager and Coordinators/ counselor/outreach workers to create monthly schedules for all HIV Prevention activities and assists with ordering and maintaining all program supplies. *Minimum Qualifications:* Experience in or knowledge of HIV Prevention. Experience working with people who use substances, including injection drugs; Experience working with people of different ethnic backgrounds, sexual identity and orientations, and people living with HIV/AIDS; Good written, verbal and organizational skills and data entry experience. Proficient with Microsoft Office and Access and web based data collection.

0.20 FTE x \$31,200 per year = \$ 6,240

Outreach & SAS Counselors/Coordinators: Assist in the training/supervision of Outreach and SAS peer-educator/volunteers during community forums/venue-based sessions, twice weekly SAS distribution and disposal, coordinates monthly outreach schedules, provides on-call/back-up coverage for outreach workers during weekly shifts, organizes and maintains information and data related to target population venues, outreach contacts, and community resource listings and materials. Provide assistance with evaluation activities and provides programmatic support during monitoring periods. HIV/STI prevention education including safer sex and safer injection drug use education for IDU; and distributes harm reduction/prevention materials. *Minimum Qualifications:* Experience coordinating outreach services and supervising staff; Experience in or knowledge of IDU populations, health and safety issues affecting IDU; Experience working with people who use substances, including injection drugs; Experience working with people of different ethnic backgrounds, sexual identity and orientations, and people living with HIV/AIDS.

No Charge

Benefits: Social Security, Worker's Compensation, Health Benefits,

25% of \$ 38,809 total salaries = \$ 9,701

Office Supplies/Postage: General office supplies such as pens, paper, and postage expenses for participant communication, proportionate to program utilization.

\$ 927

~~Total Consultants/Subcontractors~~

\$ 382,104

**TOTAL OPERATING EXPENSES**

\$ 695,024

~~CAPITAL EXPENDITURES (if needed, as unit valued in \$5,000 or greater)~~

~~Total Capital expenditures~~

\$ -

**TOTAL DIRECT COSTS**

\$ 944,714

**INDIRECT COSTS**

Indirect expenses for the San Francisco AIDS Foundation are approximately 17% of operating costs. SFAF requests reimbursement at 10% of the total direct costs in this proposal to cover operating expenses incurred by the Foundation, including finance and administration.

\$944,714 x 10% = \$ 94,471

**TOTAL INDIRECT COSTS**

\$ 94,471

**APPENDIX TOTAL**

\$ 1,039,185





**BUDGET JUSTIFICATION**  
**Syringe Access Services**

~~Materials and Supplies~~  
 Program/Medical Supplies

Includes condoms, lubricant, syringes, biohazard waste containers and injection-related supplies, such as alcohol wipes, cotton balls and pellets and sterile water.

Syringes: \$0.10 each X 839,720 = \$83,972

~~Total Materials and Supplies~~ \$83,972

**TOTAL OPERATING EXPENSES** \$83,972

~~CAPITAL EXPENDITURES~~  
~~(25,000 amount)~~

~~Total Capital Expenditures~~ \$0

**TOTAL DIRECT COSTS** \$83,972

**INDIRECT COSTS**

Indirect expenses for the San Francisco AIDS Foundation are approximately 17% of operating costs. SFAF requests reimbursement at 10% of the total direct costs in this proposal to cover operating expenses incurred by the Foundation, including finance and administration.

\$83,972 x 10% = \$8,396

**TOTAL INDIRECT COSTS** \$8,396

**APPENDIX TOTAL** \$92,368

**SFDPH AIDS OFFICE CONTRACT  
UOS COST ALLOCATION BY SERVICE MODE**

		SERVICE MODES							
Personnel Expenses		Syringe Access Services							
Position Titles	FTE	Salaries	% FTE	Salaries	% FTE			Contract Totals	
11	Vice-President of Program & Services	0.05							
12	Director of Behavioral Health	0.10							
13	Director of Government Contracts	0.05							
14	Evaluation Director	0.05							
15	Contract and Purchasing Manager	0.05							
16	Syringe Access Services Program Manager	1.00							
17	Secondary Exchange/Volunteer Coordinator	0.65							
18	Logistics Associates	3.00							
19									
20									
21									
22	<b>Total FTE &amp; Total Salaries</b>	<b>4.95</b>							
23	Fringe Benefits	23%							
24	<b>Total Personnel Expenses</b>								
25									
Operating Expenses		Expenditure	%	Expenditure	%			Contract Total	
27	Total Occupancy								
28	Total Materials and Supplies	73,874	100%						73,874
29	Total General Operating								
30	Total Staff Travel								
31	Consultants/Subcontractor:								
32									
33	Other:								
34									
35									
36									
37									
38									
39									
40									
41	<b>Total Operating Expenses</b>	<b>\$ 73,874</b>	<b>100%</b>						<b>\$ 73,874</b>
42									
43	<b>Total Direct Expenses</b>	<b>73,874</b>	<b>100%</b>						<b>73,874</b>
44	Indirect Expenses	10%	7,386	100%					7,386
45	<b>TOTAL EXPENSES</b>	<b>\$ 81,260</b>	<b>100%</b>						<b>81,260</b>
46									
47	Number of Units of Service (UOS) per Service Mode	N/A							
48	Cost Per Unit of Service by Service Mode								
49	Number of Unduplicated Clients (UDC) per Service Mode								
50									
51	DPH #1A(1)								



CONTRACT PURCHASE ORDER RELEASE  
COMMUNITY HEALTH SERVICES

PO NUMBER: DPHC14000562  
PO AMOUNT: \$2,491,046.00

TO: SAN FRANCISCO AIDS FOUNDATION  
FILE #72635  
PO BOX 60000  
SAN FRANCISCO CA 94160-2635

PO PRINT DATE: 12/27/2013

CONTACT: TERRY FUETSCH  
PHONE :  
VENDOR ID: 16252

TERMS: NET  
FOB : DEST

ISSUE DATE : 12/26/2013

BPO # : BPHC12000088 <<  
EFF. DATE : 09/01/2011  
EXP. DATE : 06/30/2014

DELIVER TO: 101 GROVE ST. ROOM 112  
SAN FRANCISCO CA 94102-0000

AUTHORIZED SIGNATURE:

DATE : 12/27/13  
PHONE :

ORIGINAL ORDER MUST BE SIGNED TO BE VALID

INVOICE TO: DEPARTMENT OF PUBLIC HEALTH (HCI01)  
1380 HOWARD ST 4TH FLR  
SAN FRANCISCO CA 94103

TERMS:

THIS CONTRACT PURCHASE ORDER AND THE ACCOMPANYING SIGNED CONTRACT  
AUTHORIZE YOU TO BEGIN PERFORMING THE CONTRACT AND INVOICING THE  
CITY. THIS IS SUBJECT TO THE TERMS AND CONDITIONS IN THE CONTRACT. ANY  
TERMS AND CONDITIONS ON THE REVERSE OF THIS DOCUMENT DO NOT APPLY.

YOU MUST INCLUDE THE CONTRACT PURCHASE ORDER NUMBER ON ALL INVOICES.

entirety, subject to any applicable notice and cure provisions set forth in this Agreement, to exercise any of the remedies provided for under this Agreement, under the LBE Ordinance or otherwise available at law or in equity, which remedies shall be cumulative unless this Agreement expressly provides that any remedy is exclusive. In addition, Contractor shall comply fully with all other applicable local, state and federal laws prohibiting discrimination and requiring equal opportunity in contracting, including subcontracting.

**b. Compliance and Enforcement.** If Contractor willfully fails to comply with any of the provisions of the LBE Ordinance, the rules and regulations implementing the LBE Ordinance, or the provisions of this Agreement pertaining to LBE participation, Contractor shall be liable for liquidated damages in an amount equal to Contractor's net profit on this Agreement, or 10% of the total amount of this Agreement, or \$1,000, whichever is greatest. The Director of the City's Human Rights Commission or any other public official authorized to enforce the LBE Ordinance (separately and collectively, the "Director of HRC") may also impose other sanctions against Contractor authorized in the LBE Ordinance, including declaring the Contractor to be irresponsible and ineligible to contract with the City for a period of up to five years or revocation of the Contractor's LBE certification. The Director of HRC will determine the sanctions to be imposed, including the amount of liquidated damages, after investigation pursuant to Administrative Code §14B.17.

By entering into this Agreement, Contractor acknowledges and agrees that any liquidated damages assessed by the Director of the HRC shall be payable to City upon demand. Contractor further acknowledges and agrees that any liquidated damages assessed may be withheld from any monies due to Contractor on any contract with City.

Contractor agrees to maintain records necessary for monitoring its compliance with the LBE Ordinance for a period of three years following termination or expiration of this Agreement, and shall make such records available for audit and inspection by the Director of HRC or the Controller upon request.

**19. Nondiscrimination; Penalties. a. Contractor Shall Not Discriminate.** In the performance of this contract, Contractor agrees not to discriminate on the basis of the fact or perception of a person's race, color, creed, religion, national origin, ancestry, age, sex, sexual orientation, gender identity, domestic partner status, marital status, disability or Acquired Immune Deficiency Syndrome or HIV status (AIDS/HIV status) against any employee of, any City employee working with, or applicant for employment with Contractor, in any of Contractor's operations within the United States, or against any person seeking accommodations, advantages, facilities, privileges, services, or membership in all business, social, or other establishments or organizations operated by Contractor.

**b. Subcontracts.** Contractor shall incorporate by reference in all subcontracts the provisions of §12B.2(a), 12B.2(c)-(k), and 12C.3 of the S.F. Administrative Code and shall require all subcontractors to comply with such provisions. Contractor's failure to comply with the obligations in this subsection shall constitute a material breach of this contract.

**c. Nondiscrimination in Benefits.** Contractor does not as of the date of this contract and will not during the term of this contract, in any of its operations in San Francisco, on real property owned by San Francisco, or where work is being performed for the City elsewhere in the United States, discriminate in the provision of bereavement leave, family medical leave, health benefits, membership or membership discounts, moving expenses, pension and retirement benefits or travel benefits, as well as any benefits other than the benefits specified above, between employees with domestic partners and employees with spouses, and/or between the domestic partners and spouses of such employees, where the domestic partnership has been registered with a governmental entity pursuant to state or local law authorizing such registration, subject to the conditions set forth in §12B.2(b) of the S.F. Administrative Code.

**d. Incorporation of Administrative Code Provisions by Reference.** The provisions of Chapters 12B and 12C of the S.F. Administrative Code are incorporated in this Section by reference and made a part of this contract as though fully set forth herein. Contractor shall comply fully with and be bound by all of the provisions that apply to this contract under such Chapters, including but not limited to the remedies provided in such Chapters. Without limiting the foregoing, Contractor understands that pursuant to §12B.2(h) of the S.F. Administrative Code, a penalty of \$50 for each person for each calendar day during which such person was discriminated against in violation of the provisions of this contract may be assessed against Contractor and/or deducted from any payments due Contractor.

**20. MacBride Principles--Northern Ireland.** The City and County of San Francisco urges companies doing business in Northern Ireland to move towards resolving employment inequities, and encourages such companies to abide by the MacBride Principles. The City and County of San Francisco urges San Francisco companies to do business with corporations that abide by the MacBride Principles.

**21. Tropical Hardwoods.** The City urges contractors not to import, purchase, obtain, or use for any purpose, any tropical hardwood, tropical hardwood wood product, virgin redwood or virgin redwood wood product. If this order is for wood products or a service involving wood products: (a) Chapter 8 of the S.F. Environment Code is incorporated herein and by reference made a part hereof as though fully set forth. (b) Except as expressly permitted by the application of Environment Code Secs. 802(b) and 803(b), Contractor shall not provide any items to the City in performance of this contract which are tropical hardwoods, tropical hardwood product, virgin redwood or virgin redwood product. Failure of Contractor to comply with any part of Chapter 8 of the Environment Code shall be deemed a material breach of contract.

**22. Resource Conservation.** Contractor agrees to comply fully with the San Francisco Environment Code, Chapter 5 ("Resource Conservation"), as amended from time to time. Said provisions are incorporated herein by reference and made a part of this contract as though fully set forth. Failure by Contractor to comply with any of the applicable requirements of Chapter 5 will be deemed a material breach of contract.

**23. Drug-Free Workplace Policy.** Contractor acknowledges that pursuant to the Federal Drug-Free Workplace Act of 1989, the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited on City premises. Contractor agrees that any violation of this prohibition by Contractor, its employees, agents, or assigns will be deemed a material breach of this contract.

**24. Compliance with Americans with Disabilities Act.** Contractor acknowledges that, pursuant to the Americans with Disabilities Act (ADA), programs, services and other activities provided by a public entity to the public, whether directly or through a contractor, must be accessible to the disabled public. Contractor shall provide the services specified in this Contract in a manner that complies with the ADA and any and all other applicable federal, state and local disability rights legislation. Contractor agrees not to discriminate against disabled persons in the provision of services, benefits or activities provided under this Agreement and further agrees that any violation of this prohibition on the part of Contractor, its employees, agents or assigns will constitute a material breach of this contract.

**25. Sunshine Ordinance.** In accordance with §67.24(e) of the S.F. Admin. Code, contracts, contractors' bids, responses to RFPs and all other records of communications between City and persons or firms seeking contracts shall be open to inspection immediately after a contract has been awarded. Nothing in this provision requires the disclosure of a private person's or organization's net worth or other proprietary financial data submitted for qualification for a contract or other benefit until and unless that person or organization is awarded the contract or benefit. Information provided which is covered by this paragraph will be made available to the public upon request.

**26. Limitation on Contributions.** Through execution of this Agreement, Contractor acknowledges that it is familiar with section 1.126 of the City's Campaign and Governmental Conduct Code, which prohibits any person who contracts with the City for the rendition of personal services or for the furnishing of any material, supplies or equipment to the City, whenever such transaction would require approval by a City elective officer of the board on which that City elective officer serves, from making any campaign contribution to the officer at any time from the commencement of negotiations for the contract until the later of either (1) the termination of negotiations for such contract or (2) three months after the date the contract is approved by the City elective officer or the board on which that City elective officer serves.

**27. Minimum Compensation Ordinance ("MCO") - Service Contracts only.**  
**a.** Contractor agrees to comply fully with and be bound by all of the provisions of the Minimum Compensation Ordinance (MCO), as set forth in San Francisco Administrative Code Chapter 12P (Chapter 12P), including the remedies provided, and implementing guidelines and rules. The provisions of Chapter 12P are incorporated herein by reference and made a part of this Agreement as though fully set forth. The text of the MCO is available on the web at [www.sfgov.org/ols/mco](http://www.sfgov.org/ols/mco). A partial listing of some of Contractor's obligations under the MCO is set forth in this Section. Contractor is required to comply with all the provisions of the MCO, irrespective of the listing of obligations in this Section.

**b.** The MCO requires Contractor to pay Contractor's employees a minimum hourly gross compensation wage rate and to provide minimum compensated and uncompensated time off. The minimum wage rate may change from year to year and Contractor is obligated to keep informed of the then-current requirements. Any subcontract entered into by Contractor shall require the subcontractor to comply with the requirements of the MCO and shall contain contractual obligations substantially the same as those set forth in this Section. It is Contractor's obligation to ensure that any subcontractors of any tier under this Agreement comply with the requirements of the MCO. If any subcontractor under this Agreement fails to comply, City may pursue any of the remedies set forth in this Section against Contractor.

**c.** Contractor shall not take adverse action or otherwise discriminate against an employee or other person for the exercise or attempted exercise of rights under the MCO. Such actions, if taken within 90 days of the exercise or attempted exercise of such rights, will be rebuttably presumed to be retaliation prohibited by the MCO.

**d.** Contractor shall maintain employee and payroll records as required by the MCO. If Contractor fails to do so, it shall be presumed that the Contractor paid no more than the minimum wage required under State law.

**e.** The City is authorized to inspect Contractor's job sites and conduct interviews with employees and conduct audits of Contractor.

**f.** Contractor's commitment to provide the Minimum Compensation is a material element of the City's consideration for this Agreement. The City in its sole discretion shall determine whether such a breach has occurred. The City and the public will suffer actual damage that will be impractical or extremely difficult to determine if the Contractor fails to comply with these requirements. Contractor agrees that the sums set forth in Section 12P.6.1 of the MCO as liquidated damages are not a penalty, but are reasonable estimates of the loss that the City and the public will incur for Contractor's noncompliance. The procedures governing the assessment of liquidated damages shall be those set forth in Section 12P.6.2 of Chapter 12P.

**g.** Contractor understands and agrees that if it fails to comply with the requirements of the MCO, the City shall have the right to pursue any rights or remedies available under Chapter 12P (including liquidated damages), under the terms of the contract, and under applicable law. If, within 30 days after receiving written notice of a breach of this Agreement for violating the MCO, Contractor fails to cure such breach or, if such breach cannot reasonably be cured within such period of 30 days, Contractor fails to commence efforts to cure within such period, or thereafter fails diligently to pursue such cure to completion, the City shall have the right to pursue any rights or remedies available under applicable law, including those set forth in Section 12P.6(c) of Chapter 12P. Each of these remedies shall be exercisable individually or in combination with any other rights or remedies available to the City.

**h.** Contractor represents and warrants that it is not an entity that was set up, or is being used, for the purpose of evading the intent of the MCO.

**i.** If Contractor is exempt from the MCO when this Agreement is executed because the cumulative amount of agreements with this department for the fiscal year is less than \$25,000, but Contractor later enters into an agreement or agreements that cause contractor to exceed that amount in a fiscal year, Contractor shall thereafter be required to comply with the MCO under this Agreement. This obligation arises on the effective date of the agreement that causes the cumulative amount of agreements between the Contractor and this department to exceed \$25,000 in the fiscal year.

**28. Health Care Accountability Ordinance (HCAO)** [Service contracts including agreements between a Tenant or Subtenant lasting 1 year or more only].



CONTRACT PURCHASE ORDER RELEASE  
COMMUNITY HEALTH SERVICES

PO NUMBER: DPHC14000562  
PO AMOUNT: \$2,491,046.00

ITEM	COMMODITY ID	UOM	TAX	QUANTITY	UNIT PRICE	TOTAL PRICE
NAME/SPECS						

1	7400-10	EA	N	1.00	16,500.0000	16,500.00
SVC, MED/HLTH; AIDS						

HIV PREVENTION SERVICES APPENDIX A-1 THRU A-6

FY 11/12	HP-07164-A1	\$	26,583	EXH B-1	CDC	09/01/11-06/14/12
FY 12/13	TO BE ENCUMB		50,000	EXH B-1A	CDC	06/15/12-06/14/13
FY 11/12	HP-07164-A1		290,298	EXH B-2	CDC	09/01/11-12/31/11
FY 12/13	TO BE ENCUMB		870,894	EXH B-2A	CDC	01/01/12-12/31/12
FY 12/13	TO BE ENCUMB		435,447	EXH B-2B	GF	01/01/13-06/30/13
FY 11/12	HP-07164-A1		294,639	EXH B-3	GF	09/01/11-06/30/12
FY 12/13	TO BE ENCUMB		360,320	EXH B-3A	GF	07/01/12-06/30/13
FY 11/12	HP-07164-A1		166,341	EXH B-4	CDC	09/01/11-12/31/11
FY 12/13	TO BE ENCUMB		499,017	EXH B-4A	CDC	01/01/12-12/31/12
FY 12/13	TO BE ENCUMB		249,509	EXH B-4B	GF	01/01/13-06/30/13
FY 11/12	HP-07164-A1		520,385	EXH B-5	GF	09/01/11-06/30/12
FY 12/13	TO BE ENCUMB		592,976	EXH B-5A	GF	07/01/12-06/30/13
FY 11/12	HP-07164-A1		913,282	EXH B-6	GF	09/01/11-06/30/12
FY 11/12	HP-07164-A1		75,531	EXH B-6A	GF	09/01/11-06/30/12
FY 11/12	HP-07164-A1		66,448	EXH B-6B	GF	09/01/11-06/30/12
FY 11/12	HP-07164-A1		6,503	EXH B-6C	GF	09/01/11-06/30/12
FY 12/13	TO BE ENCUMB		1,039,185	EXH B-6D	GF	07/01/12-06/30/13
FY 12/13	TO BE ENCUMB		92,368	EXH B-6E	GF	07/01/12-06/30/13
FY 12/13	TO BE ENCUMB		81,260	EXH B-6F	GF	07/01/12-06/30/13
FY 12/13	TO BE ENCUMB		7,952	EXH B-6G	GF	07/01/12-06/30/13

TOTAL CONTRACT AMOUNT \$6,638,938  
CONTINGENCY FUNDING 796,670  
TOTAL APPROVED AMOUNT \$7,435,608

2	7400-10	EA	N	1.00	2,474,546.0000	2,474,546.00
SVC, MED/HLTH; AIDS						

HIV PREVENTION SERVICES APPENDIX A-1 THRU A-6

FY 11/12	HP-07164-A1	\$	26,583	EXH B-1	CDC	09/01/11-06/14/12
FY 12/13	TO BE ENCUMB		50,000	EXH B-1A	CDC	06/15/12-06/14/13
FY 11/12	HP-07164-A1		290,298	EXH B-2	CDC	09/01/11-12/31/11
FY 12/13	TO BE ENCUMB		870,894	EXH B-2A	CDC	01/01/12-12/31/12
FY 12/13	TO BE ENCUMB		435,447	EXH B-2B	GF	01/01/13-06/30/13
FY 11/12	HP-07164-A1		294,639	EXH B-3	GF	09/01/11-06/30/12
FY 12/13	TO BE ENCUMB		360,320	EXH B-3A	GF	07/01/12-06/30/13
FY 11/12	HP-07164-A1		166,341	EXH B-4	CDC	09/01/11-12/31/11
FY 12/13	TO BE ENCUMB		499,017	EXH B-4A	CDC	01/01/12-12/31/12
FY 12/13	TO BE ENCUMB		249,509	EXH B-4B	GF	01/01/13-06/30/13
FY 11/12	HP-07164-A1		520,385	EXH B-5	GF	09/01/11-06/30/12
FY 12/13	TO BE ENCUMB		592,976	EXH B-5A	GF	07/01/12-06/30/13
FY 11/12	HP-07164-A1		913,282	EXH B-6	GF	09/01/11-06/30/12
FY 11/12	HP-07164-A1		75,531	EXH B-6A	GF	09/01/11-06/30/12

## A. Commercial Terms

1. **Cash Discounts—Terms of Payment.** The discount period will start upon date of completion of delivery of all items on any Purchaser Order or other authorization certified by Controller, or upon date of receipt of properly prepared invoices covering such deliveries, whichever is later. Payment is deemed to be made, for the purpose of earning the discount, on the date of mailing the City warrant or check. It is understood and agreed that no additional charge shall accrue against City if City does not make payment within any time specified by bidder.
2. **Place of Manufacture.** No article furnished hereunder shall have been made in prison or by convict labor, except articles purchased for use by City's detention facilities.
3. **Electrical Products.** Articles and services must comply with applicable laws, ordinances and other legal requirements, including (among others) the Cal-OSHA regulations in Title 8 of the Code of Regulations and, for electrical products, Sections 110.2 and 110.3 (B) of the S.F. Electrical Code. In addition, if an electrical item has not been tested by a lab approved by City's Department of Building Inspection (DBI) or Department of Public Works (DPW), Contractor shall notify the requesting department before delivery by writing the department at the "Deliver to" address on the front of the Purchase Order. Approved testing labs are posted on Purchasing's website at <http://www.sfgov.org/ocal>. When a non-tested item is delivered, the department will request approval from DPW. If the department is unable to obtain approval, City reserves the right to cancel the transaction and return the item to Contractor, at no charge to City.
4. **Condition of Articles.** Articles offered and furnished must be new and previously unused, and of manufacturer's latest model, unless otherwise specified herein.
5. **Inspection.** All articles supplied shall be subject to inspection and acceptance or rejection by Purchasing or any department official charged with such duty. Non-conforming or rejected goods may be subject to reasonable storage fees.
6. **F.O.B. Point.** F.O.B destination in San Francisco, freight prepaid and allowed, unless otherwise specified.
7. **Failure to Deliver.** If Contractor fails to deliver an article or service of the quality, in the manner or within the time called for by this contract, such article or service may be bought from any source by Purchasing and if a greater price than that named in the contract be paid for such article or service, the excess price will be charged to and collected from Contractor or sureties on its bond if bond has been required; or, the City may terminate the contract for default; or, the City may return deliveries already made and receive a refund.
8. **Material Safety Data Sheets.** Where required by law, contractor will include Material Safety Data Sheets (MSDSs) with delivery for applicable items. Failure to include the MSDSS for such items will constitute a material breach of contract and may result in refusal to accept delivery.
9. **Taxes.** City is exempt from federal taxes except on articles for resale. Contractor will enter state and local sales or use tax, and excise tax if applicable, on invoices.

## B. General Contract Conditions

10. **Budget and Fiscal Provisions.** This contract is subject to the budget and fiscal provisions of City's Charter. Charges will accrue only after prior written authorization certified by City's Controller and amount of City's obligation hereunder shall not at any time exceed the amount certified for the purpose and period stated in such advance authorization. This section shall control against any and all other provisions of this contract.
11. **Guaranteed Maximum Costs.** The City's obligation hereunder shall not at any time exceed the amount certified by the Controller for the purpose and period stated in such certification. Except as may be provided by laws governing emergency procedures, officers and employees of the City are not authorized to request, and the City is not required to reimburse the Contractor for, Commodities or Services beyond the agreed upon contract scope unless the changed scope is authorized by amendment and approved as required by law. Officers and employees of the City are not authorized to offer or promise, nor is the City required to honor, any offered or promised additional funding in excess of the maximum amount of funding for which the contract is certified without certification of the additional amount by the Controller. The Controller is not authorized to make payments on any contract for which funds have not been certified as available in the budget or by supplemental appropriation.
12. **Submitting False Claims; Monetary Penalties.** Pursuant to San Francisco Administrative Code §21.35, any contractor, subcontractor or consultant who submits a false claim shall be liable to the City for the statutory penalties set forth in that section. The text of Section 21.35, along with the entire San Francisco Administrative Code is available on the web at <http://www.municode.com/Library/clientCodePage.aspx?clientID=4201>. A contractor, subcontractor or consultant will be deemed to have submitted a false claim to the City if the contractor, subcontractor or consultant: (a) knowingly presents or causes to be presented to an officer or employee of the City a false claim or request for payment or approval; (b) knowingly makes, uses, or causes to be made or used a false record or statement to get a false claim paid or approved by the City; (c) conspires to defraud the City by getting a false claim allowed or paid by the City; (d) knowingly makes, uses, or causes to be made or used a false record or statement to conceal, avoid, or decrease an obligation to pay or transmit money or property to the City; or (e) is a beneficiary of an inadvertent submission of a false claim to the City, subsequently discovers the falsity of the claim, and fails to disclose the false claim to the City within a reasonable time after discovery of the false claim.
13. **Hold Harmless and Indemnification.** Contractor shall indemnify and save harmless City and its officers, agents and employees from, and, if requested, shall defend them against any and

all loss, cost, damage, injury, liability, and claims therefor for injury to or death of a person, or loss of or damage to property, resulting directly or indirectly from contractor's performance of this contract, regardless of the negligence of, and regardless of whether liability without fault is imposed or sought to be imposed on City, except to the extent that such indemnity is void or otherwise unenforceable under applicable law and except where such loss, damage, injury, liability or claim is the result of willful misconduct of City and is not contributed to by any act of, or by any omission to perform some duty imposed by law or agreement on contractor, its subcontractors or either's agent or employee. The foregoing indemnity shall include, without limitation, reasonable fees of attorneys, consultants and experts and related costs and City's costs of investigating any claims against the City. In addition to Contractor's obligation to indemnify City, Contractor specifically acknowledges and agrees that it has an immediate and independent obligation to defend City from any claim which actually or potentially falls within this indemnification provision, even if the allegations are or may be groundless, false or fraudulent, which obligation arises at the time such claim is tendered to Contractor by City and continues at all times thereafter. Contractor shall indemnify and hold City harmless from all loss and liability, including attorney's fees, court costs and all other litigation expenses for any infringement of the patent rights, copyright, trade secret or any other proprietary right or trademark of any person or persons in consequence of the use by City, or any of its officers or agents, of articles or services to be supplied in the performance of this contract.

14. **Liability of City.** CITY'S PAYMENT OBLIGATIONS UNDER THE AGREEMENT SHALL BE LIMITED TO THE PAYMENT OF THE COMPENSATION PROVIDED UNDER THIS CONTRACT. NOTWITHSTANDING ANY OTHER PROVISION OF THIS AGREEMENT, IN NO EVENT SHALL CITY BE LIABLE, REGARDLESS OF WHETHER ANY CLAIM IS BASED ON CONTRACT OR TORT, FOR ANY SPECIAL, CONSEQUENTIAL, INDIRECT OR INCIDENTAL DAMAGES, INCLUDING, BUT NOT LIMITED TO, LOST PROFITS, ARISING OUT OF OR IN CONNECTION WITH THIS AGREEMENT OR THE SERVICES PERFORMED IN CONNECTION WITH THIS AGREEMENT.

15. **Termination and Termination for Convenience.** In the event Contractor fails to perform any of its obligations under this contract, in addition to any other remedies available to City, this contract may be terminated and all of Contractor's rights hereunder ended. Termination will be effective after ten days' written notice to Contractor. No new work will be undertaken, and no new deliveries will be made, after the date of receipt of any notice of termination, or five days after the date of the notice, whichever is earlier. In the event of such termination, Contractor will be paid for those services performed, or deliveries made, under this contract to the satisfaction of the City, up to the date of termination. However, City may offset from any such amounts due Contractor any liquidated damages or other costs City has or will incur due to Contractor's nonperformance. Any such offset by City will not constitute a waiver of any other remedies City may have against Contractor for financial injury or otherwise. City may terminate this Contract for City's convenience and without cause at any time by giving Contractor thirty days' written notice of such termination. In the event of such termination, Contractor will be paid for those services performed, or deliveries made, pursuant to this contract, to the satisfaction of the City up to the date of termination. In no event will City be liable for costs incurred by Contractor after receipt of a notice of termination. Such nonrecoverable costs include, but are not limited to, anticipated profits on this contract, post-termination employee salaries, post-termination administrative expenses, or any other cost which is not reasonable or authorized under this section. This section shall not prevent Contractor from recovering costs necessarily incurred in discontinuing further work, or canceling further deliveries, under the contract after receipt of the termination notice.

16. **Proprietary or Confidential Information of City.** Contractor understands and agrees that, in the performance of the work or services under this Contract or in contemplation thereof, Contractor may have access to private or confidential information which may be owned or controlled by City and that such information may contain proprietary or confidential details, the disclosure of which to third parties may be damaging to City. Contractor agrees that all information disclosed by City to Contractor shall be held in confidence and used only in performance of the Contract. Contractor shall exercise the same standard of care to protect such information as a reasonably prudent contractor would use to protect its own proprietary data.

17. **Earned Income Credit (EIC) Forms.** Administrative Code Chapter 120 requires that employers provide their employees with IRS Form W-5 (The Earned Income Credit Advance Payment Certificate) and the IRS EIC Schedule, as set forth below. Employers can locate these forms at the IRS Office, on the internet, or anywhere that Federal Tax Forms can be found. Contractor shall provide the Earned Income Credit (EIC) Forms to each Eligible Employee at each of the following times: (i) within thirty days following the date on which the applicable Contract or Contract Amendment becomes effective (unless Contractor has already provided such EIC Forms at least once during the calendar year in question); (ii) promptly after any Eligible Employee is hired by Contractor; and (iii) annually between January 1 and January 31 of each calendar year during the term of the Contract. Failure to comply with the foregoing requirement shall constitute a material breach by Contractor of the terms of the Contract. If within 30 days after the Contractor receives written notice of such a breach, Contractor fails to cure such breach or, if such breach cannot reasonably be cured within such period of thirty days, Contractor fails to commence efforts to cure within such period, or thereafter fails to diligently pursue such cure to completion, the City may pursue any rights or remedies available under the terms of the Contract or under applicable law.

18. **Local Business Enterprise Utilization; Liquidated Damages.** a. The LBE Ordinance. Contractor, shall comply with all the requirements of the Local Business Enterprise and Non-Discrimination in Contracting Ordinance set forth in Chapter 14B of the San Francisco Administrative Code as it now exists or as it may be amended in the future (collectively the "LBE Ordinance"), provided such amendments do not materially increase Contractor's obligations or liabilities, or materially diminish Contractor's rights, under this Agreement. Such provisions of the LBE Ordinance are incorporated by reference and made a part of this Agreement as though fully set forth in this section. Contractor's willful failure to comply with any applicable provision of the LBE Ordinance is a material breach of Contractor's obligations under this Agreement and shall



CONTRACT PURCHASE ORDER RELEASE  
COMMUNITY HEALTH SERVICES

PO NUMBER: DPHC14000562  
PO AMOUNT: \$2,491,046.00

ITEM	COMMODITY ID	UOM	TAX	QUANTITY	UNIT PRICE	TOTAL PRICE
NAME/SPECS						
FY 11/12	HP-07164-A1			66,448	EXH B-6B GF 09/01/11-06/30/12	
FY 11/12	HP-07164-A1			6,503	EXH B-6C GF 09/01/11-06/30/12	
FY 12/13	TO BE ENCUMB			1,039,185	EXH B-6D GF 07/01/12-06/30/13	
FY 12/13	TO BE ENCUMB			92,368	EXH B-6E GF 07/01/12-06/30/13	
FY 12/13	TO BE ENCUMB			81,260	EXH B-6F GF 07/01/12-06/30/13	
FY 12/13	TO BE ENCUMB			7,952	EXH B-6G GF 07/01/12-06/30/13	

TOTAL CONTRACT AMOUNT \$6,638,938  
CONTINGENCY FUNDING 796,670  
TOTAL APPROVED AMOUNT \$7,435,608

TOTAL ITEMS AMOUNT \$2,491,046.00  
SALES TAX \$0.00  
INVOICE AMOUNT \$2,491,046.00



Chapter 12Q of the S.F. Admin. Code is incorporated herein by reference, and Contractor agrees to comply with the HCAO in performing this contract. The text of the HCAO is available on the Living Wage/Living Health Division website at [www.sfgov.org/lwse](http://www.sfgov.org/lwse). The following is a general description of Contractor's responsibilities for providing health coverage to covered employees. See Chapter 12Q for specific requirements, exemptions, other obligations, etc.

u. For covered employees who live in San Francisco, or who provide covered services in San Francisco or at the S.F. Airport or at the San Bruno Jail, Contractor must do one of the following: (1) Offer health plan benefits that meet minimum standards set by the City; (2) Pay the City \$1.50 for each hour a covered employee works on this contract, not to exceed \$60 per week; (3) Participate in a health benefits program developed by the City.

b. For covered employees who do not live in San Francisco and who provide covered services outside of San Francisco, not at the S.F. Airport, and not at the San Bruno Jail, Contractor must do either of the following: (1) Offer health plan benefits that meet minimum standards set by the City; (2) Pay the covered employee \$1.50 for each hour a covered employee works on this contract, not to exceed \$60 per week.

29. **First Source Hiring Program** [if contract is greater than \$50,000 and if Contractor has an office in Alameda, San Francisco or San Mateo counties] a. **Incorporation of Administrative Code Provisions by Reference.** The provisions of Chapter 83 of the San Francisco Administrative Code ("this Chapter") are incorporated in this Section by reference and made a part of this Agreement as though fully set forth herein. Contractor shall comply fully with, and be bound by, all of the provisions that apply to this Agreement under such Chapter, including but not limited to the remedies provided therein. Capitalized terms used in this Section and not defined in this Agreement shall have the meanings assigned to such terms in Chapter 83.

b. **First Source Hiring Agreement.** As an essential term of, and consideration for, any contract or property contract with the City, not exempted by the FSHA, the Contractor shall enter into a first source hiring agreement ("agreement") with the City, on or before the effective date of the contract or property contract. The First Source Hiring agreement will set appropriate job notification and hiring goals for entry-level positions that occur at Contractor's local sites.

c. **Hiring Decisions.** Contractor shall make the final determination of whether an Economically Disadvantaged Individual referred by the System is "qualified" for the position.

d. **Liquidated Damages.** Contractor agrees:

(1) To be liable to the City for liquidated damages as provided in this section;

(2) To be subject to the procedures governing enforcement of breaches of contracts based on violations of contract provisions required by this Chapter as set forth in this section;

(3) That the contractor's commitment to comply with this Chapter is a material element of the City's consideration for this contract; that the failure of the contractor to comply with the contract provisions required by this Chapter will cause harm to the City and the public which is significant and substantial but extremely difficult to quantify; that the harm to the City includes not only the financial cost of funding public assistance programs but also the insidious but impossible to quantify harm that this community and its families suffer as a result of unemployment; and that the assessment of liquidated damages of up to \$5,000 for every notice of a new hire for an entry level position improperly withheld by the contractor from the first source hiring process, as determined by the FSHA during its first investigation of a contractor, does not exceed a fair estimate of the financial and other damages that the City suffers as a result of the contractor's failure to comply with its first source referral contractual obligations.

(4) That the continued failure by a contractor to comply with its first source referral contractual obligations will cause further significant and substantial harm to the City and the public, and that a second assessment of liquidated damages of up to \$10,000 for each entry level position improperly withheld from the FSHA, from the time of the conclusion of the first investigation forward, does not exceed the financial and other damages that the City suffers as a result of the contractor's continued failure to comply with its first source referral contractual obligations;

(5) That in addition to the cost of investigating alleged violations under this Section, the computation of liquidated damages for purposes of this section is based on the following data:

(A) The average length of stay on public assistance in San Francisco's County Adult Assistance Program is approximately 41 months at an average monthly grant of \$348 per month, totaling approximately \$14,379; and

(B) In 2004, the retention rate of adults placed in employment programs funded under the Workforce Investment Act for at least the first six months of employment was 84.4%. Since qualified individuals under the First Source program face far fewer barriers to employment than their counterparts in programs funded by the Workforce Investment Act, it is reasonable to conclude that the average length of employment for an individual whom the First Source Program refers to an employer and who is hired in an entry level position is at least one year; therefore, liquidated damages that total \$5,000 for first violations and \$10,000 for subsequent violations as determined by FSHA constitute a fair, reasonable, and conservative attempt to quantify the harm caused to the City by the failure of a contractor to comply with its first source referral contractual obligations.

(6) That the failure of contractors to comply with this Chapter, except property contractors, may be subject to the debarment and monetary penalties set forth in Sections 6.80 et seq. of the San Francisco Administrative Code, as well as any other remedies available under the contract or at law; and

Violation of the requirements of Chapter 83 is subject to an assessment of liquidated damages in the amount of \$5,000 for every new hire for an Entry Level Position improperly withheld from the first source hiring process. The assessment of liquidated damages and the evaluation of any defenses or mitigating factors shall be made by the FSHA.

e. Subcontracts. Any subcontract entered into by Contractor shall require the subcontractor to comply with the requirements of Chapter 83 and shall contain contractual obligations substantially the same as those set forth in this Section.

30. **Prohibition on Political Activity with City Funds.** In accordance with San Francisco Administrative Code Chapter 12.G, Contractor may not participate in, support, or attempt to influence any political campaign for a candidate or for a ballot measure (collectively, "Political Activity") in the performance of the services provided under this contract. Contractor agrees to comply with San Francisco Administrative Code Chapter 12.G and any implementing rules and regulations promulgated by the City's Controller. The terms and provisions of Chapter 12.G are incorporated herein by this reference. In the event Contractor violates the provisions of this

section, the City may, in addition to any other rights or remedies available hereunder, (i) terminate this contract, and (ii) prohibit Contractor from bidding on or receiving any new City contract for a period of two years.

31. **Preservative-Treated Wood Containing Arsenic.** Contractor may not purchase preservative-treated wood products containing arsenic in the performance of this contract unless an exemption from the requirements of Chapter 21G is obtained from the Department of Environment under Section 21G.5 of the Administrative Code. The term "preservative-treated wood containing arsenic" shall mean wood treated with a preservative that contains arsenic, elemental arsenic or an arsenic copper combination, including, but not limited to, chromated copper arsenate preservative, ammoniacal copper zinc arsenate preservative, or ammoniacal copper arsenate preservative. Contractor may purchase preservative-treated wood products on the list of environmentally preferable alternatives prepared and adopted by the Department of the Environment. This provision does not preclude Contractor from purchasing preservative-treated wood containing arsenic for saltwater immersion. The term "saltwater immersion" shall mean a pressure-treated wood that is used for construction purposes or facilities that are partially or totally immersed in saltwater.

32. **Use of City Opinion.** Contractor shall not quote, paraphrase, or otherwise refer to or use any opinion of City, its officers or agents, regarding Contractor or Contractor's performance under this contract without prior written permission of Purchasing.

33. **Contract Interpretation; Choice of Law/Venue; Assignment.** Should any questions arise as to the meaning and intent of the contract, the matter shall be referred to Purchasing, who shall decide the true meaning and intent of the contract. This contract shall be deemed to be made in, and shall be construed in accordance with the laws of the State of California. Venue for all litigation relative to the formation, interpretation and performance of this contract shall be in San Francisco. This contract may be assigned only with the written approval of Purchasing.

34. **Proposal, Quotation and Attachments.** This contract incorporates by reference the provisions of any related bid request issued by City, any bid submitted by contractor, or both. This contract incorporates by reference the provision of any attachments.

35. **Provisions Controlling.** Contractor agrees that in the event of conflicting language between this contract and Contractor's printed form, the provisions of this contract shall take precedence. This section shall supersede any language in the contractor's terms and conditions attempting to nullify City terms and conditions or to resolve language conflicts in favor of the contractor's terms and conditions.

36. **NonDisclosure of Private Information.** Contractor has read and agrees to the terms set forth in SF Administrative Code Sections 12M.2, "NonDisclosure of Private Information," and 12M.3, "Enforcement" of Administrative Code Chapter 12M, "Protection of Private Information," which are incorporated herein as if fully set forth. Contractor agrees that any failure of Contractor to comply with the requirements of Section 12M.2 of this Chapter shall be a material breach of the Contract. In such an event, in addition to any other remedies available to it under equity or law, the City may terminate the Contract, bring a false claim action against the Contractor pursuant to Chapter 6 or Chapter 21 of the Administrative Code, or debar the Contractor.

37. **Food Service Waste Reduction Requirements.** Contractor agrees to comply fully with and be bound by all of the provisions of the Food Service Waste Reduction Ordinance, as set forth in San Francisco Environment Code Chapter 16, including the remedies provided, and implementing guidelines and rules. The provisions of Chapter 16 are incorporated herein by reference and made a part of this agreement as though fully set forth. This provision is a material term of this agreement. By entering into this agreement, contractor agrees that if it breaches this provision, City will suffer actual damages that will be impractical or extremely difficult to determine; further, Contractor agrees that the sum of \$100 liquidated damages for the first breach, \$200 liquidated damages for the second breach in the same year, and \$500 liquidated damages for subsequent breaches in the same year is reasonable estimate of the damage that City will incur based on the violation, established in light of the circumstances existing at the time this agreement was made. Such amount shall not be considered a penalty, but rather agreed monetary damages sustained by City because of contractor's failure to comply with this provision.

38. **Slavery Era Disclosure.** [This paragraph applies if this contract is for financial services, insurance, or textiles.] a. Contractor acknowledges that this contract shall not be binding upon the City until the Director receives the affidavit required by the San Francisco Administrative Code's Chapter 12Y, "San Francisco Slavery Era Disclosure Ordinance."

b. In the event the Director finds that Contractor has failed to file an affidavit as required by Section 12Y.4(a) and this contract, or has willfully filed a false affidavit, the Contractor shall be liable for liquidated damages in an amount equal to the Contractor's net profit on the Contract, 10% of the total amount of the Contract, or \$1,000, whichever is greatest, as determined by the Director. Contractor acknowledges and agrees that the liquidated damages assessed shall be payable to the City upon demand and may be set off against any monies due to the Contractor from any Contract with the City.

c. Contractor shall maintain records necessary for monitoring its compliance with this provision.



CONTRACT PURCHASE ORDER RELEASE  
COMMUNITY HEALTH SERVICES

PO NUMBER: DPHC14000562  
PO AMOUNT: \$2,491,046.00

SFX INDEX	SUBOBJ	USERCODE	PROJECT	PRJDTL	GRANT	GRNTDTL	AMOUNT
01	HCHIVPREVNGR	02789			HCAO24	1300	16,500.00
02	HCHIVPREVNGF	02789					2,474,546.00
							-----
							2,491,046.00



entire City, subject to any applicable notice and cure provisions set forth in this Agreement, to exercise any of the remedies provided for under this Agreement, under the LBE Ordinance or otherwise available at law or in equity, which remedies shall be cumulative unless this Agreement expressly provides that any remedy is exclusive. In addition, Contractor shall comply fully with all other applicable local, state and federal laws prohibiting discrimination and requiring equal opportunity in contracting, including subcontracting.

b. **Compliance and Enforcement.** If Contractor willfully fails to comply with any of the provisions of the LBE Ordinance, the rules and regulations implementing the LBE Ordinance, or the provisions of this Agreement pertaining to LBE participation, Contractor shall be liable for liquidated damages in an amount equal to Contractor's net profit on this Agreement, or 10% of the total amount of this Agreement, or \$1,000, whichever is greatest. The Director of the City's Human Rights Commission or any other public official authorized to enforce the LBE Ordinance (separately and collectively, the "Director of HRC") may also impose other sanctions against Contractor authorized in the LBE Ordinance, including declaring the Contractor to be irresponsible and ineligible to contract with the City for a period of up to five years or revocation of the Contractor's LBE certification. The Director of HRC will determine the sanctions to be imposed, including the amount of liquidated damages, after investigation pursuant to Administrative Code §14B.17.

By entering into this Agreement, Contractor acknowledges and agrees that any liquidated damages assessed by the Director of the HRC shall be payable to City upon demand. Contractor further acknowledges and agrees that any liquidated damages assessed may be withheld from any monies due to Contractor on any contract with City.

Contractor agrees to maintain records necessary for monitoring its compliance with the LBE Ordinance for a period of three years following termination or expiration of this Agreement, and shall make such records available for audit and inspection by the Director of HRC or the Controller upon request.

19. **Non-discrimination; Penalties.** a. **Contractor Shall Not Discriminate.** In the performance of this contract, Contractor agrees not to discriminate on the basis of the fact or perception of a person's race, color, creed, religion, national origin, ancestry, age, sex, sexual orientation, gender identity, domestic partner status, marital status, disability or Acquired Immune Deficiency Syndrome or HIV status (AIDS/HIV status) against any employee of, any City employee working with, or applicant for employment with Contractor, in any of Contractor's operations within the United States, or against any person seeking accommodations, advantages, facilities, privileges, services, or membership in all business, social, or other establishments or organizations operated by Contractor.

b. **Subcontracts.** Contractor shall incorporate by reference in all subcontracts the provisions of § 12B.2(a), 12B.2(c)-(k), and 12C.3 of the S.F. Administrative Code and shall require all subcontractors to comply with such provisions. Contractor's failure to comply with the obligations in this subsection shall constitute a material breach of this contract.

c. **Non-discrimination In Benefits.** Contractor does not as of the date of this contract and will not during the term of this contract, in any of its operations in San Francisco, on real property owned by San Francisco, or where work is being performed for the City elsewhere in the United States, discriminate in the provision of bereavement leave, family medical leave, health benefits, membership or membership discounts, moving expenses, pension and retirement benefits or travel benefits, as well as any benefits other than the benefits specified above, between employees with domestic partners and employees with spouses, and/or between the domestic partners and spouses of such employees, where the domestic partnership has been registered with a governmental entity pursuant to state or local law authorizing such registration, subject to the conditions set forth in § 12B.2(h) of the S.F. Administrative Code.

d. **Incorporation of Administrative Code Provisions by Reference.** The provisions of Chapters 12B and 12C of the S.F. Administrative Code are incorporated in this Section by reference and made a part of this contract as though fully set forth herein. Contractor shall comply fully with and be bound by all of the provisions that apply to this contract under such Chapters, including but not limited to the remedies provided in such Chapters. Without limiting the foregoing, Contractor understands that pursuant to § 12B.2(h) of the S.F. Administrative Code, a penalty of \$50 for each person for each calendar day during which such person was discriminated against in violation of the provisions of this contract may be assessed against Contractor and/or deducted from any payments due Contractor.

20. **MacBride Principles—Northern Ireland.** The City and County of San Francisco urges companies doing business in Northern Ireland to move towards resolving employment inequities, and encourages such companies to abide by the MacBride Principles. The City and County of San Francisco urges San Francisco companies to do business with corporations that abide by the MacBride Principles.

21. **Tropical Hardwoods.** The City urges contractors not to import, purchase, obtain, or use for any purpose, any tropical hardwood, tropical hardwood wood product, virgin redwood or virgin redwood wood product. If this order is for wood products or a service involving wood products: (a) Chapter 8 of the S.F. Environment Code is incorporated herein and by reference made a part hereof as though fully set forth. (b) Except as expressly permitted by the application of Environment Code Secs. 802(b) and 803(b), Contractor shall not provide any items in the City in performance of this contract which are tropical hardwoods, tropical hardwood product, virgin redwood or virgin redwood product. Failure of Contractor to comply with any part of Chapter 8 of the Environment Code shall be deemed a material breach of contract.

22. **Resource Conservation.** Contractor agrees to comply fully with the San Francisco Environment Code, Chapter 5 ("Resource Conservation"), as amended from time to time. Said provisions are incorporated herein by reference and made a part of this contract as though fully set forth. Failure by Contractor to comply with any of the applicable requirements of Chapter 5 will be deemed a material breach of contract.

23. **Drug-Free Workplace Policy.** Contractor acknowledges that pursuant to the Federal Drug-Free Workplace Act of 1989, the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited on City premises. Contractor agrees that any violation of this prohibition by Contractor, its employees, agents, or assigns will be deemed a material breach of this Contract.

24. **Compliance with Americans with Disabilities Act.** Contractor acknowledges that, pursuant to the Americans with Disabilities Act (ADA), programs, services and other activities provided by a public entity to the public, whether directly or through a contractor, must be accessible to the disabled public. Contractor shall provide the services specified in this Contract in a manner that complies with the ADA and any and all other applicable federal, state and local disability rights legislation. Contractor agrees not to discriminate against disabled persons in the provision of services, benefits or activities provided under this Agreement and further agrees that any violation of this prohibition on the part of Contractor, its employees, agents or assigns will constitute a material breach of this Contract.

25. **Sunshine Ordinance.** In accordance with § 67.24(c) of the S.F. Admin. Code, contracts, contractors' bids, responses to RFPs and all other records of communications between City and persons or firms seeking contracts shall be open to inspection immediately after a contract has been awarded. Nothing in this provision requires the disclosure of a private person's or organization's net worth or other proprietary financial data submitted for qualification for a contract or other benefit until and unless that person or organization is awarded the contract or benefit. Information provided which is covered by this paragraph will be made available to the public upon request.

26. **Limitation on Contributions.** Through execution of this Agreement, Contractor acknowledges that it is familiar with section 1.126 of the City's Campaign and Governmental Conduct Code, which prohibits any person who contracts with the City for the rendition of personal services or for the furnishing of any material, supplies or equipment to the City, whenever such transaction would require approval by a City elective officer of the board on which that City elective officer serves, from making any campaign contribution to the officer at any time from the commencement of negotiations for the contract until the later of either (1) the termination of negotiations for such contract or (2) three months after the date the contract is approved by the City elective officer or the board on which that City elective officer serves.

27. **Minimum Compensation Ordinance ("MCO") — Service Contracts only.**

a. Contractor agrees to comply fully with and be bound by all of the provisions of the Minimum Compensation Ordinance (MCO), as set forth in San Francisco Administrative Code Chapter 12P (Chapter 12P), including the remedies provided, and implementing guidelines and rules. The provisions of Chapter 12P are incorporated herein by reference and made a part of this Agreement as though fully set forth. The text of the MCO is available on the web at [www.sfgov.org/ols/mco](http://www.sfgov.org/ols/mco). A partial listing of some of Contractor's obligations under the MCO is set forth in this Section. Contractor is required to comply with all the provisions of the MCO, irrespective of the listing of obligations in this Section.

b. The MCO requires Contractor to pay Contractor's employees a minimum hourly gross compensation wage rate and to provide minimum compensated and uncompensated time off. The minimum wage rate may change from year to year and Contractor is obligated to keep informed of the then-current requirements. Any subcontract entered into by Contractor shall require the subcontractor to comply with the requirements of the MCO and shall contain contractual obligations substantially the same as those set forth in this Section. It is Contractor's obligation to ensure that any subcontractors of any tier under this Agreement comply with the requirements of the MCO. If any subcontractor under this Agreement fails to comply, City may pursue any of the remedies set forth in this Section against Contractor.

c. Contractor shall not take adverse action or otherwise discriminate against an employee or other person for the exercise or attempted exercise of rights under the MCO. Such actions, if taken within 90 days of the exercise or attempted exercise of such rights, will be rebuttably presumed to be retaliation prohibited by the MCO.

d. Contractor shall maintain employee and payroll records as required by the MCO. If Contractor fails to do so, it shall be presumed that the Contractor paid no more than the minimum wage required under State law.

e. The City is authorized to inspect Contractor's job sites and conduct interviews with employees and conduct audits of Contractor.

f. Contractor's commitment to provide the Minimum Compensation is a material element of the City's consideration for this Agreement. The City in its sole discretion shall determine whether such a breach has occurred. The City and the public will suffer actual damage that will be impractical or extremely difficult to determine if the Contractor fails to comply with these requirements. Contractor agrees that the sums set forth in Section 12P.6.1 of the MCO as liquidated damages are not a penalty, but are reasonable estimates of the loss that the City and the public will incur for Contractor's noncompliance. The procedures governing the assessment of liquidated damages shall be those set forth in Section 12P.6.2 of Chapter 12P.

g. Contractor understands and agrees that if it fails to comply with the requirements of the MCO, the City shall have the right to pursue any rights or remedies available under Chapter 12P (including liquidated damages), under the terms of the contract, and under applicable law. If, within 30 days after receiving written notice of a breach of this Agreement for violating the MCO, Contractor fails to cure such breach or, if such breach cannot reasonably be cured within such period of 30 days, Contractor fails to commence efforts to cure within such period, or thereafter fails diligently to pursue such cure to completion, the City shall have the right to pursue any rights or remedies available under applicable law, including those set forth in Section 12P.6(c) of Chapter 12P. Each of these remedies shall be exercisable individually or in combination with any other rights or remedies available to the City.

h. Contractor represents and warrants that it is not an entity that was set up, or is being used, for the purpose of evading the intent of the MCO.

i. If Contractor is exempt from the MCO when this Agreement is executed because the cumulative amount of agreements with this department for the fiscal year is less than \$25,000, but Contractor later enters into an agreement or agreements that cause contractor to exceed that amount in a fiscal year, Contractor shall thereafter be required to comply with the MCO under this Agreement. This obligation arises on the effective date of the agreement that causes the cumulative amount of agreements between the Contractor and this department to exceed \$25,000 in the fiscal year.

28. **Health Care Accountability Ordinance (HCAO)** (Service contracts including agreements between a Tenant or Subtenant lasting 1 year or more only).

City and County of San Francisco  
Office of Contract Administration  
Purchasing Division  
City Hall, Room 430  
1 Dr. Carlton B. Goodlett Place  
San Francisco, California 94102-4685

Agreement between the City and County of San Francisco and  
**SAN FRANCISCO AIDS FOUNDATION**

This Agreement is made this 1st day of September 2011, in the City and County of San Francisco, State of California, by and between: **SAN FRANCISCO AIDS FOUNDATION, P.O. Box 426182, San Francisco, CA 94142-6182**, hereinafter referred to as "Contractor," and the City and County of San Francisco, a municipal corporation, hereinafter referred to as "City," acting by and through its Director of the Office of Contract Administration or the Director's designated agent, hereinafter referred to as "Purchasing."

**Recitals**

WHEREAS, the Department of Public Health, **Community Programs – HIV Prevention Services**, ("Department") wishes to secure **HIV Prevention Services**; and,

WHEREAS, a Request for Proposal ("RFP") was issued on November 17, 2010, and City selected Contractor as the highest qualified scorer pursuant to the RFP; and

WHEREAS, Contractor represents and warrants that it is qualified to perform the services required by City as set forth under this Contract; and,

WHEREAS, approval for this Agreement was obtained when the Civil Service Commission approved Contract number 2006-07/08 and 2007-07/08, dated July 7, 2008;

Now, THEREFORE, the parties agree as follows:

**1. Certification of Funds; Budget and Fiscal Provisions; Termination in the Event of Non-Appropriation.** This Agreement is subject to the budget and fiscal provisions of the City's Charter. Charges will accrue only after prior written authorization certified by the Controller, and the amount of City's obligation hereunder shall not at any time exceed the amount certified for the purpose and period stated in such advance authorization. This Agreement will terminate without penalty, liability or expense of any kind to City at the end of any fiscal year if funds are not appropriated for the next succeeding fiscal year. If funds are appropriated for a portion of the fiscal year, this Agreement will terminate, without penalty, liability or expense of any kind at the end of the term for which funds are appropriated. City has no obligation to make appropriations for this Agreement in lieu of appropriations for new or other agreements. City budget decisions are subject to the discretion of the Mayor and the Board of Supervisors. Contractor's assumption of risk of possible non-appropriation is part of the consideration for this Agreement.

THIS SECTION CONTROLS AGAINST ANY AND ALL OTHER PROVISIONS OF THIS AGREEMENT.

2. **Term of the Agreement.** Subject to Section 1, the term of this Agreement shall be from September 1, 2011 to June 30, 2013.

The City shall have the sole discretion to exercise the following options to extend the Agreement term:

- Option 1: 07/01/13 -06/30/14
- Option 2: 07/01/14 -06/30/15
- Option 3: 07/01/15 -06/30/16
- Option 4: 07/01/16 -06/30/17
- Option 5: 07/01/17 -06/30/18
- Option 6: 07/01/18 -06/30/19
- Option 7: 07/01/19 -06/30/20
- Option 8: 07/01/20 -06/30/21

3. **Effective Date of Agreement.** This Agreement shall become effective when the Controller has certified to the availability of funds and Contractor has been notified in writing.

4. **Services Contractor Agrees to Perform.** The Contractor agrees to perform the services provided for in Appendix A, "Description of Services," attached hereto and incorporated by reference as though fully set forth herein.

5. **Compensation.** Compensation shall be made in monthly payments on or before the 30th day of each month for work, as set forth in Section 4 of this Agreement, that the **Director of the Public Health Department**, in his or her sole discretion, concludes has been performed as of the last day of the immediately preceding month. In no event shall the amount of this Agreement exceed **Six Million Five Hundred Twenty-Five Thousand Four Hundred Forty Seven DOLLARS (\$6,525,447)**. The breakdown of costs associated with this Agreement appears in Appendix B, "Calculation of Charges," attached hereto and incorporated by reference as though fully set forth herein. No charges shall be incurred under this Agreement nor shall any payments become due to Contractor until reports, services, or both, required under this Agreement are received from Contractor and approved by **Department of Public Health** as being in accordance with this Agreement. City may withhold payment to Contractor in any instance in which Contractor has failed or refused to satisfy any material obligation provided for under this Agreement.

In no event shall City be liable for interest or late charges for any late payments.

6. **Guaranteed Maximum Costs.** The City's obligation hereunder shall not at any time exceed the amount certified by the Controller for the purpose and period stated in such certification. Except as may be provided by laws governing emergency procedures, officers and employees of the City are not authorized to request, and the City is not required to reimburse the Contractor for, Commodities or Services beyond the agreed upon contract scope unless the changed scope is authorized by amendment and approved as required by law. Officers and employees of the City are not authorized to offer or promise, nor is the City required to honor, any offered or promised additional funding in excess of the maximum amount of funding for which the contract is certified without certification of the additional amount by the Controller. The Controller is not authorized to make payments on any contract for which funds have not been certified as available in the budget or by supplemental appropriation.

7. **Payment; Invoice Format.** Invoices furnished by Contractor under this Agreement must be in a form acceptable to the Controller, and must include a unique invoice number and must conform to Appendix F. All amounts paid by City to Contractor shall be subject to audit by City. Payment shall be made by City to Contractor at the address specified in the section entitled "Notices to the Parties."

8. **Submitting False Claims; Monetary Penalties.** Pursuant to San Francisco Administrative Code §21.35, any contractor, subcontractor or consultant who submits a false claim shall be liable to the City for the statutory penalties set forth in that section. The text of Section 21.35, along with the entire San Francisco Administrative Code is available on the web at <http://www.municode.com/Library/clientCodePage.aspx?clientID=4201>. A contractor, subcontractor or consultant will be deemed to have submitted a false claim to the City if the contractor, subcontractor or consultant: (a) knowingly presents or causes to be presented to an officer or employee of the City a false claim or request for payment or approval; (b) knowingly makes, uses, or causes to be made or used a false record or statement to get a false claim paid or approved by the City; (c) conspires to defraud the City by getting a false claim allowed or paid by the City; (d) knowingly makes, uses, or causes to be made or used a false record or statement to conceal, avoid, or decrease an obligation to pay or transmit money or property to the City; or (e) is a beneficiary of an inadvertent submission of a false claim to the City, subsequently discovers the falsity of the claim, and fails to disclose the false claim to the City within a reasonable time after discovery of the false claim.

9. **Disallowance.** If Contractor claims or receives payment from City for a service, reimbursement for which is later disallowed by the State of California or United States Government, Contractor shall promptly refund the disallowed amount to City upon City's request. At its option, City may offset the amount disallowed from any payment due or to become due to Contractor under this Agreement or any other Agreement. By executing this Agreement, Contractor certifies that Contractor is not suspended, debarred or otherwise excluded from participation in federal assistance programs. Contractor acknowledges that this certification of eligibility to receive federal funds is a material terms of the Agreement.

10. **Taxes.** Payment of any taxes, including possessory interest taxes and California sales and use taxes, levied upon or as a result of this Agreement, or the services delivered pursuant hereto, shall be the obligation of Contractor. Contractor recognizes and understands that this Agreement may create a "possessory interest" for property tax purposes. Generally, such a possessory interest is not created unless the Agreement entitles the Contractor to possession, occupancy, or use of City property for private gain. If such a possessory interest is created, then the following shall apply:

(1) Contractor, on behalf of itself and any permitted successors and assigns, recognizes and understands that Contractor, and any permitted successors and assigns, may be subject to real property tax assessments on the possessory interest;

(2) Contractor, on behalf of itself and any permitted successors and assigns, recognizes and understands that the creation, extension, renewal, or assignment of this Agreement may result in a "change in ownership" for purposes of real property taxes, and therefore may result in a revaluation of any possessory interest created by this Agreement. Contractor accordingly agrees on behalf of itself and its permitted successors and assigns to report on behalf of the City to the County Assessor the information required by Revenue and Taxation Code section 480.5, as amended from time to time, and any successor provision.

(3) Contractor, on behalf of itself and any permitted successors and assigns, recognizes and understands that other events also may cause a change of ownership of the possessory interest and result in the revaluation of the possessory interest. (see, e.g., Rev. & Tax. Code section 64, as amended from time to time). Contractor accordingly agrees on behalf of itself and its permitted successors and assigns to report any change in ownership to the County Assessor, the State Board of Equalization or other public agency as required by law.

(4) Contractor further agrees to provide such other information as may be requested by the City to enable the City to comply with any reporting requirements for possessory interests that are imposed by applicable law.

**11. Payment Does Not Imply Acceptance of Work.** The granting of any payment by City, or the receipt thereof by Contractor, shall in no way lessen the liability of Contractor to replace unsatisfactory work, equipment, or materials, although the unsatisfactory character of such work, equipment or materials may not have been apparent or detected at the time such payment was made. Materials, equipment, components, or workmanship that do not conform to the requirements of this Agreement may be rejected by City and in such case must be replaced by Contractor without delay.

**12. Qualified Personnel.** Work under this Agreement shall be performed only by competent personnel under the supervision of and in the employment of Contractor. Contractor will comply with City's reasonable requests regarding assignment of personnel, but all personnel, including those assigned at City's request, must be supervised by Contractor. Contractor shall commit adequate resources to complete the project within the project schedule specified in this Agreement.

**13. Responsibility for Equipment.** City shall not be responsible for any damage to persons or property as a result of the use, misuse or failure of any equipment used by Contractor, or by any of its employees, even though such equipment be furnished, rented or loaned to Contractor by City.

**14. Independent Contractor; Payment of Taxes and Other Expenses**

**a. Independent Contractor.** Contractor or any agent or employee of Contractor shall be deemed at all times to be an independent contractor and is wholly responsible for the manner in which it performs the services and work requested by City under this Agreement. Contractor or any agent or employee of Contractor shall not have employee status with City, nor be entitled to participate in any plans, arrangements, or distributions by City pertaining to or in connection with any retirement, health or other benefits that City may offer its employees. Contractor or any agent or employee of Contractor is liable for the acts and omissions of itself, its employees and its agents. Contractor shall be responsible for all obligations and payments, whether imposed by federal, state or local law, including, but not limited to, FICA, income tax withholdings, unemployment compensation, insurance, and other similar responsibilities related to Contractor's performing services and work, or any agent or employee of Contractor providing same. Nothing in this Agreement shall be construed as creating an employment or agency relationship between City and Contractor or any agent or employee of Contractor. Any terms in this Agreement referring to direction from City shall be construed as providing for direction as to policy and the result of Contractor's work only, and not as to the means by which such a result is obtained. City

does not retain the right to control the means or the method by which Contractor performs work under this Agreement.

b. **Payment of Taxes and Other Expenses.** Should City, in its discretion, or a relevant taxing authority such as the Internal Revenue Service or the State Employment Development Division, or both, determine that Contractor is an employee for purposes of collection of any employment taxes, the amounts payable under this Agreement shall be reduced by amounts equal to both the employee and employer portions of the tax due (and offsetting any credits for amounts already paid by Contractor which can be applied against this liability). City shall then forward those amounts to the relevant taxing authority. Should a relevant taxing authority determine a liability for past services performed by Contractor for City, upon notification of such fact by City, Contractor shall promptly remit such amount due or arrange with City to have the amount due withheld from future payments to Contractor under this Agreement (again, offsetting any amounts already paid by Contractor which can be applied as a credit against such liability). A determination of employment status pursuant to the preceding two paragraphs shall be solely for the purposes of the particular tax in question, and for all other purposes of this Agreement, Contractor shall not be considered an employee of City. Notwithstanding the foregoing, should any court, arbitrator, or administrative authority determine that Contractor is an employee for any other purpose, then Contractor agrees to a reduction in City's financial liability so that City's total expenses under this Agreement are not greater than they would have been had the court, arbitrator, or administrative authority determined that Contractor was not an employee.

#### 15. Insurance

a. Without in any way limiting Contractor's liability pursuant to the "Indemnification" section of this Agreement, Contractor must maintain in force, during the full term of the Agreement, insurance in the following amounts and coverages:

(1) Workers' Compensation, in statutory amounts, with Employers' Liability Limits not less than \$1,000,000 each accident, injury, or illness; and

(2) Commercial General Liability Insurance with limits not less than \$1,000,000 each occurrence Combined Single Limit for Bodily Injury and Property Damage, including Contractual Liability, Personal Injury, Products and Completed Operations; and

(3) Commercial Automobile Liability Insurance with limits not less than \$1,000,000 each occurrence Combined Single Limit for Bodily Injury and Property Damage, including Owned, Non-Owned and Hired auto coverage, as applicable.

b. Commercial General Liability and Commercial Automobile Liability Insurance policies must be endorsed to provide the following:

(1) Name as Additional Insured the City and County of San Francisco, its Officers, Agents, and Employees.

(2) That such policies are primary insurance to any other insurance available to the Additional Insureds, with respect to any claims arising out of this Agreement, and that insurance applies separately to each insured against whom claim is made or suit is brought.

c. Regarding Workers' Compensation, Contractor hereby agrees to waive subrogation which any insurer of Contractor may acquire from Contractor by virtue of the payment of any loss. Contractor



agrees to obtain any endorsement that may be necessary to effect this waiver of subrogation. The Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of the City for all work performed by the Contractor, its employees, agents and subcontractors.

d. All policies shall provide thirty (30) days' advance written notice to City of reduction or nonrenewal of coverages or cancellation of coverages for any reason. Notices shall be sent to the City address in the "Notices to the Parties" section:

e. Should any of the required insurance be provided under a claims-made form, Contractor shall maintain such coverage continuously throughout the term of this Agreement and, without lapse, for a period of three years beyond the expiration of this Agreement, to the effect that, should occurrences during the contract term give rise to claims made after expiration of the Agreement, such claims shall be covered by such claims-made policies.

f. Should any of the required insurance be provided under a form of coverage that includes a general annual aggregate limit or provides that claims investigation or legal defense costs be included in such general annual aggregate limit, such general annual aggregate limit shall be double the occurrence or claims limits specified above.

g. Should any required insurance lapse during the term of this Agreement, requests for payments originating after such lapse shall not be processed until the City receives satisfactory evidence of reinstated coverage as required by this Agreement, effective as of the lapse date. If insurance is not reinstated, the City may, at its sole option, terminate this Agreement effective on the date of such lapse of insurance.

h. Before commencing any operations under this Agreement, Contractor shall furnish to City certificates of insurance and additional insured policy endorsements with insurers with ratings comparable to A-, VIII or higher, that are authorized to do business in the State of California, and that are satisfactory to City, in form evidencing all coverages set forth above. Failure to maintain insurance shall constitute a material breach of this Agreement.

i. Approval of the insurance by City shall not relieve or decrease the liability of Contractor hereunder.

j. If a subcontractor will be used to complete any portion of this agreement, the Contractor shall ensure that the subcontractor shall provide all necessary insurance and shall name the City and County of San Francisco, its officers, agents and employees and the Contractor listed as additional insureds.

## **16. Indemnification**

Contractor shall indemnify and save harmless City and its officers, agents and employees from, and, if requested, shall defend them against any and all loss, cost, damage, injury, liability, and claims thereof for injury to or death of a person, including employees of Contractor or loss of or damage to property, arising directly or indirectly from Contractor's performance of this Agreement, including, but not limited to, Contractor's use of facilities or equipment provided by City or others, regardless of the negligence of, and regardless of whether liability without fault is imposed or sought to be imposed on City, except to the extent that such indemnity is void or otherwise unenforceable under applicable law in effect on or validly retroactive to the date of this Agreement, and except where such loss, damage, injury, liability or claim is the result of the active negligence or willful misconduct of City and is not contributed to by any act of, or by any omission to perform some duty imposed by law or agreement on Contractor, its subcontractors or either's agent or employee. The foregoing indemnity shall include, without

limitation, reasonable fees of attorneys, consultants and experts and related costs and City's costs of investigating any claims against the City. In addition to Contractor's obligation to indemnify City, Contractor specifically acknowledges and agrees that it has an immediate and independent obligation to defend City from any claim which actually or potentially falls within this indemnification provision, even if the allegations are or may be groundless, false or fraudulent, which obligation arises at the time such claim is tendered to Contractor by City and continues at all times thereafter. Contractor shall indemnify and hold City harmless from all loss and liability, including attorneys' fees, court costs and all other litigation expenses for any infringement of the patent rights, copyright, trade secret or any other proprietary right or trademark, and all other intellectual property claims of any person or persons in consequence of the use by City, or any of its officers or agents, of articles or services to be supplied in the performance of this Agreement.

**17. Incidental and Consequential Damages.** Contractor shall be responsible for incidental and consequential damages resulting in whole or in part from Contractor's acts or omissions. Nothing in this Agreement shall constitute a waiver or limitation of any rights that City may have under applicable law.

**18. Liability of City.** CITY'S PAYMENT OBLIGATIONS UNDER THIS AGREEMENT SHALL BE LIMITED TO THE PAYMENT OF THE COMPENSATION PROVIDED FOR IN SECTION 5 OF THIS AGREEMENT. NOTWITHSTANDING ANY OTHER PROVISION OF THIS AGREEMENT, IN NO EVENT SHALL CITY BE LIABLE, REGARDLESS OF WHETHER ANY CLAIM IS BASED ON CONTRACT OR TORT, FOR ANY SPECIAL, CONSEQUENTIAL, INDIRECT OR INCIDENTAL DAMAGES, INCLUDING, BUT NOT LIMITED TO, LOST PROFITS, ARISING OUT OF OR IN CONNECTION WITH THIS AGREEMENT OR THE SERVICES PERFORMED IN CONNECTION WITH THIS AGREEMENT.

**19. Left blank by agreement of the parties. (Liquidated damages)**

**20. Default; Remedies**

a. Each of the following shall constitute an event of default ("Event of Default") under this Agreement:

(1) Contractor fails or refuses to perform or observe any term, covenant or condition contained in any of the following Sections of this Agreement:

- |   |                                       |
|---|---------------------------------------|
| 8. Submitting false claims                          | 37. Drug-free workplace policy,       |
| 10. Taxes   | 53. Compliance with laws              |
| 15. Insurance                                       | 55. Supervision of minors             |
| 24. Proprietary or confidential information of City | 57. Protection of private information |
| 30. Assignment                                      | 58. Graffiti removal                  |
- And, item 1 of Appendix D attached to this Agreement

(2) Contractor fails or refuses to perform or observe any other term, covenant or condition contained in this Agreement, and such default continues for a period of ten days after written notice thereof from City to Contractor.

(3) Contractor (a) is generally not paying its debts as they become due, (b) files, or consents by answer or otherwise to the filing against it of, a petition for relief or reorganization or arrangement or any other petition in bankruptcy or for liquidation or to take advantage of any bankruptcy, insolvency or other debtors' relief law of any jurisdiction, (c) makes an assignment for the benefit of its creditors, (d) consents to the appointment of a custodian, receiver, trustee or other officer with similar powers of

Contractor or of any substantial part of Contractor's property or (e) takes action for the purpose of any of the foregoing.

(4) A court or government authority enters an order (a) appointing a custodian, receiver, trustee or other officer with similar powers with respect to Contractor or with respect to any substantial part of Contractor's property, (b) constituting an order for relief or approving a petition for relief or reorganization or arrangement or any other petition in bankruptcy or for liquidation or to take advantage of any bankruptcy, insolvency or other debtors' relief law of any jurisdiction or (c) ordering the dissolution, winding-up or liquidation of Contractor.

b. On and after any Event of Default, City shall have the right to exercise its legal and equitable remedies, including, without limitation, the right to terminate this Agreement or to seek specific performance of all or any part of this Agreement. In addition, City shall have the right (but no obligation) to cure (or cause to be cured) on behalf of Contractor any Event of Default; Contractor shall pay to City on demand all costs and expenses incurred by City in effecting such cure, with interest thereon from the date of incurrence at the maximum rate then permitted by law. City shall have the right to offset from any amounts due to Contractor under this Agreement or any other agreement between City and Contractor all damages, losses, costs or expenses incurred by City as a result of such Event of Default and any liquidated damages due from Contractor pursuant to the terms of this Agreement or any other agreement.

c. All remedies provided for in this Agreement may be exercised individually or in combination with any other remedy available hereunder or under applicable laws, rules and regulations. The exercise of any remedy shall not preclude or in any way be deemed to waive any other remedy.

## 21. Termination for Convenience

a. City shall have the option, in its sole discretion, to terminate this Agreement, at any time during the term hereof, for convenience and without cause. City shall exercise this option by giving Contractor written notice of termination. The notice shall specify the date on which termination shall become effective.

b. Upon receipt of the notice, Contractor shall commence and perform, with diligence, all actions necessary on the part of Contractor to effect the termination of this Agreement on the date specified by City and to minimize the liability of Contractor and City to third parties as a result of termination. All such actions shall be subject to the prior approval of City. Such actions shall include, without limitation:

(1) Halting the performance of all services and other work under this Agreement on the date(s) and in the manner specified by City.

(2) Not placing any further orders or subcontracts for materials, services, equipment or other items.

(3) Terminating all existing orders and subcontracts.

(4) At City's direction, assigning to City any or all of Contractor's right, title, and interest under the orders and subcontracts terminated. Upon such assignment, City shall have the right, in its sole discretion, to settle or pay any or all claims arising out of the termination of such orders and subcontracts.

(5) Subject to City's approval, settling all outstanding liabilities and all claims arising out of the termination of orders and subcontracts.

(6) Completing performance of any services or work that City designates to be completed prior to the date of termination specified by City.

(7) Taking such action as may be necessary, or as the City may direct, for the protection and preservation of any property related to this Agreement which is in the possession of Contractor and in which City has or may acquire an interest.

c. Within 30 days after the specified termination date, Contractor shall submit to City an invoice, which shall set forth each of the following as a separate line item:

(1) The reasonable cost to Contractor, without profit, for all services and other work City directed Contractor to perform prior to the specified termination date, for which services or work City has not already tendered payment. Reasonable costs may include a reasonable allowance for actual overhead, not to exceed a total of 10% of Contractor's direct costs for services or other work. Any overhead allowance shall be separately itemized. Contractor may also recover the reasonable cost of preparing the invoice.

(2) A reasonable allowance for profit on the cost of the services and other work described in the immediately preceding subsection (1), provided that Contractor can establish, to the satisfaction of City, that Contractor would have made a profit had all services and other work under this Agreement been completed, and provided further, that the profit allowed shall in no event exceed 5% of such cost.

(3) The reasonable cost to Contractor of handling material or equipment returned to the vendor, delivered to the City or otherwise disposed of as directed by the City.

(4) A deduction for the cost of materials to be retained by Contractor, amounts realized from the sale of materials and not otherwise recovered by or credited to City, and any other appropriate credits to City against the cost of the services or other work.

d. In no event shall City be liable for costs incurred by Contractor or any of its subcontractors after the termination date specified by City, except for those costs specifically enumerated and described in the immediately preceding subsection (c). Such non-recoverable costs include, but are not limited to, anticipated profits on this Agreement, post-termination employee salaries, post-termination administrative expenses, post-termination overhead or unabsorbed overhead, attorneys' fees or other costs relating to the prosecution of a claim or lawsuit, prejudgment interest, or any other expense which is not reasonable or authorized under such subsection (c).

e. In arriving at the amount due to Contractor under this Section, City may deduct: (1) all payments previously made by City for work or other services covered by Contractor's final invoice; (2) any claim which City may have against Contractor in connection with this Agreement; (3) any invoiced costs or expenses excluded pursuant to the immediately preceding subsection (d); and (4) in instances in which, in the opinion of the City, the cost of any service or other work performed under this Agreement is excessively high due to costs incurred to remedy or replace defective or rejected services or other work, the difference between the invoiced amount and City's estimate of the reasonable cost of performing the invoiced services or other work in compliance with the requirements of this Agreement.

f. City's payment obligation under this Section shall survive termination of this Agreement.

**22. Rights and Duties upon Termination or Expiration.** This Section and the following Sections of this Agreement shall survive termination or expiration of this Agreement:

8. Submitting false claims

26. Ownership of Results

- |   |   |
|---|---|
| 9. Disallowance   | 27. Works for Hire                                      |
| 10. Taxes   | 28. Audit and Inspection of Records                     |
| 11. Payment does not imply acceptance of work                   | 48. Modification of Agreement.                          |
| 13. Responsibility for equipment                                | 49. Administrative Remedy for Agreement Interpretation. |
| 14. Independent Contractor; Payment of Taxes and Other Expenses | 50. Agreement Made in California; Venue                 |
| 15. Insurance   | 51. Construction  |
| 16. Indemnification   | 52. Entire Agreement                                    |
| 17. Incidental and Consequential Damages                        | 56. Severability  |
| 18. Liability of City   | 57. Protection of private information                   |
| 24. Proprietary or confidential information of City             | And, item 1 of Appendix D attached to this Agreement.   |

Subject to the immediately preceding subsection sentence, upon termination of this Agreement prior to expiration of the term specified in Section 2, this Agreement shall terminate and be of no further force or effect. Contractor shall transfer title to City, and deliver in the manner, at the times, and to the extent, if any, directed by City, any work in progress, completed work, supplies, equipment, and other materials produced as a part of, or acquired in connection with the performance of this Agreement, and any completed or partially completed work which, if this Agreement had been completed, would have been required to be furnished to City. This subsection shall survive termination of this Agreement.

**23. Conflict of Interest.** Through its execution of this Agreement, Contractor acknowledges that it is familiar with the provision of Section 15.103 of the City's Charter, Article III, Chapter 2 of City's Campaign and Governmental Conduct Code, and Section 87100 et seq. and Section 1090 et seq. of the Government Code of the State of California, and certifies that it does not know of any facts which constitutes a violation of said provisions and agrees that it will immediately notify the City if it becomes aware of any such fact during the term of this Agreement.

**24. Proprietary or Confidential Information of City**

a. Contractor understands and agrees that, in the performance of the work or services under this Agreement or in contemplation thereof, Contractor may have access to private or confidential information which may be owned or controlled by City and that such information may contain proprietary or confidential details, the disclosure of which to third parties may be damaging to City. Contractor agrees that all information disclosed by City to Contractor shall be held in confidence and used only in performance of the Agreement. Contractor shall exercise the same standard of care to protect such information as a reasonably prudent contractor would use to protect its own proprietary data.

b. Contractor shall maintain the usual and customary records for persons receiving Services under this Agreement. Contractor agrees that all private or confidential information concerning persons receiving Services under this Agreement, whether disclosed by the City or by the individuals themselves, shall be held in the strictest confidence, shall be used only in performance of this Agreement, and shall be disclosed to third parties only as authorized by law. Contractor understands and agrees that this duty of care shall extend to confidential information contained or conveyed in any form, including but not limited to documents, files, patient or client records, facsimiles, recordings, telephone calls, telephone answering machines, voice mail or other telephone voice recording systems, computer files, e-mail or other computer network communications, and computer backup files, including disks and hard copies. The City reserves the right to terminate this Agreement for default if Contractor violates the terms of this section.

c. Contractor shall maintain its books and records in accordance with the generally accepted standards for such books and records for five years after the end of the fiscal year in which Services are

furnished under this Agreement. Such access shall include making the books, documents and records available for inspection, examination or copying by the City, the California Department of Health Services or the U.S. Department of Health and Human Services and the Attorney General of the United States at all reasonable times at the Contractor's place of business or at such other mutually agreeable location in California. This provision shall also apply to any subcontract under this Agreement and to any contract between a subcontractor and related organizations of the subcontractor, and to their books, documents and records. The City acknowledges its duties and responsibilities regarding such records under such statutes and regulations.

d. The City owns all records of persons receiving Services and all fiscal records funded by this Agreement if Contractor goes out of business. Contractor shall immediately transfer possession of all these records if Contractor goes out of business. If this Agreement is terminated by either party, or expires, records shall be submitted to the City upon request.

e. All of the reports, information, and other materials prepared or assembled by Contractor under this Agreement shall be submitted to the Department of Public Health Contract Administrator and shall not be divulged by Contractor to any other person or entity without the prior written permission of the Contract Administrator listed in Appendix A.

**25. Notices to the Parties.** Unless otherwise indicated elsewhere in this Agreement, all written communications sent by the parties may be by U.S. mail, e-mail or by fax, and shall be addressed as follows:

To City: Department of Public Health  
Contracts Unit  
101 Grove Street, Room 402  
San Francisco, California 94102

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San Francisco, CA 94142-6182

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P.O. Box 60000  
For Payments: San Francisco, CA 94160-2635

Any notice of default must be sent by registered mail.

**26. Ownership of Results.** Any interest of Contractor or its Subcontractors, in drawings, plans, specifications, blueprints, studies, reports, memoranda, computation sheets, computer files and media or other documents prepared by Contractor or its subcontractors in connection with services to be performed under this Agreement, shall become the property of and will be transmitted to City. However, Contractor may retain and use copies for reference and as documentation of its experience and capabilities.

**27. Works for Hire.** If, in connection with services performed under this Agreement, Contractor or its subcontractors create artwork, copy, posters, billboards, photographs, videotapes, audiotapes, systems designs, software, reports, diagrams, surveys, blueprints, source codes or any other original works of

authorship, such works of authorship shall be works for hire as defined under Title 17 of the United States Code, and all copyrights in such works are the property of the City. If it is ever determined that any works created by Contractor or its subcontractors under this Agreement are not works for hire under U.S. law, Contractor hereby assigns all copyrights to such works to the City, and agrees to provide any material and execute any documents necessary to effectuate such assignment. With the approval of the City, Contractor may retain and use copies of such works for reference and as documentation of its experience and capabilities.

## 28. Audit and Inspection of Records

a. Contractor agrees to maintain and make available to the City, during regular business hours, accurate books and accounting records relating to its work under this Agreement. Contractor will permit City to audit, examine and make excerpts and transcripts from such books and records, and to make audits of all invoices, materials, payrolls, records or personnel and other data related to all other matters covered by this Agreement, whether funded in whole or in part under this Agreement. Contractor shall maintain such data and records in an accessible location and condition for a period of not less than five years after final payment under this Agreement or until after final audit has been resolved, whichever is later. The State of California or any federal agency having an interest in the subject matter of this Agreement shall have the same rights conferred upon City by this Section.

b. Contractor shall annually have its books of accounts audited by a Certified Public Accountant and a copy of said audit report and the associated management letter(s) shall be transmitted to the Director of Public Health or his /her designee within one hundred eighty (180) calendar days following Contractor's fiscal year end date. If Contractor expends \$500,000 or more in Federal funding per year, from any and all Federal awards, said audit shall be conducted in accordance with OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations. Said requirements can be found at the following website address: <http://www.whitehouse.gov/omb/circulars/a133/a133.html>. If Contractor expends less than \$500,000 a year in Federal awards, Contractor is exempt from the single audit requirements for that year, but records must be available for review or audit by appropriate officials of the Federal Agency, pass-through entity and General Accounting Office. Contractor agrees to reimburse the City any cost adjustments necessitated by this audit report. Any audit report which addresses all or part of the period covered by this Agreement shall treat the service components identified in the detailed descriptions attached to Appendix A and referred to in the Program Budgets of Appendix B as discrete program entities of the Contractor.

c. The Director of Public Health or his / her designee may approve of a waiver of the aforementioned audit requirement if the contractual Services are of a consulting or personal services nature, these Services are paid for through fee for service terms which limit the City's risk with such contracts, and it is determined that the work associated with the audit would produce undue burdens or costs and would provide minimal benefits. A written request for a waiver must be submitted to the DIRECTOR ninety (90) calendar days before the end of the Agreement term or Contractor's fiscal year, whichever comes first.

d. Any financial adjustments necessitated by this audit report shall be made by Contractor to the City. If Contractor is under contract to the City, the adjustment may be made in the next subsequent billing by Contractor to the City, or may be made by another written schedule determined solely by the City. In the event Contractor is not under contract to the City, written arrangements shall be made for audit adjustments.

**29. Subcontracting.** Contractor is prohibited from subcontracting this Agreement or any part of it unless such subcontracting is first approved by City in writing. Neither party shall, on the basis of this Agreement, contract on behalf of or in the name of the other party. An agreement made in violation of this provision shall confer no rights on any party and shall be null and void.

**30. Assignment.** The services to be performed by Contractor are personal in character and neither this Agreement nor any duties or obligations hereunder may be assigned or delegated by the Contractor unless first approved by City by written instrument executed and approved in the same manner as this Agreement.

**31. Non-Waiver of Rights.** The omission by either party at any time to enforce any default or right reserved to it, or to require performance of any of the terms, covenants, or provisions hereof by the other party at the time designated, shall not be a waiver of any such default or right to which the party is entitled, nor shall it in any way affect the right of the party to enforce such provisions thereafter.

**32. Earned Income Credit (EIC) Forms.** Administrative Code section 12O requires that employers provide their employees with IRS Form W-5 (The Earned Income Credit Advance Payment Certificate) and the IRS EIC Schedule, as set forth below. Employers can locate these forms at the IRS Office, on the Internet, or anywhere that Federal Tax Forms can be found. Contractor shall provide EIC Forms to each Eligible Employee at each of the following times: (i) within thirty days following the date on which this Agreement becomes effective (unless Contractor has already provided such EIC Forms at least once during the calendar year in which such effective date falls); (ii) promptly after any Eligible Employee is hired by Contractor; and (iii) annually between January 1 and January 31 of each calendar year during the term of this Agreement. Failure to comply with any requirement contained in subparagraph (a) of this Section shall constitute a material breach by Contractor of the terms of this Agreement. If, within thirty days after Contractor receives written notice of such a breach, Contractor fails to cure such breach or, if such breach cannot reasonably be cured within such period of thirty days, Contractor fails to commence efforts to cure within such period or thereafter fails to diligently pursue such cure to completion, the City may pursue any rights or remedies available under this Agreement or under applicable law. Any Subcontract entered into by Contractor shall require the subcontractor to comply, as to the subcontractor's Eligible Employees, with each of the terms of this section. Capitalized terms used in this Section and not defined in this Agreement shall have the meanings assigned to such terms in Section 12O of the San Francisco Administrative Code.

**33. Local Business Enterprise Utilization; Liquidated Damages**

**a. The LBE Ordinance.** Contractor, shall comply with all the requirements of the Local Business Enterprise and Non-Discrimination in Contracting Ordinance set forth in Chapter 14B of the San Francisco Administrative Code as it now exists or as it may be amended in the future (collectively the "LBE Ordinance"), provided such amendments do not materially increase Contractor's obligations or liabilities, or materially diminish Contractor's rights, under this Agreement. Such provisions of the LBE Ordinance are incorporated by reference and made a part of this Agreement as though fully set forth in this section. Contractor's willful failure to comply with any applicable provisions of the LBE Ordinance is a material breach of Contractor's obligations under this Agreement and shall entitle City, subject to any applicable notice and cure provisions set forth in this Agreement, to exercise any of the remedies provided for under this Agreement, under the LBE Ordinance or otherwise available at law or in equity, which remedies shall be cumulative unless this Agreement expressly provides that any remedy is exclusive. In addition, Contractor shall comply fully with all other applicable local, state and federal laws prohibiting discrimination and requiring equal opportunity in contracting, including subcontracting.

**b. Compliance and Enforcement**



If Contractor willfully fails to comply with any of the provisions of the LBE Ordinance, the rules and regulations implementing the LBE Ordinance, or the provisions of this Agreement pertaining to LBE participation, Contractor shall be liable for liquidated damages in an amount equal to Contractor's net profit on this Agreement, or 10% of the total amount of this Agreement, or \$1,000, whichever is greatest. The Director of the City's Human Rights Commission or any other public official authorized to enforce the LBE Ordinance (separately and collectively, the "Director of HRC") may also impose other sanctions against Contractor authorized in the LBE Ordinance, including declaring the Contractor to be irresponsible and ineligible to contract with the City for a period of up to five years or revocation of the Contractor's LBE certification. The Director of HRC will determine the sanctions to be imposed, including the amount of liquidated damages, after investigation pursuant to Administrative Code §14B.17.

By entering into this Agreement, Contractor acknowledges and agrees that any liquidated damages assessed by the Director of the HRC shall be payable to City upon demand. Contractor further acknowledges and agrees that any liquidated damages assessed may be withheld from any monies due to Contractor on any contract with City.

Contractor agrees to maintain records necessary for monitoring its compliance with the LBE Ordinance for a period of three years following termination or expiration of this Agreement, and shall make such records available for audit and inspection by the Director of HRC or the Controller upon request.

#### **34. Nondiscrimination; Penalties**

**a. Contractor Shall Not Discriminate.** In the performance of this Agreement, Contractor agrees not to discriminate against any employee, City and County employee working with such contractor or subcontractor, applicant for employment with such contractor or subcontractor, or against any person seeking accommodations, advantages, facilities, privileges, services, or membership in all business, social, or other establishments or organizations, on the basis of the fact or perception of a person's race, color, creed, religion, national origin, ancestry, age, height, weight, sex, sexual orientation, gender identity, domestic partner status, marital status, disability or Acquired Immune Deficiency Syndrome or HIV status (AIDS/HIV status), or association with members of such protected classes, or in retaliation for opposition to discrimination against such classes.

**b. Subcontracts.** Contractor shall incorporate by reference in all subcontracts the provisions of §§12B.2(a), 12B.2(c)-(k), and 12C.3 of the San Francisco Administrative Code (copies of which are available from Purchasing) and shall require all subcontractors to comply with such provisions. Contractor's failure to comply with the obligations in this subsection shall constitute a material breach of this Agreement.

**c. Nondiscrimination in Benefits.** Contractor does not as of the date of this Agreement and will not during the term of this Agreement, in any of its operations in San Francisco, on real property owned by San Francisco, or where work is being performed for the City elsewhere in the United States, discriminate in the provision of bereavement leave, family medical leave, health benefits, membership or membership discounts, moving expenses, pension and retirement benefits or travel benefits, as well as any benefits other than the benefits specified above, between employees with domestic partners and employees with spouses, and/or between the domestic partners and spouses of such employees, where the domestic partnership has been registered with a governmental entity pursuant to state or local law authorizing such registration, subject to the conditions set forth in §12B.2(b) of the San Francisco Administrative Code.

d. **Condition to Contract.** As a condition to this Agreement, Contractor shall execute the "Chapter 12B Declaration: Nondiscrimination in Contracts and Benefits" form (form HRC-12B-101) with supporting documentation and secure the approval of the form by the San Francisco Human Rights Commission.

e. **Incorporation of Administrative Code Provisions by Reference.** The provisions of Chapters 12B and 12C of the San Francisco Administrative Code are incorporated in this Section by reference and made a part of this Agreement as though fully set forth herein. Contractor shall comply fully with and be bound by all of the provisions that apply to this Agreement under such Chapters, including but not limited to the remedies provided in such Chapters. Without limiting the foregoing, Contractor understands that pursuant to §§12B.2(h) and 12C.3(g) of the San Francisco Administrative Code, a penalty of \$50 for each person for each calendar day during which such person was discriminated against in violation of the provisions of this Agreement may be assessed against Contractor and/or deducted from any payments due Contractor.

35. **MacBride Principles—Northern Ireland.** Pursuant to San Francisco Administrative Code §12F.5, the City and County of San Francisco urges companies doing business in Northern Ireland to move towards resolving employment inequities, and encourages such companies to abide by the MacBride Principles. The City and County of San Francisco urges San Francisco companies to do business with corporations that abide by the MacBride Principles. By signing below, the person executing this agreement on behalf of Contractor acknowledges and agrees that he or she has read and understood this section.

36. **Tropical Hardwood and Virgin Redwood Ban.** Pursuant to §804(b) of the San Francisco Environment Code, the City and County of San Francisco urges contractors not to import, purchase, obtain, or use for any purpose, any tropical hardwood, tropical hardwood wood product, virgin redwood or virgin redwood wood product.

37. **Drug-Free Workplace Policy.** Contractor acknowledges that pursuant to the Federal Drug-Free Workplace Act of 1989, the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited on City premises. Contractor agrees that any violation of this prohibition by Contractor, its employees, agents or assigns will be deemed a material breach of this Agreement.

38. **Resource Conservation.** Chapter 5 of the San Francisco Environment Code ("Resource Conservation") is incorporated herein by reference. Failure by Contractor to comply with any of the applicable requirements of Chapter 5 will be deemed a material breach of contract.

39. **Compliance with Americans with Disabilities Act.** Contractor acknowledges that, pursuant to the Americans with Disabilities Act (ADA), programs, services and other activities provided by a public entity to the public, whether directly or through a contractor, must be accessible to the disabled public. Contractor shall provide the services specified in this Agreement in a manner that complies with the ADA and any and all other applicable federal, state and local disability rights legislation. Contractor agrees not to discriminate against disabled persons in the provision of services, benefits or activities provided under this Agreement and further agrees that any violation of this prohibition on the part of Contractor, its employees, agents or assigns will constitute a material breach of this Agreement.

40. **Sunshine Ordinance.** In accordance with San Francisco Administrative Code §67.24(e), contracts, contractors' bids, responses to solicitations and all other records of communications between City and persons or firms seeking contracts, shall be open to inspection immediately after a contract has been awarded. Nothing in this provision requires the disclosure of a private person or organization's net worth or other proprietary financial data submitted for qualification for a contract or other benefit until and

unless that person or organization is awarded the contract or benefit. Information provided which is covered by this paragraph will be made available to the public upon request.

**41. Public Access to Meetings and Records.** If the Contractor receives a cumulative total per year of at least \$250,000 in City funds or City-administered funds and is a non-profit organization as defined in Chapter 12L of the San Francisco Administrative Code, Contractor shall comply with and be bound by all the applicable provisions of that Chapter. By executing this Agreement, the Contractor agrees to open its meetings and records to the public in the manner set forth in §§12L.4 and 12L.5 of the Administrative Code. Contractor further agrees to make-good faith efforts to promote community membership on its Board of Directors in the manner set forth in §12L.6 of the Administrative Code. The Contractor acknowledges that its material failure to comply with any of the provisions of this paragraph shall constitute a material breach of this Agreement. The Contractor further acknowledges that such material breach of the Agreement shall be grounds for the City to terminate and/or not renew the Agreement, partially or in its entirety.

**42. Limitations on Contributions.** Through execution of this Agreement, Contractor acknowledges that it is familiar with section 1.126 of the City's Campaign and Governmental Conduct Code, which prohibits any person who contracts with the City for the rendition of personal services, for the furnishing of any material, supplies or equipment, for the sale or lease of any land or building, or for a grant, loan or loan guarantee, from making any campaign contribution to (1) an individual holding a City elective office if the contract must be approved by the individual, a board on which that individual serves, or the board of a state agency on which an appointee of that individual serves, (2) a candidate for the office held by such individual, or (3) a committee controlled by such individual, at any time from the commencement of negotiations for the contract until the later of either the termination of negotiations for such contract or six months after the date the contract is approved. Contractor acknowledges that the foregoing restriction applies only if the contract or a combination or series of contracts approved by the same individual or board in a fiscal year have a total anticipated or actual value of \$50,000 or more. Contractor further acknowledges that the prohibition on contributions applies to each prospective party to the contract; each member of Contractor's board of directors; Contractor's chairperson, chief executive officer, chief financial officer and chief operating officer; any person with an ownership interest of more than 20 percent in Contractor; any subcontractor listed in the bid or contract; and any committee that is sponsored or controlled by Contractor. Additionally, Contractor acknowledges that Contractor must inform each of the persons described in the preceding sentence of the prohibitions contained in Section 1.126. Contractor further agrees to provide to City the names of each person, entity or committee described above.

**43. Requiring Minimum Compensation for Covered Employees**

a. Contractor agrees to comply fully with and be bound by all of the provisions of the Minimum Compensation Ordinance (MCO), as set forth in San Francisco Administrative Code Chapter 12P (Chapter 12P), including the remedies provided, and implementing guidelines and rules. The provisions of Sections 12P.5 and 12P.5.1 of Chapter 12P are incorporated herein by reference and made a part of this Agreement as though fully set forth. The text of the MCO is available on the web at [www.sfgov.org/olse/mco](http://www.sfgov.org/olse/mco). A partial listing of some of Contractor's obligations under the MCO is set forth in this Section. Contractor is required to comply with all the provisions of the MCO, irrespective of the listing of obligations in this Section.

b. The MCO requires Contractor to pay Contractor's employees a minimum hourly gross compensation wage rate and to provide minimum compensated and uncompensated time off. The minimum wage rate may change from year to year and Contractor is obligated to keep informed of the then-current requirements. Any subcontract entered into by Contractor shall require the subcontractor to comply with the requirements of the MCO and shall contain contractual obligations substantially the

same as those set forth in this Section. It is Contractor's obligation to ensure that any subcontractors of any tier under this Agreement comply with the requirements of the MCO. If any subcontractor under this Agreement fails to comply, City may pursue any of the remedies set forth in this Section against Contractor.

c. Contractor shall not take adverse action or otherwise discriminate against an employee or other person for the exercise or attempted exercise of rights under the MCO. Such actions, if taken within 90 days of the exercise or attempted exercise of such rights, will be rebuttably presumed to be retaliation prohibited by the MCO.

d. Contractor shall maintain employee and payroll records as required by the MCO. If Contractor fails to do so, it shall be presumed that the Contractor paid no more than the minimum wage required under State law.

e. The City is authorized to inspect Contractor's job sites and conduct interviews with employees and conduct audits of Contractor

f. Contractor's commitment to provide the Minimum Compensation is a material element of the City's consideration for this Agreement. The City in its sole discretion shall determine whether such a breach has occurred. The City and the public will suffer actual damage that will be impractical or extremely difficult to determine if the Contractor fails to comply with these requirements. Contractor agrees that the sums set forth in Section 12P.6.1 of the MCO as liquidated damages are not a penalty, but are reasonable estimates of the loss that the City and the public will incur for Contractor's noncompliance. The procedures governing the assessment of liquidated damages shall be those set forth in Section 12P.6.2 of Chapter 12P.

g. Contractor understands and agrees that if it fails to comply with the requirements of the MCO, the City shall have the right to pursue any rights or remedies available under Chapter 12P (including liquidated damages), under the terms of the contract, and under applicable law. If, within 30 days after receiving written notice of a breach of this Agreement for violating the MCO, Contractor fails to cure such breach or, if such breach cannot reasonably be cured within such period of 30 days, Contractor fails to commence efforts to cure within such period, or thereafter fails diligently to pursue such cure to completion, the City shall have the right to pursue any rights or remedies available under applicable law, including those set forth in Section 12P.6(c) of Chapter 12P. Each of these remedies shall be exercisable individually or in combination with any other rights or remedies available to the City.

h. Contractor represents and warrants that it is not an entity that was set up, or is being used, for the purpose of evading the intent of the MCO.

i. If Contractor is exempt from the MCO when this Agreement is executed because the cumulative amount of agreements with this department for the fiscal year is less than \$25,000, but Contractor later enters into an agreement or agreements that cause contractor to exceed that amount in a fiscal year, Contractor shall thereafter be required to comply with the MCO under this Agreement. This obligation arises on the effective date of the agreement that causes the cumulative amount of agreements between the Contractor and this department to exceed \$25,000 in the fiscal year.

**44. Requiring Health Benefits for Covered Employees.** Contractor agrees to comply fully with and be bound by all of the provisions of the Health Care Accountability Ordinance (HCAO), as set forth in San Francisco Administrative Code Chapter 12Q, including the remedies provided, and implementing regulations, as the same may be amended from time to time. The provisions of section 12Q.5.a of Chapter 12Q are incorporated by reference and made a part of this Agreement as though fully set forth

herein. The text of the HCAO is available on the web at [www.sfgov.org/olse](http://www.sfgov.org/olse). Capitalized terms used in this Section and not defined in this Agreement shall have the meanings assigned to such terms in Chapter 12Q.

a. For each Covered Employee, Contractor shall provide the appropriate health benefit set forth in Section 12Q.3 of the HCAO. If Contractor chooses to offer the health plan option, such health plan shall meet the minimum standards set forth by the San Francisco Health Commission.

b. Notwithstanding the above, if the Contractor is a small business as defined in Section 12Q.3(e) of the HCAO, it shall have no obligation to comply with part (a) above.

c. Contractor's failure to comply with the HCAO shall constitute a material breach of this agreement. City shall notify Contractor if such a breach has occurred. If, within 30 days after receiving City's written notice of a breach of this Agreement for violating the HCAO, Contractor fails to cure such breach or, if such breach cannot reasonably be cured within such period of 30 days, Contractor fails to commence efforts to cure within such period, or thereafter fails diligently to pursue such cure to completion, City shall have the right to pursue the remedies set forth in 12Q.5.1 and 12Q.5(f)(1-6). Each of these remedies shall be exercisable individually or in combination with any other rights or remedies available to City.

d. Any Subcontract entered into by Contractor shall require the Subcontractor to comply with the requirements of the HCAO and shall contain contractual obligations substantially the same as those set forth in this Section. Contractor shall notify City's Office of Contract Administration when it enters into such a Subcontract and shall certify to the Office of Contract Administration that it has notified the Subcontractor of the obligations under the HCAO and has imposed the requirements of the HCAO on Subcontractor through the Subcontract. Each Contractor shall be responsible for its Subcontractors' compliance with this Chapter. If a Subcontractor fails to comply, the City may pursue the remedies set forth in this Section against Contractor based on the Subcontractor's failure to comply, provided that City has first provided Contractor with notice and an opportunity to obtain a cure of the violation.

e. Contractor shall not discharge, reduce in compensation, or otherwise discriminate against any employee for notifying City with regard to Contractor's noncompliance or anticipated noncompliance with the requirements of the HCAO, for opposing any practice proscribed by the HCAO, for participating in proceedings related to the HCAO, or for seeking to assert or enforce any rights under the HCAO by any lawful means.

f. Contractor represents and warrants that it is not an entity that was set up, or is being used, for the purpose of evading the intent of the HCAO.

g. Contractor shall maintain employee and payroll records in compliance with the California Labor Code and Industrial Welfare Commission orders, including the number of hours each employee has worked on the City Contract.

h. Contractor shall keep itself informed of the current requirements of the HCAO.

i. Contractor shall provide reports to the City in accordance with any reporting standards promulgated by the City under the HCAO, including reports on Subcontractors and Subtenants, as applicable.

j. Contractor shall provide City with access to records pertaining to compliance with HCAO after receiving a written request from City to do so and being provided at least ten business days to respond.

k. Contractor shall allow City to inspect Contractor's job sites and have access to Contractor's employees in order to monitor and determine compliance with HCAO.

l. City may conduct random audits of Contractor to ascertain its compliance with HCAO. Contractor agrees to cooperate with City when it conducts such audits.

m. If Contractor is exempt from the HCAO when this Agreement is executed because its amount is less than \$25,000 (\$50,000 for nonprofits), but Contractor later enters into an agreement or agreements that cause Contractor's aggregate amount of all agreements with City to reach \$75,000, all the agreements shall be thereafter subject to the HCAO. This obligation arises on the effective date of the agreement that causes the cumulative amount of agreements between Contractor and the City to be equal to or greater than \$75,000 in the fiscal year.

#### 45. First Source Hiring Program

a. **Incorporation of Administrative Code Provisions by Reference.** The provisions of Chapter 83 of the San Francisco Administrative Code are incorporated in this Section by reference and made a part of this Agreement as though fully set forth herein. Contractor shall comply fully with, and be bound by, all of the provisions that apply to this Agreement under such Chapter, including but not limited to the remedies provided therein. Capitalized terms used in this Section and not defined in this Agreement shall have the meanings assigned to such terms in Chapter 83.

b. **First Source Hiring Agreement.** As an essential term of, and consideration for, any contract or property contract with the City, not exempted by the FSHA, the Contractor shall enter into a first source hiring agreement ("agreement") with the City, on or before the effective date of the contract or property contract. Contractors shall also enter into an agreement with the City for any other work that it performs in the City. Such agreement shall:

(1) Set appropriate hiring and retention goals for entry level positions. The employer shall agree to achieve these hiring and retention goals, or, if unable to achieve these goals, to establish good faith efforts as to its attempts to do so, as set forth in the agreement. The agreement shall take into consideration the employer's participation in existing job training, referral and/or brokerage programs. Within the discretion of the FSHA, subject to appropriate modifications, participation in such programs maybe certified as meeting the requirements of this Chapter. Failure either to achieve the specified goal, or to establish good faith efforts will constitute noncompliance and will subject the employer to the provisions of Section 83.10 of this Chapter.

(2) Set first source interviewing, recruitment and hiring requirements, which will provide the San Francisco Workforce Development System with the first opportunity to provide qualified economically disadvantaged individuals for consideration for employment for entry level positions. Employers shall consider all applications of qualified economically disadvantaged individuals referred by the System for employment; provided however, if the employer utilizes nondiscriminatory screening criteria, the employer shall have the sole discretion to interview and/or hire individuals referred or certified by the San Francisco Workforce Development System as being qualified economically disadvantaged individuals. The duration of the first source interviewing requirement shall be determined by the FSHA and shall be set forth in each agreement, but shall not exceed 10 days. During that period, the employer may publicize the entry level positions in accordance with the agreement. A need for urgent or temporary hires must be evaluated, and appropriate provisions for such a situation must be made in the agreement.

(3) Set appropriate requirements for providing notification of available entry level positions to the San Francisco Workforce Development System so that the System may train and refer an adequate pool of qualified economically disadvantaged individuals to participating employers. Notification should include such information as employment needs by occupational title, skills, and/or experience required, the hours required, wage scale and duration of employment, identification of entry level and training positions, identification of English language proficiency requirements, or absence thereof, and the projected schedule and procedures for hiring for each occupation. Employers should provide both long-term job need projections and notice before initiating the interviewing and hiring process. These notification requirements will take into consideration any need to protect the employer's proprietary information.

(4) Set appropriate record keeping and monitoring requirements. The First Source Hiring Administration shall develop easy-to-use forms and record keeping requirements for documenting compliance with the agreement. To the greatest extent possible, these requirements shall utilize the employer's existing record keeping systems, be nonduplicative, and facilitate a coordinated flow of information and referrals.

(5) Establish guidelines for employer good faith efforts to comply with the first source hiring requirements of this Chapter. The FSHA will work with City departments to develop employer good faith effort requirements appropriate to the types of contracts and property contracts handled by each department. Employers shall appoint a liaison for dealing with the development and implementation of the employer's agreement. In the event that the FSHA finds that the employer under a City contract or property contract has taken actions primarily for the purpose of circumventing the requirements of this Chapter, that employer shall be subject to the sanctions set forth in Section 83.10 of this Chapter.

(6) Set the term of the requirements.

(7) Set appropriate enforcement and sanctioning standards consistent with this Chapter.

(8) Set forth the City's obligations to develop training programs, job applicant referrals, technical assistance, and information systems that assist the employer in complying with this Chapter.

(9) Require the developer to include notice of the requirements of this Chapter in leases, subleases, and other occupancy contracts.

**c. Hiring Decisions.** Contractor shall make the final determination of whether an Economically Disadvantaged Individual referred by the System is "qualified" for the position.

**d. Exceptions.** Upon application by Employer, the First Source Hiring Administration may grant an exception to any or all of the requirements of Chapter 83 in any situation where it concludes that compliance with this Chapter would cause economic hardship.

**e. Liquidated Damages.** Contractor agrees:

(1) To be liable to the City for liquidated damages as provided in this section;

(2) To be subject to the procedures governing enforcement of breaches of contracts based on violations of contract provisions required by this Chapter as set forth in this section;

(3) That the contractor's commitment to comply with this Chapter is a material element of the City's consideration for this contract; that the failure of the contractor to comply with the contract provisions required by this Chapter will cause harm to the City and the public which is significant and

substantial but extremely difficult to quantify; that the harm to the City includes not only the financial cost of funding public assistance programs but also the insidious but impossible to quantify harm that this community and its families suffer as a result of unemployment; and that the assessment of liquidated damages of up to \$5,000 for every notice of a new hire for an entry level position improperly withheld by the contractor from the first source hiring process, as determined by the FSHA during its first investigation of a contractor, does not exceed a fair estimate of the financial and other damages that the City suffers as a result of the contractor's failure to comply with its first source referral contractual obligations.

(4) That the continued failure by a contractor to comply with its first source referral contractual obligations will cause further significant and substantial harm to the City and the public, and that a second assessment of liquidated damages of up to \$10,000 for each entry level position improperly withheld from the FSHA, from the time of the conclusion of the first investigation forward, does not exceed the financial and other damages that the City suffers as a result of the contractor's continued failure to comply with its first source referral contractual obligations;

(5) That in addition to the cost of investigating alleged violations under this Section, the computation of liquidated damages for purposes of this section is based on the following data:

A. The average length of stay on public assistance in San Francisco's County Adult Assistance Program is approximately 41 months at an average monthly grant of \$348 per month, totaling approximately \$14,379; and

B. In 2004, the retention rate of adults placed in employment programs funded under the Workforce Investment Act for at least the first six months of employment was 84.4%. Since qualified individuals under the First Source program face far fewer barriers to employment than their counterparts in programs funded by the Workforce Investment Act, it is reasonable to conclude that the average length of employment for an individual whom the First Source Program refers to an employer and who is hired in an entry level position is at least one year;

therefore, liquidated damages that total \$5,000 for first violations and \$10,000 for subsequent violations as determined by FSHA constitute a fair, reasonable, and conservative attempt to quantify the harm caused to the City by the failure of a contractor to comply with its first source referral contractual obligations.

(6) That the failure of contractors to comply with this Chapter, except property contractors, may be subject to the debarment and monetary penalties set forth in Sections 6.80 et seq. of the San Francisco Administrative Code, as well as any other remedies available under the contract or at law; and

Violation of the requirements of Chapter 83 is subject to an assessment of liquidated damages in the amount of \$5,000 for every new hire for an Entry Level Position improperly withheld from the first source hiring process. The assessment of liquidated damages and the evaluation of any defenses or mitigating factors shall be made by the FSHA.

f. **Subcontracts.** Any subcontract entered into by Contractor shall require the subcontractor to comply with the requirements of Chapter 83 and shall contain contractual obligations substantially the same as those set forth in this Section.

**46. Prohibition on Political Activity with City Funds.** In accordance with San Francisco Administrative Code Chapter 12.G, Contractor may not participate in, support, or attempt to influence any political campaign for a candidate or for a ballot measure (collectively, "Political Activity") in the performance of the services provided under this Agreement. Contractor agrees to comply with San



Francisco Administrative Code Chapter 12.G and any implementing rules and regulations promulgated by the City's Controller. The terms and provisions of Chapter 12.G are incorporated herein by this reference. In the event Contractor violates the provisions of this section, the City may, in addition to any other rights or remedies available hereunder, (i) terminate this Agreement, and (ii) prohibit Contractor from bidding on or receiving any new City contract for a period of two (2) years. The Controller will not consider Contractor's use of profit as a violation of this section.

**47. Preservative-treated Wood Containing Arsenic.** Contractor may not purchase preservative-treated wood products containing arsenic in the performance of this Agreement unless an exemption from the requirements of Chapter 13 of the San Francisco Environment Code is obtained from the Department of the Environment under Section 1304 of the Code. The term "preservative-treated wood containing arsenic" shall mean wood treated with a preservative that contains arsenic, elemental arsenic, or an arsenic copper combination, including, but not limited to, chromated copper arsenate preservative, ammoniacal copper zinc arsenate preservative, or ammoniacal copper arsenate preservative. Contractor may purchase preservative-treated wood products on the list of environmentally preferable alternatives prepared and adopted by the Department of the Environment. This provision does not preclude Contractor from purchasing preservative-treated wood containing arsenic for saltwater immersion. The term "saltwater immersion" shall mean a pressure-treated wood that is used for construction purposes or facilities that are partially or totally immersed in saltwater.

**48. Modification of Agreement.** This Agreement may not be modified, nor may compliance with any of its terms be waived, except by written instrument executed and approved in the same manner as this Agreement. Contractor shall cooperate with Department to submit to the Director of HRC any amendment, modification, supplement or change order that would result in a cumulative increase of the original amount of this Agreement by more than 20% (HRC Contract Modification Form).

**49. Administrative Remedy for Agreement Interpretation – DELETED BY MUTUAL AGREEMENT OF THE PARTIES**

**50. Agreement Made in California; Venue.** The formation, interpretation and performance of this Agreement shall be governed by the laws of the State of California. Venue for all litigation relative to the formation, interpretation and performance of this Agreement shall be in San Francisco.

**51. Construction.** All paragraph captions are for reference only and shall not be considered in construing this Agreement.

**52. Entire Agreement.** This contract sets forth the entire Agreement between the parties, and supersedes all other oral or written provisions. This contract may be modified only as provided in Section 48, "Modification of Agreement".

**53. Compliance with Laws.** Contractor shall keep itself fully informed of the City's Charter, codes, ordinances and regulations of the City and of all state, and federal laws in any manner affecting the performance of this Agreement, and must at all times comply with such local codes, ordinances, and regulations and all applicable laws as they may be amended from time to time.

**54. Services Provided by Attorneys.** Any services to be provided by a law firm or attorney must be reviewed and approved in writing in advance by the City Attorney. No invoices for services provided by law firms or attorneys, including, without limitation, as subcontractors of Contractor, will be paid unless the provider received advance written approval from the City Attorney.

**55. Supervision of Minors.** Contractor, and any subcontractors, shall comply with California Penal Code section 11105.3 and request from the Department of Justice records of all convictions or any arrest pending adjudication involving the offenses specified in Welfare and Institution Code section 15660(a) of

any person who applies for employment or volunteer position with Contractor, or any subcontractor, in which he or she would have supervisory or disciplinary power over a minor under his or her care. If Contractor, or any subcontractor, is providing services at a City park, playground, recreational center or beach (separately and collectively, "Recreational Site"), Contractor shall not hire, and shall prevent its subcontractors from hiring, any person for employment or volunteer position to provide those services if that person has been convicted of any offense that was listed in former Penal Code section 11105.3 (h)(1) or 11105.3(h)(3). If Contractor, or any of its subcontractors, hires an employee or volunteer to provide services to minors at any location other than a Recreational Site, and that employee or volunteer has been convicted of an offense specified in Penal Code section 11105.3(c), then Contractor shall comply, and cause its sub-contractors to comply with that section and provide written notice to the parents or guardians of any minor who will be supervised or disciplined by the employee or volunteer not less than ten (10) days prior to the day the employee or volunteer begins his or her duties or tasks. Contractor shall provide, or cause its subcontractors to provide City with a copy of any such notice at the same time that it provides notice to any parent or guardian. Contractor shall expressly require any of its subcontractors with supervisory or disciplinary power over a minor to comply with this section of the Agreement as a condition of its contract with the subcontractor. Contractor acknowledges and agrees that failure by Contractor or any of its subcontractors to comply with any provision of this section of the Agreement shall constitute an Event of Default. Contractor further acknowledges and agrees that such Event of Default shall be grounds for the City to terminate the Agreement, partially or in its entirety, to recover from Contractor any amounts paid under this Agreement, and to withhold any future payments to Contractor. The remedies provided in this Section shall not limited any other remedy available to the City hereunder, or in equity or law for an Event of Default, and each remedy may be exercised individually or in combination with any other available remedy. The exercise of any remedy shall not preclude or in any way be deemed to waive any other remedy.

**56. Severability.** Should the application of any provision of this Agreement to any particular facts or circumstances be found by a court of competent jurisdiction to be invalid or unenforceable, then (a) the validity of other provisions of this Agreement shall not be affected or impaired thereby, and (b) such provision shall be enforced to the maximum extent possible so as to effect the intent of the parties and shall be reformed without further action by the parties to the extent necessary to make such provision valid and enforceable.

**57. Protection of Private Information.** Contractor has read and agrees to the terms set forth in San Francisco Administrative Code Sections 12M.2, "Nondisclosure of Private Information," and 12M.3, "Enforcement" of Administrative Code Chapter 12M, "Protection of Private Information," which are incorporated herein as if fully set forth. Contractor agrees that any failure of Contractor to comply with the requirements of Section 12M.2 of this Chapter shall be a material breach of the Contract. In such an event, in addition to any other remedies available to it under equity or law, the City may terminate the Contract, bring a false claim action against the Contractor pursuant to Chapter 6 or Chapter 21 of the Administrative Code, or debar the Contractor.

**58. Graffiti Removal.** Graffiti is detrimental to the health, safety and welfare of the community in that it promotes a perception in the community that the laws protecting public and private property can be disregarded with impunity. This perception fosters a sense of disrespect of the law that results in an increase in crime; degrades the community and leads to urban blight; is detrimental to property values, business opportunities and the enjoyment of life; is inconsistent with the City's property maintenance goals and aesthetic standards; and results in additional graffiti and in other properties becoming the target of graffiti unless it is quickly removed from public and private property. Graffiti results in visual pollution and is a public nuisance. Graffiti must be abated as quickly as possible to avoid detrimental impacts on the City and County and its residents, and to prevent the further spread of graffiti. Contractor shall remove all graffiti from any real property owned or leased by Contractor in the City and County of San Francisco within forty eight (48) hours of the earlier of Contractor's (a) discovery or notification of

the graffiti or (b) receipt of notification of the graffiti from the Department of Public Works. This section is not intended to require a Contractor to breach any lease or other agreement that it may have concerning its use of the real property. The term "graffiti" means any inscription, word, figure, marking or design that is affixed, marked, etched, scratched, drawn or painted on any building, structure, fixture or other improvement, whether permanent or temporary, including by way of example only and without limitation, signs, banners, billboards and fencing surrounding construction sites, whether public or private, without the consent of the owner of the property or the owner's authorized agent, and which is visible from the public right-of-way. "Graffiti" shall not include: (1) any sign or banner that is authorized by, and in compliance with, the applicable requirements of the San Francisco Public Works Code, the San Francisco Planning Code or the San Francisco Building Code; or (2) any mural or other painting or marking on the property that is protected as a work of fine art under the California Art Preservation Act (California Civil Code Sections 987 et seq.) or as a work of visual art under the Federal Visual Artists Rights Act of 1990 (17 U.S.C. §§ 101 et seq.).

Any failure of Contractor to comply with this section of this Agreement shall constitute an Event of Default of this Agreement.

**59. Food Service Waste Reduction Requirements.** Contractor agrees to comply fully with and be bound by all of the provisions of the Food Service Waste Reduction Ordinance, as set forth in San Francisco Environment Code Chapter 16, including the remedies provided, and implementing guidelines and rules. The provisions of Chapter 16 are incorporated herein by reference and made a part of this Agreement as though fully set forth. This provision is a material term of this Agreement. By entering into this Agreement, Contractor agrees that if it breaches this provision, City will suffer actual damages that will be impractical or extremely difficult to determine; further, Contractor agrees that the sum of one hundred dollars (\$100) liquidated damages for the first breach, two hundred dollars (\$200) liquidated damages for the second breach in the same year, and five hundred dollars (\$500) liquidated damages for subsequent breaches in the same year is reasonable estimate of the damage that City will incur based on the violation, established in light of the circumstances existing at the time this Agreement was made. Such amount shall not be considered a penalty, but rather agreed monetary damages sustained by City because of Contractor's failure to comply with this provision.

**60. Left blank by agreement of the parties. (Slavery era disclosure)**

**61. Cooperative Drafting.** This Agreement has been drafted through a cooperative effort of both parties, and both parties have had an opportunity to have the Agreement reviewed and revised by legal counsel. No party shall be considered the drafter of this Agreement, and no presumption or rule that an ambiguity shall be construed against the party drafting the clause shall apply to the interpretation or enforcement of this Agreement.

**62. Dispute Resolution Procedure.** A Dispute Resolution Procedure is attached under the Appendix G to address issues that have not been resolved administratively by other departmental remedies.

**63. Additional Terms.** Additional Terms are attached hereto as Appendix D and are incorporated into this Agreement by reference as though fully set forth herein.

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

CITY

CONTRACTOR

Recommended by:

San Francisco AIDS Foundation

BARBARA A. GARCIA, M.P.A.  
Director of Health

11/16/11  
Date

Approved as to Form:

Dennis J. Herrera  
City Attorney

By signing this Agreement, I certify that I comply with the requirements of the Minimum Compensation Ordinance, which entitle Covered Employees to certain minimum hourly wages and compensated and uncompensated time off.

I have read and understood paragraph 35, the City's statement urging companies doing business in Northern Ireland to move towards resolving employment inequities, encouraging compliance with the MacBride Principles, and urging San Francisco companies to do business with corporations that abide by the MacBride Principles.

By: Aleeta Van Runkle  
Deputy City Attorney

11/17/11  
Date

Neil Giuliano  
Executive Director  
Street Address  
City, State Zip

11/14/11  
Date

Approved:

for Naomi Kelly  
Director Office of Contract  
Administration and Purchaser

12/12/11  
Date

City vendor number: 16252

**Appendices**

- A: Services to be provided by Contractor
- B: Calculation of Charges
- C: Reserved
- D: Additional Terms
- E: HIPAA Business Associate Agreement
- F: Invoice
- G: Dispute Resolution

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Appendix A  
Services to be provided by Contractor

1. Terms

A. Contract Administrator:

In performing the Services hereunder, Contractor shall report to Grant Colfax, M.D., 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 09/01/11-06/30/13 may be found in the following Appendixes:

Appendix A, 09/01/11 -06/30/13, Page 1-8	Program Summary
Appendix A-1, 09/01/11 -06/14/13, Pages 1-2	HIV Testing - STOP Study
Appendix A-2, 09/01/11 -12/31/12, Pages 1-3	Community Based HIV Testing
Appendix A-3, 09/01/11 - 06/30/13, Pages 1-4	The Stonewall Project
Appendix A-4, 09/01/11-12/31/12, Pages 1-4	African American Prevention Initiative
Appendix A-5, 09/01/11 -06/30/13, Pages 1-5	Stonewall Castro/ LIFE Program
Appendix A-6, 09/01/11 -06/30/13, Pages 1-3	Syringe Access Services



### SUMMARY

**Service Provider(s):** San Francisco AIDS Foundation  
**Fiscal Agency:** San Francisco AIDS Foundation  
**Total Contract Amount:** \$5,826,291  
**System of Care:** HIV Prevention Section (HPS)  
**Provider Address:** 1035 Market Street, Suite 400, San Francisco, CA 94103  
**Provider Phone:** 415-487-3000 **Provider Fax:** 415-487-3094  
**Contact Person:** Richard Hill, Director, Government Contracts **Direct Phone #:** 415- 487-8042  
**email:** rhill@sfaf.org

**Appendix A-1**

**Program Name:** HIV Testing – STOP Study  
**System of Care:** HPS  
**Program Code:** N/A **Funding Source:** Center for Disease Control  
**Year One:**  
**Amount:** \$26,583  
**Term:** 9.01.11 – 6.14.12  
**Definition and # of UOS:** A Unit of Service (UOS) is equivalent to 1 month of Support Activities)  
 STOP Study Support Activities 9.5  
**Number of UDC/NOC:** N/A  
**Year Two:**  
**Amount:** \$26,583  
**Term:** 6.15.12-6.14.13  
**Definition and # of UOS:** A Unit of Service (UOS) is equivalent to 1 month of Support Activities  
 STOP Study Support Activities 12  
**Number of UDC/NOC:** N/A  
**Target Population:** There is no target population; the study will use specimens collected from clients who already present for testing at the four sites who have agreed to participate.  
**Description of Service:** To support the "Screening Targeted Populations to Interrupt On-going Chains of Transmission with Enhanced Partner Notification" (STOP) Study will evaluate the yield, cost-effectiveness, and feasibility of screening for Acute HIV Infection (AHI) with a fourth-generation enzyme immunoassay (EIA) in high-risk/high-incidence settings compared to pooled Nucleic Acid Amplification Test (NAAT), and will evaluate the yield, cost-effectiveness, and feasibility of enhanced partner notification/contact tracing techniques linked to AHI screening.

**Appendix A-2**

**Program Name:** Community- Based HIV Testing  
**System of Care:** HPS  
**Program Code:** N/A **Funding Source:** Center for Disease Control  
**Year One:**  
**Amount:** \$ 290,298  
**Term:** 9.01.11 – 12.31.11  
**Definition and # of UOS:** A Unit of Service (UOS) is equivalent to 1 test for 1 client  
 Numbers of test during this period 2587  
**Number of UDC/NOC:** 2587  
**Year Two:**  
**Amount:** \$870,894  
**Term:** 1.01.12-12.31.12  
**Definition and # of UOS:** A Unit of Service (UOS) is equivalent to 1 test for 1 client

Number of UDC/NOC:	Numbers of test during this period 8,406	8,406
Target Population:	Gay men and other MSM, IDUs, and TFSM in the Castro and Tenderloin.	
Description of Service:	The program will expand SFAF's HIV testing services for a wide range of gay men and other MSM, IDUs, and TFSM in the Castro and Tenderloin, to ensure that HIV testing and linkage to care are readily accessible for the largest number of people at high risk. Additional testing will be done at a variety of venues that are frequented by the hardest-to-reach MSM, IDUs, and TFSM.	

<b>Appendix A-3</b>		
Program Name:	The Stonewall Project	
System of Care:	HPS	
Program Code:	N/A	Funding Source: General Fund
Year One:		
Amount:	\$294,639	
Term:	9.01.11 - 6.30.12	
Definition and # of UOS:	A Unit of Service (UOS) is equivalent to 1 of Condom distribution, 1 event, 1 group hour, 1 month of Social Marketing or 1 hour of Risk Reduction Counseling, Prevention CM, Training	
	Condom Distribution	8
	Events	23
	Groups	276
	Individual Risk Reduction Counseling	160
	Prevention Case management	240
	Recruitment & Linkages	480
	Training	16
	Social Marketing	8
Number of UDC/NOC:	Condom Distribution	n/a
	Events	1,265
	Groups	920
	Individual Risk Reduction Counseling	320
	Prevention Case Management	288
	Recruitment & Linkages	1,920
	Training	80
	Social Marketing	n/a
Year Two:		
Amount:	\$353,567	
Term:	7.01.12-6.30.13	
Definition and # of UOS:	A Unit of Service (UOS) is equivalent to 1 of Condom distribution, 1 event, 1 group hour, 1 month of Social Marketing or 1 hour of Risk Reduction Counseling, Prevention CM, Training	
	Condom Distribution	12
	Events	33
	Groups	400
	Individual Risk Reduction Counseling	232
	Prevention Case Management	348
	Recruitment & Linkages	696
	Training	23
	Social Marketing	12
Number of UDC/NOC:	Condom Distribution	n/a
	Events	1,815

Groups	1,334
Individual Risk Reduction Counseling	464
Prevention Case Management	418
Recruitment & Linkages	2,784
Training	116
Social Marketing	n/a

**Target Population:** Gay men and other MSM (G/MSM) who reside in San Francisco and use methamphetamine and other substances.

**Description of Service:** Stonewall's substance abuse services for MSM and MSM-IDU, focus on increasing status awareness, increasing viral load suppression, maintaining or increasing levels of protected sex, and increasing access to safer injection supplies. Services will be delivered in the Castro, Mission, Tenderloin, and SOMA neighborhoods.

<b>Appendix A-4</b>	
<b>Program Name:</b>	African American Prevention Initiative
<b>Program Code:</b>	N/A
<b>Year One</b>	<b>Funding Source:</b> Center for Disease Control
<b>Amount:</b>	\$166,339
<b>Term:</b>	9.01.11 – 12.31.11
<b>Definition and # of UOS:</b>	A Unit of Service (UOS) is equivalent to 1 HIV test per 1 client, 1 event, 1 group hour, 1 hour of Individual risk Reduction Counseling or 1 linkage to PHAST Program
	Events 7
	Groups 223
	HIV Testing 160
	Individual Risk Reduction Counseling 128
	Linkages 20
<b>Number of UDC/NOC:</b>	Events 287
	Groups 1,198
	HIV Testing 160
	Individual Risk Reduction Counseling 128
	Linkages 20
<b>Year Two:</b>	
<b>Amount:</b>	\$499,017
<b>Term:</b>	1.01.12-12.31.12
<b>Definition and # of UOS:</b>	A Unit of Service (UOS) is equivalent to 1 HIV test per 1 client, 1 event, 1 group hour, 1 hour of Individual risk Reduction Counseling or 1 linkage to PHAST Program
	Events 23
	Groups 725
	HIV Testing 520
	Individual Risk Reduction Counseling 416
	Linkages 65
<b>Number of UDC/NOC:</b>	Events 1,107
	Groups 3,893
	HIV Testing 520
	Individual Risk Reduction Counseling 416
	Linkages 65
<b>Target Population:</b>	African-American gay men and other MSM (G/MSM) who reside in San Francisco,

**Description of Service:** with a focus on the Tenderloin and Castro neighborhoods. This Initiative is collaboration with STOP AIDS Project to deliver a comprehensive set of HIV prevention services to African American G/MSM with diverse backgrounds and prevention needs. The new effort will build on the strengths of SFAF's BBE and SAP's Our Love, both long-standing and successful programs designed specifically to serve African American G/MSM in San Francisco.

<b>Appendix A-5</b>	
<b>Program Name:</b>	Stonewall Castro/LIFE Program
<b>System of Care:</b>	HPS
<b>Program Code:</b>	N/A
<b>Year One:</b>	
<b>Amount:</b>	\$520,385
<b>Term:</b>	9.01.11 – 6.30.12
<b>Definition and # of UOS:</b>	A Unit of Service (UOS) is equivalent to 1 HIV test per 1 client, 1 group hour, 1 hour of Individual Risk Reduction Counseling, Prevention Case Management, or 1 hour of Recruitment and Linkage
	HIV Testing 400
	Individual Risk Reduction Counseling 96
	Prevention Case Management 320
	Groups 207
	Shanti LIFE Program - Individual Risk Reduction Counseling 107
	Shanti LIFE Program - Prevention Case Management 800
	Shanti LIFE Program – Group 403
	Shanti LIFE Program – Recruitment & Linkage 200
<b>Number of UDC/NOC:</b>	
	HIV Testing 400
	Individual Risk Reduction Counseling 192
	Prevention Case Management 320
	Groups 690
	Shanti LIFE Program - Individual Risk Reduction Counseling 107
	Shanti LIFE Program - Prevention Case Management 640
	Shanti LIFE Program – Group 1,423
	Shanti LIFE Program – Recruitment & Linkage 400
<b>Year Two</b>	
<b>Amount</b>	\$581,862
<b>Term:</b>	7.01.12-6.30.13
<b>Definition and # of UOS:</b>	A Unit of Service (UOS) is equivalent to 1 HIV test per 1 client, 1 group hour, 1 hour of Individual Risk Reduction Counseling, Prevention Case Management, or 1 hour of Recruitment and Linkage
	HIV Testing 580
	Individual Risk Reduction Counseling 139
	Prevention Case Management 464
	Groups 300
	Shanti LIFE Program - Individual Risk Reduction Counseling 155
	Shanti LIFE Program - Prevention Case Management 1,160
	Shanti LIFE Program – Group 584
	Shanti LIFE Program – Recruitment & Linkage 290
<b>Number of UDC/NOC:</b>	
	HIV Testing 580

Individual Risk Reduction Counseling	278
Prevention Case Management Groups	464
Shanti LIFE Program - Individual Risk Reduction Counseling	1,000
Shanti LIFE Program - Prevention Case Management	155
Shanti LIFE Program - Group	928
Shanti LIFE Program - Recruitment & Linkage	2,062
	580

**Target Population:** Gay men and other MSM (G/MSM) who reside in San Francisco and use methamphetamine and other substances.

**Description of Service:** Stonewall's substance use counseling services for G/MSM to a new site in the Castro, in close coordination with the HIV testing and gay men's health services available at Magnet, located a half block away; and to support Shanti's LIFE Program, a health-enhancement and wellness counseling program for people living with HIV.

<b>Appendix A-6</b>	
<b>Program Name:</b>	Syringe Access Services
<b>System of Care:</b>	HPS
<b>Program Code:</b>	N/A
<b>Year One Amount</b>	\$998,238
<b>Term:</b>	9.01.11 - 6.30.12
<b>Definition and # of UOS:</b>	A Unit of Service (UOS) is equivalent to 1 hour of service or 1 month of Program Coordination
	Syringe Access Services 2,083
	Program Coordination 8
<b>Number of UDC/NOC:</b>	Syringe Access Services 20,000
	Program Coordination n/a
<b>Year Two Amount</b>	\$1,197,886
<b>Term:</b>	7.01.12-6.30.13
<b>Definition and # of UOS:</b>	A Unit of Service (UOS) is equivalent to 1 hour of service or 1 month of Program Coordination
	Syringe Access Services 3,020
	Program Coordination 12
<b>Number of UDC/NOC:</b>	Syringe Access Services 29,000
	Program Coordination n/a
<b>Target Population:</b>	Intravenous drug users (IDUs) throughout San Francisco
<b>Description of Service:</b>	Provides access to sterile syringes and safer injection supplies thus ensuring IDUs have clean syringes, and reducing the likelihood of syringe sharing and the risk of HIV transmission among the target population. SFAF will serve as the lead agency for all syringe access and disposal services in the city, with partners St. James Infirmary, Glide, the Asian & Pacific Islander Wellness Center, and Homeless Youth Alliance.

Contractor: San Francisco AIDS Foundation  
 Program: HIV Testing – STOP Study  
 Fiscal Year: 2011-2012  
 2012- 2013  
 CMS#: 7164

Appendix A-1  
 Contract Term: 09/01/11 through 06/14/13  
 Funding Source: CDC

- 1) **Program Name: HIV Testing – STOP Study**  
**Program Address: 1035 Market Street, Suite 400**  
**City, State, Zip Code: San Francisco, CA 94103**  
**Telephone: (415) 487-3000**  
**Facsimile: (415) 487-3094**

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

New     Renewal     Modification

3) **Goal Statement**

The “Screening Targeted Populations to Interrupt On-going Chains of Transmission with Enhanced Partner Notification” (STOP) Study aims are:

1. To evaluate the yield, cost-effectiveness, and feasibility of screening for Acute HIV Infection (AHI) with a fourth-generation enzyme immunoassay (EIA) in high-risk/high-incidence settings compared to pooled Nucleic Acid Amplification Test (NAAT).
2. To evaluate the yield, cost-effectiveness, and feasibility of enhanced partner notification/contact tracing techniques linked to AHI screening.

4) **Target Population**

There is no target population; the study will use specimens collected from clients who already present for testing at the four sites who have agreed to participate. Site participation involves additional support to implement the goals above.

5) **Modality(ies)/Interventions**

09/01/2011 – 06/14/2012

Units of Service (UOS) Description	Units of Service (UOS)	Number of Contacts (NOC)
<b>STOP Study</b> 1 UOS = 1 month of STOP Study support activities	9.5 months	n/a
<b>Total for this period</b>	9.5	n/a

06/15/2012 – 06/14/2013

Units of Service (UOS) Description	Units of Service (UOS)	Number of Contacts (NOC)
<b>STOP Study</b> 1 UOS = 1 month of STOP Study support activities	12 months	n/a
<b>Total for this period</b>	12	n/a
<b>Total for this contract</b>	21.5	n/a

6) **Methodology**

The San Francisco AIDS Foundation will develop a Program Plan with the HIV Prevention Section which will reflect program requirements of RFP 21-2010 and community planning priorities. This

Plan will be reviewed with the HIV Prevention Section and changes to it will be allowed if it is agreed that clients will be more appropriately served and priorities continue to be addressed.

**7) Objectives and Measurements**

There are no outcome objectives for providers funded under the STOP Study, participation only requires providing additional resources to collect, handle and process specimens and/or enhance partner notification services.

**8) Continuous Quality Improvement**

The San Francisco AIDS Foundation agrees to adhere to the following:

- a. Current HIV Prevention Section, HIV Testing Policies and Procedures which include CDC and State Guidelines,
- b. Any relevant guidelines in the 2010 San Francisco HIV Prevention Plan,
- c. Any and all guidelines developed by the HIV Prevention Section required to implement services to meet the objectives in San Francisco's new System of Prevention.

Contractor: San Francisco AIDS Foundation  
 Program: Community-Based HIV Testing  
 Fiscal Year: 2011 – 2012  
 2012 – 2013  
 CMS#: 7164

Appendix A-2  
 Contract Term: 09/01/11 through 12/31/12  
 Funding Source: CDC

1. Program Name: Community-Based HIV Testing  
 Program Address: 1035 Market Street, Suite 400  
 City, State, Zip Code: San Francisco, CA 94103  
 Telephone: (415) 487-3000  
 Facsimile: (415) 487-3094

2. Nature of Document

New     Renewal     Modification

3. Goal Statement

Goal: To reduce new HIV infections by 50% by 2017.

4. Target Population

SFAF will provide HIV testing services for a wide range of gay men and other MSM, IDUs, and TFMSM through our HIV testing sites strategically located in the city's two primary HIV epicenters, the Castro and Tenderloin.

5. Modality(ies)/Interventions

09/01/2011 – 12/31/2011

Units of Service (UOS) Description	Units of Service (UOS)	Number of Contacts (NOC)
<b>HIV Testing</b> 1 UOS = 1 test for 1 client 9,700 tests annually for 4 months x 80% = 2,587 tests. 2,587 tests = 2,587 UOS and 2,587 contacts	2,587	2,587

01/01/2012 – 12/31/2012

Units of Service (UOS) Description	Units of Service (UOS)	Number of Contacts (NOC)
<b>HIV Testing</b> 1 UOS = 1 test for 1 client 9,700 tests annually for 8 months x 80% = 5,173 tests. 9,700 tests annually for 4 months x 100% = 3,233 tests. 5,173 + 3,233 = 8,406 tests = 8,406 UOS and 8,406 contacts	8,406	8,406



6. Methodology

The San Francisco AIDS Foundation will develop a Program Plan with the HIV Prevention Section which will reflect program requirements of RFP 21-2010 and community planning priorities. This Plan will provide a justification for the UOS and NOC in the grid above, will be reviewed with the HIV Prevention Section and changes to it will be allowed if it is agreed that clients will be more appropriately served and priorities continue to be addressed.

7. Objectives and Measurements

A. Required Objectives

The San Francisco AIDS Foundation agrees to collect data in the San Francisco data collection system as required and be prepared to report on evaluation, data collection and findings in cooperation with the HIV Prevention Section.

The San Francisco AIDS Foundation will work with the HIV Prevention Section to measure some or all of the following outcomes as appropriate for the service category and data collection system maturity.

Community-Based HIV Testing	
Citywide Goal	System of Prevention Objective
Increase status awareness	<ul style="list-style-type: none"> <li>• By 2013, HPS-supported programs will conduct a total of 30,000* HIV tests annually.</li> <li>• By 2013, HPS-supported programs will identify a total of 400* new HIV cases annually.</li> <li>• By 2017, 80% of HIV-negative/unknown status MSM, IDU, and TFMSM clients of HPS-supported programs will report having had an HIV test in the prior 6 months, as measured by self-report and the HIV-prevention names-based system.</li> <li>• By 2017, 90% of people testing HIV-positive at HPS-supported programs will be offered partner services.**</li> </ul>
Increase viral load suppression	<ul style="list-style-type: none"> <li>• By 2017, 90% of people testing HIV-positive at HPS-supported programs will be offered linkage to care.**</li> </ul>
Maintain or increase levels of protected sex	<ul style="list-style-type: none"> <li>• By 2012, HPS-supported programs will distribute at least 1.6 million condoms annually.</li> </ul>
Increase access to safer injection supplies	<ul style="list-style-type: none"> <li>• By 2012, HPS-supported programs will provide at least 2.5 million syringes annually.</li> </ul>

\*Includes tests provided and new HIV cases identified by programs funded under Categories 1 and 4 – 7, and by other SFDPH-supported testing programs.

\*\*Programs are not directly responsible for offering linkage to care or partner services. Programs are responsible and should develop objectives for linking HIV-positive clients to the Citywide PHAST Program.

Contractor: San Francisco AIDS Foundation  
Program: Community-Based HIV Testing  
Fiscal Year: 2011 - 2012  
2012 - 2013  
CMS#: 7164

Appendix A-2  
Contract Term: 09/01/11 through 12/31/12  
Funding Source: CDC

## 8. Continuous Quality Improvement

The San Francisco AIDS Foundation agrees to adhere to the following:

- a. Current HIV Prevention Section, HIV Testing Policies and Procedures which include CDC and State Guidelines,
- b. Any relevant guidelines in the 2010 San Francisco HIV Prevention Plan,
- c. Any and all guidelines developed by the HIV Prevention Section required to implement services to meet the objectives in San Francisco's new System of Prevention.

Contractor: San Francisco AIDS Foundation  
 Program: The Stonewall Project  
 Fiscal Year: 2011-2012  
 2012-2013  
 CMS#: 7164

Appendix A-3  
 Contract Term: 09/01/11 through 06/30/13  
 Funding Source: General Fund

1. **Program Name:** The Stonewall Project  
**Program Address:** 1035 Market Street, Suite 400  
**City, State, Zip Code:** San Francisco, CA 94103  
**Telephone:** (415) 487-3000  
**Facsimile:** (415) 487-3094

2. **Nature of Document**

New     Renewal     Modification

3. **Goal Statement**

*Goal: To reduce new HIV infections by 50% by 2017.*

4. **Target Population**

The target population of this project is gay men and other MSM (G/MSM) who reside in San Francisco and use methamphetamine and other substances. This includes all G/MSM who are residents of San Francisco regardless of age, race, ethnicity, sexual orientation, gender identity, religion and spirituality, socioeconomic class, partner status, physical and mental ability, or HIV serostatus.

5. **Modality(ies)/Interventions**

09/01/2011 – 06/30/2012

Units of Service (UOS) Description	Units of Service (UOS)	Number of Contacts (NOC)
<b>Condom Distribution</b> 1 UOS = 1 month 10 months of condom & lube distribution x 80% = 8 UOS.	8	n/a
<b>Events</b> 1 UOS = 1 event 34 events annually for 10 months x 80% = 23 UOS. Average of 55 contacts/event = 1,568 NOC.	23	1,265
<b>Groups</b> 1 UOS = 1 hour 276 groups annually for 10 months x 1.5 hour/group x 80% = 276 UOS. 276 groups annually for 10 months x 5 clients/group x 80% = 920 NOC.	276	920
<b>Individual Risk Reduction Counseling</b> 1 UOS = 1 hour 480 sessions annually for 10 months x 0.5 hour/session x 80% = 160 UOS. 480 sessions annually for 10 months x 1 client/session x 80% =	160	320

Contractor: San Francisco AIDS Foundation  
 Program: The Stonewall Project  
 Fiscal Year: 2011-2012  
 2012-2013  
 CMS#: 7164

Appendix A-3  
 Contract Term: 09/01/11 through 06/30/13  
 Funding Source: General Fund

320 NOC. <b>Prevention Case Management</b> 1 UOS = 1 hour 432 sessions annually for 10 months x 0.83 hour/session x 80% = 240 UOS. 432 sessions annually for 10 months x 1 client/session x 80% = 288 NOC.	240	288
<b>Recruitment &amp; Linkages</b> 1 UOS = 1 hour 720 hours annually for 10 months x 80% = 480 UOS. 4 contacts/hour x 720 hours annually for 10 months x 80% = 1,920 NOC.	480	1,920
<b>Training</b> 1 UOS = 1 hour 1 training/month x 10 months x 2 hours each x 80% = 16 UOS. 1 training/month x 10 months x 10 attendees/training x 80% = 80 NOC.	16	80
<b>Social Marketing</b> 1 UOS = 1 month 10 months of social marketing x 80% = 8 UOS.	8	n/a

07/01/2012 -- 06/30/2013

Units of Service (UOS) Description	Units of Service (UOS)	Number of Contacts (NOC)
<b>Condom Distribution</b> 1 UOS = 1 month 2 months of condom & lube distribution x 80% = 2 UOS. 10 months of condom & lube distribution x 100% = 10 UOS.	12	n/a
<b>Events</b> 1 UOS = 1 event 34 events annually for 2 months x 80% = 5 UOS. 34 events annually for 10 months x 100% = 28 UOS. Average of 55 contacts/event = 1,815 NOC.	33	1,815
<b>Groups</b> 1 UOS = 1 hour 276 groups annually for 2 months x 1.5 hour/group x 80% = 55 UOS. 276 groups annually for 10 months x 1.5 hour/group x 100% = 345 UOS. 276 groups annually for 2 months x 5 clients/group x 80% = 184 NOC. 276 groups annually for 10 months x 5 clients/group x 100% = 1,150 NOC.	400	1,334
<b>Individual Risk Reduction Counseling</b> 1 UOS = 1 hour 480 sessions annually for 2 months x 0.5 hour/session x 80% = 32 UOS.	232	464

Contractor: San Francisco AIDS Foundation  
 Program: The Stonewall Project  
 Fiscal Year: 2011-2012  
 2012-2013  
 CMS#: 7164

Appendix A-3  
 Contract Term: 09/01/11 through 06/30/13  
 Funding Source: General Fund

<p>480 sessions annually for 10 months x 0.5 hour/session x 100% = 200 UOS.          480 sessions annually for 2 months x 1 client/session x 80% = 64 NOC.          480 sessions annually for 10 months x 1 client/session x 100% = 400 NOC.</p>		
<p><b>Prevention Case Management</b>          1 UOS = 1 hour          432 sessions annually for 2 months x 0.83 hour/session x 80% = 48 UOS.          432 sessions annually for 10 months x 0.83 hour/session x 100% = 300 UOS.          432 sessions annually for 2 months x 1 client/session x 80% = 58 NOC.          432 sessions annually for 10 months x 1 client/session x 100% = 360 NOC.</p>	348	418
<p><b>Recruitment &amp; Linkages</b>          1 UOS = 1 hour          720 hours annually for 2 months x 80% = 96 UOS.          720 hours annually for 10 months x 100% = 600 UOS.          4 contacts/hour x 720 hours annually for 2 months x 80% = 384 NOC.          4 contacts/hour x 720 hours annually for 10 months x 100% = 2,400 NOC.</p>	696	2,784
<p><b>Training</b>          1 UOS = 1 hour          1 training/month x 2 months x 2 hours each x 80% = 3 UOS.          1 training/month x 10 months x 2 hours each x 100% = 20 UOS.          1 training/month x 2 months x 10 attendees/training x 80% = 16 NOC.          1 training/month x 10 months x 10 attendees/training x 100% = 100 NOC.</p>	23	116
<p><b>Social Marketing</b>          1 UOS = 1 month          2 months of social marketing x 80% = 2 UOS.          10 months of social marketing x 100% = 10 UOS.</p>	12	n/a

## 6. Methodology

Please see Appendix A-2, Section 6.

7. Objectives and Measurements

A. Required Objectives

The San Francisco AIDS Foundation agrees to collect data in the San Francisco data collection system as required and be prepared to report on evaluation, data collection and findings in cooperation with the HIV Prevention Section.

The San Francisco AIDS Foundation will work with the HIV Prevention Section to measure some or all of the following outcomes as appropriate for the service category and data collection system maturity.

HARR to Address Drivers	
Citywide Goal	System of Prevention Objective
Increase status awareness	<ul style="list-style-type: none"> <li>By 2017, 90% of HIV-negative/unknown status clients of HPS-supported programs will be offered an HIV test.</li> <li>By 2017, 80% of HIV-negative/unknown status MSM, EDU, and TFMSM clients of HPS-supported programs will report having had an HIV test in the prior 6 months, as measured by self-report and data on linkage to testing.</li> </ul>
Increase viral load suppression	<ul style="list-style-type: none"> <li>By 2017, 90% of HIV-positive clients in HPS-supported programs who have not seen an HIV primary care provider in the prior 6 months will be offered linkage to care.*</li> <li>By 2017, 90% of HIV-positive clients in HPS-supported programs will have had at least 2 HIV primary medical care visits in the prior 12 months, at least 3 months apart, as measured by the AIDS Regional Information and Evaluation System (ARIES) and the HIV/AIDS Reporting System (HARS).</li> </ul>
Maintain or increase levels of protected sex	<ul style="list-style-type: none"> <li>By 2012, HPS-supported programs that address drivers will reduce drivers among clients.</li> <li>By 2012, HPS-supported programs will distribute at least 1.6 million condoms annually.</li> <li>(Optional) By 2012, HPS-supported programs aiming to increase protected sex among clients will show at least a 10% increase.</li> </ul>
Increase access to safer injection supplies	<ul style="list-style-type: none"> <li>By 2012, HPS-supported programs will provide at least 2.5 million syringes annually.</li> </ul>

8. Continuous Quality Improvement

Please see Appendix A-2, Section 8.

Contractor: San Francisco AIDS Foundation  
 Program: African American Prevention Initiative  
 Fiscal Year: 2011-2012  
 2012-2013  
 CMS#: 7164

Appendix A-4  
 Contract Term: 09/01/11 through 12/31/12  
 Funding Source: CDC

1. **Program Name:** African American Prevention Initiative  
**Program Address:** 1035 Market Street, Suite 400  
**City, State, Zip Code:** San Francisco, CA 94103  
**Telephone:** (415) 487-3000  
**Facsimile:** (415) 487-3094

2. **Nature of Document**  
 New     Renewal     Modification

3. **Goal Statement**

*Goal: To reduce new HIV infections by 50% by 2017.*

4. **Target Population**

The target population of this project is African-American gay men and other MSM (G/MSM) who reside in San Francisco, with a focus on the Tenderloin and Castro neighborhoods.

5. **Modality(ies)/Interventions**

09/01/2011 – 12/31/2011

Units of Service (UOS) Description	Units of Service (UOS)	Number of Contacts (NOC)
<b>Events</b> 1 UOS = 1 event 27 events annually for 4 months x 80% = 7 UOS. Average 41 contacts/event x 7 events = 287 NOC.	7	287
<b>Groups</b> 1 UOS = 1 hour 279 groups annually for 4 months x 3 hour/group x 80% = 223 UOS. 279 groups annually for 4 months x average of 16.1 clients/group x 80% = 1,198 NOC.	223	1,198
<b>HIV Testing</b> 1 UOS = 1 test for 1 client. 600 tests annually for 4 months x 80% = 160 tests. 160 tests = 160 UOS and 160 contacts.	160	160
<b>Individual Risk Reduction Counseling</b> 1 UOS = 1 hour. 480 sessions annually for 4 months x 1 hour/session x 80% = 128 UOS. 480 sessions annually for 4 months x 1 client/session x 80% = 128 NOC.	128	128
<b>Linkage</b>	20	20

Contractor: San Francisco AIDS Foundation  
 Program: African American Prevention Initiative  
 Fiscal Year: 2011-2012  
 2012-2013  
 CMS#: 7164

Appendix A-4  
 Contract Term: 09/01/11 through 12/31/12  
 Funding Source: CDC

1 UOS = 1 linkage to PHAST Program 75 linkages annually for 4 months x 80% = 20 linkages. 20 linkages = 20 UOS and 20 NOC.		
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**01/01/2012 – 12/31/2012**

Units of Service (UOS) Description	Units of Service (UOS)	Number of Contacts (NOC)
<b>Events</b> 1 UOS = 1 event 27 events annually for 8 months x 80% = 14 UOS. 27 events annually for 4 months x 100% = 9 UOS. Average 41 contacts/event x 27 events = 1,107 NOC.	23	1,107
<b>Groups</b> 1 UOS = 1 hour 279 groups annually for 8 months x 3 hour/group x 80% = 446 UOS. 279 groups annually for 4 months x 3 hour/group x 100% = 279 UOS. 279 groups annually for 8 months x average of 16.1 clients/group x 80% = 2,396 NOC. 279 groups annually for 4 months x average of 16.1 clients/group x 100% = 1,497 NOC.	725	3,893
<b>HIV Testing</b> 1 UOS = 1 test for 1 client. 600 tests annually for 8 months x 80% = 320 tests. 600 tests annually for 4 months x 100% = 200 tests. 520 tests = 520 UOS and 520 contacts.	520	520
<b>Individual Risk Reduction Counseling</b> 1 UOS = 1 hour. 480 sessions annually for 8 months x 1 hour/session x 80% = 256 UOS. 480 sessions annually for 4 months x 1 hour/session x 100% = 160 UOS. 480 sessions annually for 8 months x 1 client/session x 80% = 256 NOC. 480 sessions annually for 4 months x 1 client/session x 100% = 160 NOC.	416	416
<b>Linkage</b> 1 UOS = 1 linkage to PHAST Program 75 linkages annually for 8 months x 80% = 40 linkages. 75 linkages annually for 4 months x 100% = 25 linkages. 65 linkages = 65 UOS and 65 NOC.	65	65

6. Methodology - Please see Appendix A-2, Section 6.



## 7. Objectives and Measurements

### A. Required Objectives

The San Francisco AIDS Foundation agrees to collect data in the San Francisco data collection system as required and be prepared to report on evaluation, data collection and findings in cooperation with the HIV Prevention Section.

The San Francisco AIDS Foundation will work with the HIV Prevention Section to measure some or all of the following outcomes as appropriate for the service category and data collection system maturity.

Community-Based HIV Testing	
Citywide Goal	System of Prevention Objective
Increase status awareness	<ul style="list-style-type: none"> <li>By 2013, HPS-supported programs will conduct a total of 30,000* HIV tests annually.</li> <li>By 2013, HPS-supported programs will identify a total of 400* new HIV cases annually.</li> <li>By 2017, 80% of HIV-negative/unknown status MSM, IDU, and TFSM clients of HPS-supported programs will report having had an HIV test in the prior 6 months, as measured by self-report and the HIV-prevention names-based system.</li> <li>By 2017, 90% of people testing HIV-positive at HPS-supported programs will be offered partner services.**</li> </ul>
Increase viral load suppression	<ul style="list-style-type: none"> <li>By 2017, 90% of people testing HIV-positive at HPS-supported programs will be offered linkage to care.**</li> </ul>
Maintain or increase levels of protected sex	<ul style="list-style-type: none"> <li>By 2012, HPS-supported programs will distribute at least 1.6 million condoms annually.</li> </ul>
Increase access to safer injection supplies	<ul style="list-style-type: none"> <li>By 2012, HPS-supported programs will provide at least 2.5 million syringes annually.</li> </ul>

HARR to Address Drivers	
Citywide Goal	System of Prevention Objective
Increase status awareness	<ul style="list-style-type: none"> <li>By 2017, 90% of HIV-negative/unknown status clients of HPS-supported programs will be offered an HIV test.</li> <li>By 2017, 80% of HIV-negative/unknown status MSM, IDU, and TFSM clients of HPS-supported programs will report having had an HIV test in the prior 6 months, as measured by self-report and data on linkage to testing.</li> </ul>
Increase viral load suppression	<ul style="list-style-type: none"> <li>By 2017, 90% of HIV-positive clients in HPS-supported programs who have not seen an HIV primary care provider in the prior 6 months will be offered linkage to care.*</li> <li>By 2017, 90% of HIV-positive clients in HPS-supported programs will have had at least 2 HIV primary medical care visits in the prior 12 months, at least 3 months apart, as measured by the AIDS Regional Information and Evaluation System (ARIES) and the HIV/AIDS Reporting System (HARS).</li> </ul>
Maintain or increase levels of protected sex	<ul style="list-style-type: none"> <li>By 2012, HPS-supported programs that address drivers will reduce drivers among clients.</li> </ul>

Contractor: San Francisco AIDS Foundation  
 Program: African American Prevention Initiative  
 Fiscal Year: 2011-2012  
 2012-2013  
 CMS#: 7164

Appendix A-4  
 Contract Term: 09/01/11 through 12/31/12  
 Funding Source: CDC

HERR: to Address Drivers	
Citywide Goal	System of Prevention Objective
	<ul style="list-style-type: none"> <li>By 2012, HPS-supported programs will distribute at least 1.6 million condoms annually.</li> <li>(Optional) By 2012, HPS-supported programs aiming to increase protected sex among clients will show at least a 10% increase.</li> </ul>
Increase access to safer injection supplies	<ul style="list-style-type: none"> <li>By 2012, HPS-supported programs will provide at least 2.5 million syringes annually.</li> </ul>

Category 3: PWP	
Citywide Goal	System of Prevention Objective
Increase status awareness	<ul style="list-style-type: none"> <li>No required objectives for Category 3. Providers should link HIV-negative/unknown status sexual partners of clients to HIV testing as appropriate, but specific objectives are not required.</li> </ul>
Increase viral load suppression	<ul style="list-style-type: none"> <li>By 2017, 90% of HIV-positive clients in HPS-supported programs who have not seen an HIV primary care provider in the prior 6 months will be <u>offered</u> linkage to care.*</li> <li>By 2017, 90% of HIV-positive clients in HPS-supported programs will have had at least 2 HIV primary medical care visits in the prior 12 months, at least 3 months apart, as measured by the AIDS Regional Information and Evaluation System (ARIES) and the HIV/AIDS Reporting System (HARS).</li> <li>By 2013, all clients with unsuppressed viral load in HPS-supported PWP programs will receive at least one treatment adherence intervention.</li> <li>By 2017, 90% of clients in PWP programs taking HIV medications will have suppressed viral load 6 months after enrollment in PWP (or if not on treatment at the time of enrollment, 6 months after initiation of treatment), as measured by client charts, ARIES, or HARS.</li> </ul>
Maintain or increase levels of protected sex	<ul style="list-style-type: none"> <li>By 2012, HPS-supported programs will distribute at least 1.6 million condoms annually.</li> </ul>
Increase access to safer injection supplies	<ul style="list-style-type: none"> <li>By 2012, HPS-supported programs will provide at least 2.5 million syringes annually.</li> </ul>

\*Includes tests provided and new HIV cases identified by programs funded under Categories 1 and 4-7, and by other SFDPH-supported testing programs.

\*\*Programs are not directly responsible for offering linkage to care or partner services. Programs are responsible and should develop objectives for linking HIV-positive clients to the Citywide PHAST Program.

8. Continuous Quality Improvement - Please see Appendix A-2, Section 8.

Contractor: San Francisco AIDS Foundation  
 Program: Stonewall Castro/LIFE Program  
 Fiscal Year: 2011-2012  
 2012-2013  
 CMS#: 7164

Appendix A-5  
 Contract Term: 09/01/11 through 06/30/13  
 Funding Source: General Fund

1. Program Name: Stonewall Castro/LIFE Program  
 Program Address: 1035 Market Street, Suite 400  
 City, State, Zip Code: San Francisco, CA 94103  
 Telephone: (415) 487-3000  
 Facsimile: (415) 487-3094

2. Nature of Document

New     Renewal     Modification

3. Goal Statement

*Goal: To reduce new HIV infections by 50% by 2017.*

4. Target Population

The target population of this project is gay men and other MSM (G/MSM) who reside in San Francisco and use methamphetamine and other substances. This includes all G/MSM who are residents of San Francisco regardless of age, race, ethnicity, sexual orientation, gender identity, religion and spirituality, socioeconomic class, partner status, physical and mental ability, or HIV serostatus.

5. Modality(ies)/Interventions

YEAR ONE: 09/01/2011 – 06/30/2012

Units of Service (UOS) Description	Units of Service (UOS)	Number of Contacts (NOC)
<b>HIV Testing</b> 1 UOS = 1 test for 1 client 600 tests annually for 10 months x 80% = 400 tests. 400 tests = 400 UOS and 400 contacts	400	400
<b>Individual Risk Reduction Counseling</b> 1 UOS = 1 hour 288 sessions annually for 10 mos. x 0.5 hr./session x 80% = UOS 288 sessions annually for 10 mos. x 1 client/session x 80% = NOC	96	192
<b>Prevention Case Management</b> 1 UOS = 1 hour 480 sessions annually for 10 mos. x 1 hr./session x 80% = UOS 480 sessions annually for 10 mos. x 1 client/session x 80% = NOC	320	320
<b>Groups</b> 1 UOS = 1 hour 207 groups annually for 10 mos. x 1.5 hr./group x 80% = UOS. 207 groups annually for 10 mos. x 5 clients/group x 80% = NOC.	207	690
<b>Shanti L.I.F.E. Program – Individual Risk Reduction</b>	107	107

Contractor: San Francisco AIDS Foundation  
 Program: Stonewall Castro/LIFE Program  
 Fiscal Year: 2011-2012  
 2012-2013  
 CMS#: 7164

Appendix A-5  
 Contract Term: 09/01/11 through 06/30/13  
 Funding Source: General Fund

<b>Counseling</b> 1 UOS = 1 hour 160 sessions annually for 10 mos. x 1 hr./session x 80% UOS 160 sessions annually for 10 mos. x 1 client/session x 80% NOC.		
<b>Shanti L.I.F.E. Program – Prevention Case Management</b> 1 UOS = 1 hour 960 sessions annually for 10 mos. x 1.25 hr./session x 80% = UOS 960 sessions annually for 10 mos. x 1 client/session x 80% = NOC	800	640
<b>Shanti L.I.F.E. Program – Groups</b> 1 UOS = 1 hour 45 groups annually for 10 mos. x 4 hrs./group x 80% = UOS. 5 groups annually for 10 mos. x 8 hrs./group x 80% = UOS. 48 groups annually for 10 mos. x 3.5 hrs./group x 80% = UOS 48 groups annually for 10 mos. x 2 hrs./group x 80% = UOS 48 groups annually for 10 mos. x 2.5 hrs./group x 80% = UOS 194 groups annually for 10 mos. x avg. 11 clients/group x 80% NOC	403	1,423
<b>Shanti L.I.F.E. Program – Recruitment and Linkage</b> 1 UOS = 1 hour 600 sessions annually for 10 mos. x .5 hr./session x 80% = UOS 600 sessions annually for 10 mos. x 1 client/session x 80% = NOC	200	400

**YEAR TWO: 07/01/2012 – 06/30/2013**

Units of Service (UOS) Description	Units of Service (UOS)	Number of Contacts (NOC)
<b>HIV Testing</b> 1 UOS = 1 test for 1 client 600 tests annually for 2 mos. x 80% = 80 tests. 80 tests = 80 UOS and 80 contacts 600 tests annually for 10 mos. x 100% = 500 tests. 500 tests = 500 UOS and 500 contacts	580	580
<b>Individual Risk Reduction Counseling</b> 1 UOS = 1 hour 288 sessions annually for 2 mos. x 0.5 hr./session x 80% = UOS 288 sessions annually for 10 mos. x 0.5 hr./session x 100% = UOS 288 sessions annually for 2 mos. x 1 client/session x 80% = NOC 288 sessions annually for 10 mos. x 1 client/session x 100% = NOC	139	278
<b>Prevention Case Management</b> 1 UOS = 1 hour 480 sessions annually for 2 mos. x 1 hr./session x 80% = UOS 480 sessions annually for 10 mos. x 1 hr./session x 100% = UOS 480 sessions annually for 2 mos. x 1 client/session x 80% = NOC 480 sessions annually for 10 mos. x 1 client/session x 100% = NOC	464	464
<b>Groups</b> 1 UOS = 1 hour 207 groups annually for 2 mos. x 1.5 hr./group x 80% = UOS	300	1,000

Contractor: San Francisco AIDS Foundation  
 Program: Stonewall Castro/LIFE Program  
 Fiscal Year: 2011-2012  
 2012-2013  
 CMS#: 7164

Appendix A-5  
 Contract Term: 09/01/11 through 06/30/13  
 Funding Source: General Fund

207 groups annually for 10 mos. x 1.5 hr./group x 100% = UOS 207 groups annually for 2 mos. x 5 clients/group x 80% = NOC 207 groups annually for 10 mos. x 5 clients/group x 100% = NOC		
<b>Shanti L.I.F.E. Program – Individual Risk Reduction Counseling</b> 1 UOS = 1 hour 160 sessions annually for 2 mos. x 1 hr./session x 80% = UOS 160 sessions annually for 10 mos. x 1 hr./session x 100% = UOS 160 sessions annually for 2 mos. x 1 client/session x 80% = NOC 160 sessions annually for 10 mos. x 1 client/session x 100% = NOC	155	155
<b>Shanti L.I.F.E. Program – Prevention Case Management</b> 1 UOS = 1 hour 960 sessions annually for 2 mos. x 1.25 hr./session x 80% = UOS 960 sessions annually for 10 mos. x 1.25 hr./session x 100% = UOS 960 sessions annually for 2 mos. x 1 client/session x 80% = NOC 960 sessions annually for 10 mos. x 1 client/session x 100% = NOC	1,160	928
<b>Shanti L.I.F.E. Program – Groups</b> 1 UOS = 1 hour 45 groups annually for 2 mos. x 4 hrs./group x 80% = 24 UOS. 45 groups annually for 10 mos. x 4 hrs./group x 100% = 150 UOS. 5 groups annually for 2 mos. x 8 hrs./group x 80% = 5 UOS. 5 groups annually for 10 mos. x 8 hrs./group x 100% = 33 UOS. 48 groups annually for 2 mos. x 3.5 hrs./group x 80% = 22 UOS. 48 groups annually for 10 mos. x 3.5 hrs./group x 100% = 140 UOS 48 groups annually for 2 mos. x 2 hrs./group x 80% = 13 UOS. 48 groups annually for 10 mos. x 2 hrs./group x 100% = 80 UOS 48 groups annually for 2 mos. x 2.5 hrs./group x 80% = 16 UOS. 48 groups annually for 10 mos. x 2.5 hrs./group x 100% = 100 UOS 194 groups annually for 2 mos. x avg. 11 clients/group x 80% = NOC 194 groups annually for 10 mos. x avg. 11 clients/group x 100% = NOC	584	2,062
<b>Shanti L.I.F.E. Program – Recruitment and Linkage</b> 1 UOS = 1 hour 600 sessions annually for 2 mos. x .5 hr./session x 80% = UOS 600 sessions annually for 10 mos. x .5 hr./session x 100% = UOS 600 sessions annually for 2 mos. x 1 client/session x 80% = NOC 600 sessions annually for 10 mos. x 1 client/session x 100% = NOC	290	580

6. Methodology - Please see Appendix A-2, Section 6.

7. Objectives and Measurements

A. Required Objectives

Contractor: San Francisco AIDS Foundation  
 Program: Stonewall Castro/LIFE Program  
 Fiscal Year: 2011-2012  
 2012-2013  
 CMS#: 7164

Appendix A-5  
 Contract Term: 09/01/11 through 06/30/13  
 Funding Source: General Fund

The San Francisco AIDS Foundation agrees to collect data in the San Francisco data collection system as required and be prepared to report on evaluation, data collection and findings in cooperation with the HIV Prevention Section.

The San Francisco AIDS Foundation will work with the HIV Prevention Section to measure some or all of the following outcomes as appropriate for the service category and data collection system maturity.

Community-Based HIV Testing	
Citywide Goal	System of Prevention Objective
Increase status awareness	<ul style="list-style-type: none"> <li>By 2013, HPS-supported programs will conduct a total of 30,000* HIV tests annually.</li> <li>By 2013, HPS-supported programs will identify a total of 400* new HIV cases annually.</li> <li>By 2017, 80% of HIV-negative/unknown status MSM, IDU, and TFMSM clients of HPS-supported programs will report having had an HIV test in the prior 6 months, as measured by self-report and the HIV-prevention names-based system.</li> <li>By 2017, 90% of people testing HIV-positive at HPS-supported programs will be <u>offered</u> partner services.**</li> </ul>
Increase viral load suppression	<ul style="list-style-type: none"> <li>By 2017, 90% of people testing HIV-positive at HPS-supported programs will be <u>offered</u> linkage to care.**</li> </ul>
Maintain or increase levels of protected sex	<ul style="list-style-type: none"> <li>By 2012, HPS-supported programs will distribute at least 1.6 million condoms annually.</li> </ul>
Increase access to safer injection supplies	<ul style="list-style-type: none"> <li>By 2012, HPS-supported programs will provide at least 2.5 million syringes annually.</li> </ul>

HERR to Address Drivers	
Citywide Goal	System of Prevention Objective
Increase status awareness	<ul style="list-style-type: none"> <li>By 2017, 90% of HIV-negative/unknown status clients of HPS-supported programs will be <u>offered</u> an HIV test.</li> <li>By 2017, 80% of HIV-negative/unknown status MSM, IDU, and TFMSM clients of HPS-supported programs will report having had an HIV test in the prior 6 months, as measured by self-report and data on linkage to testing.</li> </ul>
Increase viral load suppression	<ul style="list-style-type: none"> <li>By 2017, 90% of HIV-positive clients in HPS-supported programs who have not seen an HIV primary care provider in the prior 6 months will be <u>offered</u> linkage to care.*</li> <li>By 2017, 90% of HIV-positive clients in HPS-supported programs will have had at least 2 HIV primary medical care visits in the prior 12 months, at least 3 months apart, as measured by the AIDS Regional Information and Evaluation System (ARIES) and the HIV/AIDS Reporting System (HARS).</li> </ul>
Maintain or increase levels of protected sex	<ul style="list-style-type: none"> <li>By 2012, HPS-supported programs that address drivers will reduce drivers among clients.</li> <li>By 2012, HPS-supported programs will distribute at least 1.6 million condoms annually.</li> <li>(Optional) By 2012, HPS-supported programs aiming to increase protected sex among clients will show at least a 10% increase.</li> </ul>
Increase access to safer	<ul style="list-style-type: none"> <li>By 2012, HPS-supported programs will provide at least 2.5 million syringes annually.</li> </ul>

Contractor: San Francisco AIDS Foundation  
 Program: Stonewall Castro/LIFE Program  
 Fiscal Year: 2011-2012  
 2012-2013  
 CMS#: 7164

Appendix A-5  
 Contract Term: 09/01/11 through 06/30/13  
 Funding Source: General Fund

HERR to Address Drivers	
Citywide Goal	System of Prevention Objective
injection supplies	

Category 3: PWP	
Citywide Goal	System of Prevention Objective
Increase status awareness	<ul style="list-style-type: none"> <li>No required objectives for Category 3. Providers should link HIV-negative/unknown status sexual partners of clients to HIV testing as appropriate, but specific objectives are not required.</li> </ul>
Increase viral load suppression	<ul style="list-style-type: none"> <li>By 2017, 90% of HIV-positive clients in HPS-supported programs who have not seen an HIV primary care provider in the prior 6 months will be <u>offered</u> linkage to care.*</li> <li>By 2017, 90% of HIV-positive clients in HPS-supported programs will have had at least 2 HIV primary medical care visits in the prior 12 months, at least 3 months apart, as measured by the AIDS Regional Information and Evaluation System (ARIES) and the HIV/AIDS Reporting System (HARS).</li> <li>By 2013, all clients with unsuppressed viral load in HPS-supported PWP programs will receive at least one treatment adherence intervention.</li> <li>By 2017, 90% of clients in PWP programs taking HIV medications will have suppressed viral load 6 months after enrollment in PWP (or if not on treatment at the time of enrollment, 6 months after initiation of treatment), as measured by client charts, ARIES, or HARS.</li> </ul>
Maintain or increase levels of protected sex	<ul style="list-style-type: none"> <li>By 2012, HPS-supported programs will distribute at least 1.6 million condoms annually.</li> </ul>
Increase access to safer injection supplies	<ul style="list-style-type: none"> <li>By 2012, HPS-supported programs will provide at least 2.5 million syringes annually.</li> </ul>

\*Includes tests provided and new HIV cases identified by programs funded under Categories 1 and 4 – 7, and by other SFDPH-supported testing programs.

\*\*Programs are not directly responsible for offering linkage to care or partner services. Programs are responsible and should develop objectives for linking HIV-positive clients to the Citywide PHAST Program.

8. Continuous Quality Improvement - Please see Appendix A-2, Section 8.

Contractor: San Francisco AIDS Foundation  
 Program: Syringe Access Services  
 Fiscal Year: 2011-2012  
 2012-2013  
 CMS#: 7164

Appendix A-6  
 Contract Term: 09/01/11 through 06/30/13  
 Funding Source: General Fund

1. Program Name: Syringe Access Services  
 Program Address: 1035 Market Street, Suite 400  
 City, State, Zip Code: San Francisco, CA 94103  
 Telephone: (415) 487-3000  
 Facsimile: (415) 487-3094

2. Nature of Document

New     Renewal     Modification

3. Goal Statement

*Goal: To reduce new HIV infections by 50% by 2017.*

4. Target Population

The Syringe Access Collaborative (SAC) will provide syringe access and disposal services to intravenous drug users (IDUs) throughout San Francisco, regardless of gender, race/ethnicity, age, socioeconomic status, or geography. Each member agency of SAC has expertise with different populations within the broad category of IDUs. SFAF's Syringe Access Services (SAS) provides a high volume of services for a general adult IDU population; St. James Infirmary (SJI) provides services for sex workers of all genders including a transgender clinic; Asian & Pacific Islander Wellness Center (A&PIWC) provides exchange services at TRANS:THRIVE for transgender IDUs (who inject hormones as well as drugs); the Homeless Youth Alliance (HYA) offers services for young adults aged 13-29 living on the street in the Haight and female-identified IDUs in the Mission; and Glide's program will cover homeless and marginally housed people in the Tenderloin.

5. Modality(ies)/Interventions

09/01/2011 – 06/30/2012

Units of Service (UOS) Description	Units of Service (UOS)	Number of Contacts (NOC)
<b>Syringe Access Services</b> 1 UOS = 1 hour 3,124 hours annually for 10 months x 80% = 2,083 UOS. 30,000 contacts annually for 10 months x 80% = 20,000 NOC.	2,083	20,000
<b>Program Coordination/Bulk Purchase</b> 1 UOS = 1 month of Program Coordination/Bulk Purchase services. 10 months x 80% = 8 UOS.	8	n/a

[Note: All UOS for 09/01/2011 – 06/30/2012 are allocated to Appendix B-6.]



Contractor: San Francisco AIDS Foundation  
 Program: Syringe Access Services  
 Fiscal Year: 2011-2012  
 2012-2013  
 CMS#: 7164

Appendix A-6  
 Contract Term: 09/01/11 through 06/30/13  
 Funding Source: General Fund

07/01/2012 – 06/30/2013

Units of Service (UOS) Description	Units of Service (UOS)	Number of Contacts (NOC)
<b>Syringe Access Services</b> 1 UOS = 1 hour 3,124 hours annually for 2 months x 80% = 417 UOS. 3,124 hours annually for 10 months x 100% = 2,603 UOS. 30,000 contacts annually for 2 months x 80% = 4,000 NOC. 30,000 contacts annually for 10 months x 100% = 25,000 NOC.	3,020	29,000
<b>Program Coordination/Bulk Purchase</b> 1 UOS = 1 month of Program Coordination/Bulk Purchase services. 2 months x 80% = 2 UOS. 10 months x 100% = 10 UOS.	12	n/a

[Note: All UOS for 07/01/2012 – 06/30/2013 are allocated to Appendix B-6d.]

6. **Methodology** - Please see Appendix A-2, Section 6.

7. **Objectives and Measurements**

**A. Required Objectives**

The San Francisco AIDS Foundation agrees to collect data in the San Francisco data collection system as required and be prepared to report on evaluation, data collection and findings in cooperation with the HIV Prevention Section.

The San Francisco AIDS Foundation will work with the HIV Prevention Section to measure some or all of the following outcomes as appropriate for the service category and data collection system maturity.

Syringe Access Services	
System of Prevention Objective	SAC Objective
By 2012, HPS-supported programs will provide at least 2.5 million syringes annually.	<ul style="list-style-type: none"> <li>▪ By 2012, SAC will provide syringe access and disposal services to at least 30,000 contacts per year, as measured by the syringe access site data form, collected individually by each program at each exchange shift and synthesized by SFAF.</li> <li>▪ By 2012, SAC will provide at least 2.3 million syringes annually, as measured by the syringe access site data form, collected individually by each program at each exchange shift and synthesized by SFAF.</li> </ul>
By 2012, HPS-supported programs will distribute at	<ul style="list-style-type: none"> <li>▪ By 2012, SAC will distribute at least 100,000 condoms annually, as measured by the number condoms that are handed out by SFAF</li> </ul>

Contractor: San Francisco AIDS Foundation  
Program: Syringe Access Services  
Fiscal Year: 2011-2012  
2012-2013  
CMS#: 7164

Appendix A-6  
Contract Term: 09/01/11 through 06/30/13  
Funding Source: General Fund

Syringe Access Services	
<i>least 1.6 mil. condoms annually.</i>	to SAC agencies each month.

8. Continuous Quality Improvement - Please see Appendix A-2, Section 8.



**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.

Contractor shall submit monthly invoices by the fifteenth (15th) working day of each month, in the format attached in Appendix F, based upon the number of units of service that were delivered in the immediately preceding month. All deliverables associated with the Services listed in Section 2 of Appendix A, times the unit rate as shown in the Program Budgets listed in Section 2 of Appendix B shall be reported on the invoice(s) each month. All charges 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 09/01/2011 –06/30/2013 may be found in the following Appendixes:

Appendix B, 09/01/2011 – 06/30/2013, Page 1-6	Budget Summary
Appendix B-1, 09/01/11-06/14/12, Pages 1-4	HIV Testing – STOP Study
Appendix B-1A, 06/15/12-06/14/13, Pages 1-4	HIV Testing – STOP Study
Appendix B-2, 09/01/11-12/31/11, Pages 1-6	Community Based HIV Testing
Appendix B-2A, 01/01/12-12/31/12, Pages 1-7	Community Based HIV Testing
Appendix B-3, 09/01/11-06/30/12, Pages 1-7	The Stonewall Project
Appendix B-3A, 09/01/12-06/30/13, Pages 1-7	The Stonewall Project
Appendix B-4, 09/01/11-12/31/11, Pages 1-8	African American Prevention Initiative
Appendix B-4A, 01/01/12-12/31/12, Pages 1-9	African American Prevention Initiative
Appendix B-5, 09/01/11-06/30/12, Pages 1-8	Stonewall Castro/ LIFE Program
Appendix B-5A, 06/01/12-06/30/13, Pages 1-8	Stonewall Castro/ LIFE Program
Appendix B-6, 09/01/11-06/30/12, Pages 1-9	Syringe Access Services
Appendix B-6A, 09/01/11-06/30/12, Pages 1-2	Syringe Access Services
Appendix B-6B, 09/01/11-06/30/12, Pages 1-2	Syringe Access Services
Appendix B-6C, 09/01/11-06/30/12, Pages 1-2	Syringe Access Services
Appendix B-6D, 07/01/12-06/30/13, Pages 1-11	Syringe Access Services
Appendix B-6E, 07/01/12-06/30/13, Pages 1-2	Syringe Access Services
Appendix B-6F, 07/01/12-06/30/13, Pages 1-2	Syringe Access Services
Appendix B-6G, 07/01/12-06/30/13, Pages 1-2	Syringe Access Services

B. Contractor understands that, of the maximum dollar obligation listed in Section 5 of this Agreement, \$699,155 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	Federal CDC	\$53,166	09/01/11-06/14/12
Original Agreement	Federal CDC	\$1,826,548	09/01/11-12/31/12
Original Agreement	CCSF General Fund	\$3,619,919	09/01/11-06/30/13
Original Agreement	CCSF General Fund Childrens Fund	\$326,659	09/01/11-06/30/13
		<u>\$5,826,292</u>	
	Contingency	<u>\$699,155</u>	
		<u>\$6,525,447</u>	

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.

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 Services rendered during the referenced period of performance. If Services are not invoiced during this period, all unexpended funding set aside for this Agreement will revert to City. City's final reimbursement to the Contractor at the close of the Agreement period shall be adjusted to conform to actual units certified multiplied by the unit rates identified in the Program Budgets attached hereto, and shall not exceed the total amount authorized and certified for this Agreement.

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	
1	Check one:							Appendix B Page 3				
2	<input checked="" type="checkbox"/> New		<input type="checkbox"/> Renewal		<input type="checkbox"/> Modification			Appendix Term: 9/1/11 - 6/30/13				
3	If modification, Effective Date of Mod.				No. of Mod.							
4	FISCAL YEAR: 2011-12							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: San Francisco AIDS Foundation											
9												
10	APPENDIX NUMBER (Narrative Budget)				A-1/B-1	A-1/B-1a	A-2/B-2	A-2/B-2a	A-3/B-3			
11	APPENDIX TERM:				6/1/2011-6/14/2013	6/15/2012-6/14/2013	9/1/2011-12/31/2011	1/1/2012-12/31/2012	9/1/2011-6/30/2012	TOTALS		
12	<b>EXPENSES:</b>											
13	SALARIES & EMPLOYEE BENEFITS				21,274	21,243	169,097	507,289	207,512	926,415		
14	OPERATING EXPENSE \$				2,892	2,923	94,810	284,433	60,342	445,400		
15	CAPITAL OUTLAY (COST \$5,000 AND OVER)				0	0	0	0	0	0		
16	SUBTOTAL DIRECT COSTS				24,166	24,166	263,907	791,722	267,854	1,371,815		
17	INDIRECT COST AMOUNT:				2,417	2,417	26,391	79,172	26,785	137,182		
18	INDIRECT RATE:				10.0%	10.0%	10.0%	10.0%	10.0%			
19	TOTAL EXPENSES:				26,583	26,583	290,298	870,894	294,639	1,508,997		
20												
21	<b>REVENUES:</b>											
22												
23												
24												
25	<b>DPH FUNDING SOURCES</b>											
26												
27												
28												
29												
30												
31												
32												
33												
34												
35	<b>NON-DPH FUNDING SOURCES</b>											
36	CDC Grant (HIV Prevention Project)				26,583	26,583	290,298	870,894		1,214,358		
37	General Fund								294,639	294,639		
38	Other Funding Source (identify by name)									0		
39	Children General Fund									0		
40												
41												
42												
43												
44												
45												
46												
47												
48												
49												
50												
51												
52	<b>CHPP FUNDING SOURCES</b>											
53												
54												
55												
56												
57												
58												
59												
60												
61												
62												
63	<b>MCAH FUNDING SOURCES</b>											
64												
65												
66												
67												
68												
69												
70												
71												
72												
73												
74												
75												
76												
77												
78												
79												
80												
81												
82	TOTAL DPH REVENUES				26,583	26,583	290,298	870,894	294,639	1,508,997		
83	TOTAL OTHER NON-DPH REVENUE				0	0	0	0	0	0		
84												
85												
86												
87												
88												
89												
90												
91	TOTAL REVENUES (DPH AND NON-DPH)				26,583	26,583	290,298	870,894	294,639	1,508,997		
92	Prepared by/Phone # Larry Zaparka / 415-487-3055											

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	
1	Check one:							Appendix B Page 4				
2	<input checked="" type="checkbox"/> New <input type="checkbox"/> Renewal <input type="checkbox"/> Modification							Appendix Term: 9/1/11 - 6/30/13				
3	If modification, Effective Date of Mod.      No. of Mod.											
4	FISCAL YEAR: 2011-12							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: San Francisco AIDS Foundation											
9												
10	APPENDIX NUMBER (Narrative Budget)				A-3/B-3a	A-4/B-4	A-4/B-4a	A-5/B-5	A-5/B-5a			
11	APPENDIX TERM				7/1/2011-6/30/2013	9/1/2011-12/31/2011	1/1/2012-12/31/2012	9/1/2011-6/30/2012	7/1/2012-6/30/2013	TOTALS		
12	<b>EXPENSES</b>											
13	SALARIES & EMPLOYEE BENEFITS				249,014	72,708	218,123	120,563	144,675	1,731,498		
14	OPERATING EXPENSE				72,411	\$ 78,509	235,529	338,335	368,958	1,539,142		
15	CAPITAL OUTLAY (COST \$5,000 AND OVER)				0	0	0	0	0	0		
16	SUBTOTAL DIRECT COSTS				321,425	151,217	453,652	458,898	513,633	4,642,455		
17	INDIRECT COST AMOUNT:				32,142	15,122	45,365	61,487	68,229	359,527		
18	INDIRECT RATE:				10.0%	10.0%	10.0%	13.4%	13.3%			
19	<b>TOTAL EXPENSES:</b>				<b>353,567</b>	<b>166,339</b>	<b>499,017</b>	<b>520,385</b>	<b>581,862</b>	<b>3,630,167</b>		
20												
21	<b>REVENUES</b>											
22												
23												
33												
34												
35	<b>NON-DPH REVENUES (NON-DPH FUNDING SOURCES)</b>											
36	CDC Grant (HIV Prevention Project)					166,339	499,017			1,679,714		
37	General Fund				353,567			520,385	581,862	1,750,453		
38	Other Funding Source (Identify by name)									0		
39	Children General Fund									0		
40	<b>TOTAL NON-DPH REVENUES (NON-DPH FUNDING SOURCES)</b>				<b>353,567</b>	<b>166,339</b>	<b>499,017</b>	<b>520,385</b>	<b>581,862</b>	<b>1,679,714</b>		
41												
42	<b>DPH REVENUES (DPH FUNDING SOURCES)</b>											
49												
50	<b>TOTAL DPH REVENUES (DPH FUNDING SOURCES)</b>											
51												
52	<b>CHPP FUNDING SOURCES</b>											
61	<b>TOTAL CHPP FUNDING SOURCES</b>											
62												
63	<b>MCAH FUNDING SOURCES</b>											
80	<b>TOTAL MCAH FUNDING SOURCES</b>											
81												
82	<b>TOTAL DPH REVENUES</b>				<b>353,567</b>	<b>166,339</b>	<b>499,017</b>	<b>520,385</b>	<b>581,862</b>	<b>3,630,167</b>		
89	<b>TOTAL OTHER NON-DPH REVENUE</b>				<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
90												
91	<b>TOTAL REVENUES (DPH AND NON-DPH)</b>				<b>353,567</b>	<b>166,339</b>	<b>499,017</b>	<b>520,385</b>	<b>581,862</b>	<b>3,630,167</b>		
92	Prepared by/Phone # Lary Zaparka / 415-487-3055											

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	
1	Check one:							Appendix B Page 5				
2	<input checked="" type="checkbox"/> New		<input type="checkbox"/> Renewal		<input type="checkbox"/> Modification			Appendix Term: 9/1/11 - 6/30/13				
3	If modification, Effective Date of Mod.				No. of Mod.							
4	FISCAL YEAR: 2011-12							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: San Francisco AIDS Foundation											
9												
10	APPENDIX NUMBER (Narrative/Budget)		A-6/B-6	A-6/B-6a	A-6/B-6b	A-6/B-6c	A-6/B-6d					
11	APPENDIX TERM		9/1/2011 6/30/2012	9/1/2011 6/30/2012	9/1/2011 6/30/2012	9/1/2011 6/30/2012	7/1/2012 6/30/2013	TOTALS				
12	<b>EXPENSES:</b>											
13	SALARIES & EMPLOYEE BENEFITS		208,074	0	0	0	249,690	2,189,262				
14	OPERATING EXPENSE		\$ 564,432	68,665	60,407	5,912	677,318	2,915,876				
15	CAPITAL OUTLAY (COST \$5,000 AND OVER)		0	0	0	0	0	0				
16	SUBTOTAL DIRECT COSTS		772,506	68,665	60,407	5,912	927,008	9,747,593				
17	INDIRECT COST AMOUNT:		77,251	6,866	6,041	591	92,701	542,977				
18	INDIRECT RATE:		10.0%	10.0%	10.0%	10.0%	10.0%	10.0%				
19	<b>TOTAL EXPENSES:</b>		<b>849,757</b>	<b>75,531</b>	<b>66,448</b>	<b>6,503</b>	<b>1,019,709</b>	<b>5,648,115</b>				
20												
21	<b>REVENUES:</b>											
22												
23												
24												
25												
26	<b>HIV PREVENTION SECTION FUNDING SOURCES:</b>											
36	CDC Grant (HIV Prevention Project)		849,757				1,019,709	3,749,180				
37	General Fund							1,750,453				
38	Other Funding Source (Identify by name)							0				
39	Children General Fund			75,531	66,448	6,503		148,482				
40	<b>TOTAL HIV PREVENTION SECTION FUNDING SOURCES:</b>											
41								0				
42	<b>PREVENTIVE SERVICES UNIT FUNDING SOURCES:</b>											
49								0				
50	<b>TOTAL PREVENTIVE SERVICES FUNDING SOURCES:</b>											
51								0				
52	<b>CHPP FUNDING SOURCES:</b>											
61	TOTAL CHPP FUNDING SOURCES			0				0				
62												
63	<b>MCAH FUNDING SOURCES:</b>											
80	TOTAL MCAH FUNDING SOURCES			0				0				
81												
82	TOTAL DPH REVENUES		849,757	75,531	66,448	6,503	1,019,709	5,648,115				
89	TOTAL OTHER/NCN DPH REVENUE			0				0				
90												
91	TOTAL REVENUES (DPH AND NON-DPH)		849,757	75,531	66,448	6,503	1,019,709	5,648,115				
92	Prepared by/Phone # Larry Zaparka / 415-487-3055											



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	
1	Check one:					Appendix B Page 6				
2	<input checked="" type="checkbox"/>	New	<input type="checkbox"/>	Renewal	<input type="checkbox"/>	Modifi	Appendix Term: 9/1/11-6/30/13			
3	If modification, Effective Date of Mod.				No. of Mod.					
4	FISCAL YEAR: 2011-12								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: San Francisco AIDS Foundation									
9										
10	APPENDIX NUMBER (Narrative Budget)				A-6/B-5e	A-6/B-5f	A-6/B-5g			
11	APPENDIX TERM:				7/1/12 6/30/13	7/1/12 6/30/13	7/1/12 6/30/13	TOTALS		
12	EXPENSES									
13	SALARIES & EMPLOYEE BENEFITS				0	0	0	2,189,262		
14	OPERATING EXPENSE				82,397	72,488	7,094	3,077,855		
15	CAPITAL OUTLAY (COST \$5,000 AND OVER)									
16	SUBTOTAL DIRECT COSTS				82,397	72,488	7,094	15,014,710		
17	INDIRECT COST AMOUNT:				8,240	7,249	709	559,175		
18	INDIRECT RATE :				10.0%	10.0%	10.0%			
19	TOTAL EXPENSES:				90,637	79,737	7,803	5,826,292		
20										
21	REVENUES									
22										
23										
24										
25										
26	FUNDING SOURCES									
27										
28										
29										
30										
31										
32										
33										
34										
35										
36	CDC Grant (HIV Prevention Project)							3,749,180		
37	General Fund							1,750,453		
38	Other Funding Source (Identify by name)							0		
39	Children General Fund				90,637	79,737	7,803	326,659		
40	TOTAL HIV PREVENTION PROGRAM FUNDING SOURCES							3,749,180		
41										
42										
43										
44										
45										
46										
47										
48										
49										
50										
51										
52	CHPP FUNDING SOURCES									
53										
54										
55										
56										
57										
58										
59										
60										
61	TOTAL CHPP FUNDING SOURCES				0			0		
62										
63	MCAH FUNDING SOURCES									
64										
65										
66										
67										
68										
69										
70										
71										
72										
73										
74										
75										
76										
77										
78										
79										
80										
81										
82	TOTAL DPH REVENUES				90,637	79,737	7,803	5,826,292		
83	TOTAL OTHER NON-DPH REVENUE							0		
84										
85										
86										
87										
88										
89										
90										
91	TOTAL REVENUES (DPH AND NON-DPH)				90,637	79,737	7,803	5,826,292		
92	Prepared by/Phone # Larry Zapatka / 415-487-3055									

	A	B	C	D	E	F	G	H	I	
1	Contractor Name: <u>San Francisco AIDS Foundation - Community-Based HIV Testing</u>						Appendix B-1		Page 1	
2	Contract Term: <u>9/1/11-6/14/13</u>						Appendix Term: <u>9/1/11-06/14/12</u>			
3	Funding Source: <u>CDC</u>									
4										
5	<b>SFDPH AIDS OFFICE CONTRACT</b>									
6	<b>UOS COST ALLOCATION BY SERVICE MODE</b>									
7										
8										
9	Personnel Expenses		SERVICE MODES							
10	Position Titles		Testing						Contract Totals	
		FTE	Salaries	% FTE	Salaries	% FTE	Salaries	% FTE		
11	Magnet Director		6,333	100%					6,333	
12	HIV CTL Services Manager		10,963	100%					10,963	
13										
14										
15										
16										
17										
18										
19										
20										
21	Total FTE & Total Salaries		17,296	100%					17,296	
22	Fringe Benefits		3,978	100%					3,978	
23	Total Personnel Expenses		21,274	100%					21,274	
24										
25	Operating Expenses		Expenditure	%	Expenditure	%			Contract Total	
26	Total Occupancy		2,616	100%					2,616	
27	Total Materials and Supplies		113	100%					113	
28	Total General Operating		163	100%					163	
29	Total Staff Travel									
30	Consultants/Subcontractor:									
31										
32	Other:									
33										
34										
35										
36										
37										
38										
39										
40	Total Operating Expenses		\$ 2,892	100%					\$ 2,892	
41										
42	Total Direct Expenses		24,166	100%					24,166	
43	Indirect Expenses 10%		2,417	100%					2,417	
44	TOTAL EXPENSES		\$ 26,583	100%					\$ 26,583	
45										
46	Number of Units of Service (UOS) per Service Mode:		9.50						9.50	
47	Cost Per Unit of Service by Service Mode:		\$2,798.21							
48	Number of Unduplicated Clients (UDC) per Service Mode:									
49										
50	DPH #1A(1)								Rev. 05/2010	

**BUDGET JUSTIFICATION**  
**Community-Based HIV Testing**

**Salaries and Benefits**

Magnet Director

Responsible for staff recruitment and supervision. Oversees day-to-day management of facility. Coordinates training and insures contract compliance. Serves as spokesperson as well as primary liaison to SFDPH.

*Minimum Qualifications:* Bachelor's degree with five years HIV and STD experience.

.10 FTE x \$80,000 = \$8,000 per year/ 12 months = \$666.67/mo. x 9.5 months = \$ 6,333

HIV CTL Services Manager

Manages clinic staff and oversees phlebotomy services for confirmatory HIV antibody testing and RNA testing at multiple sites. Supervises specimen collection for transport to SFDPH laboratory. Oversees quality assurance efforts.

*Minimum Qualifications:* Bachelor's Degree, certified HIV test counselor and State certified phlebotomist. At least two years demonstrated experience managing clinic operations and working with populations at risk for HIV/STD infection.

.24 FTE x \$ 57,700 = \$51,930 per year/ 12 mo. = \$4,327.50/mo x 9.5 months = \$ 10,963

Total Salaries \$ 17,296

Total Benefits 23% of \$ 17,296 total salaries = \$ 3,978

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

**TOTAL SALARIES & BENEFITS \$ 21,274**

**Operating Expenses**

Occupancy

Rent:

SFAF is requesting reimbursement for rent expense at various locations throughout San Francisco, including the Magnet program location in the Castro district and SFAF's main offices at 1035 Market St. Other locations to be determined. Monthly estimate is based on SFAF's current rate of \$700 per FTE per month x 10.55 FTEs.

\$700 per month x .34 FTE x 9.5 months = \$ 2,261

Utilities:

Telephone expense-based on SFAF's experience rate of \$69.00 per FTE per

\$69 per month x .34 FTE x 9.5 months = \$ 223

Maintenance

Building maintenance & repair

\$18.74 per month x 9.5 months = \$ 132

**total Occupancy \$ 2,616**

Materials and Supplies

Office Supplies/Postage:

Office supplies/postage expense based on SFAF's experience rate of \$35.00 per FTE per month.

\$35 per month x .34 FTE x 9.5 months = \$ 113

Total Materials and Supplies: \$ 113

General Operating:

Insurance:

Occupancy insurance expense based on SFAF's experience rate of \$50.00 per FTE per month.

\$50.47 per month x .34 FTE x 9.5 months = \$ 163

Total General Operating: \$ 163

Staff Travel (Local & Out of Town):

Total Staff Travel: \$ -

Consultants/Subcontractors:

Total Consultants/Subcontractors: \$ -

Other:

Total Other: \$ -

**TOTAL OPERATING EXPENSES** \$ 2,892

CAPITAL EXPENDITURES: (If needed - A unit valued at \$5,000 or more)

Total Capital Expenditures: \$ -

**TOTAL DIRECT COSTS** \$ 24,166

**INDIRECT COSTS**

Indirect expenses for the San Francisco AIDS Foundation are approximately 17% of operating costs. SFAF requests reimbursement at 12% of the total direct costs in this proposal to cover operating expenses incurred by the Foundation, including finance and administrative staff, building maintenance, equipment rental & maintenance and information technology services.

10% of Total Expense \$24,166 = \$ 2,417

TOTAL INDIRECT COSTS	\$	<u>2,417</u>
APPENDIX TOTAL	\$	26,583

	A	B	C	D	E	F	G	H	I	
1	Contractor Name: <u>San Francisco AIDS Foundation - Community -Based HIV Testing</u>						Appendix B-1a		Page 1	
2	Contract Term: <u>9/1/11-12/31/12</u>						Appendix Term: <u>6/15/12-06/14/13</u>			
3	Funding Source: <u>CDC</u>									
4										
5	<b>SFDPH AIDS OFFICE CONTRACT</b>									
6	<b>UOS COST ALLOCATION BY SERVICE MODE</b>									
7										
8										
9	Personnel Expenses		SERVICE MODES							
10	Position Titles	FTE	Testing						Contract Totals	
11	Magnet Director	0.05	Salaries	% FTE	Salaries	% FTE	Salaries	% FTE		
12	HIV CTL Servicews Manager	0.23	4,000	100%					4,000	
13			13,271	100%					13,271	
14										
15										
16										
17										
18										
19										
20										
21	Total FTE & Total Salaries		0.28	17,271	100%				17,271	
22	Fringe Benefits		23%	3,972	100%				3,972	
23	Total Personnel Expenses			21,243	100%				21,243	
24										
25	Operating Expenses		Expenditure	%	Expenditure	%			Contract Total	
26	Total Occupancy		2,584	100%					2,584	
27	Total Materials and Supplies		118	100%					118	
28	Total General Operating		221	100%					221	
29	Total Staff Travel									
30	Consultants/Subcontractor:									
31										
32	Other:									
33										
34										
35										
36										
37										
38										
39										
40	Total Operating Expenses		\$ 2,923	100%					\$ 2,923	
41										
42	Total Direct Expenses		24,166	100%					24,166	
43	Indirect Expenses		10%	2,417	100%					2,417
44	TOTAL EXPENSES		\$ 26,583	100%					\$26,583	
45										
46	Number of Units of Service (UOS) per Service Mode		12						12	
47	Cost Per Unit of Service by Service Mode		\$2,215.25							
48	Number of Unduplicated Clients (UDC) per Service Mode									
49										
50	DPH #1A(1)								Rev. 05/2010	

**BUDGET JUSTIFICATION**  
**Community-Based HIV Testing**

**Salaries and Benefits**

Magnet Director

Responsible for staff recruitment and supervision. Oversees day-to-day management of facility. Coordinates training and insures contract compliance. Serves as spokesperson as well as primary liaison to SFDPH.

*Minimum Qualifications:* Bachelor's degree with five years HIV and STD experience.

.05 FTE x \$80,000 = \$4,000 per year = \$ 4,000

HIV CTL Services Manager

Manages clinic staff and oversees phlebotomy services for confirmatory HIV antibody testing and RNA testing at multiple sites. Supervises specimen collection for transport to SFDPH laboratory. Oversees quality assurance efforts.

*Minimum Qualifications:* Bachelor's Degree, certified HIV test counselor and State

.23 FTE x \$ 57,700 = \$13,271 = \$ 13,271

Total Salaries \$ 17,271

Total Benefits 23% of \$ 17,271 total salaries = \$ 3,972

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

**TOTAL SALARIES & BENEFITS \$ 21,243**

**Operating Expenses**

Occupancy:

Rent:

SFAF is requesting reimbursement for rent expense at various locations throughout San Francisco, including the Magnet program location in the Castro district and SFAF's main offices at 1035 Market St. Other locations to be determined. Monthly estimate is based on SFAF's current rate of \$700 per FTE per month x 10.55 FTEs.

\$700 per month x .28 FTE x 12 months = \$ 2,352

Utilities:

Telephone expense based on SFAF's experience rate of \$69.00 per FTE per

\$69 per month x .28 FTE x 12 months = \$ 232

**Total Occupancy: \$ 2,584**

Materials and Supplies:

Office Supplies/Postage:

Office supplies/postage expense based on SFAF's experience rate of \$35.00 per FTE per month.

\$35 per month x .28 FTE x 12 months = \$ 118

**Total Materials and Supplies:** \$ 118

**General Operating:**  
**Insurance:**

Occupancy insurance expense based on SFAF's experience rate of \$50.00 per FTE per month.

\$50.59 per month x .28 FTE x 12 months = \$ 170

**Equipment Lease & Maintenance**

Equipment leasing & maintenance expense =

\$ 51

**Total General Operating:** \$ 221

**Staff Travel (Local & Out-of-town):**

**Total Staff Travel:**

\$ -

**Consultants/Subcontractors:**

**Total Consultants/Subcontractors:**

\$ -

**Other:**

**Total Other:**

\$ -

**TOTAL OPERATING EXPENSES**

\$ 2,923

**CAPITAL EXPENDITURES:** (If needed - A unit valued at \$5,000 or more)

**Total Capital Expenditures:**

\$ -

**TOTAL DIRECT COSTS**

\$ 24,166

**INDIRECT COSTS**

Indirect expenses for the San Francisco AIDS Foundation are approximately 17% of operating costs. SFAF requests reimbursement at 12% of the total direct costs in this proposal to cover operating expenses incurred by the Foundation, including finance and administrative staff, building maintenance, equipment rental & maintenance and information technology services.

10% of Total Expense \$24,166= \$ 2,417



TOTAL INDIRECT COSTS

\$ 2,417

APPENDIX TOTAL

\$ 26,583

**SFDPH AIDS OFFICE CONTRACT  
UOS COST ALLOCATION BY SERVICE MODE**

		SERVICE MODES						
Personnel Expenses		Testing						Contract Totals
Position Titles	FTE	Salaries	% FTE	Salaries	% FTE	Salaries	% FTE	
11	Magnet Director	0.10	2,667	100%				2,667
12	Director of Government Contracts	0.05	1,333	100%				1,333
13	Evaluation Director	0.10	2,667	100%				2,667
14	HIV CTL Services Manager	0.90	17,310	100%				17,310
15	HIV Coordinator	0.90	12,000	100%				12,000
16	Receptionist	1.80	21,000	100%				21,000
17	Phlebotomist	4.00	50,500	100%				50,500
18	Data Manager	0.90	12,000	100%				12,000
19	HIV Counselor	0.90	6,000	100%				6,000
20	Volunteer Coordinator	0.90	12,000	100%				12,000
21	<b>Total FTE &amp; Total Salaries</b>	<b>10.55</b>	<b>137,477</b>	<b>100%</b>				<b>137,477</b>
22	Fringe Benefits	23%	31,620	100%				31,620
23	<b>Total Personnel Expenses</b>		<b>169,097</b>	<b>100%</b>				<b>169,097</b>
24								
Operating Expenses		Expenditure	%	Expenditure	%			Contract Total
26	Total Occupancy	32,451	100%					32,451
27	Total Materials and Supplies	14,063	100%					14,063
28	Total General Operating	6,587	100%					6,587
29	Total Staff Travel	1,687	100%					1,687
30	Consultants/Subcontractor:	37,858	100%					37,858
31								
32	Other:	2,164	100%					2,164
33								
34								
35								
36								
37								
38								
39								
40	<b>Total Operating Expenses</b>	<b>\$ 94,810</b>	<b>100%</b>					<b>\$ 94,810</b>
41								
42	<b>Total Direct Expenses</b>	<b>263,907</b>	<b>100%</b>					<b>263,907</b>
43	Indirect Expenses 10%	26,391	100%					26,391
44	<b>TOTAL EXPENSES</b>	<b>\$ 290,298</b>	<b>100%</b>					<b>\$290,298</b>
45								
46	Number of Units of Service (UOS) per Service Mode	2,587						2,587
47	Cost Per Unit of Service by Service Mode	\$112.21						
48	Number of Unduplicated Clients (UDC) per Service Mode							
49								
50	DPH #1A(1)							Rev. 05/2010

## BUDGET JUSTIFICATION

### Community-Based HIV Testing

#### Salaries and Benefits

##### Magnet Director

Responsible for staff recruitment and supervision. Oversees day-to-day management of facility. Coordinates training and insures contract compliance. Serves as spokesperson as well as primary liaison to SFDPH.

*Minimum Qualifications:* Bachelor's degree with five years HIV and STD experience.

.10 FTE x \$80,000 = \$8,000 per year/ 12 months = \$666.67/mo. x 4 months = \$ 2,667

##### Director of Government Contracts

Responsible for all data management and contract related activities. Maintains operational and statistical reporting mechanisms in accordance with contract and departmental requirements, produces routine and ad hoc reporting as needed, and ensures the integrity of the service database by overseeing database quality assurance activities.

*Minimum Qualifications:* Bachelor's degree and at least two years demonstrated experience in health services program planning, design, and evaluation; grant development and writing; government contracts management and negotiations.

.05 FTE x \$80,000 = \$8,000 per year/ 12 months = \$333.34/mo. x 4 months = \$ 1,333

##### Evaluation Director

Responsible for the development of monitoring and evaluation systems, processes and tools to ensure foundation programs are rigorously evaluated for process and health outcomes and public health impact. Provides technical expertise and guidance to program and policy staff to design, develop, execute and measure key activities to achieve our strategic goals. Develops and delivers training and technical assistance to, and builds capacity among, program leads for monitoring and evaluating programs.

*Minimum Qualifications:* Masters in social or health sciences with 5 years experience in program in program evaluation required. Ph.D preferred. Experience with quantitative & qualitative research methods in prevention, health services and policy analysis is essential. Experience in HIV/AIDS or related field is desired

.10 FTE x \$80,000 = \$8,000 per year/ 12 months = \$666.67/mo. x 4 months = \$ 2,667

##### HIV CTL Services Manager

Manages clinic staff and oversees phlebotomy services for confirmatory HIV antibody testing and RNA testing at multiple sites. Supervises specimen collection for transport to SFDPH laboratory. Oversees quality assurance efforts.

*Minimum Qualifications:* Bachelor's Degree, certified HIV test counselor and State certified phlebotomist. At least two years demonstrated experience managing clinic operations and working with populations at risk for HIV/STD infection.

.90 FTE x \$ 57,700 = \$51,930 per year/ 12 mo. = \$4,327.50/mo x 4 months = \$ 17,310

##### HIV Coordinator

Coordinates and provides phlebotomy services for confirmatory HIV antibody testing and RNA testing at multiple sites. Prepares specimen collection for transport to SFDPH laboratory. Assists with quality assurance activities.

*Minimum Qualifications:* Bachelor's Degree, certified HIV test counselor and State certified phlebotomist. At least one year demonstrated experience in a multi-site clinic environment and working with populations at risk for HIV/STD infection.

.90 FTE x \$ 40,000 = \$36,000 per year/12 mo = \$3,000/mo. x 4 months = \$ 12,000

Receptionist

Greets clients and provides an overview of services. Conducts data entry.

*Minimum Qualifications:* High school diploma or equivalency and one year of customer service experience.

1.80 FTE x \$ 35,000 = \$63,000 per year/12 mo. = \$5,250/mo x 4 months = \$ 21,000

Phlebotomist

Performs phlebotomy services for confirmatory HIV antibody testing and RNA testing. Prepares specimen collection for transport to SFDPH laboratory.

*Minimum Qualifications:* State certified phlebotomist.

4.0 FTE x \$ 37,875 = \$151,500 per year/12 mo = \$12,625/mo. x 4 months = \$ 50,500

Data Manager

Manages data collection activities at all sites. Ensures the completeness, accuracy and timely entry of data into database systems. Assists with database quality assurance activities.

*Minimum Qualifications:* Bachelor's degree and at least two years demonstrated experience in database management.

.90 FTE x \$ 40,000 = \$36,000 per year/12 mo. = \$3,000/mo. x 4 months = \$ 12,000

HIV Counselor

Provides individual and/or group counseling to clients on issues related to HIV/STD testing, prevention and treatment.

*Minimum Qualifications:* Bachelor's Degree and certified HIV test counselor with at least two years of experience counseling populations at risk for HIV/STD infection.

.90 FTE x \$ 20,000 = \$18,000 per year/12 mo. = \$1,500/mo. x 4 months = \$ 6,000

Volunteer Coordinator

Responsible for recruiting, training, and supervising volunteers.

*Minimum Qualifications:* High school diploma or equivalency and one year of experience working with volunteers.

Annual Salary \$ 40,000 x 0.90 FTE x 4 months = \$ 12,000

**Total Salaries** \$ 137,477

Total Benefits 23% of \$ 137,477 total salaries = \$ 31,620

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

**TOTAL SALARIES & BENEFITS** \$ 169,097

**Operating Expenses**

Occupancy:

Rent:

SFAF is requesting reimbursement for rent expense at various locations throughout San Francisco, including the Magnet program location in the Castro district and SFAF's main offices at 1035 Market St. Other locations to be determined. Monthly estimate is based on SFAF's current rate of \$700 per FTE

\$700 per month x 10.55 FTE x 4 months = \$ 29,540

Utilities:

Telephone expense based on SFAF's experience rate of \$69.00 per FTE per month

\$69 per month x 10.55 FTE x 4 months = \$ 2,911

**Total Occupancy** \$ 32,451

Materials and Supplies:

Office Supplies/Postage:

Office supplies/postage expense based on SFAF's experience rate of \$35.00 per FTE per month.

\$35 per month x 10.55 FTE x 4 months = \$ 1,477

Program/Medical Supplies:

Condoms and lubricant to distribute to clients.

70,662 condoms x \$0.08 per condom = \$ 5,653

4,000 Pleasure.Plus condoms x \$0.60 per condom = \$ 2,400

3,000 female condoms x \$0.90 per condom = \$ 2,700

16,663 lubricant packets x \$0.11 per packet = \$ 1,833

**Total Materials and Supplies** \$ 14,063

General Operating:

Insurance:

Occupancy insurance expense based on SFAF's experience rate of \$50.00 per FTE per month.

\$50 per month x 10.55 FTE x 4 months = \$ 2,110

Outside Storage:

Storage expense based on SFAF's experience rate of \$5.10 per FTE per month.

\$5.10 per month x 10.55 FTE x 4 months = \$ 215

Rental/Maintenance of Equipment:

Equipment rental expense based on SFAF's experience rate of \$59.00 per FTE per month. Equipment maintenance expense based on SFAF's experience rate of \$42.00 per FTE per month.

Rental - \$59 per month x 10.55 FTE x 4 months = \$ 2,490

Maintenance - \$42 per month x 10.55 FTE x 4 months = \$ 1,772

**Total General Operating** \$ 6,587

Staff Travel (Local & Out of Town):

7 monthly MUNI passes for staff to travel to multiple testing locations plus single trips for other staff when required.

7 monthly passes x \$60 per pass x 4 months = \$ 1,680  
 Approximately 4 single trips = \$ 7

Total Staff Travel \$ 1,687

Consultants/Subcontractors:

St. James Infirmary

Provide venue-based testing and counseling services for marginalized MSM, IDUs and TFMS who would be reluctant to access HIV testing at 1035 Market Street or Magnet.

Harm Reduction Counseling Coordinator: Coordinates all Harm Reduction & Peer Counseling/HIV Counseling and Testing activities; coordinates quality assurance activities. *Minimum Qualifications:* Experience coordinating Harm Reduction services and supervising staff.

0.5 FTE x \$31,400 per year x 4/12 months = \$ 5,234

Phlebotomist: Certified for specimen collection

.25 FTE x \$47,840 per year x 4/12 months = \$ 3,987

Benefits: Social Security, Worker's Compensation, Health Benefits, Unemployment, State and Federal Taxes, Retirement Plan.

20% of \$ 9,221 total salaries = \$ 1,844

Payroll & Accounting Services: Agency expense budgeted at \$30,000 per year. Requesting 8% of annual cost.

approx. 6% x \$30,000 x 4/12 months = \$ 602

Glide

HIV Services Program Manager: Oversees all HIV Prevention Programs and activities under the direct supervision of the Glide Health Services Medical Director. Coordinates quality assurance activities, oversees all evaluation activities, prepares monthly invoices, annual agency reports, and maintains communications with all collaborative partners. *Minimum Qualifications:* Master's degree in Social Work, Public Health, or other related fields, or equivalent work experience.

0.30 FTE x \$59,216 per year x 4/12 months = \$ 5,922

Administrative Assistant: Responsible for assisting with all administrative tasks, including: answering phones during business hours, checking phone messages and calling back individuals who request general information (Glide hours, services, location). Works with the Program Manager and Coordinators/ counselor/outreach workers to create monthly schedules for all HIV Prevention activities and assists with ordering and maintaining all program supplies. *Minimum Qualifications:* Experience in or knowledge of HIV Prevention. Experience working with people of different ethnic backgrounds, sexual identity and orientations, and people living with HIV/AIDS; Good written, verbal and organizational skills and data entry experience.

0.15 FTE x \$31,200 per year x 4/12 months = \$ 1,560

Outreach Counselors: Coordinates monthly outreach schedules, provides on-call/back-up coverage for outreach workers during weekly shifts, organizes and maintains information and data related to target population venues, outreach contacts, and community resource listings and materials. Provide assistance with evaluation activities and provides programmatic support during monitoring periods. *Minimum Qualifications:* Experience coordinating outreach services and supervising staff; Experience with HIV/STI prevention education including safer sex education; Experience working with people of different ethnic backgrounds, sexual identity and orientations, and people living with HIV/AIDS.

0.15 FTE x \$31,200 per year x 4/12 months = \$ 1,560

Benefits: Social Security, Worker's Compensation, Health Benefits, Unemployment, State and Federal Taxes, Retirement Plan.

25% of \$ 27,125 total salaries x 4/12 months = \$ 2,261

Supplies: Programmatic and administrative supplies. \$ 167

Staff Training/Travel: Trainings for staff to keep current on related issues \$ 197

ISIS, Inc.

ISIS will develop and maintain an electronic system that will remind Magnet clients, who have agreed to receive text or email messages from SFAF, that it is time to return for their 6-month HIV test.

Deputy Director: Provides overall leadership and direction and is responsible for project deliverables. *Minimum Qualifications:* Masters in health services.

0.08 FTE x \$89,663 per year x 4/12 months = \$ 2,391

Program Manager: Responsible for day to day activities including reporting, managing consultants and text message development. *Minimum Qualifications:* Masters in health services.

0.18 FTE x \$73,800 per year x 4/12 months = \$ 4,428

Program Assistant: Responsible for all administrative activities, loading text messages and tech problem solving. *Minimum Qualifications:* High school diploma or equivalency.

0.20 FTE x \$32,000 per year x 4/12 months = \$ 2,133

Benefits: Social Security, Worker's Compensation, Health Benefits, Unemployment, State and Federal Taxes, Retirement Plan.

25% of \$ 26,857 total salaries x 4/12 months = \$ 2,238

Engineering: For developing text message platform and maintenance. \$ 3,333

**Total Consultants/Subcontractors** \$ 37,858

Other:

Advertising & Media:

SFAF will hold two focus groups to gather information regarding the most effective advertising design for testing services. SFAF will use that information to create and place ads in various media outlets.

Print ads in newspapers and magazines 4 ads x \$500 = \$ 2,000

Outreach fliers 1,640 x .10/each = \$ 164

**Total Other** \$ 2,164

**TOTAL OPERATING EXPENSES** \$ 94,810

**CAPITAL EXPENDITURES:** (If needed - A unit valued at  
\$5,000 or more).

<b>Total Capital Expenditures:</b>	\$	-
<b>TOTAL DIRECT COSTS</b>		<u>\$ 263,907</u>
<b>INDIRECT COSTS</b>		
Indirect expenses for the San Francisco AIDS Foundation are approximately 17% of operating costs. SFAF requests reimbursement at 10% of the total direct costs in this proposal to cover operating expenses incurred by the Foundation, including finance and administrative staff, building maintenance, equipment rental & maintenance and information technology services.		
10% of Total Expense \$263,907=	\$	<u>26,391</u>
<b>TOTAL INDIRECT COSTS</b>		<u>\$ 26,391</u>
<b>APPENDIX TOTAL</b>		<u>\$ 290,298</u>



1	Contractor Name: San Francisco AIDS Foundation - Community	Appendix B-2a	Page 1
2	Contract Term: 9/1/2011-12/31/12	Appendix Term: 1/1/2012-12/31/2012	
3	Funding Source: CDC		

**SFDPH AIDS OFFICE CONTRACT  
UOS COST ALLOCATION BY SERVICE MODE**

9	Personnel Expenses	SERVICE MODES						Contract Totals	
		Testing							
10	Position Titles	FTE	Salaries	% FTE	Salaries	% FTE	Salaries	% FTE	
11	Magnet Director	0.10	8,000	100%					8,000
12	Director of Government Contracts	0.05	4,000	100%					4,000
13	Evaluation Director	0.10	8,000	100%					8,000
14	HIV CTL Services Manager	0.90	51,930	100%					51,930
15	HIV Coordinator	0.90	36,000	100%					36,000
16	Receptionist	1.80	63,000	100%					63,000
17	Phlebotomist	4.00	151,500	100%					151,500
18	Data Manager	0.90	36,000	100%					36,000
19	HIV Counselor	0.90	18,000	100%					18,000
20	Volunteer Coordinator	0.90	36,000	100%					36,000
21	<b>Total FTE &amp; Total Salaries</b>	<b>10.55</b>	<b>412,430</b>	<b>100%</b>					<b>412,430</b>
22	Fringe Benefits	23%	94,859	100%					94,859
23	<b>Total Personnel Expenses</b>		<b>507,289</b>	<b>100%</b>					<b>507,289</b>
24									
25	Operating Expenses		Expenditure	%	Expenditure	%			Contract Total
26	Total Occupancy		97,355	100%					97,355
27	Total Materials and Supplies		42,191	100%					42,191
28	Total General Operating		19,762	100%					19,762
29	Total Staff Travel		5,054	100%					5,054
30	Consultants/Subcontractor:		113,571	100%					113,571
31									
32	Other:		6,500	100%					6,500
33									
34									
35									
36									
37									
38									
39									
40	<b>Total Operating Expenses</b>		<b>\$ 284,433</b>	<b>100%</b>					<b>\$ 284,433</b>
41									
42	<b>Total Direct Expenses</b>		<b>791,722</b>	<b>100%</b>					<b>791,722</b>
43	Indirect Expenses	10%	79,172	100%					79,172
44	<b>TOTAL EXPENSES</b>		<b>\$ 870,894</b>	<b>100%</b>					<b>\$870,894</b>
45									
46	Number of Units of Service (UOS) per Service Mode		8,406						8,406
47	Cost Per Unit of Service by Service Mode		\$103.60						
48	Number of Unduplicated Clients (UDC) per Service Mode								
49									
50	DPH #1A(1)								Rev. 05/2010

## BUDGET JUSTIFICATION Community-Based HIV Testing

### Salaries and Benefits

#### Magnet Director

Responsible for staff recruitment and supervision. Oversees day-to-day management of facility. Coordinates training and insures contract compliance. Serves as spokesperson as well as primary liaison to SFDPH.

*Minimum Qualifications:* Bachelor's degree with five years HIV and STD experience.

Annual Salary \$ 80,000 x 0.10 FTE = \$ 8,000

#### Director of Government Contracts

Responsible for all data management and contract related activities. Maintains operational and statistical reporting mechanisms in accordance with contract and departmental requirements, produces routine and ad hoc reporting as needed, and ensures the integrity of the service database by overseeing database quality assurance activities.

*Minimum Qualifications:* Bachelor's degree and at least two years demonstrated experience in health services program planning, design, and evaluation; grant development and writing; government contracts management and negotiations.

Annual Salary \$ 80,000 x 0.05 FTE = \$ 4,000

#### Evaluation Director

Responsible for the development of monitoring and evaluation systems, processes and tools to ensure foundation programs are rigorously evaluated for process and health outcomes and public health impact. Provides technical expertise and guidance to program and policy staff to design, develop, execute and measure key activities to achieve our strategic goals. Develops and delivers training and technical assistance to, and builds capacity among, program leads for monitoring and evaluating programs.

*Minimum Qualifications:* Masters in social or health sciences with 5 years experience in program in program evaluation required. Ph.D preferred. Experience with quantitative & qualitative research methods in prevention, health services and policy analysis is essential. Experience in HIV/AIDS or related field is desired.

Annual Salary \$ 80,000 x 0.10 FTE = \$ 8,000

#### HIV CTL Services Manager

Manages clinic staff and oversees phlebotomy services for confirmatory HIV antibody testing and RNA testing at multiple sites. Supervises specimen collection for transport to SFDPH laboratory. Oversees quality assurance efforts.

*Minimum Qualifications:* Bachelor's Degree, certified HIV test counselor and State certified phlebotomist. At least two years demonstrated experience managing clinic operations and working with populations at risk for HIV/STD infection.

Annual Salary \$ 57,700 x 0.90 FTE = \$ 51,930

HIV Coordinator

Coordinates and provides phlebotomy services for confirmatory HIV antibody testing and RNA testing at multiple sites. Prepares specimen collection for transport to SFDPH laboratory. Assists with quality assurance activities.

*Minimum Qualifications:* Bachelor's Degree, certified HIV test counselor and State certified phlebotomist. At least one year demonstrated experience in a multi-site clinic environment and working with populations at risk for HIV/STD infection.

Annual Salary \$ 40,000 x 0.90 FTE = \$ 36,000

Receptionist

Greets clients and provides an overview of services. Conducts data entry.

*Minimum Qualifications:* High school diploma or equivalency and one year of customer service experience.

Annual Salary \$ 35,000 x 1.80 FTE = \$ 63,000

Phlebotomist

Performs phlebotomy services for confirmatory HIV antibody testing and RNA testing. Prepares specimen collection for transport to SFDPH laboratory.

*Minimum Qualifications:* State certified phlebotomist.

Annual Salary \$ 37,875 x 4.00 FTE = \$ 151,500

Data Manager

Manages data collection activities at all sites. Ensures the completeness, accuracy and timely entry of data into database systems. Assists with database quality assurance activities.

*Minimum Qualifications:* Bachelor's degree and at least two years demonstrated experience in database management.

Annual Salary \$ 40,000 x 0.90 FTE = \$ 36,000

HIV Counselor

Provides individual and/or group counseling to clients on issues related to HIV/STD testing, prevention and treatment.

*Minimum Qualifications:* Bachelor's Degree and certified HIV test counselor with at least two years of experience counseling populations at risk for HIV/STD infection.

Annual Salary \$ 20,000 x 0.90 FTE = \$ 18,000

Volunteer Coordinator

Responsible for recruiting, training, and supervising volunteers.

*Minimum Qualifications:* High school diploma or equivalency and one year of experience working with volunteers.

Annual Salary \$ 40,000 x 0.90 FTE = \$ 36,000

Total Salaries \$ 412,430

Total Benefits 23% of \$ 412,430 total salaries = \$ 94,859

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

TOTAL SALARIES & BENEFITS \$ 507,289

**Operating Expenses**

Occupancy:

Rent:

SFAF is requesting reimbursement for rent expense at various locations throughout San Francisco, including the Magnet program location in the Castro district and SFAF's main offices at 1035 Market St. Other locations to be determined. Monthly estimate is based on SFAF's current rate of \$700 per FTE

\$700 per month x 10.55 FTE x 12 months = \$ 88,620

Utilities:

Telephone expense based on SFAF's experience rate of \$69.00 per FTE per month.

\$69 per month x 10.55 FTE x 12 months = \$ 8,735

**Total Occupancy** \$ 97,355

Materials and Supplies:

Office Supplies/Postage:

Office supplies/postage expense based on SFAF's experience rate of \$35.00 per FTE per month.

\$35 per month x 10.55 FTE x 12 months = \$ 4,431

Program/Medical Supplies:

Condoms and lubricant to distribute to clients.

212,000 condoms x \$0.08 per condom =	\$ 16,960
12,000 Pleasure Plus condoms x \$0.60 per condom =	\$ 7,200
9,000 female condoms x \$0.90 per condom =	\$ 8,100
50,000 lubricant packets x \$0.11 per packet =	\$ 5,500

**Total Materials and Supplies** \$ 42,191

General Operating:

Insurance:

Occupancy insurance expense based on SFAF's experience rate of \$50.00 per FTE per month.

\$50 per month x 10.55 FTE x 12 months = \$ 6,330

Outside Storage:

Storage expense based on SFAF's experience rate of \$5.10 per FTE per month.

\$5.10 per month x 10.55 FTE x 12 months = \$ 645

Rental/Maintenance of Equipment:

Equipment rental expense based on SFAF's experience rate of \$59.00 per FTE per month. Equipment maintenance expense based on SFAF's experience rate of \$42.00 per FTE per month.

Rental - \$59 per month x 10.55 FTE x 12 months =	\$ 7,469
Maintenance - \$42 per month x 10.55 FTE x 12 months =	\$ 5,317

**Total General Operating** \$ 19,762

Staff Travel (Local & Out of Town):

7 monthly MUNI passes for staff to travel to multiple testing locations plus single trips for other staff when required.

7 monthly passes x \$60 per pass x 12 months =	\$ 5,040
Single trips	\$ 14

**Total Staff Travel** \$ 5,054

Consultants/Subcontractors:

St. James Infirmary

Provide venue-based testing and counseling services for marginalized MSM, IDUs and TFMS who would be reluctant to access HIV testing at 1035 Market Street or Magnet.

Harm Reduction Counseling Coordinator: Coordinates all Harm Reduction & Peer Counseling/HIV Counseling and Testing activities; coordinates quality assurance activities. *Minimum Qualifications:* Experience coordinating Harm Reduction services and supervising staff.

0.5 FTE x \$31,400 per year = \$ 15,700

Phlebotomist: Certified for specimen collection

.25 FTE x \$47,840 per year = \$ 11,960

Benefits: Social Security, Worker's Compensation, Health Benefits, Unemployment, State and Federal Taxes, Retirement Plan.

20% of \$ 27,660 total salaries = \$ 5,532

Payroll & Accounting Services: Agency expense budgeted at \$30,000 per year. Requesting 8% of annual cost.

6% x \$30,000 = \$ 1,808

Glide

HIV Services Program Manager: Oversees all HIV Prevention Programs and activities under the direct supervision of the Glide Health Services Medical Director. Coordinates quality assurance activities, oversees all evaluation activities, prepares monthly invoices, annual agency reports, and maintains communications with all collaborative partners. *Minimum Qualifications:* Master's degree in Social Work, Public Health, or other related fields, or equivalent work experience.

0.30 FTE x \$59,216 per year = \$ 17,765

Administrative Assistant: Responsible for assisting with all administrative tasks, including: answering phones during business hours, checking phone messages and calling back individuals who request general information (Glide hours, services, location). Works with the Program Manager and Coordinators/ counselor/outreach workers to create monthly schedules for all HIV Prevention activities and assists with ordering and maintaining all program supplies. *Minimum Qualifications:* Experience in or knowledge of HIV Prevention. Experience working with people of different ethnic backgrounds, sexual identity and orientations, and people living with HIV/AIDS; Good written, verbal and organizational skills and data entry experience.

0.15 FTE x \$31,200 per year = \$ 4,680

Outreach Counselors: Coordinates monthly outreach schedules; provides on-call/back-up coverage for outreach workers during weekly shifts, organizes and maintains information and data related to target population venues, outreach contacts, and community resource listings and materials. Provide assistance with evaluation activities and provides programmatic support during monitoring periods. *Minimum Qualifications:* Experience coordinating outreach services and supervising staff; Experience with HIV/STI prevention education including safer sex education; Experience working with people of different ethnic backgrounds, sexual identity and orientations, and people living with HIV/AIDS.

0.15 FTE x \$31,200 per year = \$ 4,680

Benefits: Social Security, Worker's Compensation, Health Benefits, Unemployment, State and Federal Taxes, Retirement Plan.

25% of \$ 27,125 total salaries = \$ 6,781

Supplies: Programmatic and administrative supplies.

\$ 500

Staff Training/Travel: Trainings for staff to keep current on related issues

\$ 594

ISIS, Inc.

ISIS will develop and maintain an electronic system that will remind Magnet clients, who have agreed to receive text or email messages from SFAF, that it is time to return for their 6-month HIV test.

Deputy Director: Provides overall leadership and direction and is responsible for project deliverables. *Minimum Qualifications*: Masters in health services.

0.08 FTE x \$89,663 per year = \$ 7,173

Program Manager: Responsible for day to day activities including reporting, managing consultants and text message development. *Minimum Qualifications*: Masters in health services.

0.18 FTE x \$73,800 per year = \$ 13,284

Program Assistant: Responsible for all administrative activities, loading text messages and tech problem solving. *Minimum Qualifications*: High school diploma or equivalency.

0.20 FTE x \$32,000 per year = \$ 6,400

Benefits: Social Security, Worker's Compensation, Health Benefits, Unemployment, State and Federal Taxes, Retirement Plan.

25% of \$ 26,857 total salaries = \$ 6,714

Engineering: For developing text message platform and maintenance.

\$ 10,000

Total Consultants/Subcontractors

\$ 113,571

**Other:**

**Advertising & Media:**

SFAF will hold two focus groups to gather information regarding the most effective advertising design for testing services. SFAF will use that information to create and place ads in various media outlets.

Print ads in newspapers and magazines 12 ads x \$500/ad = \$ 6,000  
Outreach fliers 5,000 x .10/each = \$ 500

**Total Other:**

\$ 6,500

**TOTAL OPERATING EXPENSES**

\$ 284,433

**CAPITAL EXPENDITURES:** (If needed - A unit valued at \$5,000 or more)

**Total Capital Expenditures:**

\$ -

**TOTAL DIRECT COSTS**

\$ 791,722

**INDIRECT COSTS**

Indirect expenses for the San Francisco AIDS Foundation are approximately 17% of operating costs. SFAF requests reimbursement at 12% of the total direct costs in this proposal to cover operating expenses incurred by the Foundation, including finance and administrative staff, building maintenance, equipment rental & maintenance and information technology services.

\$791,722 x 10% = \$ 79,172

**TOTAL INDIRECT COSTS**

\$ 79,172

**APPENDIX TOTAL**

\$ 870,894

		SERVICE MODES							
Personnel Expenses		Recruitment & Linkages		Events		Groups		Page Total	
Position Titles	FTE	Salaries	% FTE	Salaries	% FTE	Salaries	% FTE		
Vice-President of Program & Services	0.05	1,333	20%	1,400	21%	933	0.14	3,666	
Director of Behavioral Health	0.05	910	23%	910	23%	871	0.22	2,691	
Director of Government Contracts	0.05	733	22%	600	18%	767	0.23	2,100	
Evaluation Director	0.10	1,067	16%	800	12%	1,533	0.23	3,400	
Stonewall Director	0.20	1,595	11%	1,595	11%	2,465	0.17	5,655	
Associate Stonewall Director	0.15	788	9%	787	9%	2,188	0.25	3,763	
Health Educator	0.80	8,320	26%	8,320	26%	3,200	0.10	19,840	
Project Assistant	0.70	3,547	16%	3,547	16%	3,990	0.18	11,084	
Speed Project Coordinator	0.90	9,720	27%	9,720	27%	3,600	0.10	23,040	
Counselor I/II	0.80	7,973	23%	4,506	13%	11,440	0.33	23,919	
21									
22									
23	<b>Total FTE &amp; Total Salaries</b>	<b>3.80</b>	<b>35,986</b>	<b>21%</b>	<b>32,185</b>	<b>19%</b>	<b>30,987</b>	<b>18%</b>	<b>99,156</b>
24	Fringe Benefits	23%	8,277	21%	7,403	19%	7,127	18%	22,807
25	<b>Total Personnel Expenses</b>		<b>44,263</b>	<b>21%</b>	<b>39,588</b>	<b>19%</b>	<b>38,114</b>	<b>18%</b>	<b>121,965</b>
26									
27	<b>Operating Expenses</b>	<b>Expenditure</b>	<b>%</b>	<b>Expenditure</b>	<b>%</b>			<b>Page Total</b>	
28	Total Occupancy	6,137	21%	5,552	19%	5,260	18%	16,949	
29	Total Materials and Supplies	2,249	21%	2,035	19%	1,928	18%	6,212	
30	Total General Operating	1,246	21%	1,127	19%	1,068	18%	3,441	
31	Total Staff Travel	350	21%	317	19%	300	18%	967	
32	Consultants/Subcontractor:	1,067	21%	966	19%	915	18%	2,948	
33									
34	Other:	1,623	21%	1,468	19%	1,391	18%	4,482	
35									
36									
37									
38									
39									
40									
41									
42	<b>Total Operating Expenses</b>	<b>\$ 12,672</b>	<b>21%</b>	<b>\$ 11,465</b>	<b>19%</b>	<b>10,862</b>	<b>18%</b>	<b>\$ 34,999</b>	
43									
44	<b>Total Direct Expenses</b>		<b>56,935</b>	<b>21%</b>	<b>51,053</b>	<b>19%</b>	<b>48,976</b>	<b>0.18</b>	<b>156,964</b>
45	<b>Indirect Expenses</b>	<b>10%</b>	<b>5,693</b>	<b>21%</b>	<b>5,105</b>	<b>19%</b>	<b>4,898</b>	<b>0.18</b>	<b>15,696</b>
46	<b>TOTAL EXPENSES</b>		<b>\$ 62,628</b>	<b>36%</b>	<b>\$ 56,158</b>	<b>19%</b>	<b>53,874</b>	<b>18%</b>	<b>\$172,660</b>
47									
48	<b>Number of Units of Service (UOS) per Service Mode</b>		<b>480</b>		<b>23</b>		<b>276</b>		<b>779</b>
49	<b>Cost Per Unit of Service by Service Mode</b>		<b>\$130.48</b>		<b>2441.65</b>		<b>195.20</b>		
50	<b>Number of Unduplicated Clients (UDC) per Service Mode</b>								



	A	B	C	D	E	F	G	H	I	
1	Contractor Name: San Francisco AIDS Foundation - Stonewall Project						Appendix B-3		Page 2	
2	Contract Term: 9/1/11-6/30/13						Appendix Term: 9/1/11-6/30/12			
3	Funding Source: General Fund									
4										
5	<b>SFDPH AIDS OFFICE CONTRACT</b>									
6	<b>UOS COST ALLOCATION BY SERVICE MODE</b>									
7										
8	<b>SERVICE MODES</b>									
9	Personnel Expenses		IRRC		PCM		Social Marketing		Cumulative Total	
10	Position Titles	FTE	Salaries	% FTE	Salaries	% FTE	Salaries	% FTE		
11	Vice-President of Program & Services	0.05	600	9%	800	12%	1,267	0.19	6,333	
12	Director of Behavioral Health	0.05	435	12%	119	3%	515	0.13	3,760	
13	Director of Government Contracts	0.05	300	9%	400	12%	367	0.11	3,167	
14	Evaluation Director	0.10	600	9%	800	12%	1,533	0.23	6,333	
15	Stonewall Director	0.20	2,320	18%	2,900	20%	2,030	0.14	12,905	
16	Associate Stonewall Director	0.15	1,575	19%	1,750	20%	1,225	0.14	8,313	
17	Health Educator	0.80	1,920	6%	0	0%	8,000	0.25	29,760	
18	Project Assistant	0.70	1,995	9%	2,660	12%	5,320	0.24	21,059	
19	Speed Project Coordinator	0.90	2,160	6%	0	0%	8,640	0.24	33,840	
20	Counselor I/II	0.80	2,080	6%	6,587	19%	693	0.02	33,279	
21									0	
22									0	
23	Total FTE & Total Salaries	3.80	13,985	9%	16,016	9%	29,590	18%	158,749	
24	Fringe Benefits	23%	3,217	9%	3,682	9%	6,806	18%	36,512	
25	Total Personnel Expenses		17,202	9%	19,698	9%	36,396	18%	195,261	
26										
27	Operating Expenses		Expenditure	%	Expenditure	%			Page Total	
28	Total Occupancy		2,630	10%	2,630	9%	5,260	18%	27,469	
29	Total Materials and Supplies		964	10%	964	9%	1,928	18%	10,068	
30	Total General Operating		533	10%	533	9%	1,068	18%	5,575	
31	Total Staff Travel		150	10%	150	9%	300	18%	1,567	
32	Consultants/Subcontractor:		457	10%	457	9%	915	18%	4,777	
33										
34	Other:		696	10%	696	9%	1,391	18%	7,265	
35										
36										
37										
38										
39										
40										
41										
42	Total Operating Expenses		\$ 5,430	9%	\$ 5,430	9%	10,862	18%	\$ 56,721	
43										
44	Total Direct Expenses		22,632	9%	25,128	9%	47,258	18%	251,982	
45	Indirect Expenses 10%		2,263	9%	2,513	9%	4,726	18%	25,198	
46	TOTAL EXPENSES		\$ 24,895	9%	\$ 27,641	9%	51,984	18%	\$277,180	
47										
48	Number of Units of Service (UOS) per Service Mode		160		240		8		1,187	
49	Cost Per Unit of Service by Service Mode		\$155.59		115.17		6498.00			
50	Number of Unduplicated Clients (UDC) per Service Mode									
51										
52	DPH #1A(1)								Rev. 05/2010	

	A	B	C	D	E	F	G	H	I
1	Contractor Name: San Francisco AIDS Foundation - Stonewall Project							Appendix B-3	Page 3
2	Contract Term: 9/1/11-6/30/13							Appendix Term: 9/1/11-6/30/12	
3	Funding Source: General Fund								
4									
5	<b>SFDPH AIDS OFFICE CONTRACT</b>								
6	<b>UOS COST ALLOCATION BY SERVICE MODE</b>								
7									
8	<b>SERVICE MODES</b>								
9	Personnel Expenses		Condom distribution		Training				Contract Totals
10	Position Titles	FTE	Salaries	% FTE	Salaries	% FTE	Salaries	% FTE	
11	Vice-President of Program & Services	0.05	200	3%	134	2%			6,667
12	Director of Behavioral Health	0.05	119	3%	79	2%			3,958
13	Director of Government Contracts	0.05	100	3%	66	2%			3,333
14	Evaluation Director	0.10	200	3%	134	2%			6,667
15	Stonewall Director	0.20	870	6%	725	5%			14,500
16	Associate Stonewall Director	0.15	262	3%	175	2%			8,750
17	Health Educator	0.80	1,600	5%	640	2%			32,000
18	Project Assistant	0.70	665	3%	443	2%			22,167
19	Speed Project Coordinator	0.90	1,440	4%	720	2%			36,000
20	Counselor I/II	0.80	694	2%	694	2%			34,667
21									0
22									0
23	<b>Total FTE &amp; Total Salaries</b>	<b>3.80</b>	<b>6,150</b>	<b>4%</b>	<b>3,810</b>	<b>2%</b>			<b>168,709</b>
24	Fringe Benefits	23%	1,415	4%	876	2%			38,803
25	<b>Total Personnel Expenses</b>		<b>7,565</b>	<b>4%</b>	<b>4,686</b>	<b>2%</b>			<b>207,512</b>
26									
27	Operating Expenses		Expenditure	%	Expenditure	%			Contract Total
28	Total Occupancy		1,169	4%	584	2%			29,222
29	Total Materials and Supplies		428	4%	214	2%			10,710
30	Total General Operating		237	4%	120	2%			5,932
31	Total Staff Travel		67	4%	33	2%			1,667
32	Consultants/Subcontractor:		203	4%	103	2%			5,083
33									
34	Other:		309	4%	154	2%			7,728
35									
36									
37									
38									
39									
40									
41									
42	<b>Total Operating Expenses</b>		<b>\$ 2,413</b>	<b>4%</b>	<b>\$ 1,208</b>	<b>2%</b>			<b>\$ 60,342</b>
43									
44	<b>Total Direct Expenses</b>		<b>9,978</b>	<b>4%</b>	<b>5,894</b>	<b>2%</b>			<b>267,854</b>
45	Indirect Expenses	10%	998	4%	589	2%			26,785
46	<b>TOTAL EXPENSES</b>		<b>\$ 10,976</b>	<b>4%</b>	<b>\$ 6,483</b>	<b>2%</b>			<b>\$294,639</b>
47									
48	Number of Units of Service (UOS) per Service Mode		8		16				1,211
49	Cost Per Unit of Service by Service Mode		\$1,372.00		405.19				
50	Number of Unduplicated Clients (UDC) per Service Mode								
51									
52	DPH #1A(1)								Rev. 05/2010

## BUDGET JUSTIFICATION

### Stonewall Project

#### Salaries and Benefits

##### Vice-President of Program & Services

Responsible for ensuring the implementation, management and evaluation of the program structure and provision of professional oversight to create a service delivery continuum that is responsive to the current health and well-being needs, including HIV needs of gay & bisexual men.

*Minimum Qualifications:* Master's degree in psychology, social services, business or related disciplines. Requirements also include three years' experience in supervisory capacity, especially in HIV prevention and demonstrated program management and program development experience.

.05 FTE x \$ 160,000 = \$8,000/ 12 month = \$666.67/mo x 10 mo. = \$ 6,667

##### Director of Behavioral Health

Responsible for the overall management and oversight of the HIV Prevention projects resulting from this contract. Supervises the Stonewall Director, deals with overall issues of services delivery, data collection and program improvements. Provides HIV prevention and care services to a caseload of Stonewall clients.

*Minimum Qualifications:* Master's degree and mental health professional license required. A minimum of seven years experience in public health or mental health.

.05 FTE x \$ 95,000 = \$4,750/ 12 months = \$395.84/mo. X 10 mo. = \$ 3,958

##### Director of Government Contracts

Responsible for all data management and contract related activities. Maintains operational and statistical reporting mechanisms in accordance with contract and departmental requirements, produces routine and ad hoc reporting as needed, and ensures the integrity of the service database by overseeing database quality assurance activities.

*Minimum Qualifications:* Bachelor's degree and at least two years demonstrated experience in health services program planning, design, and evaluation; grant development and writing; government contracts management and negotiations.

.05 FTE x \$ 80,000 = \$4,000/ 12 month = \$333.37/ mo. X 10 mo. = \$ 3,333

##### Evaluation Director

Responsible for the development of monitoring and evaluation systems, processes and tools to ensure foundation programs are rigorously evaluated for process and health outcomes and public health impact. Provides technical expertise and guidance to program and policy staff to design, develop, execute and measure key activities to achieve our strategic goals. Develops and delivers training and technical assistance to and builds capacity among program leads for monitoring and evaluating programs.

*Minimum Qualifications:* Masters in social or health sciences with 5 years experience in program in program evaluation required. Ph.D preferred. Experience with quantitative & qualitative research methods in prevention, health services and policy analysis is essential. Experience in HIV/AIDS or related field is desired

.10 FTE x \$ 80,000 = \$8,000/ 12 month = \$666.67/mo. X 10 mo. = \$ 6,667

##### Stonewall Director

Responsible for oversight of all operations including documentation of all services, administrative supervision of staff, analyzing data and writing reports. Provides HIV prevention and care services to a caseload of Stonewall clients.

*Minimum Qualifications:* Master's degree and at least five years experience in managing at social services programs.

.20 FTE x \$ 87,000 = \$17,400/12 month = \$1,450/mo x 10 mo. = \$ 14,500

Associate Stonewall Director

Assist Program Director with daily operations, provides HIV prevention and care services to a caseload of Stonewall clients.

*Minimum Qualifications:* Masters Degree and three years experience in managing at social services programs.

.15 FTE x \$ 70,000 = \$10,500/ 12 months = \$875.00/mo x 10 mo. = \$ 8,750

Health Educator

Responsible for coordinating web site, MSW, IRRC, Health Ed, Referral & linkages, training, scheduling and management of the Peer Educators, overseeing and reviewing log sheets, field notes, and performs field observations.

*Minimum Qualifications:* High school diploma or equivalency and at least 5 years experience in HIV prevention and education.

.80 FTE x \$ 48,000 = \$38,400/month= \$3,200/mo x 10 mo. = \$ 32,000

Project Assistant

Provides administrative support to the program. And will assist in data collecting and data entry.

*Minimum Qualifications:* High school diploma or equivalency and two years experience in office clerical work and computer skills.

.70 FTE x \$ 38,000 = \$26,600/ 12 months = \$2,216.67/mo x 10 mo. = \$ 22,167

Speed Project Coordinator

Responsible for the Speed Project field implementation. Will recruit peer advocates from the speed using community and those in recovery from speed-use. Responsible for supervision and performance of Peer Advocates, ensuring that they are receiving all-necessary logistical support. The Speed Project Outreach Coordinator will help develop and implement the initial training for the peer advocates as well as ongoing training activities.

*Minimum Qualifications:* Experience in health/human services and or related disciplines. Also requires experience coordinating outreach activities among communities of color and MSM populations, experience providing HIV/AIDS services and knowledge of substance use and harm reduction services.

.90 FTE x \$ 48,000 = \$43,200/ 12 month = \$3,600/mo x 10 mo. = \$ 36,000

Counselor III

Responsible for intake assessments, individual and group counseling, referrals to psychiatrist, documentation of all counseling.

*Minimum Qualifications:* Master's degree or at least five years experience in substance use, mental health, or HIV counseling.

.80 FTE x \$ 52,000 = \$41,600/ 12 month = \$3,466.67/mo x 10 mo. = \$ 34,667

Total Salaries \$ 168,709

Total Benefits 23% of \$ 168,709 total salaries = \$ 38,803

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

TOTAL SALARIES & BENEFITS \$ 207,512

OPERATING EXPENSE

Occupancy  
Rent

Rent expense based on SFAF's experience rate of \$700.00 per FTE per month.  
 $\$700 \text{ per month} \times 3.80 \text{ FTE} \times 10 \text{ months} = \$ 26,600$

Utilities:

Telephone expense based on SFAF's experience rate of \$69.00 per FTE per month.  
 $\$69 \text{ per month} \times 3.80 \text{ FTE} \times 10 \text{ months} = \$ 2,622$

Total Occupancy: \$ 29,222

Materials and Supplies:

Office Supplies/Postage:

Office supplies/postage expense based on SFAF's experience rate of \$35.00 per FTE per month.  
 $\$35 \text{ per month} \times 3.80 \text{ FTE} \times 10 \text{ months} = \$ 1,330$

Program/Medical Supplies:

Condoms, lubricant, T-shirts, hats and other like items to be distributed to clients to promote awareness. \$ 5,213

Printing & Reproduction

Printing flyers, stickers, palm cards and other reproduction costs.  
 $8,334 \text{ pieces} \times \$0.50 \text{ average estimated cost per piece} = \$ 4,167$

Total Materials and Supplies: \$ 10,710

General Operating:

Insurance:

Occupancy insurance expense based on SFAF's experience rate of \$50.00 per FTE per month.  
 $\$50 \text{ per month} \times 3.80 \text{ FTE} \times 10 \text{ months} = \$ 1,900$

Rental/Maintenance of Equipment:

Equipment maintenance expense based on SFAF's experience rate of \$42.00 per FTE per  
Rental -  $\$59 \text{ per month} \times 3.80 \text{ FTE} \times 10 \text{ months} = \$ 2,242$   
Maintenance -  $\$42 \text{ per month} \times 3.80 \text{ FTE} \times 10 \text{ months} = \$ 1,596$

Outside Storage:

Storage expense based on SFAF's experience rate of \$5.10 per FTE per month.  
 $\$5.10 \text{ per month} \times 3.80 \text{ FTE} \times 10 \text{ months} = \$ 194$

Total General Operating: \$ 5,932

Staff Travel (Local & Out-of-Town):

Travel to conferences and/or training seminars. Trips \$ 1,667

<u>Total Staff Travel</u>	\$ 1,667
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Consultants/Subcontractors:

Web Design Services - develop, expand and maintain website

\$291.67 per month x 10 months = \$ 2,916

Clinical Consultant - bi-weekly meetings with program staff

\$100 per hours x 21.67 meetings = \$ 2,167

<u>Total Consultants/Subcontractors</u>	<u>\$ 5,083</u>
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Other:

Media/Advertising:

Includes all costs associated with program promotional media material design and placement.

Print ads in newspapers and magazines = \$ 1,665

Electronic ads on various websites = \$ 1,666

Design fees for advertising campaign = \$ 814

New additions = \$ 1,083

Staff Training

Registration fees for six conferences/seminars

conference/seminars = \$ 2,500

<u>Total Other</u>	<u>\$ 7,728</u>
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TOTAL OPERATING EXPENSES	\$ 60,342
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CAPITAL EXPENDITURES: (If needed - A unit valued at \$5,000 or more)

<u>Total Capital Expenditures</u>	<u>\$ -</u>
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TOTAL DIRECT COSTS	<u>\$ 267,854</u>
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INDIRECT COSTS

Indirect expenses for the San Francisco AIDS Foundation are approximately 17% of operating costs. SFAF requests reimbursement at 12% of the total direct costs in this proposal to cover operating expenses incurred by the Foundation, including finance and administration.

\$267,854 x 10% = \$ 26,785

TOTAL INDIRECT COSTS	<u>\$ 26,785</u>
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APPENDIX TOTAL	<u>\$ 294,639</u>
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	A	B	C	D	E	F	G	H	I	
1	Contractor Name: San Francisco AIDS Foundation - Stonewall Project						Appendix B-3a		Page 1	
2	Contract Term: 9/1/11-6/30/13						Appendix Term: 7/1/12-6/30/13			
3	Funding Source: General Fund									
4										
5										
6										
7										
8										

**SFDPH AIDS OFFICE CONTRACT  
UOS COST ALLOCATION BY SERVICE MODE**

9	Personnel Expenses	FTE	SERVICE MODES						Page Total
			Recruitment & Linkages		Events		Groups		
10	Position Titles		Salaries	% FTE	Salaries	% FTE	Salaries	% FTE	
11	Vice-President of Program & Services	0.05	1,600	20%	1,680	21%	1,120	14%	4,400
12	Director of Behavioral Health	0.05	1,093	23%	1,093	23%	1,045	22%	3,231
13	Director of Government Contracts	0.05	880	22%	720	18%	920	23%	2,520
14	Evaluation Director	0.10	1,280	16%	960	12%	1,840	23%	4,080
15	Stonewall Director	0.20	1,914	11%	1,914	11%	2,958	17%	6,786
16	Associate Stonewall Director	0.15	945	9%	945	9%	2,625	25%	4,515
17	Health Educator	0.80	9,984	26%	9,984	26%	3,840	10%	23,808
18	Project Assistant	0.70	4,256	16%	4,256	16%	4,788	18%	13,300
19	Speed Project Coordinator	0.90	11,664	27%	11,664	27%	4,320	10%	27,648
20	Counselor III	0.80	9,568	23%	5,408	13%	13,728	33%	28,704
21									
22									
23	<b>Total FTE &amp; Total Salaries</b>	<b>3.80</b>	<b>43,184</b>	<b>21%</b>	<b>38,624</b>	<b>19%</b>	<b>37,184</b>	<b>18%</b>	<b>118,992</b>
24	Fringe Benefits	23%	9,933	21%	8,885	19%	8,553	18%	27,371
25	<b>Total Personnel Expenses</b>		<b>53,117</b>	<b>21%</b>	<b>47,509</b>	<b>19%</b>	<b>45,737</b>	<b>18%</b>	<b>146,363</b>
26									
27	Operating Expenses		Expenditure	%	Expenditure	%			Page Total
28	Total Occupancy		7,539	21%	6,838	20%	6,312	18%	20,689
29	Total Materials and Supplies		2,763	22%	2,506	20%	2,313	18%	7,582
30	Total General Operating		1,530	21%	1,388	19%	1,281	18%	4,199
31	Total Staff Travel		430	22%	390	20%	360	18%	1,180
32	Consultants/Subcontractor:		1,311	21%	1,190	20%	1,098	18%	3,599
33									
34	Other:		1,994	21%	1,809	19%	1,670	18%	5,473
35									
36									
37									
38									
39									
40									
41									
42	<b>Total Operating Expenses</b>		<b>\$ 15,567</b>	<b>21%</b>	<b>\$ 14,121</b>	<b>20%</b>	<b>13,034</b>	<b>18%</b>	<b>\$ 42,722</b>
43									
44	<b>Total Direct Expenses</b>		<b>68,684</b>	<b>21%</b>	<b>61,630</b>	<b>19%</b>	<b>58,771</b>	<b>18%</b>	<b>189,085</b>
45	Indirect Expenses	10%	6,868	21%	6,163	19%	5,877	18%	18,908
46	<b>TOTAL EXPENSES</b>		<b>\$ 75,552</b>	<b>21%</b>	<b>\$ 67,793</b>	<b>19%</b>	<b>64,648</b>	<b>18%</b>	<b>\$207,993</b>
47									
48	Number of Units of Service (UOS) per Service Mode		696		33		400		1,129
49	Cost Per Unit of Service by Service Mode		\$108.55		2054.33		161.62		
50	Number of Unduplicated Clients (UDC) per Service Mode								

	A	B	C	D	E	F	G	H	I	
1	Contractor Name: San Francisco AIDS Foundation						Appendix B-3a		Page 2	
2	Contract Term: 9/1/11-6/30/13						Appendix Term: 7/1/12-6/30/13			
3	Funding Source: General Fund									
4										
5	<b>SFDPH AIDS OFFICE CONTRACT</b>									
6	<b>UOS COST ALLOCATION BY SERVICE MODE</b>									
7										
8										
9	Personnel Expenses		SERVICE MODES							
10	Position Titles	FTE	IRRC		PCM		Social Marketing		Cumulative Total	
11	Vice-President of Program & Services	0.05	Salaries	% FTE	Salaries	% FTE	Salaries	% FTE		
12	Director of Behavioral Health	0.05	720	9%	960	12%	1,520	19%	7,600	
13	Director of Government Contracts	0.05	523	11%	143	3%	618	13%	4,515	
14	Evaluation Director	0.10	360	9%	480	12%	440	11%	3,800	
15	Stonewall Director	0.20	720	9%	960	12%	1,840	23%	7,600	
16	Associate Stonewall Director	0.20	2,784	16%	3,480	20%	2,436	14%	15,486	
17	Health Educator	0.15	1,890	18%	2,100	20%	1,470	14%	9,975	
18	Project Assistant	0.80	2,304	6%	0	0%	9,600	25%	35,712	
19	Project Assistant	0.70	2,394	9%	3,192	12%	6,384	24%	25,270	
20	Speed Project Coordinator	0.90	2,592	6%	0	0%	10,368	24%	40,608	
21	Counselor I/II	0.80	2,496	6%	7,904	19%	832	2%	39,936	
22										
23	Total FTE & Total Salaries	3.80	16,783	8%	19,219	9%	35,508	18%	190,502	
24	Fringe Benefits	23%	3,860	8%	4,418	9%	8,167	18%	43,816	
25	Total Personnel Expenses		20,643	8%	23,637	9%	43,675	18%	234,318	
26										
27	Operating Expenses		Expenditure	%	Expenditure	%			Page Total	
28	Total Occupancy		2,805	8%	3,156	9%	6,312	18%	32,962	
29	Total Materials and Supplies		1,028	8%	1,156	9%	2,313	18%	12,079	
30	Total General Operating		569	8%	641	9%	1,281	18%	6,690	
31	Total Staff Travel		160	8%	180	9%	360	18%	1,880	
32	Consultants/Subcontractor:		488	8%	549	9%	1,098	18%	5,734	
33										
34	Other:		742	8%	835	9%	1,670	18%	8,720	
35										
36										
37										
38										
39										
40										
41										
42	Total Operating Expenses		\$ 5,792	8%	\$ 6,517	9%	13,034	18%	\$ 68,065	
43										
44	Total Direct Expenses		26,435	8%	30,154	9%	56,709	18%	302,383	
45	Indirect Expenses	10%	2,644	8%	3,015	9%	5,671	18%	30,238	
46	TOTAL EXPENSES		\$ 29,079	8%	\$ 33,169	9%	62,380	18%	\$332,621	
47										
48	Number of Units of Service (UOS) per Service Mode		232		348		12		1,721	
49	Cost Per Unit of Service by Service Mode		\$125.34		95.31		5198.33			
50	Number of Unduplicated Clients (UDC) per Service Mode									
51										
52	DPH #1A(1)								Rev. 05/2010	



	A	B	C	D	E	F	G	H	I	
1	Contractor Name: <u>San Francisco AIDS Foundation</u>						Appendix B-3a		Page 3	
2	Contract Term: <u>9/1/11-6/30/13</u>						Appendix Term: <u>7/1/12-6/30/13</u>			
3	Funding Source: <u>General Fund</u>									
4										
5	<b>SFDPH AIDS OFFICE CONTRACT</b>									
6	<b>UOS COST ALLOCATION BY SERVICE MODE</b>									
7										
8	<b>SERVICE MODES</b>									
9	Personnel Expenses		Condom distribution		Training				Contract Totals	
10	Position Titles	FTE	Salaries	% FTE	Salaries	% FTE	Salaries	% FTE		
11	Vice-President of Program & Services	0.05	240	3%	160	2%			8,000	
12	Director of Behavioral Health	0.05	141	3%	94	2%			4,750	
13	Director of Government Contracts	0.05	120	3%	80	2%			4,000	
14	Evaluation Director	0.10	240	3%	160	2%			8,000	
15	Stonewall Director	0.20	1,044	6%	870	5%			17,400	
16	Associate Stonewall Director	0.15	315	3%	210	2%			10,500	
17	Health Educator	0.80	1,920	5%	768	2%			38,400	
18	Project Assistant	0.70	798	3%	532	2%			26,600	
19	Speed Project Coordinator	0.90	1,728	4%	864	2%			43,200	
20	Counselor I/II	0.80	832	2%	832	2%			41,600	
21										
22										
23	Total FTE & Total Salaries	3.80	7,378	4%	4,570	2%			202,450	
24	Fringe Benefits	23%	1,697	4%	1,051	2%			46,564	
25	Total Personnel Expenses		9,075	4%	5,621	2%			249,014	
26										
27	Operating Expenses		Expenditure	%	Expenditure	%			Contract Total	
28	Total Occupancy		1,403	4%	701	2%			35,066	
29	Total Materials and Supplies		514	4%	257	2%			12,850	
30	Total General Operating		285	4%	143	2%			7,118	
31	Total Staff Travel		80	4%	40	2%			2,000	
32	Consultants/Subcontractor:		244	4%	122	2%			6,100	
33										
34	Other:		371	4%	186	2%			9,277	
35										
36										
37										
38										
39										
40										
41										
42	Total Operating Expenses		\$ 2,897	4%	\$ 1,449	2%			\$ 72,411	
43										
44	Total Direct Expenses		11,972	4%	7,070	2%			321,425	
45	Indirect Expenses 10%		1,197	4%	707	2%			32,142	
46	TOTAL EXPENSES		\$ 13,169	4%	\$ 7,777	2%			\$353,567	
47										
48	Number of Units of Service (UOS) per Service Mode		12		23				1,756	
49	Cost Per Unit of Service by Service Mode		\$1,097.42		338.13					
50	Number of Unduplicated Clients (UDC) per Service Mode									
51										
52	DPH #1A(1)						Rev. 05/2010			

## BUDGET JUSTIFICATION Stonewall Project

### Salaries and Benefits

#### Vice-President of Program & Services

Responsible for ensuring the implementation, management and evaluation of the program structure and provision of professional oversight to create a service delivery continuum that is responsive to the current health and well-being needs, including HIV needs of gay & bisexual men.

*Minimum Qualifications:* Master's degree in psychology, social services, business or related disciplines. Requirements also include three years' experience in supervisory capacity, especially in HIV prevention and demonstrated program management and program development experience.

Annual Salary \$ 160,000 x 0.05 FTE = \$ 8,000

#### Director of Behavioral Health

Responsible for the overall management and oversight of the HIV Prevention projects resulting from this contract. Supervises the Stonewall Director, deals with overall issues of services delivery, data collection and program improvements. Provides HIV prevention and care services to a caseload of Stonewall clients.

*Minimum Qualifications:* Master's degree and mental health professional license required. A minimum of seven years experience in public health or mental health.

Annual Salary \$ 95,000 x 0.05 FTE = \$ 4,750

#### Director of Government Contracts

Responsible for all data management and contract related activities. Maintains operational and statistical reporting mechanisms in accordance with contract and departmental requirements, produces routine and ad hoc reporting as needed, and ensures the integrity of the service database by overseeing database quality assurance activities.

*Minimum Qualifications:* Bachelor's degree and at least two years demonstrated experience in health services program planning, design, and evaluation; grant development and writing; government contracts management and negotiations.

Annual Salary \$ 80,000 x 0.05 FTE = \$ 4,000

#### Evaluation Director

Responsible for the development of monitoring and evaluation systems, processes and tools to ensure foundation programs are rigorously evaluated for process and health outcomes and public health impact. Provides technical expertise and guidance to program and policy staff to design, develop, execute and measure key activities to achieve our strategic goals. Develops and delivers training and technical assistance to and builds capacity among program leads for monitoring and evaluating programs.

*Minimum Qualifications:* Masters in social or health sciences with 5 years experience in program in program evaluation required. Ph.D preferred. Experience with quantitative & qualitative research methods in prevention, health services and policy analysis is essential. Experience in HIV/AIDS or related field is desired

Annual Salary \$ 80,000 x 0.10 FTE = \$ 8,000

#### Stonewall Director

Responsible for oversight of all operations including documentation of all services, administrative supervision of staff, analyzing data and writing reports. Provides HIV prevention and care services to a caseload of Stonewall clients.

*Minimum Qualifications:* Master's degree and at least five years experience in managing at social services programs.

Annual Salary \$ 87,000 x 0.20 FTE = \$ 17,400

Associate Stonewall Director

Assist Program Director with daily operations, provides HIV prevention and care services to a caseload of Stonewall clients.

*Minimum Qualifications:* Masters Degree and three years experience in managing at social services programs.

Annual Salary \$ 70,000 x 0.15 FTE = \$ 10,500

Health Educator

Responsible for coordinating web site, MSW, IRRRC, Health Ed, Referral & linkages, training, scheduling and management of the Peer Educators, overseeing and reviewing log sheets, field notes, and performs field observations.

*Minimum Qualifications:* High school diploma or equivalency and at least 5 years experience in HIV prevention and education.

Annual Salary \$ 48,000 x 0.80 FTE = \$ 38,400

Project Assistant

Provides administrative support to the program. And will assist in data collecting and data entry.

*Minimum Qualifications:* High school diploma or equivalency and two years experience in office clerical work and computer skills.

Annual Salary \$ 38,000 x 0.70 FTE = \$ 26,600

Speed Project Coordinator

Responsible for the Speed Project field implementation. Will recruit peer advocates from the speed using community and those in recovery from speed use. Responsible for supervision and performance of Peer Advocates, ensuring that they are receiving all necessary logistical support. The Speed Project Outreach Coordinator will help develop and implement the initial training for the peer advocates as well as ongoing training activities.

*Minimum Qualifications:* Experience in health/human services and or related disciplines. Also requires experience coordinating outreach activities among communities of color and MSM populations, experience providing HIV/AIDS services and knowledge of substance use and harm reduction services.

Annual Salary \$ 48,000 x 0.90 FTE = \$ 43,200

Counselor I/II

Responsible for intake assessments, individual and group counseling, referrals to psychiatrist, documentation of all counseling.

*Minimum Qualifications:* Master's degree or at least five years experience in substance use, mental health, or HIV counseling.

Annual Salary \$ 52,000 x 0.80 FTE = \$ 41,600

Total Salaries

\$ 202,450

Total Benefits 23% of \$ 202,450 total salaries = \$ 46,564

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

**BENEFITS** \$ 249,014

**Operating Expenses**

Occupancy

Rent:

Rent expense based on SFAF's experience rate of \$700.00 per FTE per month.

\$700 per month x 3.80 FTE x 12 months = \$ 31,920

Utilities:

Telephone expense based on SFAF's experience rate of \$69.00 per FTE per month.

\$69 per month x 3.80 FTE x 12 months = \$ 3,146

Total Occupancy \$ 35,066

Materials and Supplies

Office Supplies/Postage:

Office supplies/postage expense based on SFAF's experience rate of \$35.00 per FTE per month.

\$35 per month x 3.80 FTE x 12 months = \$ 1,596

Program/Medical Supplies:

Condoms, lubricant, T-shirts, hats and other like items to be distributed to clients to promote awareness.

\$ 6,254

Printing & Reproduction

Printing flyers, stickers, palm cards and other reproduction costs.

10,000 pieces x \$0.50 average estimated cost per piece = \$ 5,000

Total Materials and Supplies \$ 12,850

General Operating

Insurance:

Occupancy insurance expense based on SFAF's experience rate of \$50.00 per FTE per month.

\$50 per month x 3.80 FTE x 12 months = \$ 2,280

Rental/Maintenance of

Equipment:

Equipment rental expense based on SFAF's experience rate of \$59.00 per FTE per month.

Rental - \$59 per month x 3.80 FTE x 12 months = \$ 2,690

Maintenance - \$42 per month x 3.80 FTE x 12 months = \$ 1,915

Outside Storage:

Storage expense based on SFAF's experience rate of \$5.10 per FTE per month.

\$5.10 per month x 3.80 FTE x 12 months = \$ 233

Total General Operating \$ 7,118

Staff Travel (Local & Out of Town):

Travel to conferences and/or training seminars.

2 trips x \$1,000 per trip = \$ 2,000

Total Staff Travel \$ 2,000

Consultants/Subcontractors:

Web Design Services - develop, expand and maintain website

\$291.67 per month x 12 months = \$ 3,500

Clinical Consultant - bi-weekly meetings with program staff

\$100 per hours x 26 meetings = \$ 2,600

Total Consultants/Subcontractors \$ 6,100

Other:

Media/Advertising:

Includes all costs associated with program promotional media material design and

Print ads in newspapers and magazines 4 ads x \$500/ad = \$ 2,000

Electronic ads on various websites = \$ 2,000

Design fees for advertising campaign = \$ 977

New additions = \$ 1,300

Staff Training

Registration fees for six conferences/seminars

\$500 per registration x 6 conference/seminars = \$ 3,000

Total Other \$ 9,277

**TOTAL OPERATING EXPENSES**

**\$72,411**

CAPITAL EXPENDITURES: (If needed - A unit valued at \$5,000 or more)

Total Capital Expenditures \$ -

**TOTAL DIRECT COSTS**

**\$ 321,425**

**INDIRECT COSTS**

Indirect expenses for the San Francisco AIDS Foundation are approximately 17% of operating costs. SFAF requests reimbursement at 12% of the total direct costs in this proposal to cover operating expenses incurred by the Foundation, including finance and administration.

\$321,425 x 10% = \$ 32,142

**TOTAL INDIRECT COSTS**

**\$ 32,142**

**APPENDIX TOTAL**

**\$ 353,567**

		SERVICE MODES								
		Events		Groups		Testing				
9	Personnel Expenses	FTE	Salaries	% FTE	Salaries	% FTE	Salaries	% FTE	Page Total	
10	Position Titles									
11	Vice-President of Program & Services	0.10	960	18%	2,506	47%	1,120	0.21	4,586	
12	Director of Behavioral Health	0.05	225	15%	525	35%	315	0.21	1,065	
13	Director of Government Contracts	0.05	67	5%	919	69%	307	0.23	1,293	
14	Evaluation Director	0.05	67	5%	919	69%	307	0.23	1,293	
15	Contracts & Purchasing Manager	0.05	73	5%	1,000	69%	333	0.23	1,406	
16	BBE MGR	0.80	837	5%	15,408	92%	0	0.00	16,245	
17	Community Dev Mgr	0.80	837	5%	14,738	88%	0	0.00	15,575	
18	BBE Outreach Coord.	0.50	2,500	50%	2,350	47%	0	0.00	4,850	
19	Health Education	0.10	672	42%	0	0%	336	0.21	1,008	
20	Speed Project Coord	0.10	357	21%	646	38%	0	0.00	1,003	
21	Counselor I/II	0.20	0	0%	1,352	39%	1,317	0.38	2,669	
22	HIV Test Coordinator	0.10	255	17%	1,245	83%		0.00	1,500	
23	Administrative Assistant	0.10	84	6%	1,190	85%	84	0.06	1,358	
24	<b>Total FTE &amp; Total Salaries</b>	<b>3.00</b>	<b>6,934</b>	<b>13%</b>	<b>42,798</b>	<b>72%</b>	<b>4,119</b>	<b>0.07</b>	<b>53,851</b>	
25	Fringe Benefits	23%	1,595	13%	9,844	72%	947	0.07	12,386	
26	<b>Total Personnel Expenses</b>		<b>8,529</b>	<b>13%</b>	<b>52,642</b>	<b>72%</b>	<b>5,066</b>	<b>0.07</b>	<b>66,237</b>	
27										
28	Operating Expenses		Expenditure	%	Expenditure	%			Contract Total	
29	Total Occupancy		1,199	13%	6,554	71%	645	0.07	8,396	
30	Total Materials and Supplies		1,118	14%	6,105	71%	602	0.07	7,825	
31	Total General Operating		243	14%	1,330	71%	131	0.07	1,704	
32	Total Staff Travel									
33	Consultants/Subcontractor:		27,640	47%	14,114	24%	14,114	0.24	55,868	
34										
35	Other:									
36										
37										
38										
39										
40										
41										
42										
43	<b>Total Operating Expenses</b>		<b>\$ 30,200</b>	<b>41%</b>	<b>\$ 28,103</b>	<b>36%</b>	<b>15,492</b>	<b>0.20</b>	<b>\$ 73,795</b>	
44										
45	Total Direct Expenses		38,729	28%	80,745	53%	20,558	0.14	140,032	
46	Indirect Expenses	10%	3,873	28%	8,075	53%	2,055	0.14	14,003	
47	<b>TOTAL EXPENSES</b>		<b>\$ 42,602</b>	<b>28%</b>	<b>\$ 88,820</b>	<b>53%</b>	<b>22,613</b>	<b>0.14</b>	<b>\$154,835</b>	
48										
49	Number of Units of Service (UOS) per Service Mode		7		223		160		390	
50	Cost Per Unit of Service by Service Mode		\$6,086.00		\$398.30		141.33125			
51	Number of Unduplicated Clients (UDC) per Service Mode									

	A	B	C	D	E	F	G	H	I
1	Contractor Name: San Francisco AIDS Foundation - AA Prevention Initiative						Appendix B-4		Page 2
2	Contract Term: 9/1/11-12/31/12						Appendix Term: 9/1/11-12/31/11		
3	Funding Source: CDC								
4									
5	<b>SFDPH AIDS OFFICE CONTRACT</b>								
6	<b>UOS COST ALLOCATION BY SERVICE MODE</b>								
7									
8	<b>SERVICE MODES</b>								
9	Personnel Expenses		IRRC		Recruitment & Linkage				
10	Position Titles	FTE	Salaries	% FTE	Salaries	% FTE	Salaries	% FTE	Contract Totals
11	Vice-President of Program & Services	0.10	0	0%	747	14%			5,333
12	Director of Behavioral Health	0.05	315	21%	120	8%			1,500
13	Director of Government Contracts	0.05	0	0%	40	3%			1,333
14	Evaluation Director	0.05	0	0%	40	3%			1,333
15	Contracts & Purchasing Manager	0.05	0	0%	44	3%			1,450
16	BBE MGR	0.80	168	1%	335	2%			16,748
17	Community Dev Mgr	0.80	838	5%	335	2%			16,748
18	BBE Outreach Coord.	0.50	0	0%	150	3%			5,000
19	Health Education	0.10	336	21%	256	16%			1,600
20	Speed Project Coord	0.10	697	41%	0	0%			1,700
21	Counselor I/II	0.20	139	4%	659	19%			3,467
22	HIV Test Coordinator	0.10	0	0%	0	0%			1,500
23	Administrative Assistant	0.10	42	3%	0	0%			1,400
24	Total FTE & Total Salaries	3.00	2,535	4%	2,726	5%			59,112
25	Fringe Benefits	23%	583	4%	627	5%			13,596
26	Total Personnel Expenses		3,118	4%	3,353	5%			72,708
27									
28	Operating Expenses		Expenditure	%	Expenditure	%			Contract Total
29	Total Occupancy		369	4%	461	5%			9,228
30	Total Materials and Supplies		344	4%	429	5%			8,598
31	Total General Operating		75	4%	94	5%			1,673
32	Total Staff Travel								
33	Consultants/Subcontractor:		0	0%	2,942	5%			58,810
34									
35	Other:								
36									
37									
38									
39									
40									
41									
42									
43	Total Operating Expenses		\$ 788	1%	\$ 3,926	5%			\$ 78,509
44									
45	Total Direct Expenses		3,906	3%	7,279	5%			151,217
46	Indirect Expenses	10%	391	3%	728	5%			15,122
47	TOTAL EXPENSES		\$ 4,297	3%	\$ 8,007	5%			\$166,339
48									
49	Number of Units of Service (UOS) per Service Mode		128		20				538
50	Cost Per Unit of Service by Service Mode		\$33.57		\$400.35				
51	Number of Unduplicated Clients (UDC) per Service Mode								
52									
53	DPH #1A(1)								Rev. 05/2010

## BUDGET JUSTIFICATION

### African-American Prevention Initiative

#### **Salaries and Benefits**

##### Vice-President of Program & Services

Responsible for ensuring the implementation, management and evaluation of the program structure and provision of professional oversight to create a service delivery continuum that is responsive to the current health and well-being needs, including HIV needs of gay & bisexual men.

*Minimum Qualifications:* Master's degree in psychology, social services, business or related disciplines. Requirements also include three years' experience in supervisory capacity, especially in HIV prevention and demonstrated program management and program development experience.

.10 FTE x \$ 160,000 = \$16,000/ 12 month= \$1,333.34/mo x 4 mo. = \$ 5,333

##### Director of Behavioral Health

Responsible for the overall management and oversight of the HIV Prevention projects resulting from this contract. Supervises the Stonewall Director, deals with overall issues of services delivery, data collection and program improvements. Provides HIV prevention and care services to a caseload of Stonewall clients.

*Minimum Qualifications:* Master's degree and mental health professional license required. A minimum of seven years experience in public health or mental health.

.05 FTE x \$ 90,000 = \$4,500/ 12 month = \$375/mo. x 4 mo. = \$ 1,500

##### Director of Government Contracts

Responsible for all data management and contract related activities. Maintains operational and statistical reporting mechanisms in accordance with contract and departmental requirements, produces routine and ad hoc reporting as needed, and ensures the integrity of the service database by overseeing database quality assurance activities.

*Minimum Qualifications:* Bachelor's degree and at least two years demonstrated experience in health services program planning, design, and evaluation; grant development and writing; government contracts management and negotiations.

.05 FTE x \$ 80,000 = \$4,000/ 12 month = \$333.34/mo x 4 mo. = \$ 1,333

##### Evaluation Director

Responsible for the development of monitoring and evaluation systems, processes and tools to ensure foundation programs are rigorously evaluated for process and health outcomes and public health impact. Provides technical expertise and guidance to program and policy staff to design, develop, execute and measure key activities to achieve our strategic goals. Develops and delivers training and technical assistance to and builds capacity among program leads for monitoring and evaluating programs.

*Minimum Qualifications:* Masters in social or health sciences with 5 years experience in program in program evaluation required. Ph.D preferred. Experience with quantitative & qualitative research methods in prevention, health services and policy analysis is essential. Experience in HIV/AIDS or related field is desired

.05 FTE x \$ 80,000 = \$4,000/ 12 month=\$333.34/mo x 4 mo. = \$ 1,333



Contracts & Purchasing Manager

Prepares monthly contract invoices, records contract accruals into financial management system, prepares budgets for contract proposals, modifications, and revisions. Prepares reports for contract financial information and maintains databases related to contract allocations.

*Minimum Qualifications:* Bachelor's degree in Finance or related field or equivalent experience in accounting, budgeting and contract management. Two years demonstrated experience in a finance/contract management capacity.

$$.05 \text{ FTE} \times \$ 87,000 = \$4,350/12 \text{ month} = \$362.50/\text{mo} \times 4 \text{ mo.} = \$ 1,450$$

BBE MGR

Manages and coordinates all day-to-day aspects of the program. Responsible for the development, administration and facilitation of all BBE group program activities. Duties include co-facilitation of the weekly drop-in support group (Phoenix Rising), coordination of all workshops (Afrochats, Many Men, Many Voices, Healthy relationships) curricula development and logistic support and facilitation of the BBE Steering Committee.

*Minimum Qualifications:* Experience in health/human services and or related disciplines. Also requires experience coordinating outreach activities among African American populations, experience providing HIV/AIDS services and knowledge of substance use and harm reduction services.

$$.80 \text{ FTE} \times \$ 62,804 = \$50,243/12 \text{ month} = \$4,186.94/\text{mo} \times 4 \text{ mo.} = \$ 16,748$$

Community Organizer/Mobilization Manager

Responsible for the development and implementation of group and community level interventions that organizes and mobilizes communities in order to increase their level of social capital. This position provides a clinical/social services perspective on how to work with individuals in our target population and engage them in community building activities. Targets health promotion and wellness among African American gay and bisexual and same gender loving men.

*Minimum Qualifications:* Bachelor's degree in psychology, social services or related discipline. Also requires experience coordinating outreach activities among communities of color and MSM populations, experience providing HIV/AIDS services and knowledge of substance use and harm reductions services.

$$.80 \text{ FTE} \times \$ 62,804 = \$50,243/12 \text{ month} = \$4,186.94/\text{mo} \times 4 \text{ mo.} = \$ 16,748$$

BBE Outreach Coordinator

Provides day to day logistical and administrative support to the BBE leadership team and program participants.

*Minimum Qualifications:* 3-5 years of administrative support experience in a community based environment required.

$$.5 \text{ FTE} \times \$ 30,000 = \$15,000/12 \text{ month} = \$1,250/\text{mo} \times 4 \text{ mo.} = \$ 5,000$$

Health Education

Performs phlebotomy services for confirmatory HIV antibody testing and RNA testing. Prepares specimen collection for transport to SFDPH laboratory.

*Minimum Qualifications:* State certified phlebotomist.

$$.10 \text{ FTE} \times \$ 48,000 = \$4,800/12 \text{ month} = \$400.00/\text{mo.} \times 4 \text{ mo.} = \$ 1,600$$

Speed Project Coordinator

Responsible for the Speed Project field implementation. Will recruit peer advocates from the speed using community and those in recovery from speed use. Responsible for supervision and performance of Peer Advocates, ensuring that they are receiving all necessary logistical support. The Speed Project Outreach Coordinator will help develop and implement the initial training for the peer advocates as well as ongoing training activities.

*Minimum Qualifications:* Experience in health/human services and or related disciplines. Also requires experience coordinating outreach activities among communities of color and MSM populations, experience providing HIV/AIDS services and knowledge of substance use and harm reduction services.

.10 FTE x \$ 51,000 = \$5,100/ 12 month = \$425.00/mo. x 4 mo. = \$ 1,700

Counselor I/II

Responsible for intake assessments, individual and group counseling, referrals to psychiatrist, documentation of all counseling.

*Minimum Qualifications:* Master's degree or at least five years experience in substance use, mental health, or HIV counseling.

.20 FTE x \$ 52,000 = \$10,400/ 12 month = \$866.67/mo x 4 mo. = \$ 3,467

HIV Coordinator

Coordinates and provides phlebotomy services for confirmatory HIV antibody testing and RNA testing at multiple sites. Prepares specimen collection for transport to SFDPH laboratory. Assists with quality assurance activities.

*Minimum Qualifications:* Bachelor's Degree, certified HIV test counselor and State certified phlebotomist. At least one year demonstrated experience in a multi-site clinic environment and working with populations at risk for HIV/STD infection.

.10 FTE x \$ 45,000 = \$4,500/ 12 month = \$375.00/mo x 4 mo. = \$ 1,500

Administrative Assistant

Provide administrative office support to the BBE program (including correspondence, filing, ordering supplies, scheduling meetings, and preparing materials packets).

*Minimum Qualifications:* High school diploma or equivalency and one year of experience working as an Administrative Assistant.

.10 FTE x \$ 42,000 = \$4,200/ 12 month = \$350.00/mo x 4 mo. = \$ 1,400

Total Salaries \$ 59,112

Total Benefits 23% of \$ 59,112 total salaries = \$ 13,596

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

TOTAL SALARIES & BENEFITS \$ 72,708

**Operating Expenses**

**Occupancy**

Rent:

Rent expense based on SFAF's experience rate of \$700.00 per FTE per month.  
 $\$700 \text{ per month} \times 3.00 \text{ FTE} \times 4 \text{ months} = \$ 8,400$

Utilities:

Telephone expense based on SFAF's experience rate of \$69.00 per FTE per month.  
 $\$69 \text{ per month} \times 3.00 \text{ FTE} \times 4 \text{ months} = \$ 828$

**Total Occupancy** \$ 9,228

**Materials and Supplies**

Office Supplies/Postage:

Office supplies/postage expense based on SFAF's experience rate of \$35.00 per FTE per month.  
 $\$35 \text{ per month} \times 3.00 \text{ FTE} \times 4 \text{ months} = \$ 420$

Group/Event Expense:

Food for client group meetings and fees/expenses associated with program promotion at community events (street fairs, Pride Parade, Juneteenth, Kwanzaa, etc.).

	Meetings \$	5,345
	Community Events \$	2,833

**Total Materials and Supplies** \$ 8,598

**General Operating**

Insurance:

Occupancy insurance expense based on SFAF's experience rate of \$50.00 per FTE per month.  
 $\$50 \text{ per month} \times 3.00 \text{ FTE} \times 4 \text{ months} = \$ 600$

Outside Storage:

Storage expense based on SFAF's experience rate of \$5.10 per FTE per month.  
 $\$5.10 \text{ per month} \times 3.00 \text{ FTE} \times 4 \text{ months} = \$ 61$

Rental/Maintenance of Equipment

Equipment rental expense based on SFAF's experience rate of \$59.00 per FTE per month. Equipment maintenance expense based on SFAF's experience rate of \$42.00 per FTE per month.

	Rental - \$59 per month x 3.00 FTE x 4 months =	\$ 708
	Maintenance - \$42 per month x 3.00 FTE x 4 months =	\$ 504

**Total General Operating** \$ 1,873

Staff Travel (Local & Out of Town)

**Total Staff Travel** \$ -

Consultants/Subcontractors:

STOP AIDS Project

Provide venue-based testing and counseling services for African-Americans in San

Program Director: Responsible for supervision of program staff and will act as liaison to SFAF and other prevention and care partners; responsible for program planning, implementation and evaluation. *Minimum qualifications:* Master's Degree and 4 years community organizing & disease prevention experience or an equivalent combination of education and experience.

.15 FTE x 68,000 per year x 4/12 months = \$ 3,400

Education Director: Responsible for staff and volunteer education/training; keeps up to date on new trends in HIV prevention with an eye toward possible impacts on STOP AIDS Project; coordinates with evaluation director at SFAF on data and evaluation. *Minimum qualifications:* Masters in Public Health and 3 years community organizing and public health experience or an equivalent combination of education and experience.

.10 FTE x 68,000 per year x 4/12 months = \$ 2,267

Program Manager-Initiative Castro/Mission: Responsible for the overall quarterly and community event coordination and arranges venues to host these events; works with Media Designer and Communications Director to create culturally appropriate outreach and educational materials and develops appropriate outreach systems; invites men to get tested throughout the night; facilitates Smart Sex Workshops and conducts follow-up risk reduction conversations; recruits participants for Black Plus events and arranges logistics. *Minimum qualifications:* Demonstratable cultural competence and a BA degree or 2 years related experience.

.91 FTE x 50,000 per year x 4/12 months = \$ 15,167

Program Associate/Our Love-Initiative Castro/Mission: Responsible for the overall Blackout event coordination and testing recruitment; liaison between Initiative and bar owners; coordinate and arrange DJs and all of the elements necessary to draw African American G/MSM; facilitate Jamii events. *Minimum qualifications:* BA or one year experience in community organizing and health promotion, or an equivalent combination.

.75 FTE x 40,000 per year x 4/12 months = \$ 10,000

Testing Coordinator: Responsible for managing the testing calendar and coordinating shift logistics with AHP staff; responsible for RV maintenance including, but not limited to, any pertinent permit and parking issues, driving, managing client flow and providing HIV testing services. *Minimum qualifications:* BA degree or 2 years related work experience; state-certified IRRC counselor and certified phlebotomist.

.25 FTE x 45,000 per year x 4/12 months = \$ 3,750

Network Coordinator: Responsible for RV maintenance including, but not limited to, any pertinent permit and parking issues, driving, managing client flow and providing HIV testing services. Minimum qualifications include a BA degree or 2 years related work experience; state-certified IRRC counselor and a certified phlebotomist.

.25 FTE x 45,000 per year x 4/12 months = \$ 3,750

Media Designer: Designs social marketing campaigns and promotional media pieces. *Minimum qualifications:* BA and 2 years experience or an equivalent combination of education and experience.

.10 FTE x 47,000 per year x 4/12 months = \$ 1,567

Volunteer Manager: Performs intake interviews with potential volunteers to match skills & interests to components of our programs; develops & implements plans to increase volunteerism; develops & coordinates volunteer orientations and trainings; develops & implements performance evaluation methods; tracks volunteer hours worked; develops support and retention activities and designs leadership development curriculum for volunteers in order to increase retention. *Minimum qualifications:* BA and 2 years experience in volunteer coordinatio, or an equivalent combination of educationand experience.

.10 FTE x 50,000 per year x 4/12 months = \$ 1,667

Benefits: Social Security, Worker's Compensation, Health Benefits,  
 26% of \$ 128,500 total salaries x 4/12 months = \$ 11,137

Rent: Office and storage space. x4/12 months= \$ 1,708

Communications/Promotional Media: Promote 3 Jamii groups, 3 Safe Sex workshops, one Black PLUS events (2 days each), 8 Black Out events, 1 Status Awareness events. \$ 4,000

Misc. Fuel for R.V. \$ 398

Total Consultants/Subcontractors \$ 58,810

**TOTAL OPERATING EXPENSES** \$ 151,217

CAPITAL EXPENDITURES: *(if needed)*  
*(A unit valued at \$5,000 or more)*

Total Capital Expenditures \$ -

**TOTAL DIRECT COSTS** \$ 151,217

**INDIRECT COSTS**

Indirect expenses for the San Francisco AIDS Foundation are approximately 17% of operating costs. SFAF requests reimbursement at 12% of the total direct costs in this proposal to cover operating expenses incurred by the Foundation, including finance and

\$151,217 x 10% = \$ 15,122

**TOTAL INDIRECT COSTS** \$ 15,122

**APPENDIX TOTAL** \$ 166,339

	A	B	C	D	E	F	G	H	I
1	Contractor Name: San Francisco AIDS Foundation - AA Prevention Initiative						Appendix B-4a		Page 1
2	Contract Term: 9/1/11-12/31/12						Appendix Term: 1/1/12-12/31/12		
3	Funding Source: CDC								
4									
5	<b>SFDPH AIDS OFFICE CONTRACT</b>								
6	<b>UOS COST ALLOCATION BY SERVICE MODE</b>								
7									
8	<b>SERVICE MODES</b>								
9	Personnel Expenses		Events		Groups		Testing		
10	Position Titles	FTE	Salaries	% FTE	Salaries	% FTE	Salaries	% FTE	Page Total
11	Vice-President of Program & Services	0.10	2,880	18%	7,520	47%	3,360	21%	13,760
12	Director of Behavioral Health	0.05	675	15%	1,575	35%	945	21%	3,195
13	Director of Government Contracts	0.05	200	5%	2,760	69%	920	23%	3,880
14	Evaluation Director	0.05	200	5%	2,760	69%	920	23%	3,880
15	Contracts & Purchasing Manager	0.05	218	5%	3,002	69%	1,000	23%	4,220
16	BBE MGR	0.80	2,512	5%	46,223	92%	0	0%	48,735
17	Community Dev Mgr	0.80	2,512	5%	44,214	88%	0	0%	46,726
18	BBE Outreach Coord.	0.50	7,500	50%	7,050	47%	0	0%	14,550
19	Health Education	0.10	2,016	42%	0	0%	1,008	21%	3,024
20	Speed Project Coord	0.10	1,071	21%	1,938	38%	0	0%	3,009
21	Counselor I/II	0.20	0	0%	4,056	39%	3,952	38%	8,008
22	HIV Test Coordinator	0.10	765	17%	3,735	83%	0	0%	4,500
23	Administrative Assistant	0.10	252	6%	3,570	85%	252	6%	4,074
24	<b>Total FTE &amp; Total Salaries</b>	<b>3.00</b>	<b>20,801</b>	<b>12%</b>	<b>128,403</b>	<b>72%</b>	<b>12,357</b>	<b>7%</b>	<b>161,561</b>
25	Fringe Benefits	23%	4,784	12%	29,533	72%	2,842	7%	37,159
26	<b>Total Personnel Expenses</b>		<b>25,585</b>	<b>12%</b>	<b>157,936</b>	<b>72%</b>	<b>15,199</b>	<b>7%</b>	<b>198,720</b>
27									
28	Operating Expenses		Expenditure	%	Expenditure	%	Expenditure	%	Contract Total
29	Total Occupancy		3,322	12%	19,932	72%	1,938	7%	25,192
30	Total Materials and Supplies		3,096	12%	18,573	72%	1,806	7%	23,475
31	Total General Operating		674	12%	4,046	72%	393	7%	5,113
32	Total Staff Travel								
33	Consultants/Subcontractor:		82,922	47%	42,343	24%	42,343	24%	167,608
34									
35	Other:								
36									
37									
38									
39									
40									
41									
42									
43	<b>Total Operating Expenses</b>		<b>\$ 90,014</b>	<b>38%</b>	<b>\$ 84,894</b>	<b>36%</b>	<b>46,480</b>	<b>20%</b>	<b>\$ 221,388</b>
44									
45	Total Direct Expenses		115,599	25%	242,830	54%	61,679	14%	420,108
46	Indirect Expenses	10%	11,560	25%	24,283	54%	6,168	14%	42,011
47	<b>TOTAL EXPENSES</b>		<b>\$ 127,159</b>	<b>25%</b>	<b>\$ 267,113</b>	<b>54%</b>	<b>67,847</b>	<b>14%</b>	<b>\$462,119</b>
48									
49	Number of Units of Service (UOS) per Service Mode		23		725		520		1,268
50	Cost Per Unit of Service by Service Mode		\$5,528.65		\$368.43		130.475		
51	Number of Unduplicated Clients (UDC) per Service Mode								

	A	B	C	D	E	F	G	H	I
1	Contractor Name: <u>San Francisco AIDS Foundation - AA Prevention Initiative</u>						Appendix B-4a		Page 2
2	Contract Term: <u>9/1/11-12/31/12</u>						Appendix Term: <u>1/1/12-12/31/12</u>		
3	Funding Source: <u>CDC</u>								
4									
5	<b>SFDPH AIDS OFFICE CONTRACT</b>								
6	<b>UOS COST ALLOCATION BY SERVICE MODE</b>								
7									
8									
9	Personnel Expenses		IRRC		Recruitment & Linkage				
10	Position Titles	FTE	Salaries	% FTE	Salaries	% FTE	Salaries	% FTE	Contract Totals
11	Vice-President of Program & Services	0.10	0	0%	2,240	14%			16,000
12	Director of Behavioral Health	0.05	945	21%	360	8%			4,500
13	Director of Government Contracts	0.05	0	0%	120	3%			4,000
14	Evaluation Director	0.05	0	0%	120	3%			4,000
15	Contracts & Purchasing Manager	0.05	0	0%	130	3%			4,350
16	BBE MGR	0.80	502	1%	1,006	2%			50,243
17	Community Dev Mgr	0.80	2,512	5%	1,005	2%			50,243
18	BBE Outreach Coord.	0.50	0	0%	450	3%			15,000
19	Health Education	0.10	1,008	21%	768	16%			4,800
20	Speed Project Coord	0.10	2,091	41%	0	0%			5,100
21	Counselor I/II	0.20	416	4%	1,976	19%			10,400
22	HIV Test Coordinator	0.10	0	0%	0	0%			4,500
23	Administrative Assistant	0.10	126	3%	0	0%			4,200
24	<b>Total FTE &amp; Total Salaries</b>	<b>3.00</b>	<b>7,600</b>	<b>4%</b>	<b>8,175</b>	<b>5%</b>			<b>177,336</b>
25	Fringe Benefits	23%	1,748	4%	1,880	5%			40,787
26	<b>Total Personnel Expenses</b>		<b>9,348</b>	<b>4%</b>	<b>10,055</b>	<b>5%</b>			<b>218,123</b>
27									
28	Operating Expenses		Expenditure	%	Expenditure	%			Contract Total
29	Total Occupancy		1,107	4%	1,385	5%			27,684
30	Total Materials and Supplies		1,032	4%	1,289	5%			25,796
31	Total General Operating		225	4%	282	5%			5,620
32	Total Staff Travel								0
33	Consultants/Subcontractor:		0	0%	8,821	5%			176,429
34									
35	Other:								
36									
37									
38									
39									
40									
41									
42									
43	<b>Total Operating Expenses</b>		<b>\$ 2,364</b>	<b>1%</b>	<b>\$ 11,777</b>	<b>5%</b>			<b>\$ 235,529</b>
44									
45	Total Direct Expenses		11,712	3%	21,832	5%			453,652
46	Indirect Expenses	10%	1,171	3%	2,183	5%			45,365
47	<b>TOTAL EXPENSES</b>		<b>\$ 12,883</b>	<b>3%</b>	<b>\$ 24,015</b>	<b>5%</b>			<b>\$499,017</b>
48									
49	Number of Units of Service (UOS) per Service Mode		416		65				1,749
50	Cost Per Unit of Service by Service Mode		\$30.97		\$369.46				
51	Number of Unduplicated Clients (UDC) per Service Mode								
52									
53	DPH #1A(1)								Rev. 05/2010

## BUDGET JUSTIFICATION

### African-American Prevention Initiative

#### Salaries and Benefits

##### Vice-President of Program & Services

Responsible for ensuring the implementation, management and evaluation of the program structure and provision of professional oversight to create a service delivery continuum that is responsive to the current health and well-being needs, including HIV needs of gay & bisexual men.

*Minimum Qualifications:* Master's degree in psychology, social services, business or related disciplines. Requirements also include three years' experience in supervisory capacity, especially in HIV prevention and demonstrated program management and program development experience.

Annual Salary \$ 160,000 x 0.10 FTE = \$ 16,000

##### Director of Behavioral Health

Responsible for the overall management and oversight of the HIV Prevention projects resulting from this contract. Supervises the Stonewall Director, deals with overall issues of services delivery, data collection and program improvements. Provides HIV prevention and care services to a caseload of Stonewall clients.

*Minimum Qualifications:* Master's degree and mental health professional license required. A minimum of seven years experience in public health or mental health.

Annual Salary \$ 90,000 x 0.05 FTE = \$ 4,500

##### Director of Government Contracts

Responsible for all data management and contract related activities. Maintains operational and statistical reporting mechanisms in accordance with contract and departmental requirements, produces routine and ad hoc reporting as needed, and ensures the integrity of the service database by overseeing database quality assurance activities.

*Minimum Qualifications:* Bachelor's degree and at least two years demonstrated experience in health services program planning, design, and evaluation; grant development and writing; government contracts management and negotiations.

Annual Salary \$ 80,000 x 0.05 FTE = \$ 4,000

##### Evaluation Director

Responsible for the development of monitoring and evaluation systems, processes and tools to ensure foundation programs are rigorously evaluated for process and health outcomes and public health impact. Provides technical expertise and guidance to program and policy staff to design, develop, execute and measure key activities to achieve our strategic goals. Develops and delivers training and technical assistance to and builds capacity among program leads for monitoring and evaluating programs.



*Minimum Qualifications:* Masters in social or health sciences with 5 years experience in program in program evaluation required. Ph.D preferred. Experience with quantitative & qualitative research methods in prevention, health services and policy analysis is essential. Experience in HIV/AIDS or related field is desired

Annual Salary \$ 80,000 x 0.05 FTE = \$ 4,000

Contracts & Purchasing Manager

Prepares monthly contract invoices, records contract accruals into financial management system, prepares budgets for contract proposals, modifications, and revisions. Prepares reports for contract financial information and maintains databases related to contract allocations.

*Minimum Qualifications:* Bachelor's degree in Finance or related field or equivalent experience in accounting, budgeting and contract management. Two years demonstrated experience in a finance/contract management capacity.

Annual Salary \$ 87,000 x 0.05 FTE = \$ 4,350

BBE MGR

Manages and coordinates all day-to-day aspects of the program. Responsible for the development, administration and facilitation of all BBE group program activities. Duties include co-facilitation of the weekly drop-in support group (Phoenix Rising), coordination of all workshops (Afrochats, Many Men, Many Voices, Healthy relationships) curricula development and logistic support and facilitation of the BBE Steering Committee.

*Minimum Qualifications:* Experience in health/human services and or related disciplines. Also requires experience coordinating outreach activities among African American populations, experience providing HIV/AIDS services and knowledge of substance use and harm reduction services.

Annual Salary \$ 62,804 x 0.80 FTE = \$ 50,243

Community Organizer/Mobilization Manager

Responsible for the development and implementation of group and community level interventions that organizes and mobilizes communities in order to increase their level of social capital. This position provides a clinical/social services perspective on how to work with individuals in our target population and engage them in community building activities. Targets health promotion and wellness among African American gay and bisexual and same gender loving men.

*Minimum Qualifications:* Bachelor's degree in psychology, social services or related discipline. Also requires experience coordinating outreach activities among communities of color and MSM populations, experience providing HIV/AIDS services and knowledge of substance use and harm reductions services.

Annual Salary \$ 62,804 x 0.80 FTE = \$ 50,243

BBE Outreach Coordinator

Provides day to day logistical and administrative support to the BBE leadership team and program participants.

*Minimum Qualifications:* 3-5 years of administrative support experience in a community based environment required.

Annual Salary \$ 30,000 x 0.50 FTE = \$ 15,000

Health Education

Performs phlebotomy services for confirmatory HIV antibody testing and RNA testing. Prepares specimen collection for transport to SFDPH laboratory.

*Minimum Qualifications:* State certified phlebotomist.

Annual Salary \$ 48,000 x 0.10 FTE = \$ 4,800

Speed Project Coordinator

Responsible for the Speed Project field implementation. Will recruit peer advocates from the speed using community and those in recovery from speed use.

Responsible for supervision and performance of Peer Advocates, ensuring that they are receiving all necessary logistical support. The Speed Project Outreach Coordinator will help develop and implement the initial training for the peer advocates as well as ongoing training activities.

*Minimum Qualifications:* Experience in health/human services and or related disciplines. Also requires experience coordinating outreach activities among communities of color and MSM populations, experience providing HIV/AIDS services and knowledge of substance use and harm reduction services.

Annual Salary \$ 51,000 x 0.10 FTE = \$ 5,100

Counselor III

Responsible for intake assessments, individual and group counseling, referrals to psychiatrist, documentation of all counseling.

*Minimum Qualifications:* Master's degree or at least five years experience in substance use, mental health, or HIV counseling.

Annual Salary \$ 52,000 x 0.20 FTE = \$ 10,400

HIV Coordinator

Coordinates and provides phlebotomy services for confirmatory HIV antibody testing and RNA testing at multiple sites. Prepares specimen collection for transport to SFDPH laboratory. Assists with quality assurance activities.

*Minimum Qualifications:* Bachelor's Degree, certified HIV test counselor and State certified phlebotomist. At least one year demonstrated experience in a multi-site clinic environment and working with populations at risk for HIV/STD infection.

Annual Salary \$ 45,000 x 0.10 FTE = \$ 4,500

Administrative Assistant

Provide administrative office support to the BBE program (including correspondence, filing, ordering supplies, scheduling meetings, and preparing materials packets).

*Minimum Qualifications:* High school diploma or equivalency and one year of experience working as an Administrative Assistant.

Annual Salary \$ 42,000 x 0.10 FTE = \$ 4,200

**Total Salaries** \$ 177,336

Total Benefits 23% of \$ 177,336 total salaries = \$ 40,787

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

**TOTAL SALARIES & BENEFITS** \$ 218,123

**Operating Expenses**

**Occupancy:**

Rent:

Rent expense based on SFAF's experience rate of \$700.00 per FTE per month.

\$700 per month x 3.00 FTE x 12 months = \$ 25,200

Utilities:

Telephone expense based on SFAF's experience rate of \$69.00 per FTE per month.

\$69 per month x 3.00 FTE x 12 months = \$ 2,484

**Total Occupancy** \$ 27,684

**Materials and Supplies:**

Office Supplies/Postage:

Office supplies/postage expense based on SFAF's experience rate of \$35.00 per FTE per month.

\$35 per month x 3.00 FTE x 12 months = \$ 1,260

Group/Event Expense:

Food for client group meetings and fees/expenses associated with program promotion at community events (street fairs, Pride Parade, Juneteenth, Kwanzaa, etc.).

125 Meetings x 17 participants x approx \$7.55 per participant \$ 16,036

Approximately 4 community Events x \$2,125 per event \$ 8,500

**Total Materials and Supplies** \$ 25,796

**General Operating:**

Insurance:

Occupancy insurance expense based on SFAF's experience rate of \$50.00 per FTE per month.

\$50 per month x 3.00 FTE x 12 months = \$ 1,800

Outside Storage:

Storage expense based on SFAF's experience rate of \$5.10 per FTE per month.

\$5.10 per month x 3.00 FTE x 12 months = \$ 184

Rental/Maintenance of Equipment:

Equipment rental expense based on SFAF's experience rate of \$59.00 per FTE per month. Equipment maintenance expense based on SFAF's experience rate of \$42.00 per FTE per month.

Rental - \$59 per month x 3.00 FTE x 12 months = \$ 2,124  
 Maintenance - \$42 per month x 3.00 FTE x 12 months = \$ 1,512

Total General Operating \$ 5,620

Staff Travel (Local & Out of Town)

Total Staff Travel \$ -

Consultants/Subcontractors:

STOP AIDS Project

Provide venue-based testing and counseling services for African-Americans in San Francisco.

Program Director: Responsible for supervision of program staff and will act as liaison to SFAF and other prevention and care partners; responsible for program planning, implementation and evaluation.

*Minimum qualifications:* Master's Degree and 4 years community organizing & disease prevention experience or an equivalent combination of education and experience.

.15 FTE x 68,000 per year = \$ 10,200

Education Director: Responsible for staff and volunteer education/training; keeps up to date on new trends in HIV prevention with an eye toward possible impacts on STOP AIDS Project; coordinates with evaluation director at SFAF on data and evaluation. *Minimum qualifications:* Masters in Public Health and 3 years community organizing and public health experience or an equivalent combination of education and experience.

.10 FTE x 68,000 per year = \$ 6,800

Program Manager-Initiative Castro/Mission: Responsible for the overall quarterly and community event coordination and arranges venues to host these events; works with Media Designer and Communications Director to create culturally appropriate outreach and educational materials and develops appropriate outreach systems; invites men to get tested throughout the night; facilitates Smart Sex Workshops and conducts follow-up risk reductions conversations; recruits participants for Black Plus events and arranges logistics. *Minimum qualifications:* Demonstrable cultural competence and a BA degree or 2 years related experience.

.91 FTE x 50,000 per year = \$ 45,500

Program Associate/Our Love-Initiative Castro/Mission: Responsible for the overall Blackout event coordination and testing recruitment; liaison between Initiative and bar owners; coordinate and arrange DJs and all of the elements necessary to draw African AmericanG/MSM; facilitate Jamii events. *Minimum qualifications:* BA or one year experience in community organizing and health promotion, or an equivalent

.75 FTE x 40,000 per year = \$ 30,000

Testing Coordinator: Responsible for managing the testing calendar and coordinating shift logistics with AHP staff; responsible for RV maintenance including, but not limited to, any pertinent permit and parking issues, driving, managing client flow and providing HIV testing services. *Minimum qualifications:* BA degree or 2 years related work experience; state-certified IRRC counselor and certified phlebotomist.

.25 FTE x 45,000 per year = \$ 11,250

Network Coordinator: Responsible for RV maintenance including, but not limited to, any pertinent permit and parking issues, driving, managing client flow and providing HIV testing services. Minimum qualifications include a BA degree or 2 years related work experience; state-certified IRRC counselor and a certified phlebotomist.

.25 FTE x 45,000 per year = \$ 11,250

Media Designer: Designs social marketing campaigns and promotional media pieces. *Minimum qualifications:* BA and 2 years experience or an equivalent combination of education and experience.

.10 FTE x 47,000 per year = \$ 4,700

Volunteer Manager: Performs intake interviews with potential volunteers to match skills & interests to components of our programs; develops & implements plans to increase volunteerism; develops & coordinates volunteer orientations and trainings; develops & implements performance evaluation methods; tracks volunteer hours worked; develops support and retentions activities and designs leadership development curriculum for volunteers in order to increase retention. *Minimum qualifications:* BA and 2 years experience in volunteer coordinatio, or an equivalent combination of education and experience.

.10 FTE x 50,000 per year = \$ 5,000

Benefits: Social Security, Worker's Compensation, Health Benefits,

26% of \$ 124,700 total salaries = \$ 32,422

Rent: Office and storage space.

\$ 5,125

Communications/Promotional Media: Promote 12 Jamii groups, 12 Safe Sex workshops, two Black PLUS events (2 days each), 24 Black Out events, 4 Status Awareness events and 1 Major event.

\$ 12,000

Misc. Fuel for R.V.

\$ 2,182

~~Total Consultants/Subcontractors~~

\$ 176,429

**TOTAL OPERATING EXPENSES**

**\$ 453,652**

~~CAPITAL EXPENDITURES (if needed - A unit valued at \$5,000 or more)~~

~~Total Capital Expenditures~~

\$ -

**TOTAL DIRECT COSTS**

**\$ 453,652**

**INDIRECT COSTS**

Indirect expenses for the San Francisco AIDS Foundation are approximately 17% of operating costs. SFAF requests reimbursement at 12% of the total direct costs in this proposal to cover operating expenses incurred by the Foundation, including finance and administration.

$\$453,652 \times 10\% = \$ 45,365$

**TOTAL INDIRECT COSTS**

**\$ 45,365**

**APPENDIX TOTAL**

**\$ 499,017**

**SFDPH AIDS OFFICE CONTRACT  
UOS COST ALLOCATION BY SERVICE MODE**

9	Personnel Expenses	SERVICE MODES							Page Total
		Testing		IRRC		PCM			
		FTE	Salaries	% FTE	Salaries	% FTE	Salaries	% FTE	
10	Position Titles								
11	Director of Behavioral Health	0.10	2,458	34%	417	6%	2,000	27%	4,875
12	Director of Government Contracts	0.10	2,333	35%	250	4%	1,917	29%	4,500
13	Evaluation Director	0.10	2,333	35%	250	4%	1,917	29%	4,500
14	HIV CTL Services Manager	0.40	11,407	78%	288	2%	1,122	8%	12,817
15	Data Manager	0.10	2,333	35%	500	7%	1,667	25%	4,500
16	Counselor III	1.25	2,333	4%	6,533	12%	23,750	42%	32,616
17									
18									
19									
20									
21									
22									
23									
24	<b>Total FTE &amp; Total Salaries</b>	<b>2.05</b>	<b>23,197</b>	<b>24%</b>	<b>8,238</b>	<b>8%</b>	<b>32,373</b>	<b>33%</b>	<b>63,808</b>
25	Fringe Benefits	23%	5,335	24%	1,895	8%	7,446	33%	14,676
26	<b>Total Personnel Expenses</b>		<b>28,532</b>	<b>24%</b>	<b>10,133</b>	<b>8%</b>	<b>39,819</b>	<b>33%</b>	<b>78,484</b>
27									
28	<b>Operating Expenses</b>		<b>Expenditure</b>	<b>%</b>	<b>Expenditure</b>	<b>%</b>	<b>Expenditure</b>	<b>%</b>	<b>Contract Total</b>
29	Total Occupancy		3,060	34%	1,080	12%	2,700	30%	6,840
30	Total Materials and Supplies		85	12%	78	11%	377	53%	540
31	<b>Total General Operating</b>		<b>5,667</b>	<b>34%</b>	<b>2,000</b>	<b>12%</b>	<b>5,000</b>	<b>30%</b>	<b>12,667</b>
32	Total Staff Travel								
33	Consultants/Subcontractor:								
34									
35	Other:								
36									
37									
38									
39									
40									
41									
42									
43	<b>Total Operating Expenses</b>		<b>\$ 8,812</b>	<b>3%</b>	<b>\$ 3,158</b>	<b>1%</b>	<b>8,077</b>	<b>2%</b>	<b>\$ 20,047</b>
44									
45	<b>Total Direct Expenses</b>		<b>37,344</b>	<b>8%</b>	<b>13,291</b>	<b>3%</b>	<b>47,896</b>	<b>10%</b>	<b>98,531</b>
46	Indirect Expenses	10%	3,734	6%	1,329	2%	4,790	8%	9,853
47	<b>TOTAL EXPENSES</b>		<b>\$ 41,078</b>	<b>8%</b>	<b>\$ 14,620</b>	<b>3%</b>	<b>52,686</b>	<b>10%</b>	<b>\$108,384</b>
48									
49	Number of Units of Service (UOS) per Service Mode		400		96		320		816
50	Cost Per Unit of Service by Service Mode		\$102.70		\$152.29		164.64		
51	Number of Unduplicated Clients (UDC) per Service Mode								
52									
53	DPH #1A(1)								Rev. 05/2010

	A	B	C	D	E	F	G	H	I	
1	Contractor Name: San Francisco AIDS Foundation - Stonewall Castro/ LIFE Program						Appendix B-5		Page 2	
2	Contract Term: 9/1/11-06/30/13						Appendix Term: 9/1/11-06/30/12			
3	Funding Source: General fund									

**SFDPH AIDS OFFICE CONTRACT  
UOS COST ALLOCATION BY SERVICE MODE**

		SERVICE MODES							
Personnel Expenses		Groups		LIFE IRRC		LIFE PCM		Cumulative Totals	
Position Titles	FTE	Salaries	% FTE	Salaries	% FTE	Salaries	% FTE		
11	Director of Behavioral Health	0.10	2,417	33%				7,292	
12	Director of Government Contracts	0.10	2,167	33%				6,667	
13	Evaluation Director	0.10	2,167	33%				6,667	
14	HIV CTL Services Manager	0.40	1,826	12%				14,643	
15	Data Manager	0.10	2,167	33%				6,667	
16	Counselor /I/I	1.25	23,467	42%				56,083	
24	<b>Total FTE &amp; Total Salaries</b>	<b>2.05</b>	<b>34,211</b>	<b>35%</b>				<b>98,019</b>	
25	Fringe Benefits	23%	7,866	35%				22,544	
26	<b>Total Personnel Expenses</b>		<b>42,079</b>	<b>35%</b>				<b>120,563</b>	
Operating Expenses		Expenditure	%	Expenditure	%	Expenditure	%	Contract Total	
29	Total Occupancy	2,160	24%					9,000	
30	Total Materials and Supplies	171	24%					711	
31	Total General Operating	4,000	24%					16,667	
32	Total Staff Travel								
33	Consultants/Subcontractor:			28,914	9%	108,045	35%	136,959	
35	Other:								
43	<b>Total Operating Expenses</b>	<b>\$ 6,331</b>	<b>2%</b>	<b>\$ 28,914</b>	<b>9%</b>	<b>108,045</b>	<b>32%</b>	<b>\$ 163,337</b>	
45	Total Direct Expenses	48,410	11%	28,914	6%	108,045	24%	283,900	
46	Indirect Expenses 10%/15%	4,841	8%	4,337	7%	16,207	26%	35,238	
47	<b>TOTAL EXPENSES</b>	<b>\$ 53,251</b>	<b>10%</b>	<b>\$ 33,251</b>	<b>6%</b>	<b>124,252</b>	<b>24%</b>	<b>\$319,138</b>	
49	Number of Units of Service (UOS) per Service Mode	207		107		800		1,930	
50	Cost Per Unit of Service by Service Mode	\$257.25		\$310.76		\$155.32			
51	Number of Unduplicated Clients (UDC) per Service Mode								



**SFDPH AIDS OFFICE CONTRACT  
UOS COST ALLOCATION BY SERVICE MODE**

9	Personnel Expenses	FTE	SERVICE MODES						Contract Totals
			LIFE Groups		LIFE R & L		Salaries	% FTE	
10	Position Titles		Salaries	% FTE	Salaries	% FTE	Salaries	% FTE	
11	Director of Behavioral Health	0.10		0%					7,292
12	Director of Government Contracts	0.10							6,667
13	Evaluation Director	0.10							6,667
14	HIV CTL Services Manager	0.40							14,643
15	Data Manager	0.10							6,667
16	Counselor III	1.25							56,083
17									
18									
19									
20									
21									
22									
23									
24	Total FTE & Total Salaries	2.05	0	0%					98,019
25	Fringe Benefits	23%	0	0%					22,544
26	Total Personnel Expenses		0	0%					120,563
27									
28	Operating Expenses		Expenditure	%	Expenditure	%			Contract Total
29	Total Occupancy								9,000
30	Total Materials and Supplies								711
31	Total General Operating								16,667
32	Total Staff Travel								
33	Consultants/Subcontractor:		140,412	45%	34,586	11%			311,957
34									
35	Other:								
36									
37									
38									
39									
40									
41									
42									
43	Total Operating Expenses		\$ 140,412	42%	\$ 34,586	10%			\$ 338,335
44									
45	Total Direct Expenses		140,412	31%	34,586	8%			458,898
46	Indirect Expenses 10%/15%		21,062	34%	5,187	8%			61,487
47	TOTAL EXPENSES		\$ 161,474	31%	\$ 39,773	8%			\$520,385
48									
49	Number of Units of Service (UOS) per Service Mode		403		200				2,533
50	Cost Per Unit of Service by Service Mode		\$400.68		\$198.87				
51	Number of Unduplicated Clients (UDC) per Service Mode								
52									
53	DPH #1A(1)								Rev. 05/2010

## BUDGET JUSTIFICATION Stonewall Castro/ LIFE Program

### Salaries and Benefits

#### Director of Behavioral Health

Responsible for the overall management and oversight of the HIV Prevention projects resulting from this contract. Supervises the program director, deals with overall issues of services delivery, data collection and program improvements. Provides HIV prevention and care services to a caseload of clients.

*Minimum Qualifications:* Master's degree and mental health professional license required. A minimum of seven years experience in public health or mental health.

.10 FTE x \$ 87,500 = \$8,700/ 12 month = \$729.17/mo x 10 mo. = \$7,292

#### Director of Government Contracts

Responsible for all data management and contract related activities. Maintains operational and statistical reporting mechanisms in accordance with contract and departmental requirements, produces routine and ad hoc reporting as needed, and ensures the integrity of the service database by overseeing database quality assurance activities.

*Minimum Qualifications:* Bachelor's degree and at least two years demonstrated experience in health services program planning, design, and evaluation; grant development and writing; government contracts management and negotiations.

.10 FTE x \$ 80,000 = \$8,000/ 12 month = \$666.67/mo x 10 mo. = \$6,667

#### Evaluation Director

Responsible for the development of monitoring and evaluation systems, processes and tools to ensure foundation programs are rigorously evaluated for process and health outcomes and public health impact. Provides technical expertise and guidance to program and policy staff to design, develop, execute and measure key activities to achieve our strategic goals. Develops and delivers training and technical assistance to, and builds capacity among, program leads for monitoring and evaluating programs.

*Minimum Qualifications:* Masters in social or health sciences with 5 years experience in program in program evaluation required. PhD preferred. Experience with quantitative & qualitative research methods in prevention, health services and policy analysis is essential. Experience in HIV/AIDS or related field is desired

.10 FTE x \$ 80,000 = \$8,000/ 12 month = \$666.67/mo x 10 mo. = \$6,667

#### HIV CTL Services Manager

Manages clinic staff and oversees phlebotomy services for confirmatory HIV antibody testing and RNA testing at multiple sites. Supervises specimen collection for transport to SFDPH laboratory. Oversees quality assurance efforts.

*Minimum Qualifications:* Bachelor's Degree, certified HIV test counselor and State certified phlebotomist. At least two years demonstrated experience managing clinic operations and working with populations at risk for HIV/STD infection.

.40 FTE x \$ 43,930 = \$17,572/12 month = \$1,464.34/mo x 10 mo. = \$14,643

#### Data Manager

Manages data collection activities at all sites. Ensures the completeness, accuracy and timely entry of data into database systems. Assists with database quality assurance activities.

*Minimum Qualifications:* Bachelor's degree and at least two years demonstrated experience in database management.

.10 FTE x \$ 80,000 = \$8,000/ 12 month = \$666.67/mo x 10 mo. = \$6,667

Counselor I

Responsible for intake assessments, individual and group counseling, referrals to psychiatrist, documentation of all counseling.

*Minimum Qualifications:* Master's degree or at least five years experience in substance use, mental health, or HIV counseling.

$$1.25 \text{ FTE} \times \$ 53,840 = \$67,300 / 12 \text{ month} = \$5,608.34 / \text{mo} \times 10 \text{ mo.} = \$56,083$$

Total Salaries		<u>\$98,019</u>
Total Benefits	23% of \$ 98,019 total salaries =	<u>\$22,544</u>
Social Security, Worker's Compensation, Health Benefits, Unemployment, State and Federal Taxes, Retirement Plan.		
<b>TOTAL SALARIES &amp; BENEFITS</b>		<u><u>\$120,563</u></u>

Operating Expenses

<u>Occupancy:</u>		
<u>Rent:</u>		
Rent expense based on SFAF's experience rate of \$900.00 per month.		
	\$900 per month x 10 months =	\$9,000
<u>Total Occupancy:</u>		<u>\$9,000</u>

<u>Materials and Supplies:</u>		
<u>Program/Medical Supplies:</u>		
Condoms and lubricant to distribute to clients.		
	83,337 condoms x \$0.08 per condom =	\$6,667
	500 incentives @ \$20.00 each =	\$10,000
<u>Total Materials and Supplies:</u>		<u>\$16,667</u>

<u>General Operating:</u>		
<u>Insurance:</u>		
Occupancy insurance expense based on SFAF's experience rate of \$71.10 per month.		
	\$71.10 per month x 10 months =	\$711
<u>Total General Operating:</u>		<u>\$711</u>

<u>Staff Travel (Local &amp; Out of Town):</u>		
<u>Total Staff Travel:</u>		<u>\$0</u>

<u>Consultants/Subcontractors:</u>		
Shanti Project		

Program Manager

Responsible for: logistical and administrative support to program staff for all services; supervises Health Counselors, including individual and group case conferences; CRCS counseling; facilitation of SSG Health Education and MSW groups; clinical intakes.

*Minimum Qualifications:* Graduate degree in health services related field and/or 3 years experience in providing health services-related program management.

1.0 FTE x \$55,000 x 10/12 months = \$45,833

Database Administrator

Responsible for: management of data design and collection, administrative support, and database quality assurance, analysis and reporting.

*Minimum Qualifications:* Graduate degree in health services-related field and/or 3 years experience in providing health services-related program management.

.20 FTE x \$50,000 x 10/12 months = \$8,333

Senior Health Coordinator II / Clinical Supervisor

Responsible for: CRCS counseling; facilitation of SSG Health Education and MSW groups; clinical intakes; assists with outreach; intakes and follow-up; lead Health Counselor; provides clinical supervision, performance feedback and staff training on clinical topics.

*Minimum Qualifications:* Professional degree in Psychology, Clinical Social Work, Counseling and/or valid California license as a Clinical Psychologist, Clinical Social Worker, or Marriage and Family Therapist; 5 years direct service experience in mental health counseling and/or health services-related field; 4 years experience working with adults in a clinical setting; 2 years experience working in a supervisory capacity.

1.0 FTE x \$61,738 x 10/12 months = \$51,448

Senior Health Coordinator II

Responsible for: CRCS counseling; facilitation of SSG Health Education and MSW groups; clinical intakes; assists with outreach; intakes and follow-up; provides coordination of and outreach for communities of color interventions.

*Minimum Qualifications:* Graduate degree in mental health counseling or health services related field and/or 3 years direct service experience in mental health counseling and/or health services-related field; 3 years experience providing or coordinating direct services for communities of color and/or peer-based trainings and workshops.

1.0 FTE x \$47,507 x 10/12 months = \$39,589

Health Counselor

Responsible for: CRCS counseling; facilitation of SSG Health Education and MSW groups; clinical intakes; assists with outreach.

*Minimum Qualifications:* College degree in health service-related field and/or 2 years direct service experience in mental health counseling, small group facilitation, client advocacy and/or health education.

1.5 FTE x \$43,180 x 10/12 months = \$53,975

Admin Assistant

Responsible for: data entry; logistical and administrative support.

*Minimum Qualifications:* College degree and/or minimum 3 years experience in administrative assistance within health services-related field.

.30 FTE x \$29,120 x 10/12 months = \$7,280

Benefits: Social Security, Worker's Compensation, Health Benefits, Unemployment, State and Federal Taxes, Retirement Plan.

Total Salaries x 24% = \$49,550

Rent

Rental of property including rent, utilities, building maintenance and IT services including pro-rata share of shared expenses.

\$1,800 x 10 months = \$18,000

Materials & Supplies

Supplies, postage, printing and photocopying of materials, educational materials, food, software, telephone/internet including pro-rata share of shared expenses.

\$1,731.90/month x 10 months = \$17,319

General Operating

Staff training, staff travel, insurance and equipment rental including pro-rata share of shared expenses.

\$363.00/ month x 10 months = \$3,630

Advertising

Costs for advertising placement for client recruitment and program based social marketing campaigns and related materials.

\$800.00/ month x 10 months = \$8,000

Intervention Materials

Incentives to support recruitment, attendance, punctuality and retention and related materials.

\$900.00/ month x 10 months = \$9,000

Total Consultants/Subcontractors	\$311,957
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Other	
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Total Other	\$0
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<b>TOTAL OPERATING EXPENSES</b>	<b>\$338,335</b>
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CAPITAL EXPENDITURES: (If needed - A unit valued at \$5,000 or more)	
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Total Capital Expenditures	\$0
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<b>TOTAL DIRECT COSTS</b>	<b>\$458,898</b>
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**INDIRECT COSTS**

**Stonewall Castro**

Indirect expenses for the San Francisco AIDS Foundation are approximately 17% of operating costs. SFAF requests reimbursement at 10% of the total direct costs in this proposal to cover operating expenses incurred by the Foundation, including finance and administrative staff, building maintenance, equipment rental & maintenance and information technology services. This is for the Castro Services portion of the contract.

\$ 146,941 x 10% = \$14,694

**LIFE Program**

Indirect expenses for the San Francisco AIDS Foundation & Shanti are approximately 17% of operating costs. SFAF requests reimbursement at 15% of the total direct costs in the subcontract proposal to cover operating expenses incurred by the Foundation & Shanti, including finance and administrative staff, building maintenance, equipment rental & maintenance and information technology services.

$\$ 311,957 \times 15\% = \$46,793$

**TOTAL INDIRECT COSTS**

\$61,487

**APPENDIX TOTAL**

\$520,385

	A	B	C	D	E	F	G	H	I	
1	Contractor Name: San Francisco AIDS Foundation - Stonewall Castro Life Program						Appendix B-5a		Page 1	
2	Contract Term: 9/1/11-06/30/13						Appendix Term: 07/1/12-06/30/13			
3	Funding Source: General Fund									
4										
5	<b>SFDPH AIDS OFFICE CONTRACT</b>									
6	<b>UOS COST ALLOCATION BY SERVICE MODE</b>									
7										
8										
9	Personnel Expenses		SERVICE MODES							
10	Position Titles	FTE	Testing		IRRC		PCM		Page Total	
11	Director of Behavioral Health	0.10	Salaries	% FTE	Salaries	% FTE	Salaries	% FTE	5,850	
12	Director of Government Contracts	0.10	2,950	34%	500	6%	2,400	27%	5,400	
13	Evaluation Director	0.10	2,800	35%	300	4%	2,300	29%	5,400	
14	HIV CTL Services Manager	0.40	2,800	35%	300	4%	2,300	29%	15,380	
15	Data Manager	0.10	13,688	78%	346	2%	1,346	8%	5,400	
16	Counselor III	1.25	2,800	4%	600	8%	2,000	25%	39,140	
17										
18										
19										
20										
21										
22										
23										
24	Total FTE & Total Salaries	2.05	27,838	24%	9,886	8%	38,846	33%	76,570	
25	Fringe Benefits	23%	6,403	24%	2,274	8%	8,935	33%	17,612	
26	Total Personnel Expenses		34,241	24%	12,160	8%	47,781	33%	94,182	
27										
28	Operating Expenses		Expenditure	%	Expenditure	%	Expenditure	%	Contract Total	
29	Total Occupancy		3,672	34%	1,296	12%	3,240	30%	6,208	
30	Total Materials and Supplies		2,400	12%	2,200	11%	10,600	53%	15,200	
31	Total General Operating		290	34%	102	12%	255	30%	647	
32	Total Staff Travel									
33	Consultants/Subcontractor:									
34										
35	Other:									
36										
37										
38										
39										
40										
41										
42										
43	Total Operating Expenses		\$ 6,362	2%	\$ 3,598	1%	14,095	4%	\$ 24,055	
44										
45	Total Direct Expenses		40,603	8%	15,758	3%	61,876	12%	118,237	
46	Indirect Expenses 10%/15%		4,060	6%	1,576	2%	6,188	9%	11,824	
47	TOTAL EXPENSES		\$ 44,663	8%	\$ 17,334	3%	68,064	12%	\$130,061	
48										
49	Number of Units of Service (UOS) per Service Mode		580		139		464		719	
50	Cost Per Unit of Service by Service Mode		\$77.01		\$124.71		146.69			
51	Number of Unduplicated Clients (UDC) per Service Mode									
52										
53	DPH #1A(1)									Rev. 05/2010

	A	B	C	D	E	F	G	H	I
1	Contractor Name: San Francisco AIDS Foundation - Stonewall Castro Life Program						Appendix B-5a		Page 2
2	Contract Term: 9/1/11-06/30/13						Appendix Term: 7/1/12-06/30/13		
3	Funding Source: General fund								
4									
5	<b>SFDPH AIDS OFFICE CONTRACT</b>								
6	<b>UOS COST ALLOCATION BY SERVICE MODE</b>								
7									
8									
9	Personnel Expenses		SERVICE MODES						
10	Position Titles	FTE	Groups		LIFE IRRC		LIFE PCM		Cumulative Totals
11	Director of Behavioral Health	0.10	Salaries	% FTE	Salaries	% FTE	Salaries	% FTE	
12	Director of Government Contracts	0.10	2,900	33%					8,750
13	Evaluation Director	0.10	2,600	33%					8,000
14	HIV CTL Services Manager	0.40	2,192	12%					17,572
15	Data Manager	0.10	2,600	33%					8,000
16	Counselor III	1.25	28,160	42%					67,300
17									
18									
19									
20									
21									
22									
23									
24	Total FTE & Total Salaries	2.05	41,052	35%					117,622
25	Fringe Benefits	23%	9,441	35%					27,053
26	Total Personnel Expenses		50,493	35%					144,675
27									
28	Operating Expenses		Expenditure	%	Expenditure	%	Expenditure	%	Contract Total
29	Total Occupancy		2,592	24%					10,800
30	Total Materials and Supplies		4,800	24%					20,000
31	Total General Operating		207	24%					854
32	Total Staff Travel								
33	Consultants/Subcontractor:				30,435	9%	120,604	36%	151,039
34									
35	Other:								
36									
37									
38									
39									
40									
41									
42									
43	Total Operating Expenses		\$ 7,599	2%	\$ 30,435	8%	120,604	33%	\$ 182,693
44									
45	Total Direct Expenses		58,092	11%	30,435	6%	120,604	23%	327,368
46	Indirect Expenses	10%/15%	5,809	9%	4,585	7%	18,091	27%	40,289
47	TOTAL EXPENSES		\$ 63,901	11%	\$ 35,000	6%	138,695	24%	\$367,657
48									
49	Number of Units of Service (UOS) per Service Mode		300		155		1,160		1,615
50	Cost Per Unit of Service by Service Mode		\$213.00		\$225.81		\$119.56		
51	Number of Unduplicated Clients (UDC) per Service Mode								
52									
53	DPH #1A(1)								Rev. 05/2010



	A	B	C	D	E	F	G	H	I	
1	Contractor Name: San Francisco AIDS Foundation - Stonewall Castro Life Program						Appendix B-5a		Page 3	
2	Contract Term: 9/1/11-06/30/13						Appendix Term: 7/1/12-06/30/13			
3	Funding Source: General fund									
4										
5	<b>SFDPH AIDS OFFICE CONTRACT</b>									
6	<b>UOS COST ALLOCATION BY SERVICE MODE</b>									
7										
8	<b>SERVICE MODES</b>									
9	Personnel Expenses		LIFE Groups		LIFE R & L					
10	Position Titles	FTE	Salaries	% FTE	Salaries	% FTE	Salaries	% FTE	Contract Totals	
11	Director of Behavioral Health	0.10		0%					8,750	
12	Director of Government Contracts	0.10		0%					8,000	
13	Evaluation Director	0.10		0%					8,000	
14	HIV CTL Services Manager	0.40		0%					17,572	
15	Data Manager	0.10		0%					8,000	
16	Counselor III	1.25		0%					67,300	
17										
18										
19										
20										
21										
22										
23										
24	Total FTE & Total Salaries	2.05	0	0%					117,622	
25	Fringe Benefits	23%	0	0%					27,053	
26	Total Personnel Expenses		0	0%					144,675	
27										
28	Operating Expenses		Expenditure	%	Expenditure	%			Contract Total	
29	Total Occupancy			0%					10,800	
30	Total Materials and Supplies			0%					20,000	
31	Total General Operating			0%					854	
32	Total Staff Travel								0	
33	Consultants/Subcontractor:		148,167	44%	38,098	11%			337,304	
34										
35	Other:									
36										
37										
38										
39										
40										
41										
42										
43	Total Operating Expenses		\$ 148,167	40%	\$ 38,098	10%			\$ 368,958	
44										
45	Total Direct Expenses		148,167	29%	38,098	7%			513,833	
46	Indirect Expenses	10%/15%	22,225	33%	5,715	8%			68,229	
47	TOTAL EXPENSES		\$ 170,392	29%	\$ 43,813	8%			\$ 581,862	
48										
49	Number of Units of Service (UOS) per Service Mode		584						584	
50	Cost Per Unit of Service by Service Mode		\$291.77		#DIV/0!					
51	Number of Unduplicated Clients (UDC) per Service Mode									
52										
53	DPH #1A(1)									Rev. 05/2010

## BUDGET JUSTIFICATION

### Stonewall Castro/ LIFE Program

#### Salaries and Benefits

##### Director of Behavioral Health

Responsible for the overall management and oversight of the HIV Prevention projects resulting from this contract. Supervises the program director, deals with overall issues of services delivery, data collection and program improvements. Provides HIV prevention and care services to a caseload of clients.

*Minimum Qualifications:* Master's degree and mental health professional license required. A minimum of seven years experience in public health or mental health.

.10 FTE x \$ 87,500 = \$8,750

##### Director of Government Contracts

Responsible for all data management and contract related activities. Maintains operational and statistical reporting mechanisms in accordance with contract and departmental requirements, produces routine and ad hoc reporting as needed, and ensures the integrity of the service database by overseeing database quality assurance activities.

*Minimum Qualifications:* Bachelor's degree and at least two years demonstrated experience in health services program planning, design, and evaluation; grant development and writing; government contracts management and negotiations.

.10 FTE x \$ 80,000 = \$8,000

##### Evaluation Director

Responsible for the development of monitoring and evaluation systems, processes and tools to ensure foundation programs are rigorously evaluated for process and health outcomes and public health impact. Provides technical expertise and guidance to program and policy staff to design, develop, execute and measure key activities to achieve our strategic goals. Develops and delivers training and technical assistance to, and builds capacity among, program leads for monitoring and evaluating programs.

*Minimum Qualifications:* Masters in social or health sciences with 5 years experience in program in program evaluation required. PhD preferred. Experience with quantitative & qualitative research methods in prevention, health services and policy analysis is essential. Experience in HIV/AIDS or related field is desired

.10 FTE x \$ 80,000 = \$8,000

##### HIV CTL Services Manager

Manages clinic staff and oversees phlebotomy services for confirmatory HIV antibody testing and RNA testing at multiple sites. Supervises specimen collection for transport to SFDPH laboratory. Oversees quality assurance efforts.

*Minimum Qualifications:* Bachelor's Degree, certified HIV test counselor and State certified phlebotomist. At least two years demonstrated experience managing clinic operations and working with populations at risk for HIV/STD infection.

$$.40 \text{ FTE} \times \$ 43,930 = \$17,572$$

Data Manager

Manages data collection activities at all sites. Ensures the completeness, accuracy and timely entry of data into database systems. Assists with database quality assurance activities.

*Minimum Qualifications:* Bachelor's degree and at least two years demonstrated experience in database management.

$$.10 \text{ FTE} \times \$ 80,000 = \$8,000$$

Counselor I

Responsible for intake assessments, individual and group counseling, referrals to psychiatrist, documentation of all counseling.

*Minimum Qualifications:* Master's degree or at least five years experience in substance use, mental health, or HIV counseling.

$$1.25 \text{ FTE} \times \$ 53,840 = \$67,300$$

Total Salaries \$117,622

Total Benefits 23% of \$ 117,622 total salaries = \$27,053

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

**TOTAL SALARIES & BENEFITS** \$144,675

**Operating Expenses**

Occupancy

Rent:

Rent expense based on SFAF's experience rate of \$900.00 per  
\$900 per month x 12 months = \$10,800

Total Occupancy \$10,800

Materials and Supplies

Program/Medical Supplies:

Condoms and lubricant to distribute to clients.

$$100,000 \text{ condoms} \times \$0.08 \text{ per condom} = \$8,000$$

$$600 \text{ incentives} @ \$20.00 \text{ each} = \$12,000$$

Total Materials and Supplies \$20,000

General Operating

Insurance:

Occupancy insurance expense based on SFAF's experience rate of \$71.17 per month.

\$71.17 per month x 12 months = \$854

<u>Total General Operating:</u>	<u>\$854</u>
<u>Staff Travel (Local &amp; Out of Town):</u>	
<u>Total Staff Travel:</u>	<u>\$0</u>
<u>Consultants/Subcontractors:</u>	

Shanti Project  
Program Manager

Responsible for: logistical and administrative support to program staff for all services; supervises Health Counselors, including individual and group case conferences; CRCS counseling; facilitation of SSG Health Education and MSW groups; clinical intakes.

*Minimum Qualifications:* Graduate degree in health services-related field and/or 3 years experience in providing health services-related program management.

1.0 FTE x \$55,000 = \$55,000

Database Administrator

Responsible for: management of data design and collection, administrative support, and database quality assurance, analysis and reporting.

*Minimum Qualifications:* Graduate degree in health services-related field and/or 3 years experience in providing health services-related program management.

.10 FTE x \$50,000 = \$5,000

Senior Health Coordinator II Clinical

Responsible for: CRCS counseling; facilitation of SSG Health Education and MSW groups; clinical intakes; assists with outreach; intakes and follow-up; lead Health Counselor; provides clinical supervision, performance feedback and staff training on clinical topics.

*Minimum Qualifications:* Professional degree in Psychology, Clinical Social Work, Counseling and/or valid California license as a Clinical Psychologist, Clinical Social Worker, or Marriage and Family Therapist; 5 years direct service experience in mental health counseling and/or health services-related field; 4 years experience working with adults in a clinical setting; 2 years experience working in a supervisory capacity.

1.0 FTE x \$61,738 = \$61,738

Senior Health Coordinator II

Responsible for: CRCS counseling; facilitation of SSG Health Education and MSW groups; clinical intakes; assists with outreach; intakes and follow-up; provides coordination of and outreach for communities of color interventions.

Minimum Qualifications: Graduate degree in mental health counseling or health services related field and/or 3 years direct service experience in mental health counseling and/or health services-related field; 3 years experience providing or coordinating direct services for communities of color and/or peer-based trainings and workshops.

1.0 FTE x \$47,507 = \$47,507

Health Counselor

Responsible for: CRCS counseling; facilitation of SSG Health Education and MSW groups; clinical intakes; assists with outreach.

Minimum Qualifications: College degree in health service-related field and/or 2 years direct service experience in mental health counseling, small group facilitation, client advocacy and/or health education.

1.5 FTE x \$36,594 = \$54,891

Admin Assistant

Responsible for: data entry; logistical and administrative support.

Minimum Qualifications: College degree and/or minimum 3 years experience in administrative assistance within health services-related field.

.30 FTE x \$29,120 = \$8,736

Benefits: Social Security, Worker's Compensation, Health Benefits, Unemployment, State and Federal Taxes, Retirement Plan.

Total Salaries x 19.20% = \$44,711

Rent

Rental of property including rent, utilities, building maintenance and IT services including pro-rata share of shared expenses.

\$1,500 x 12 months = \$18,000

Materials & Supplies

Supplies, postage, printing and photocopying of materials, educational materials, food, software, telephone/internet including pro-rata share of shared expenses.

\$1,660.34/month x 12 months = \$19,924

General Operating

Staff training, staff travel, insurance and equipment rental including pro-rata share of shared expenses.

\$363.00/ month x 12 months = \$4,356

Advertising

Costs for advertising placement for client recruitment and program based social marketing campaigns and related materials.

\$666.67/ month x 12 months = \$8,000

Intervention Materials

Incentives to support recruitment, attendance, punctuality and retention and related materials.

\$786.83/ month x 12 months = \$9,441

Total Consultants/Subcontractors	\$337,304
Other	
Total Other	\$0
<b>TOTAL OPERATING EXPENSES</b>	<b>\$368,958</b>
<b>CAPITAL EXPENDITURES</b> <small>(if needed - A unit valued at \$5,000 or more)</small>	
Total Capital Expenditures	\$0

**TOTAL DIRECT COSTS** **\$513,633**

**INDIRECT COSTS**

**Stonewall Castro**

Indirect expenses for the San Francisco AIDS Foundation are approximately 17% of operating costs. SFAF requests reimbursement at 10% of the total direct costs in this proposal to cover operating expenses incurred by the Foundation, including finance and administrative staff, building maintenance, equipment rental & maintenance and information technology services. This is for the Castro Services portion of the contract.

\$ 176,329 x 10% = \$17,633

**LIFE Program**

Indirect expenses for the San Francisco AIDS Foundation & Shanti are approximately 17% of operating costs. SFAF requests reimbursement at 15% of the total direct costs in the subcontract proposal to cover operating expenses incurred by the Foundation & Shanti, including finance and administrative staff, building maintenance, equipment rental & maintenance and information technology services.

\$ 337,304 x 15% = \$50,596

**TOTAL INDIRECT COSTS** **\$68,229**

**APPENDIX TOTAL** **\$581,862**

	A	B	C	D	E	F	G	H	I	
1	Contractor Name: San Francisco AIDS Foundation - Syringe Access Services						Appendix B-6			
2	Contract Term: 9/1/11-6/30/13						Appendix Term: 9/1/11-6/30/12			
3	Funding Source: General Fund									
4										
5	<b>SFDPH AIDS OFFICE CONTRACT</b>									
6	<b>UOS COST ALLOCATION BY SERVICE MODE</b>									
7										
8	SERVICE MODES									
9	Personnel Expenses		Syringe Access Services		Program Coordination/ Bulk Purchasing				Contract Totals	
10	Position Titles	FTE	Salaries	% FTE	Salaries	% FTE				
11	Vice-President of Program & Services	0.05	5,000	75%	1,667	25%			6,667	
12	Director of Behavioral Health	0.10	7,521	95%	396	5%			7,917	
13	Director of Government Contracts	0.05	2,500	75%	833	25%			3,333	
14	Evaluation Director	0.05	3,333	100%		0%			3,333	
15	Contracts and Purchasing Manager	0.05	2,491	92%	217	8%			2,708	
16	Syringe Access Services Program Manager	0.80	25,000	75%	8,333	25%			33,333	
17	Secondary Exchange/Volunteer Coordinator	0.65	24,375	100%		0%			24,375	
18	Logistics Associates	2.50	87,500	100%		0%			87,500	
19										
20										
21										
22	<b>Total FTE &amp; Total Salaries</b>	<b>4.25</b>	<b>157,720</b>	<b>93%</b>	<b>11,446</b>	<b>7%</b>			<b>169,166</b>	
23	Fringe Benefits	23%	36,275	93%	2,633	7%			38,908	
24	<b>Total Personnel Expenses</b>		<b>193,995</b>	<b>93%</b>	<b>14,079</b>	<b>7%</b>			<b>208,074</b>	
25										
26	Operating Expenses		Expenditure	%	Expenditure	%			Contract Total	
27	Total Occupancy		44,113	93%	3,320	7%			47,433	
28	Total Materials and Supplies		187,256	100%	200	0%			187,456	
29	Total General Operating		10,860	93%	816	7%			11,676	
30	Total Staff Travel		5,036	93%	379	7%			5,415	
31	Consultants/Subcontractor:		312,452	100%		0%			312,452	
32										
33	Other:									
34										
35										
36										
37										
38										
39										
40										
41	<b>Total Operating Expenses</b>		<b>\$ 559,717</b>	<b>99%</b>	<b>\$ 4,715</b>	<b>1%</b>			<b>\$ 564,432</b>	
42										
43	Total Direct Expenses		753,712	98%	18,794	2%			772,506	
44	Indirect Expenses	10%	75,371	98%	1,880	2%			77,251	
45	<b>TOTAL EXPENSES</b>		<b>\$ 829,083</b>	<b>98%</b>	<b>\$ 20,674</b>	<b>2%</b>			<b>\$849,757</b>	
46										
47	Number of Units of Service (UOS) per Service Mode		2,083		8				2,091	
48	Cost Per Unit of Service by Service Mode		\$398.02		\$2,584.25					
49	Number of Unduplicated Clients (UDC) per Service Mode									
50										
51	DPH #1A(1)								Rev. 05/2010	

## BUDGET JUSTIFICATION Syringe Access Services

### Salaries and Benefits

#### Vice-President of Program & Services

Responsible for ensuring the implementation, management and evaluation of the program structure and provision of professional oversight to create a service delivery continuum that is responsive to the current health and well-being needs, including HIV needs, of gay and bisexual men.

*Minimum Qualifications:* Master's degree in psychology, social services, business or related disciplines. Requirements also include three years' experience in supervisory capacity, especially in HIV prevention and demonstrated program management and program development experience.

Annual Salary \$ 160,000 x 0.05 FTE x10 months = \$ 6,667

#### Director of Behavioral Health

Responsible for the overall management and oversight of the HIV Prevention projects resulting from this contract. Supervises the program manager, deals with overall issues of services delivery, data collection and program improvements. Provides HIV prevention and care services to a caseload of clients.

*Minimum Qualifications:* Master's degree and mental health professional license required. A minimum of seven years experience in public health or mental health.

Annual Salary \$ 95,000 x 0.10 FTE x10 months = \$ 7,917

#### Director of Government Contracts

Responsible for all data management and contract related activities. Maintains operational and statistical reporting mechanisms in accordance with contract and departmental requirements, produces routine and ad hoc reporting as needed, and ensures the integrity of the service database by overseeing database quality assurance activities.

*Minimum Qualifications:* Bachelor's degree and at least two years demonstrated experience in health services program planning, design, and evaluation; grant development and writing; government contracts management and negotiations.

Annual Salary \$ 80,000 x 0.05 FTE x10 months = \$ 3,333

#### Evaluation Director

Responsible for the development of monitoring and evaluation systems, processes and tools to ensure foundation programs are rigorously evaluated for process and health outcomes and public health impact. Provides technical expertise and guidance to program and policy staff to design, develop, execute and measure key activities to achieve our strategic goals. Develops and delivers training and technical assistance to, and builds capacity among, program leads for monitoring and evaluating programs.

*Minimum Qualifications:* Masters in social or health sciences with 5 years experience in program in program evaluation required. PhD preferred. Experience with quantitative & qualitative research methods in prevention, health services and policy analysis is essential. Experience in HIV/AIDS or related field is desired

Annual Salary \$ 80,000 x 0.05 FTE x10 months = \$ 3,333

#### Contracts & Purchasing Manager



Prepares monthly contract invoices, records contract accruals into financial management system, prepares budgets for contract proposals, modifications, and revisions. Prepares reports for contract financial information and maintains databases related to contract allocations.

*Minimum Qualifications:* Bachelor's degree in Finance or related field or equivalent experience in accounting, budgeting and contract management. Two years demonstrated experience in a finance/contract management capacity.

Annual Salary \$ 65,000 x 0.05 FTE x10 months = \$ 2,708

Syringe Access Services Program Manager

Provides oversight and management of 11 exchange sites. Develops annual departmental strategic goals in alignment with agency and city objectives. Builds and maintains effective partnerships with other HIV/AIDS and Harm Reduction agencies. Responsible for scheduling and training full-time and temporary staff in appropriate exchange protocol. Responsible for purchasing exchange supplies. Organizes removal of biohazard waste from sites and coordinates removal with waste removal company, prepare reports for compliance and maintain safety protocols.

*Minimum Qualifications:* Three years experience working with injection and drug users required. Associates Degree with program management, supervision experience preferred. Must hold HIV test counselor certification or be willing to obtain certification on the job.

Annual Salary \$ 50,000 x 0.80 FTE x10 months = \$ 33,333

Secondary Exchange/Volunteer Coordinator

Responsible for recruiting, training, and supervising secondary exchangers willing to become peer educators. Develops curriculum for these trainings and helps develop training materials, including specific materials relevant to MSM-IDU speed users. Schedules and manages the site volunteers and supervises exchange sites.

*Minimum Qualifications:* High school diploma or equivalency; valid California driver's license and excellent driving record: 1 year of experience working with injection drug users and with volunteers.

Annual Salary \$ 45,000 x 0.65 FTE x10 months = \$ 24,375

Logistics Associates

Staffs exchange sites and supervises volunteers at the sites. Transports supplies to exchanges sites and sets up/tears down sites as needed.

*Minimum Qualifications:* Experience working as a volunteer or paid staff in a human service organization. Bilingual in English/Spanish desired. Ability to follow directions and good communications skills necessary. Must be able to lift maximum 45 pounds.

Annual Salary \$ 42,000 x 2.50 FTE x10 months = \$ 87,500

Total Salaries \$ 169,166

Total Benefits 23% of \$ 169,166 total salaries = \$ 38,908

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

TOTAL SALARIES & BENEFITS \$ 208,074

**Operating Expenses**

**Occupancy:**

Rent:

Rent expense based on SFAF's experience rate of \$700.00 per FTE per month.

\$700 per month x 4.25 FTE x 10 months = \$ 29,750  
 \$1000 per month x 10 months = \$ 10,000

Utilities:

Telephone expense based on SFAF's experience rate of \$69.00 per FTE per month. SFAF is also requesting \$1,500 to partially reimburse the expense of cell phones for staff at exchange sites.

\$69 per month x 4.25 FTE x 10 months = \$ 2,933  
 \$125 per month x 10 months = \$ 1,250

Building Maintenance

Monthly cost of janitorial services at 6th street location.

\$350 per month x 10 months = \$ 3,500

**Total Occupancy:** \$ 47,433

**Materials and Supplies:**

Office Supplies/Postage:

Office supplies/postage expense based on SFAF's experience rate of \$35.00 per FTE per month.

\$35 per month x 4.25 FTE x 10 months = \$ 1,488

Waste Disposal

\$1666.67 per month x 10 months = \$ 16,667

Volunteer Support

Purchase of snacks and drinks for volunteers that staff the exchange sites. Also purchase of t-shirts and sweatshirts for volunteers that work the sites.

\$400 per month x 10 months = \$ 4,000

Program/Medical Supplies

Includes condoms, lubricant, syringes, biohazard waste containers and injection-related supplies, such as alcohol wipes, cotton balls and pellets and sterile water.

Syringes: \$0.10 each X 716,420 = \$ 71,642

18/19 gallon biohazard waste containers: \$22.95 per container x 2,235 containers = \$ 51,293

2 gallon biohazard waste containers: \$2.65 per container x 1,500 containers = \$ 3,975

Alcohol wipes: \$29.60 per case X 215 cases = \$ 6,364

Cotton Balls: \$12.00 per case X 100 cases = \$ 1,200

Cotton Pellets: \$895.00 per bag X 4 bags = \$ 3,580

Sterile Water: \$81.00 per case X 150 cases = \$ 12,150

Paper bags: \$7.90 per bundle X 104 bundles = \$ 822

Condoms: \$69.83/cs X 142 cases = \$ 9,916

Lube: \$218.00/cs X 20 cases = \$ 4,360

**Total Materials and Supplies:** \$ 187,456

**General Operating:**

Insurance:

Occupancy insurance expense based on SFAF's experience rate of \$50.00 per FTE per month. SFAF is requesting an additional \$504.17 per month to cover the cost of additional insurance for the exchange sites.

\$50 per month x 4.25 FTE x 10 months = \$ 2,125  
 \$504.17 per month x 10 months = \$ 5,042

Outside Storage:

Storage expense based on SFAF's experience rate of \$5.10 per FTE per month.

\$5.10 per month x 4.25 FTE x 10 months = \$ 216

Rental/Maintenance of Equipment:

Equipment rental expense based on SFAF's experience rate of \$59.00 per FTE per month. Equipment maintenance expense based on SFAF's experience rate of \$42.00 per FTE per month.

Rental - \$59 per month x 4.25 FTE x 10 months = \$ 2,508  
 Maintenance - \$42 per month x 4.25 FTE x 10 months = \$ 1,785

Total General Operating \$ 11,676

Staff Travel (Local & Out-of-Town):

Gasoline for the van driven to take staff to each site, also used for pick-up & deliveries of supplies.

Fuel: \$54.15 per tank X 10 tanks per month x 10 months = \$ 5,415

Total Staff Travel \$ 5,415

Consultants/Subcontractors:

Asian-Pacific Islander Wellness Center

Provide needle exchanges services to the Asian and Pacific Islander communi

Associate Director of Health Services: Oversees contractual compliance, data and reporting; responsible for all program reporting requirements and compliance; manages subcontract relationships. Reports to Director of Health Services. *Minimum qualifications:* a bachelors degree, 5 years of HIV program management and contract management experience.

0.02 FTE x \$58,000 = \$1,160/ 12 mo. = \$96.67 x 10 months = \$ 967

Program Supervisor: Provides supervision and coordination of syringe exchange programming across all sites. Supervises program staff and peer leaders. Assists in program compliance and quality assurance activities. Reports to Director of Health Services. *Minimum qualifications:* 3 years in HIV programs, supervision and program management, particularly overseeing needle exchange programs.

0.05 FTE x \$48,000 = \$2,400/ 12 mo. = \$200/mo. x 10 months = \$ 2,000

Needle Exchange Program Specialist: Provides needle exchange services; works directly with clients at all sites; conducts outreach and marketing efforts to promote needle exchange services; completes all required documentation. Report to the Program Supervisor. *Minimum qualifications:* a bachelors degree in health or social services, bilingual proficiency preferred and 3 years of HIV or social service experience, particularly with needle exchange programs.

0.50 FTE x \$34,000 = \$17,000/ 12 mo. \$1,416.67 / mo x 10 months = \$ 14,167

Program Support Staff: Provides clerical, administrative and data management support to program staff; assists with reporting requirements to the AIDS Office. *Minimum qualifications:* Bachelor's degree, computer and office skills, and 2 years of administra

0.05 FTE x \$30,000 = \$1,500/12 mo = \$125/mo. x 10 months = \$ 1,250

Benefits: Social Security, Worker's Compensation, Health Benefits, Unemployment, State and Federal Taxes, Retirement Plan.

	25.85% of \$18,383 total salaries = \$	4,753
<u>Rent:</u>	Project staff office, common & confidential meeting areas. Calculated based on FTE = \$396.50 per FTE	
	\$396.50/FTE x .62 FTE x 10 months = \$	2,458
<u>Building Utilities:</u>	to cover janitorial, maintenance supplies, locksmith and security expense for program space. Calculated based on FTE = \$214.10 per FTE	
	\$214.10/FTE x .62 FTE x 10 months = \$	1,328
<u>Telephone:</u>	Telephone, internet, website expenses. Calculated based on FTE = \$55.96 per FTE	
	\$55.96/FTE x .62 FTE x 10 months = \$	347
<u>Office Supplies:</u>	Supplies for project staff and to cover any program related supplies. Calculated based on FTE = \$42.34 per FTE	
	\$42.34/FTE x .62 FTE x 10 months = \$	263
<u>Postage:</u>	Expenses for program. Calculated based on FTE = \$20.22 per FTE	
	\$20.22/FTE x .62 FTE x 10 months = \$	125
<u>Peer Leader Stipends:</u>	Stipends for clients who support programming and assist with programmatic activities. \$300 per peer leader annually x 2 peer leaders x 10 months = \$	500
<u>Needle Exchange session expenses:</u>	Food/refreshments \$10 per session x 135 sessions = \$	1,350

Homeless Youth Alliance

Provide needle exchanges services to homeless youth.

<u>Executive Director:</u>	Responsible for supervising staff & volunteers, staffing sites, program management evaluation and QA activities. <i>Minimum qualifications:</i> BA/BS or 3 years exp. as homeless service program director.	
	.65 FTE x \$62,000 = \$40,300/ 12 mo = \$3,358.34 x 10 months = \$	33,583
<u>Program Manager:</u>	Provides scheduling, facilitates meetings, schedules staff trainings & does ordering. <i>Minimum qualifications:</i> 2 years experience working with target population & management	
	.40 FTE x \$40,800 = \$16,320/ 12 mo = \$1,360/mo x 10 months = \$	13,600
<u>Development Associate:</u>	Responsible for assisting in reporting and QA activities. <i>Minimum Qualifications:</i> 2 years working with target population, 1 year admin. experience.	
	.20 FTE x \$42,800 = \$8,560/12 mo = \$713.33/mo x 10 months = \$	7,133
<u>Outreach Counselor:</u>	Providing recruitment and linkage and needle exchange, as well as facilitation of DIGs. <i>Minimum qualifications:</i> 2 years experience working with target population.	
	1.35 FTE x \$35,304 = \$47,660/ 12 mo. = \$3,971.70/mo x 10 months = \$	39,717
<u>Data Entry Assistant:</u>	Responsible for entering all data collected at all program interventions into our web based database. <i>Minimum qualifications:</i> 1 year experience with data entry.	
	.18 FTE x \$31,200 = \$5,616/12 mo = \$468.00/mo. x 10 months = \$	4,680
<u>Benefits:</u>	Social Security, Worker's Compensation, Health Benefits, Unemployment, State and Federal Taxes, Retirement Plan.	
	22% of total salaries = \$	21,717
<u>Rent:</u>	Monthly rent expense for the program	
	89% of \$3,000.00 = \$2,670/ month x 10 months = \$	26,700
<u>Utilities:</u>	Monthly phone expenses for proportionate program utilization.	
	40% of \$1,400 = \$560/ month x 10 months = \$	5,600
<u>Building Maintenance:</u>	Minor building and upkeep repairs.	\$ 333
<u>Office Supplies/Postage:</u>	General office supplies such as pens, paper, and postage expenses for participant communication, proportionate to program utilization.	
	\$125 per month x 10 months = \$	1,250

Staff Training: Trainings for staff to further their job knowledge and gain information.

\$170.40 per month x 10 months = \$ 1,704

Rental of Equipment: Photocopier rental.

\$701.17 per month x 10 months = \$ 7,012

Food: Provided at all interventions.

\$333.33 x 10 months = \$ 3,333

St. James infirmary

Provide needle exchanges services to marginalized MSM, IDUs and TFMS.

Programs Director: Supervises and supports all NEX Coordinators, coordinates quality assurance activities, oversees all evaluation activities, prepares monthly invoices, annual agency reports, and maintains communications with all collaborative partners within the NEX and referral systems network. Minimum Qualifications: Master's degree in Social Work, Public Health, or other related fields, or equivalent work experience; Experience coordinating social services programs and supervising staff and service operations; Experience in or knowledge of the sex industry and occupational health and safety issues affecting sex workers; Experience working with people who use substances, including injection drugs; Experience working with people of different ethnic backgrounds, sexual identity and orientations, and people living with HIV/AIDS.

0.125 FTE x \$45,000 = \$5,625/ 12 months = \$468.75/mo x 10 months = \$ 4,688

Outreach & NEX Coordinators: NEX Coordinators trains and supervises all Outreach and NEX Workers during community forums and venue-based sessions, weekly needle distribution and disposal, coordinates monthly outreach schedules, provides on-call/back-up coverage for outreach workers during weekly shifts, organizes and maintains information and data related to sex work venues, outreach contacts, and community resource listings and materials (local, national, and international). The Coordinators provide assistance with evaluation activities and provides programmatic support during monitoring periods. Minimum Qualifications: Experience coordinating outreach services and supervising staff; Experience in or knowledge of the sex industry and occupational health and safety issues affecting sex workers; Experience working with people who use substances, including injection drugs; Experience working with people of different ethnic backgrounds, sexual identity and orientations, and people living with HIV/AIDS.

.5 FTE x \$39,520 = \$19,760/ 12 months = \$1,646.67/mo x 10 months = \$ 16,467

Community Health Education Outreach & NEX Workers: performs HIV/STI prevention education including safer sex and safer injection drug use education for street-based sex workers, escorts, massage and body workers, exotic dancers, and other Sex Workers in the San Francisco Bay Area; and distributes condoms, dams, lubrication, hygiene kits, and other harm reduction/prevention materials and supplies. Outreach/NEX Workers complete field notes and Core Variables. Minimum Qualifications: Experience in or knowledge of the sex industry and occupational health and safety issues affecting sex workers; Experience working with people who use substances, including injection drugs; Experience working with people of different ethnic backgrounds, sexual identity and orientations, and people living with HIV/AIDS; Bilingual in Spanish.

1 FTE x \$28,964 = \$28,964/ 12 months = \$2,413.67/mo. x 10 months = \$ 24,137

Administrative Assistant: Responsible for answering phones during business hours, checking phone messages and calling back individuals who request general information; assist with ordering and maintaining program supplies. Assists with all data entry and evaluation activities related to contract performance requirements. Minimum qualifications: Experience in or knowledge with the sex industry and occupational health and safety issues affecting sex workers; Experience working with people who use substances, including injection drugs; Experience working with people of different ethnic backgrounds, sexual identity and orientations, and people living with HIV/AIDS.

.19 FTE x \$36,126 = \$6,864/ 12 months = \$572.00 x 10 mo. = \$ 5,720

Benefits: Social Security, Worker's Compensation, Health Benefits, Unemployment, State and Federal Taxes, Retirement Plan.

25% of \$51,012 total salaries = \$ 12,753

Insurance: General Liability, Board Indemnification, and Worker's Compensation policies are approximately \$16,500 per year. Total program expenses estimated at \$6,775 per year/ 12 x 10.

\$ 5,646

Accounting: Payroll and accounting services, and business management expenses are approximately \$30,000 per year. Total program expenses estimated at \$5,938 per year/12 x 10.

\$ 4,948

Cell Phones: Funds requested support communication expenses for Outreach Coordinators, and Outreach Workers.

\$180 per month x 10 months = \$ 1,800

#### Glide

Provide needle exchanges services to marginalized MSM, IDUs and TFMS.

HIV Services Program Manager: Oversees all HIV Prevention Programs and activities under the direct supervision of the Glide Health Services Medical Director. Supervises and supports all SAS Coordinators, coordinates quality assurance activities, oversees all evaluation activities, prepares monthly invoices, annual agency reports, and maintains communications with all collaborative partners within the SAS Network. *Minimum Qualifications:* Master's degree in Social Work, Public Health, or other related fields, or equivalent work experience; Experience coordinating social services programs and supervising staff and service operations; Experience in or knowledge of the Tenderloin area and working with the diverse populations of that area particularly those affected: substance use, both IDU and non IDU; mental health issues; history of incarceration; commercial sex work, hustling and barter sex; marginalization and discrimination; and poverty. Experience working with people of different ethnic backgrounds, sexual identity and orientations, and people living with HIV/AIDS.

0.55 FTE x \$59,216 = \$32,568/ 12 months = \$2,714.07/mo. x 10 months = \$ 27,141

Administrative Assistant: Responsible for assisting the SAS Program with all administrative tasks, including: answering phones during business hours, checking phone messages and calling back individuals who request general information (Glide hours, services, location). Works with the Program Manager and Coordinators/ counselor/outreach workers to create monthly schedules for all HIV Prevention activities and assists with ordering and maintaining all program supplies. *Minimum Qualifications:* Experience in or knowledge of HIV Prevention. Experience working with people who use substances, including injection drugs; Experience working with people of different ethnic backgrounds, sexual identity and orientations, and people living with HIV/AIDS; Good written, verbal and organizational skills and data entry experience. Proficient with Microsoft Office and Access and web based data collection.

0.20 FTE x \$31,200 = \$6,240/12 months = \$520.00/mo x 10 months = \$ 5,200

**Outreach & SAS Counselors/Coordinators:** Assist in the training/supervision of Outreach and SAS peer-educator/volunteers during community forums/venue-based sessions, twice weekly SAS distribution and disposal, coordinates monthly outreach schedules, provides on-call/back-up coverage for outreach workers during weekly shifts, organizes and maintains information and data related to target population venues, outreach contacts, and community resource listings and materials. Provide assistance with evaluation activities and provides programmatic support during monitoring periods. HIV/STI prevention education, including safer sex and safer injection drug use education for IDU; and distributes harm reduction/prevention materials. *Minimum Qualifications:* Experience coordinating outreach services and supervising staff; Experience in or knowledge of IDU populations, health and safety issues affecting IDU; Experience working with people who use substances, including injection drugs; Experience working with people of different ethnic backgrounds, sexual identity and orientations, and people living with HIV/AIDS.

0.25 FTE x \$38,809 = \$9,701/ 12 months = \$808.52/mo x 10 months = \$ 8,084 40425\*

<del>Total Consultants/Subcontractors</del>	<del>\$ 312,452</del>
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 564,432</b>
<del>CAPITAL EXPENDITURES: (If needed - A unit valued at \$5,000 or more)</del>	
<del>Total Capital Expenditures</del>	<del>\$ -</del>
<b>TOTAL DIRECT COSTS</b>	<b>\$ 772,506</b>

**INDIRECT COSTS**

Indirect expenses for the San Francisco AIDS Foundation are approximately 17% of operating costs. SFAF requests reimbursement at 10% of the total direct costs in this proposal to cover operating expenses incurred by the Foundation, including finance and administrative staff, building maintenance, equipment rental & maintenance and information technology services.

\$772,506 x 10% = \$ 77,251

<b>TOTAL INDIRECT COSTS</b>	<b>\$ 77,251</b>
<b>APPENDIX TOTAL</b>	<b>\$ 849,757</b>

	A	B	C	D	E	F	G	H	I	
1	Contractor Name: San Francisco AIDS Foundation - Syringe Access Services						Appendix B-6A		Page 1	
2	Contract Term: 9/1/11-6/30/13						Appendix Term: 09/01/11-06/30/2012			
3	Funding Source: CF									

**SFDPH AIDS OFFICE CONTRACT  
UOS COST ALLOCATION BY SERVICE MODE**

		SERVICE MODES							
9. Personnel Expenses		Syringe Access Services							
10. Position Titles	FTE	Salaries	% FTE	Salaries	% FTE			Contract Totals	
11	Vice-President of Program & Services	0.05							
12	Director of Behavioral Health	0.10							
13	Director of Government Contracts	0.05							
14	Evaluation Director	0.05							
15	Contracts and Purchasing Manager	0.05							
16	Syringe Access Services Program Manager	1.00							
17	Secondary Exchange/Volunteer Coordinator	0.65							
18	Logistics Associates	3.00							
19									
20									
21									
22	Total FTE & Total Salaries	4.95							
23	Fringe Benefits	23%							
24	Total Personnel Expenses								
25									
26. Operating Expenses		Expenditure	%	Expenditure	%			Contract Total	
27	Total Occupancy								
28	Total Materials and Supplies	68,665	100%						68,665
29	Total General Operating								
30	Total Staff Travel								
31	Consultants/Subcontractor:								
32									
33	Other:								
34									
35									
36									
37									
38									
39									
40									
41	Total Operating Expenses	\$ 68,665	100%					\$	68,665
42									
43	Total Direct Expenses	68,665	100%						68,665
44	Indirect Expenses 10%	6,866	100%						6,866
45	TOTAL EXPENSES	\$ 75,531	100%						\$75,531
46									
47	Number of Units of Service (UOS) per Service Mode	N/A							
48	Cost Per Unit of Service by Service Mode								
49	Number of Unduplicated Clients (UDC) per Service Mode								
50									
51	DPH #1A(1)								Rev. 05/2010



## BUDGET JUSTIFICATION Syringe Access Services

### Operating Expenses

#### ~~Materials and Supplies~~ Program/Medical Supplies

Includes condoms, lubricant, syringes, biohazard waste containers and injection-related supplies, such as alcohol wipes, cotton balls and pellets and sterile water.

Syringes: \$0.10 each X 686,650 = \$68,665

<del>Total Materials and Supplies:</del>	<u>\$68,665</u>
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<b>TOTAL OPERATING EXPENSES</b>	<u><b>\$68,665</b></u>
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~~CAPITAL EXPENDITURES: (If needed - A unit valued  
at \$5,000 or more)~~

<del>Total Capital Expenditures:</del>	<u>\$0</u>
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<b>TOTAL DIRECT COSTS</b>	<u><u><b>\$68,665</b></u></u>
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### INDIRECT COSTS

Indirect expenses for the San Francisco AIDS Foundation are approximately 17% of operating costs. SFAF requests reimbursement at 10% of the total direct costs in this proposal to cover operating expenses incurred by the Foundation, including finance and administrative staff, building maintenance, equipment rental & maintenance and information technology services.

\$68,665 x 10% = \$6,866

<b>TOTAL INDIRECT COSTS</b>	<u><u><b>\$6,866</b></u></u>
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<b>APPENDIX TOTAL</b>	<u><u><b>\$75,531</b></u></u>
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	A	B	C	D	E	F	G	H	I	
1	Contractor Name: San Francisco AIDS Foundation - Syringe Access Services						Appendix B-6b		Page 1	
2	Contract Term: 9/1/11-6/30/13						Appendix Term: 09/01/2011-06/30/2012			
3	Funding Source: CF									
4	<b>SFDPH AIDS OFFICE CONTRACT</b>									
5	<b>UOS COST ALLOCATION BY SERVICE MODE</b>									
6										
7										
8	SERVICE MODES									
9	Personnel Expenses		Syringe Access Services							
10	Position Titles	FTE	Salaries	% FTE	Salaries	% FTE			Contract Totals	
11	Vice-President of Program & Services	0.05								
12	Director of Behavioral Health	0.10								
13	Director of Government Contracts	0.05								
14	Evaluation Director	0.05								
15	Contracts and Purchasing Manager	0.05								
16	Syringe Access Services Program Manager	1.00								
17	Secondary Exchange/Volunteer Coordinator	0.65								
18	Logistics Associates	3.00								
19										
20										
21										
22	Total FTE & Total Salaries	4.95								
23	Fringe Benefits	23%								
24	Total Personnel Expenses									
25										
26	Operating Expenses		Expenditure	%	Expenditure	%			Contract Total	
27	Total Occupancy									
28	Total Materials and Supplies		60,407	100%					60,407	
29	Total General Operating									
30	Total Staff Travel									
31	Consultants/Subcontractor:									
32										
33	Other:									
34										
35										
36										
37										
38										
39										
40										
41	Total Operating Expenses		\$ 60,407	100%					\$ 60,407	
42										
43	Total Direct Expenses		60,407	100%					60,407	
44	Indirect Expenses	10%	6,041	100%					6,041	
45	TOTAL EXPENSES		\$ 66,448	100%					\$66,448	
46										
47	Number of Units of Service (UOS) per Service Mode		N/A							
48	Cost Per Unit of Service by Service Mode									
49	Number of Unduplicated Clients (UDC) per Service Mode									
50										
51	DPH #1A(1)									Rev. 05/2010

**BUDGET JUSTIFICATION**  
**Syringe Access Services**

**Operating Expenses:**

**Materials and Supplies:**  
**Program/Medical Supplies**

Includes condoms, lubricant, syringes, biohazard waste containers and injection-related supplies, such as alcohol wipes, cotton balls and pellets and sterile water.

Syringes: \$0.10 each X 604,070 = \$60,407

**Total Materials and Supplies** \$60,407

**TOTAL OPERATING EXPENSES** \$60,407

**CAPITAL EXPENDITURES:** (If needed - A unit valued at \$5,000 or more)

**Total Capital Expenditures** \$0

**TOTAL DIRECT COSTS** \$60,407

**INDIRECT COSTS**

Indirect expenses for the San Francisco AIDS Foundation are approximately 17% of operating costs. SFAF requests reimbursement at 10% of the total direct costs in this proposal to cover operating expenses incurred by the Foundation, including finance and administrative staff, building maintenance, equipment rental & maintenance and information technology services.

\$60,407 x 10% = \$6,041

**TOTAL INDIRECT COSTS** \$6,041

**APPENDIX TOTAL** \$66,448

	A	B	C	D	E	F	G	H	I	
1	Contractor Name: San Francisco AIDS Foundation - Syringe Access Services						Appendix B-6C	Page 1		
2	Contract Term: 9/1/11-6/30/13						Appendix Term: 09/1/2011-6/30/201			
3	Funding Source: CF									

**SFDPH AIDS OFFICE CONTRACT  
UOS COST ALLOCATION BY SERVICE MODE**

		SERVICE MODES							
Personnel Expenses		Syringe Access Services							
Position Titles	FTE	Salaries	% FTE	Salaries	% FTE			Contract Totals	
Vice-President of Program & Services	0.05								
Director of Behavioral Health	0.10								
Director of Government Contracts	0.05								
Evaluation Director	0.05								
Contracts and Purchasing Manager	0.05								
Syringe Access Services Program Manager	1.00								
Secondary Exchange/Volunteer Coordinator	0.65								
Logistics Associates	3.00								
<b>Total FTE &amp; Total Salaries</b>	<b>4.95</b>								
Fringe Benefits	23%								
<b>Total Personnel Expenses</b>									
<b>Operating Expenses</b>									
		Expenditure	%	Expenditure	%			Contract Total	
Total Occupancy									
Total Materials and Supplies		5,912	100%						5,912
Total General Operating									
Total Staff Travel									
Consultants/Subcontractor:									
Other:									
<b>Total Operating Expenses</b>		<b>\$ 5,912</b>	<b>100%</b>						<b>\$ 5,912</b>
<b>Total Direct Expenses</b>		<b>5,912</b>	<b>100%</b>						<b>5,912</b>
Indirect Expenses	10%	591	100%						591
<b>TOTAL EXPENSES</b>		<b>\$ 6,503</b>	<b>100%</b>						<b>\$6,503</b>
<b>Number of Units of Service (UOS) per Service Mode</b>									
		N/A							
<b>Cost Per Unit of Service by Service Mode</b>									
<b>Number of Unduplicated Clients (UDC) per Service Mode</b>									
DPH #1A(1)									Rev. 05/2010

### BUDGET JUSTIFICATION Syringe Access Services

#### Operating Expenses

##### Materials and Supplies

##### Program/Medical Supplies

Includes condoms, lubricant, syringes, biohazard waste containers and injection-related supplies, such as alcohol wipes, cotton balls and pellets and sterile water.

Syringes: \$0.10 each X 59,120 = \$5,912

Total Materials and Supplies	\$5,912
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<b>TOTAL OPERATING EXPENSES</b>	<b>\$5,912</b>
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##### CAPITAL EXPENDITURES (If needed - A unit valued at \$5,000 or more)

Total Capital Expenditures	\$0
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<b>TOTAL DIRECT COSTS</b>	<b>\$5,912</b>
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#### INDIRECT COSTS

Indirect expenses for the San Francisco AIDS Foundation are approximately 17% of operating costs. SFAF requests reimbursement at 10% of the total direct costs in this proposal to cover operating expenses incurred by the Foundation, including finance and administrative staff, building maintenance, equipment rental & maintenance and information technology services.

\$5,912 x 10% = \$591

<b>TOTAL INDIRECT COSTS</b>	<b>\$591</b>
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<b>APPENDIX TOTAL</b>	<b>\$6,503</b>
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9	Personnel Expenses		Syringe Access Services				Program Coordination/ Bulk Purchasing			Contract Totals
10	Position Titles	FTE	Salaries	% FTE	Salaries	% FTE				
11	Vice-President of Program & Services	0.05	6,000	75%	2,000	25%			8,000	
12	Director of Behavioral Health	0.10	9,000	95%	500	5%			9,500	
13	Director of Government Contracts	0.05	3,000	75%	1,000	25%			4,000	
14	Evaluation Director	0.05	4,000	100%		0%			4,000	
15	Contracts and Purchasing Manager	0.05	3,000	92%	250	8%			3,250	
16	Syringe Access Services Program Manager	0.80	30,000	75%	10,000	25%			40,000	
17	Secondary Exchange/Volunteer Coordinator	0.65	29,250	100%		0%			29,250	
18	Logistics Associates	2.50	105,000	100%		0%			105,000	
19										
20										
21										
22	<b>Total FTE &amp; Total Salaries</b>	<b>4.25</b>	<b>189,250</b>	<b>93%</b>	<b>13,750</b>	<b>7%</b>			<b>203,000</b>	
23	Fringe Benefits	23%	43,527	93%	3,163	7%			46,690	
24	<b>Total Personnel Expenses</b>		<b>232,777</b>	<b>93%</b>	<b>16,913</b>	<b>7%</b>			<b>249,690</b>	
25										
26	Operating Expenses		Expenditure	%	Expenditure	%			Contract Total	
27	Total Occupancy		52,935	93%	3,984	7%			56,919	
28	Total Materials and Supplies		224,746	100%	200	0%			224,946	
29	Total General Operating		13,030	93%	981	7%			14,011	
30	Total Staff Travel		5,500	85%	1,000	15%			6,500	
31	Consultants/Subcontractor:		374,942	100%		0%			374,942	
32										
33	Other:									
34										
35										
36										
37										
38										
39										
40										
41	<b>Total Operating Expenses</b>		<b>\$ 671,153</b>	<b>99%</b>	<b>\$ 6,165</b>	<b>1%</b>			<b>\$ 677,318</b>	
42										
43	Total Direct Expenses		903,930	98%	23,078	2%			927,008	
44	Indirect Expenses	10%	90,393	98%	2,308	2%			92,701	
45	<b>TOTAL EXPENSES</b>		<b>\$ 994,323</b>	<b>98%</b>	<b>\$ 25,386</b>	<b>2%</b>			<b>\$1,019,709</b>	
46										
47	Number of Units of Service (UOS) per Service Mode		3,020		12				3,032	
48	Cost Per Unit of Service by Service Mode		\$329.25		\$2,115.50					
49	Number of Unduplicated Clients (UDC) per Service Mode									
50										
51	DPH #1A(1)									Rev. 05/2010

## BUDGET JUSTIFICATION Syringe Access Services

### Salaries and Benefits

#### Vice-President of Program & Services

Responsible for ensuring the implementation, management and evaluation of the program structure and provision of professional oversight to create a service delivery continuum that is responsive to the current health and well-being needs, including HIV needs, of gay and bisexual men.

*Minimum Qualifications:* Master's degree in psychology, social services, business or related disciplines. Requirements also include three years' experience in supervisory capacity, especially in HIV prevention and demonstrated program management and program development experience.

Annual Salary \$ 160,000 x 0.05 FTE = \$ 8,000

#### Director of Behavioral Health

Responsible for the overall management and oversight of the HIV Prevention projects resulting from this contract. Supervises the program manager, deals with overall issues of services delivery, data collection and program improvements. Provides HIV prevention and care services to a caseload of clients.

*Minimum Qualifications:* Master's degree and mental health professional license required. A minimum of seven years experience in public health or mental health.

Annual Salary \$ 95,000 x 0.10 FTE = \$ 9,500

#### Director of Government Contracts

Responsible for all data management and contract related activities. Maintains operational and statistical reporting mechanisms in accordance with contract and departmental requirements, produces routine and ad hoc reporting as needed, and ensures the integrity of the service database by overseeing database quality assurance activities.

*Minimum Qualifications:* Bachelor's degree and at least two years demonstrated experience in health services program planning, design, and evaluation; grant development and writing; government contracts management and negotiations.

Annual Salary \$ 80,000 x 0.05 FTE = \$ 4,000

#### Evaluation Director

Responsible for the development of monitoring and evaluation systems, processes and tools to ensure foundation programs are rigorously evaluated for process and health outcomes and public health impact. Provides technical expertise and guidance to program and policy staff to design, develop, execute and measure key activities to achieve our strategic goals. Develops and delivers training and technical assistance to, and builds capacity among, program leads for monitoring and evaluating programs.

*Minimum Qualifications:* Masters in social or health sciences with 5 years experience in program in program evaluation required. PhD preferred. Experience with quantitative & qualitative research methods in prevention, health services and policy analysis is essential. Experience in HIV/AIDS or related field is desired

Annual Salary \$ 80,000 x 0.05 FTE = \$ 4,000

Contracts & Purchasing Manager

Prepares monthly contract invoices, records contract accruals into financial management system, prepares budgets for contract proposals, modifications, and revisions. Prepares reports for contract financial information and maintains databases related to contract allocations.

*Minimum Qualifications:* Bachelor's degree in Finance or related field or equivalent experience in accounting, budgeting and contract management. Two years demonstrated experience in a finance/contract management capacity.

Annual Salary \$ 65,000 x 0.05 FTE = \$ 3,250

Syringe Access Services Program Manager

Provides oversight and management of 11 exchange sites. Develops annual departmental strategic goals in alignment with agency and city objectives. Builds and maintains effective partnerships with other HIV/AIDS and Harm Reduction agencies. Responsible for scheduling and training full-time and temporary staff in appropriate exchange protocol. Responsible for purchasing exchange supplies. Organizes removal of biohazard waste from sites and coordinates removal with waste removal company, prepare reports for compliance and maintain safety protocols.

*Minimum Qualifications:* Three years experience working with injection and drug users required. Associates Degree with program management, supervision experience preferred. Must hold HIV test counselor certification or be willing to obtain certification on the job.

Annual Salary \$ 50,000 x 0.80 FTE = \$ 40,000

Logistics Associates

Staffs exchange sites and supervises volunteers at the sites. Transports supplies to exchanges sites and sets up/tears down sites as needed.



*Minimum Qualifications:* Experience working as a volunteer or paid staff in a human service organization. Bilingual in English/Spanish desired. Ability to follow directions and good communications skills necessary. Must be able to lift maximum 45 pounds.

Annual Salary \$ 42,000 x 2.50 FTE = \$ 105,000

Secondary Exchange/Volunteer Coordinator

Responsible for recruiting, training, and supervising secondary exchangers willing to become peer educators. Develops curriculum for these trainings and helps develop training materials, including specific materials relevant to MSM-IDU speed users. Schedules and manages the site volunteers and supervises exchange sites.

*Minimum Qualifications:* High school diploma or equivalency; valid California driver's license and excellent driving record. 1 year of experience working with injection drug users and with volunteers.

Annual Salary \$ 45,000 x 0.65 FTE = \$ 29,250

Total Salaries \$ 203,000

Total Benefits 23% of \$ 203,000 total salaries = \$ 46,690

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

**TOTAL SALARIES & BENEFITS** \$ 249,690

**Operating Expenses**

Occupancy:

Rent:

Rent expense based on SFAF's experience rate of \$700.00 per FTE per month.

\$700 per month x 4.25 FTE x 12 months = \$ 35,700

\$1000 per month x 12 months = \$ 12,000

Utilities:

Telephone expense based on SFAF's experience rate of \$69.00 per FTE per month. SFAF is also requesting \$1,500 to partially reimburse the expense of cell phones for staff at exchange sites.

\$69 per month x 4.25 FTE x 12 months = \$ 3,519

5 phones x \$300 per year = \$ 1,500

Building Maintenance

Monthly cost of janitorial services at 6th street location.

\$350 per month x 12 months = \$ 4,200

Total Occupancy

\$ 56,919

Materials and Supplies

Office Supplies/Postage:

Office supplies/postage expense based on SFAF's experience rate of \$35.00 per FTE per month.

\$35 per month x 4.25 FTE x 12 months = \$ 1,785

Volunteer Support

Purchase of snacks and drinks for volunteers that staff the exchange sites.

Also purchase of t-shirts and sweatshirts for volunteers that work the sites. \$ 4,800

Waste Disposal

\$1666.67 per month x 12 months = \$ 20,000

Program/Medical Supplies

Includes condoms, lubricant, syringes, biohazard waste containers and injection-related supplies, such as alcohol wipes, cotton balls and pellets and sterile water.

Syringes: \$0.10 each X 1,047,010 = \$ 104,701

18/19 gallon biohazard waste containers: \$22.95 per container x 2,235 containers = \$ 51,293

2 gallon biohazard waste containers: \$2.65 per container x 1,500 containers = \$ 3,975

Alcohol wipes: \$29.60 per case X 215 cases = \$ 6,364

Cotton Balls: \$12.00 per case X 100 cases = \$ 1,200

Cotton Pellets: \$895.00 per bag X 4 bags = \$ 3,580

Sterile Water: \$81.00 per case X 150 cases = \$ 12,150

Paper bags: \$7.90 per bundle X 104 bundles = \$ 822

Condoms: \$69.83/cs X 142 cases = \$ 9,916

Lube: \$218.00/cs X 20 cases = \$ 4,360

Total Materials and Supplies \$ 224,946

General Operating

Insurance:

Occupancy insurance expense based on SFAF's experience rate of \$50.00 per FTE per month. SFAF is requesting an additional \$504.17 per month to cover the cost of additional insurance for the exchange sites.

\$50 per month x 4.25 FTE x 12 months = \$ 2,550

\$504.17 per month x 12 months = \$ 6,050

Outside Storage:

Storage expense based on SFAF's experience rate of \$5.10 per FTE per month.

\$5.10 per month x 4.25 FTE x 12 months = \$ 260

Rental/Maintenance of Equipment:

Equipment rental expense based on SFAF's experience rate of \$59.00 per FTE per month. Equipment maintenance expense based on SFAF's experience rate of \$42.00 per FTE per month.

Rental - \$59 per month x 4.25 FTE x 12 months = \$ 3,009  
 Maintenance - \$42 per month x 4.25 FTE x 12 months = \$ 2,142

**Total General Operating** \$ 14,011

**Staff Travel (Local & Out of Town)**

Gasoline for the van driven to take staff to each site, also used for pick-up & deliveries of supplies.

Fuel: \$54.17 per tank X 10 tanks per month x 12 months = \$ 6,500

**Total Staff Travel** \$ 6,500

**Consultants/Subcontractors**

Asian-Pacific Islander Wellness Center

Provide needle exchanges services to the Asian and Pacific Islander commur

Associate Director of Health Services: Oversees contractual compliance, data and reporting; responsible for all program reporting requirements and compliance; manages subcontract relationships. Reports to Director of Health Services. *Minimum qualifications:* a bachelors degree, 5 years of HIV program management and contract management experience.

0.02 FTE x \$58,000 per year = \$ 1,160

Program Supervisor: Provides supervision and coordination of syringe exchange programming across all sites. Supervises program staff and peer leaders. Assists in program compliance and quality assurance activities. Reports to Director of Health Services. *Minimum qualifications:* 3 years in HIV programs, supervision and program management, particularly overseeing needle exchange programs.

0.05 FTE x \$48,000 per year = \$ 2,400

Needle Exchange Program Specialist: Provides needle exchange services; works directly with clients at all sites; conducts outreach and marketing efforts to promote needle exchange services; completes all required documentation. Report to the Program Supervisor. *Minimum qualifications:* a bachelors degree in health or social services, bilingual proficiency preferred and 3 years of HIV or socail service experience, particularly with needle exchange programs.

0.50 FTE x \$34,000 per year = \$ 17,000

Program Support Staff: Provides clerical, administrative and data management support to program staff; assists with reporting requirements to the AIDS Office. *Minimum qualifications:* Bachelor's degree, computer and office skills, and 2 years of administra

0.05 FTE x \$30,000 per year = \$ 1,500

Benefits: Social Security, Worker's Compensation, Health Benefits, Unemployment, State and Federal Taxes, Retirement Plan.

25.85% of \$ 22,060 total salaries = \$ 5,703

Rent: Project staff office, common & confidential meeting areas.  
Calculated based on FTE = \$396.50 per FTE  
 $\$396.50/\text{FTE} \times .62 \text{ FTE} \times 12 \text{ months} = \$ 2,950$

Building Utilities: to cover janitorial, maintenance supplies, locksmith and security expense for program space. Calculated based on FTE = \$214.10 per FTE  
 $\$214.10/\text{FTE} \times .62 \text{ FTE} \times 12 \text{ months} = \$ 1,593$

Telephone: Telephone, internet, website expenses. Calculated based on FTE = \$55.96 per FTE  
 $\$55.96/\text{FTE} \times .62 \text{ FTE} \times 12 \text{ months} = \$ 416$

Office Supplies: Supplies for project staff and to cover any program related supplies. Calculated based on FTE = \$42.34 per FTE  
 $\$42.34/\text{FTE} \times .62 \text{ FTE} \times 12 \text{ months} = \$ 315$

Postage: Expenses for program. Calculated based on FTE = \$20.22 per FTE  
 $\$20.22/\text{FTE} \times .62 \text{ FTE} \times 12 \text{ months} = \$ 150$

Peer Leader Stipends: Stipends for clients who support programming and assist with programmatic activities.  
 $\$300 \text{ per peer leader annually} \times 2 \text{ peer leaders} = \$ 600$

Needle Exchange session expenses: Food/refreshments  
 $\$10 \text{ per session} \times 162 \text{ sessions} = \$ 1,620$

Homeless Youth Alliance

Provide needle exchanges services to homeless youth.

Executive Director: Responsible for supervising staff & volunteers, staffing sites, program management evaluation and QA activities.  
*Minimum qualifications:* BA/BS or 3 years exp. as homeless service program director.  
Annual Salary \$62,000 x .65 FTE = \$ 40,300

Program Manager: Provides scheduling, facilitates meetings, schedules staff trainings & does ordering. *Minimum qualifications:* 2 years experience working with target population & management.  
Annual Salary \$40,800 x .40 FTE = \$ 16,320

Development Associate: Responsible for assisting in reporting and QA activities. *Minimum Qualifications:* 2 years working with target population, 1 year admin. experience.  
Annual Salary \$42,800 x .20 FTE = \$ 8,560

Outreach Counselor: Providing recruitment and linkage and needle exchange, as well as facilitation of DIGs. *Minimum qualifications:* 2 years experience working with target population.  
Annual Salary \$35,304 x 1.35 FTE = \$ 47,660

Data Entry Assistant: Responsible for entering all data collected at all program interventions into our web based database. *Minimum qualifications:* 1 year experience with data entry.  
Annual Salary \$31,200 x .18 FTE = \$ 5,616

<u>Benefits:</u> Social Security, Worker's Compensation, Health Benefits, Unemployment, State and Federal Taxes, Retirement Plan.	
	22% of \$ 118,456 total salaries = \$ 26,060
<u>Rent:</u> Monthly rent expense for the program	
	89% of \$3,000.00 per month x 12 months = \$ 32,040
<u>Utilities:</u> Monthly phone expenses for proportionate program utilization.	
	40 % of \$1,400 per month x 12 months = \$ 6,720
<u>Building Maintenance:</u> Minor building and upkeep repairs.	\$ 400
<u>Office Supplies/Postage:</u> General office supplies such as pens, paper, and postage expenses for participant communication, proportionate to program utilization.	
	\$125 per month x 12 months = \$ 1,500
<u>Staff Training:</u> Trainings for staff to further their job knowledge and gain information.	
	\$170.34 per month x 12 months = \$ 2,044
<u>Rental of Equipment:</u> Photocopier rental.	
	\$701.17 per month x 12 months = \$ 8,414
<u>Food:</u> Provided at all interventions.	
	\$333.33 x 12 months = \$ 4,000

#### St. James Infirmary

Provide needle exchanges services to marginalized MSM, IDUs and TFMS.

Programs Director: Supervises and supports all NEX Coordinators, coordinates quality assurance activities, oversees all evaluation activities, prepares monthly invoices, annual agency reports, and maintains communications with all collaborative partners within the NEX and referral systems network. Minimum Qualifications: Master's degree in Social Work, Public Health, or other related fields, or equivalent work experience; Experience coordinating social services programs and supervising staff and service operations; Experience in or knowledge of the sex industry and occupational health and safety issues affecting sex workers; Experience working with people who use substances, including injection drugs; Experience working with people of different ethnic backgrounds, sexual identity and orientations, and people living with HIV/AIDS.

0.125 FTE x \$45,000 per year = \$ 5,625

Outreach & NEX Coordinators: NEX Coordinators trains and supervises all Outreach and NEX Workers during community forums and venue-based sessions, weekly needle distribution and disposal, coordinates monthly outreach schedules, provides on-call/back-up coverage for outreach workers during weekly shifts, organizes and maintains information and data related to sex work venues, outreach contacts, and community resource listings and materials (local, national, and international). The Coordinators provide assistance with evaluation activities and provides programmatic support during monitoring periods. Minimum Qualifications: Experience coordinating outreach services and supervising staff; Experience in or knowledge of the sex industry and occupational health and safety issues affecting sex workers; Experience working with people who use substances, including injection drugs; Experience working with people of different ethnic backgrounds, sexual identity and orientations, and people living with HIV/AIDS.

.5 FTE per coordinator x \$39,520 per year = \$ 19,760

Community Health Education Outreach & NEX Workers: performs HIV/STI prevention education including safer sex and safer injection drug use education for street-based sex workers, escorts, massage and body workers, exotic dancers, and other Sex Workers in the San Francisco Bay Area; and distributes condoms, dams, lubrication, hygiene kits, and other harm reduction/prevention materials and supplies. Outreach/NEX Workers complete field notes and Core Variables. Minimum Qualifications: Experience in or knowledge of the sex industry and occupational health and safety issues affecting sex workers; Experience working with people who use substances, including injection drugs; Experience working with people of different ethnic backgrounds, sexual identity and orientations, and people living with HIV/AIDS; Bilingual in

1 FTE x \$28,964 per year = \$ 28,964

Administrative Assistant: Responsible for answering phones during business hours, checking phone messages and calling back individuals who request general information; assist with ordering and maintaining program supplies. Assists with all data entry and evaluation activities related to contract performance requirements. Minimum qualifications: Experience in or knowledge with the sex industry and occupational health and safety issues affecting sex workers; Experience working with people who use substances, including injection drugs; Experience working with people of different ethnic backgrounds, sexual identity and orientations, and people living with HIV/AIDS.

.19 FTE x \$36,126 per year = \$ 6,864

Benefits: Social Security, Worker's Compensation, Health Benefits, Unemployment, State and Federal Taxes, Retirement Plan.

25% of \$ 61,213 total salaries = \$ 15,303

Insurance: General Liability, Board Indemnification, and Worker's Compensation policies are approximately \$16,500 per year. Total program expenses estimated at \$6,777 per year.

\$ 6,777

Accounting: Payroll and accounting services, and business management expenses are approximately \$30,000 per year. Total program expenses estimated at \$5,938 per year.

\$ 5,938

Cell Phones: Funds requested support communication expenses for Outreach Coordinators, and Outreach Workers.

\$180 per month x 12 months = \$ 2,160

Glide

Provide needle exchanges services to marginalized MSM, IDUs and TFMS.

HIV Services Program Manager: Oversees all HIV Prevention Programs and activities under the direct supervision of the Glide Health Services Medical Director. Supervises and supports all SAS Coordinators, coordinates quality assurance activities, oversees all evaluation activities, prepares monthly invoices, annual agency reports, and maintains communications with all collaborative partners within the SAS Network.

*Minimum Qualifications:* Master's degree in Social Work, Public Health, or other related fields, or equivalent work experience; Experience coordinating social services programs and supervising staff and service operations; Experience in or knowledge of the Tenderloin area and working with the diverse populations of that area particularly those affected: substance use, both IDU and non IDU; mental health issues; history of incarceration; commercial sex work, hustling and barter sex; marginalization and discrimination; and poverty. Experience working with people of different ethnic backgrounds, sexual identity and orientations, and people living with HIV/AIDS.

0.55 FTE x \$59,216 per year = \$ 32,569

Administrative Assistant: Responsible for assisting the SAS Program with all administrative tasks, including: answering phones during business hours, checking phone messages and calling back individuals who request general information (Glide hours, services, location). Works with the Program Manager and Coordinators/ counselor/outreach workers to create monthly schedules for all HIV Prevention activities and assists with ordering and maintaining all program supplies. *Minimum Qualifications:* Experience in or knowledge of HIV Prevention. Experience working with people who use substances, including injection drugs; Experience working with people of different ethnic backgrounds, sexual identity and orientations, and people living with HIV/AIDS; Good written, verbal and organizational skills and data entry experience. Proficient with Microsoft Office and Access and web based data collection.

0.20 FTE x \$31,200 per year = \$ 6,240

Outreach & SAS Counselors/Coordinators: Assist in the training/supervision of Outreach and SAS peer-educator/volunteers during community forums/venue-based sessions, twice weekly SAS distribution and disposal, coordinates monthly outreach schedules, provides on-call/back-up coverage for outreach workers during weekly shifts, organizes and maintains information and data related to target population venues, outreach contacts, and community resource listings and materials. Provide assistance with evaluation activities and provides programmatic support during monitoring periods. HIV/STI prevention education including safer sex and safer injection drug use education for IDU; and distributes harm reduction/prevention materials. *Minimum Qualifications:* Experience coordinating outreach services and supervising staff; Experience in or knowledge of IDU populations, health and safety issues affecting IDU; Experience working with people who use substances, including injection drugs; Experience working with people of different ethnic backgrounds, sexual identity and orientations, and people living with HIV/AIDS.

No Charge

Benefits: Social Security, Worker's Compensation, Health Benefits,  
 25% of \$ 38,809 total salaries = \$ 9,701

~~Total Consultants/Subcontractors~~ \$ 374,942

**TOTAL OPERATING EXPENSES** \$ 677,318

~~CAPITAL EXPENDITURES: (If needed - A unit valued at \$5,000 or more)~~

~~Total Capital Expenditures~~ \$ -

**TOTAL DIRECT COSTS** \$ 927,008

**INDIRECT COSTS**

Indirect expenses for the San Francisco AIDS Foundation are approximately 17% of operating costs. SFAF requests reimbursement at 10% of the total direct costs in this proposal to cover operating expenses incurred by the Foundation, including finance and administration.

\$927,008 x 10% = \$ 92,701

**TOTAL INDIRECT COSTS** \$ 92,701

**APPENDIX TOTAL** \$ 1,019,709



**SFDPH AIDS OFFICE CONTRACT  
UOS COST ALLOCATION BY SERVICE MODE**

		SERVICE MODES						
Personnel Expenses		Syringe Access Services						Contract Totals
Position Titles	FTE	Salaries	% FTE	Salaries	% FTE			
11	Vice-President of Program & Services	0.05						
12	Director of Behavioral Health	0.10						
13	Director of Government Contracts	0.05						
14	Evaluation Director	0.05						
15	Contracts and Purchasing Manager	0.05						
16	Syringe Access Services Program Manager	1.00						
17	Secondary Exchange/Volunteer Coordinator	0.65						
18	Logistics Associates	3.00						
19								
20								
21								
22	<b>Total FTE &amp; Total Salaries</b>	<b>4.95</b>						
23	Fringe Benefits	23%						
24	<b>Total Personnel Expenses</b>							
25								
Operating Expenses		Expenditure	%	Expenditure	%			Contract Total
27	Total Occupancy							
28	Total Materials and Supplies	82,397	100%					82,397
29	Total General Operating							
30	Total Staff Travel							
31	Consultants/Subcontractor:							
32								
33	Other:							
34								
35								
36								
37								
38								
39								
40								
41	<b>Total Operating Expenses</b>	<b>\$ 82,397</b>	<b>100%</b>					<b>\$ 82,397</b>
42								
43	<b>Total Direct Expenses</b>	<b>82,397</b>	<b>100%</b>					<b>82,397</b>
44	Indirect Expenses	10%	8,240	100%				8,240
45	<b>TOTAL EXPENSES</b>	<b>\$ 90,637</b>	<b>100%</b>					<b>\$90,637</b>
46								
47	Number of Units of Service (UOS) per Service Mode	N/A						
48	Cost Per Unit of Service by Service Mode	#VALUE!						
49	Number of Unduplicated Clients (UDC) per Service Mode							
50								
51	DPH #1A(1)							Rev. 05/2010

### BUDGET JUSTIFICATION Syringe Access Services

**Materials and Supplies:**

**Program/Medical Supplies**

Includes condoms, lubricant, syringes, biohazard waste containers and injection-related supplies, such as alcohol wipes, cotton balls and pellets and sterile water.

Syringes: \$0.10 each X 823,970 = \$82,397

<b>Total Materials and Supplies</b>	<b>\$82,397</b>
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<b>TOTAL OPERATING EXPENSES</b>	<b>\$82,397</b>
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**CAPITAL EXPENDITURES:** (If needed - A unit valued at \$5,000 or more)

<b>Total Capital Expenditures</b>	<b>\$0</b>
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<b>TOTAL DIRECT COSTS</b>	<b>\$82,397</b>
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**INDIRECT COSTS**

Indirect expenses for the San Francisco AIDS Foundation are approximately 17% of operating costs. SFAF requests reimbursement at 10% of the total direct costs in this proposal to cover operating expenses incurred by the Foundation, including finance and administration.

$\$82,397 \times 10\% = \$8,240$

<b>TOTAL INDIRECT COSTS</b>	<b>\$8,240</b>
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<b>APPENDIX TOTAL</b>	<b>\$90,637</b>
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**SFDPH AIDS OFFICE CONTRACT  
UOS COST ALLOCATION BY SERVICE MODE**

		SERVICE MODES						
Personnel Expenses		Syringe Access Services						
Position Titles	FTE	Salaries	% FTE	Salaries	% FTE		Contract Totals	
11	Vice-President of Program & Services	0.05						
12	Director of Behavioral Health	0.10						
13	Director of Government Contracts	0.05						
14	Evaluation Director	0.05						
15	Contracts and Purchasing Manager	0.05						
16	Syringe Access Services Program Manager	1.00						
17	Secondary Exchange/Volunteer Coordinator	0.65						
18	Logistics Associates	3.00						
19								
20								
21								
22	<b>Total FTE &amp; Total Salaries</b>	<b>4.95</b>						
23	Fringe Benefits	23%						
24	<b>Total Personnel Expenses</b>							
25								
Operating Expenses		Expenditure	%	Expenditure	%		Contract Total	
27	Total Occupancy							
28	Total Materials and Supplies	72,488	100%				72,488	
29	Total General Operating							
30	Total Staff Travel							
31	Consultants/Subcontractor:							
32								
33	Other:							
34								
35								
36								
37								
38								
39								
40								
41	<b>Total Operating Expenses</b>	<b>\$ 72,488</b>	<b>100%</b>				<b>\$ 72,488</b>	
42								
43	<b>Total Direct Expenses</b>	<b>72,488</b>	<b>100%</b>				<b>72,488</b>	
44	Indirect Expenses 10%	7,249	100%				7,249	
45	<b>TOTAL EXPENSES</b>	<b>\$ 79,737</b>	<b>100%</b>				<b>\$79,737</b>	
46								
47	Number of Units of Service (UOS) per Service Mode	N/A						
48	Cost Per Unit of Service by Service Mode							
49	Number of Unduplicated Clients (UDC) per Service Mode							
50								
51	DPH #1A(1)						Rev. 05/2010	

**BUDGET JUSTIFICATION**  
**Syringe Access Services**

**Materials and Supplies**  
Program/Medical Supplies

Includes condoms, lubricant, syringes, biohazard waste containers and injection-related supplies, such as alcohol wipes, cotton balls and pellets and sterile water.

Syringes: \$0.10 each X 724,880 = \$72,488

**Total Materials and Supplies** \$72,488

**TOTAL OPERATING EXPENSES** \$72,488

**CAPITAL EXPENDITURES** (if needed - A unit valued at \$5,000 or more)

**Total Capital Expenditures** \$0

**TOTAL DIRECT COSTS** \$72,488

**INDIRECT COSTS**

Indirect expenses for the San Francisco AIDS Foundation are approximately 17% of operating costs. SFAF requests reimbursement at 10% of the total direct costs in this proposal to cover operating expenses incurred by the Foundation, including finance and administration.

\$72,488 x 10% = \$7,249

**TOTAL INDIRECT COSTS** \$7,249

**APPENDIX TOTAL** \$79,737

	A	B	C	D	E	F	G	H	I	
1	Contractor Name: San Francisco AIDS Foundation - Syringe Access Services						Appendix B-6g		Page 1	
2	Contract Term: 9/1/11-6/30/13						Appendix Term: 07/01/2012-06/30/2013			
3	Funding Source: CF									
4										
5	<b>SFDPH AIDS OFFICE CONTRACT</b>									
6	<b>UOS COST ALLOCATION BY SERVICE MODE</b>									
7										
8	SERVICE MODES									
9	Personnel Expenses		Syringe Access Services							
10	Position Titles	FTE	Salaries	% FTE	Salaries	% FTE			Contract Totals	
11	Vice-President of Program & Services	0.05								
12	Director of Behavioral Health	0.10								
13	Director of Government Contracts	0.05								
14	Evaluation Director	0.05								
15	Contracts and Purchasing Manager	0.05								
16	Syringe Access Services Program Manager	1.00								
17	Secondary Exchange/Volunteer Coordinator	0.65								
18	Logistics Associates	3.00								
19										
20										
21										
22	Total FTE & Total Salaries	4.95								
23	Fringe Benefits	23%								
24	Total Personnel Expenses									
25										
26	Operating Expenses		Expenditure	%	Expenditure	%			Contract Total	
27	Total Occupancy									
28	Total Materials and Supplies		7,094	100%					7,094	
29	Total General Operating									
30	Total Staff Travel									
31	Consultants/Subcontractor:									
32										
33	Other:									
34										
35										
36										
37										
38										
39										
40										
41	Total Operating Expenses		\$ 7,094	100%					\$ 7,094	
42										
43	Total Direct Expenses		7,094	100%					7,094	
44	Indirect Expenses 10%		709	100%					709	
45	TOTAL EXPENSES		\$ 7,803	100%					\$7,803	
46										
47	Number of Units of Service (UOS) per Service Mode		N/A							
48	Cost Per Unit of Service by Service Mode									
49	Number of Unduplicated Clients (UDC) per Service Mode									
50										
51	DPH #1A(1)								Rev. 05/2010	

**BUDGET JUSTIFICATION**  
**Syringe Access Services**

**Materials and Supplies:**  
**Program/Medical Supplies**

Includes condoms, lubricant, syringes, biohazard waste containers and injection-related supplies, such as alcohol wipes, cotton balls and pellets and sterile water.

Syringes: \$0.10 each X 70,940 = \$7,094

<b>Total Materials and Supplies</b>	<b>\$7,094</b>
 <b>TOTAL OPERATING EXPENSES</b>	 <b>\$7,094</b>
<b>CAPITAL EXPENDITURES</b> (If needed - A unit valued at \$5,000 or more)	
 <b>Total Capital Expenditures</b>	 <b>\$0</b>
 <b>TOTAL DIRECT COSTS</b>	 <b>\$7,094</b>

**INDIRECT COSTS**

Indirect expenses for the San Francisco AIDS Foundation are approximately 17% of operating costs. SFAF requests reimbursement at 10% of the total direct costs in this proposal to cover operating expenses incurred by the Foundation, including finance and administration.

\$7,094 x 10% = \$709

<b>TOTAL INDIRECT COSTS</b>	<b>\$709</b>
 <b>APPENDIX TOTAL</b>	 <b>\$7,803</b>



Appendix C

RESERVED

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**Appendix D  
Additional Terms**

**1. HIPAA**

The parties acknowledge that City is a Covered Entity as defined in the Healthcare Insurance Portability and Accountability Act of 1996 ("HIPAA") and is therefore required to abide by the Privacy Rule contained therein. The parties further agree that Contractor falls within the following definition under the HIPAA regulations:

- A Covered Entity subject to HIPAA and the Privacy Rule contained therein; or
- A Business Associate subject to the terms set forth in Appendix E;
- Not Applicable, Contractor will not have access to Protected Health Information.

**2. THIRD PARTY BENEFICIARIES**

No third parties are intended by the parties hereto to be third party beneficiaries under this Agreement, and no action to enforce the terms of this Agreement may be brought against either party by any person who is not a party hereto.

**3. MATERIALS REVIEW**

Contractor agrees that all materials, including without limitation print, audio, video, and electronic materials, developed, produced, or distributed by personnel or with funding under this Agreement shall be subject to review and approval by the Contract Administrator prior to such production, development or distribution. Contractor agrees to provide such materials sufficiently in advance of any deadlines to allow for adequate review. City agrees to conduct the review in a manner which does not impose unreasonable delays on Contractor's work, which may include review by members of target communities.

**4. EMERGENCY RESPONSE**

CONTRACTOR will develop and maintain an Agency Disaster and Emergency Response Plan containing Site Specific Emergency Response Plan(s) for each of its service sites. The agency-wide plan should address disaster coordination between and among service sites. CONTRACTOR will update the Agency/site(s) plan as needed and CONTRACTOR will train all employees regarding the provisions of the plan for their Agency/site(s). CONTRACTOR will attest on its annual Community Programs' Contractor Declaration of Compliance whether it has developed and maintained an Agency Disaster and Emergency Response Plan, including a site specific emergency response plan for each of its service site. CONTRACTOR is advised that Community Programs Contract Compliance Section staff will review these plans during a compliance site review. Information should be kept in an Agency/Program Administrative Binder, along with other contractual documentation requirements for easy accessibility and inspection

In a declared emergency, CONTRACTOR'S employees shall become emergency workers and participate in the emergency response of Community Programs, Department of Public Health. Contractors are required to identify and keep Community Programs staff informed as to which two staff members will serve as CONTRACTOR'S prime contacts with Community Programs in the event of a declared emergency.

Appendix E

**BUSINESS ASSOCIATE ADDENDUM**

This Business Associate Addendum is entered into to address the privacy and security protections for certain information as required by federal law. City and County of San Francisco is the Covered Entity and is referred to below as "CE". The CONTRACTOR is the Business Associate and is referred to below as "BA".

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**RECITALS**

- A. CE wishes to disclose certain information to BA pursuant to the terms of the Contract, some of which may constitute Protected Health Information ("PHI") (defined below).
- B. CE and BA intend to protect the privacy and provide for the security of PHI disclosed to BA pursuant to the Contract in compliance with the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191 ("HIPAA"), the Health Information Technology for Economic and Clinical Health Act, Public Law 111-005 ("the HITECH Act"), and regulations promulgated thereunder by the U.S. Department of Health and Human Services (the "HIPAA Regulations") and other applicable laws.
- C. As part of the HIPAA Regulations, the Privacy Rule and the Security Rule (defined below) require CE to enter into a contract containing specific requirements with BA prior to the disclosure of PHI, as set forth in, but not limited to, Title 45, Sections 164.314(a), 164.502(e) and 164.504(e) of the Code of Federal Regulations ("C.F.R.") and contained in this Addendum.

In consideration of the mutual promises below and the exchange of information pursuant to this Addendum, the parties agree as follows:

**I. Definitions**

- a. **Breach** shall have the meaning given to such term under the HITECH Act [42 U.S.C. Section 17921].
- b. **Business Associate** shall have the meaning given to such term under the Privacy Rule, the Security Rule, and the HITECH Act, including, but not limited to, 42 U.S.C. Section 17938 and 45 C.F.R. Section 160.103.
- c. **Covered Entity** shall have the meaning given to such term under the Privacy Rule and the Security Rule, including, but not limited to, 45 C.F.R. Section 160.103.
- d. **Data Aggregation** shall have the meaning given to such term under the Privacy Rule, including, but not limited to, 45 C.F.R. Section 164.501.
- e. **Designated Record Set** shall have the meaning given to such term under the Privacy Rule, including, but not limited to, 45 C.F.R. Section 164.501.

- f. **Electronic Protected Health Information** means Protected Health Information that is maintained in or transmitted by electronic media.
  - g. **Electronic Health Record** shall have the meaning given to such term in the HITECH Act, including, but not limited to, 42 U.S.C. Section 17921.
  - h. **Health Care Operations** shall have the meaning given to such term under the Privacy Rule, including, but not limited to, 45 C.F.R. Section 164.501.
  - i. **Privacy Rule** shall mean the HIPAA Regulation that is codified at 45 C.F.R. Parts 160 and 164, Subparts A and B.
  - j. **Protected Health Information or PHI** means any information, whether oral or recorded in any form or medium: (i) that relates to the past, present or future physical or mental condition of an individual; the provision of health care to an individual; and (ii) that identifies the individual or with respect to where there is a reasonable basis to believe the information can be used to identify the individual, and shall have the meaning given to such term under the Privacy Rule, including, but not limited to, 45 C.F.R. Section 164.501. Protected Health Information includes Electronic Protected Health Information [45 C.F.R. Sections 160.103, 164.501].
  - k. **Protected Information** shall mean PHI provided by CE to BA or created or received by BA on CE's behalf.
  - l. **Security Rule** shall mean the HIPAA Regulation that is codified at 45 C.F.R. Parts 160 and 164, Subparts A and C.
  - m. **Unsecured PHI** shall have the meaning given to such term under the HITECH Act and any guidance issued pursuant to such Act including, but not limited to, 42 U.S.C. Section 17932(h).
2. **Obligations of Business Associate**
- a. **Permitted Uses.** BA shall not use Protected Information except for the purpose of performing BA's obligations under the Contract and as permitted under the Contract and Addendum. Further, BA shall not use Protected Information in any manner that would constitute a violation of the Privacy Rule or the HITECH Act if so used by CE. However, BA may use Protected Information (i) for the proper management and administration of BA, (ii) to carry out the legal responsibilities of BA, or (iii) for Data Aggregation purposes for the Health Care Operations of CE [45 C.F.R. Sections 164.504(e)(2)(i), 164.504(e)(2)(ii)(A) and 164.504(e)(4)(i)].
  - b. **Permitted Disclosures.** BA shall not disclose Protected Information except for the purpose of performing BA's obligations under the Contract and as permitted under the Contract and Addendum. BA shall not disclose Protected Information in any manner that would constitute a violation of the Privacy Rule or the HITECH Act if so disclosed by CE. However, BA may disclose Protected Information (i) for the proper management and administration of BA; (ii) to carry out the legal responsibilities of BA; (iii) as required by law; or (iv) for Data Aggregation purposes for the Health Care Operations of CE. If BA discloses

Protected Information to a third party, BA must obtain, prior to making any such disclosure, (i) reasonable *written* assurances from such third party that such Protected Information will be held confidential as provided pursuant to this Addendum and only disclosed as required by law or for the purposes for which it was disclosed to such third party, and (ii) a *written* agreement from such third party to immediately notify BA of any breaches of confidentiality of the Protected Information, to the extent it has obtained knowledge of such breach [42 U.S.C. Section 17932; 45 C.F.R. Sections 164.504(e)(2)(i), 164.504(e)(2)(i)(B), 164.504(e)(2)(ii)(A) and 164.504(e)(4)(ii)].

- c. **Prohibited Uses and Disclosures.** BA shall not use or disclose Protected Information for fundraising or marketing purposes. BA shall not disclose Protected Information to a health plan for payment or health care operations purposes if the patient has requested this special restriction, and has paid out of pocket in full for the health care item or service to which the PHI solely relates 42 U.S.C. Section 17935(a). BA shall not directly or indirectly receive remuneration in exchange for Protected Information, except with the prior written consent of CE and as permitted by the HITECH Act, 42 U.S.C. Section 17935(d)(2); however, this prohibition shall not affect payment by CE to BA for services provided pursuant to the Contract.
- d. **Appropriate Safeguards.** BA shall implement appropriate safeguards as are necessary to prevent the use or disclosure of Protected Information otherwise than as permitted by the Contract or Addendum, including, but not limited to, administrative, physical and technical safeguards that reasonably and appropriately protect the confidentiality, integrity and availability of the Protected Information, in accordance with 45 C.F.R Section 164.308(b)]. BA shall comply with the policies and procedures and documentation requirements of the HIPAA Security Rule, including, but not limited to, 45 C.F.R. Section 164.316 [42 U.S.C. Section 17931]
- e. **Reporting of Improper Access, Use or Disclosure.** BA shall report to CE in writing of any access, use or disclosure of Protected Information not permitted by the Contract and Addendum, and any Breach of Unsecured PHI of which it becomes aware without unreasonable delay and in no case later than 10 calendar days after discovery [42 U.S.C. Section 17921; 45 C.F.R. Section 164.504(e)(2)(ii)(C); 45 C.F.R. Section 164.308(b)].
- f. **Business Associate's Agents.** BA shall ensure that any agents, including subcontractors, to whom it provides Protected Information, agree in writing to the same restrictions and conditions that apply to BA with respect to such PHI. If BA creates, maintains, receives or transmits electronic PHI on behalf of CE, then BA shall implement the safeguards required by paragraph c above with respect to Electronic PHI [45 C.F.R. Section 164.504(e)(2)(ii)(D); 45 C.F.R. Section 164.308(b)]. BA shall implement and maintain sanctions against agents and subcontractors that violate such restrictions and conditions and shall mitigate the effects of any such violation (see 45 C.F.R. Sections 164.530(f) and 164.530(e)(1)).
- g. **Access to Protected Information.** BA shall make Protected Information maintained by BA or its agents or subcontractors available to CE for inspection

and copying within ten (10) days of a request by CE to enable CE to fulfill its obligations under the Privacy Rule, including, but not limited to, 45 C.F.R. Section 164.524 [45 C.F.R. Section 164.504(e)(2)(ii)(E)]. If BA maintains an Electronic Health Record, BA shall provide such information in electronic format to enable CE to fulfill its obligations under the HITECH Act, including, but not limited to, 42 U.S.C. Section 17935(e).

- h.* **Amendment of PHI.** Within ten (10) days of receipt of a request from CE for an amendment of Protected Information or a record about an individual contained in a Designated Record Set, BA or its agents or subcontractors shall make such Protected Information available to CE for amendment and incorporate any such amendment to enable CE to fulfill its obligation under the Privacy Rule, including, but not limited to, 45 C.F.R. Section 164.526. If any individual requests an amendment of Protected Information directly from BA or its agents or subcontractors, BA must notify CE in writing within five (5) days of the request. Any approval or denial of amendment of Protected Information maintained by BA or its agents or subcontractors shall be the responsibility of CE [45 C.F.R. Section 164.504(e)(2)(ii)(F)].
- i.* **Accounting Rights.** Within ten (10) calendar days of notice by CE of a request for an accounting for disclosures of Protected Information or upon any disclosure of Protected Information for which CE is required to account to an individual, BA and its agents or subcontractors shall make available to CE the information required to provide an accounting of disclosures to enable CE to fulfill its obligations under the Privacy Rule, including, but not limited to, 45 C.F.R. Section 164.528, and the HITECH Act, including but not limited to 42 U.S.C. Section 17935(c), as determined by CE. BA agrees to implement a process that allows for an accounting to be collected and maintained by BA and its agents or subcontractors for at least six (6) years prior to the request. However, accounting of disclosures from an Electronic Health Record for treatment, payment or health care operations purposes are required to be collected and maintained for only three (3) years prior to the request, and only to the extent that BA maintains an electronic health record and is subject to this requirement. At a minimum, the information collected and maintained shall include: (i) the date of disclosure; (ii) the name of the entity or person who received Protected Information and, if known, the address of the entity or person; (iii) a brief description of Protected Information disclosed; and (iv) a brief statement of purpose of the disclosure that reasonably informs the individual of the basis for the disclosure, or a copy of the individual's authorization, or a copy of the written request for disclosure. In the event that the request for an accounting is delivered directly to BA or its agents or subcontractors, BA shall within five (5) calendar days of a request forward it to CE in writing. It shall be CE's responsibility to prepare and deliver any such accounting requested. BA shall not disclose any Protected Information except as set forth in Sections 2.b. of this Addendum [45 C.F.R. Sections 164.504(e)(2)(ii)(G) and 165.528]. The provisions of this subparagraph h shall survive the termination of this Agreement.
- j.* **Governmental Access to Records.** BA shall make its internal practices, books and records relating to the use and disclosure of Protected Information available to CE and to the Secretary of the U.S. Department of Health and Human Services (the "Secretary") for purposes of determining BA's compliance with the

Privacy Rule [45 C.F.R. Section 164.504(e)(2)(ii)(H)]. BA shall provide to CE a copy of any Protected Information that BA provides to the Secretary concurrently with providing such Protected Information to the Secretary.

- k. **Minimum Necessary.** BA (and its agents or subcontractors) shall request, use and disclose only the minimum amount of Protected Information necessary to accomplish the purpose of the request, use or disclosure. [42 U.S.C. Section 17935(b); 45 C.F.R. Section 164.514(d)(3)] BA understands and agrees that the definition of "minimum necessary" is in flux and shall keep itself informed of guidance issued by the Secretary with respect to what constitutes "minimum necessary."
- l. **Data Ownership.** BA acknowledges that BA has no ownership rights with respect to the Protected Information.
- m. **Business Associate's Insurance.** BA shall maintain a sufficient amount of insurance to adequately address risks associated with BA's use and disclosure of Protected Information under this Addendum.
- n. **Notification of Breach.** During the term of the Contract, BA shall notify CE within twenty-four (24) hours of any suspected or actual breach of security, intrusion or unauthorized use or disclosure of PHI of which BA becomes aware and/or any actual or suspected use or disclosure of data in violation of any applicable federal or state laws or regulations. BA shall take (i) prompt corrective action to cure any such deficiencies and (ii) any action pertaining to such unauthorized disclosure required by applicable federal and state laws and regulations.
- o. **Breach Pattern or Practice by Covered Entity.** Pursuant to 42 U.S.C. Section 17934(b), if the BA knows of a pattern of activity or practice of the CE that constitutes a material breach or violation of the CE's obligations under the Contract or Addendum or other arrangement, the BA must take reasonable steps to cure the breach or end the violation. If the steps are unsuccessful, the BA must terminate the Contract or other arrangement if feasible, or if termination is not feasible, report the problem to the Secretary of DHHS. BA shall provide written notice to CE of any pattern of activity or practice of the CE that BA believes constitutes a material breach or violation of the CE's obligations under the Contract or Addendum or other arrangement within five (5) calendar days of discovery and shall meet with CE to discuss and attempt to resolve the problem as one of the reasonable steps to cure the breach or end the violation.
- p. **Audits, Inspection and Enforcement.** Within ten (10) calendar days of a written request by CE, BA and its agents or subcontractors shall allow CE to conduct a reasonable inspection of the facilities, systems, books, records, agreements, policies and procedures relating to the use or disclosure of Protected Information pursuant to this Addendum for the purpose of determining whether BA has complied with this Addendum; provided, however, that (i) BA and CE shall mutually agree in advance upon the scope, timing and location of such an inspection, (ii) CE shall protect the confidentiality of all confidential and proprietary information of BA to which CE has access during the course of such inspection; and (iii) CE shall execute a nondisclosure agreement, upon terms

mutually agreed upon by the parties, if requested by BA. The fact that CE inspects, or fails to inspect, or has the right to inspect, BA's facilities, systems, books, records, agreements, policies and procedures does not relieve BA of its responsibility to comply with this Addendum, nor does CE's (i) failure to detect or (ii) detection, but failure to notify BA or require BA's remediation of any unsatisfactory practices, constitute acceptance of such practice or a waiver of CE's enforcement rights under the Contract or Addendum, BA shall notify CE within ten (10) calendar days of learning that BA has become the subject of an audit, compliance review, or complaint investigation by the Office for Civil Rights.

### 3. Termination

- a. **Material Breach.** A breach by BA of any provision of this Addendum, as determined by CE, shall constitute a material breach of the Contract and shall provide grounds for immediate termination of the Contract, any provision in the Contract to the contrary notwithstanding. [45 C.F.R. Section 164.504(e)(2)(iii)].
- b. **Judicial or Administrative Proceedings.** CE may terminate the Contract, effective immediately, if (i) BA is named as a defendant in a criminal proceeding for a violation of HIPAA, the HITECH Act, the HIPAA Regulations or other security or privacy laws or (ii) a finding or stipulation that the BA has violated any standard or requirement of HIPAA, the HITECH Act, the HIPAA Regulations or other security or privacy laws is made in any administrative or civil proceeding in which the party has been joined.
- c. **Effect of Termination.** Upon termination of the Contract for any reason, BA shall, at the option of CE, return or destroy all Protected Information that BA or its agents or subcontractors still maintain in any form, and shall retain no copies of such Protected Information. If return or destruction is not feasible, as determined by CE, BA shall continue to extend the protections of Section 2 of this Addendum to such information, and limit further use of such PHI to those purposes that make the return or destruction of such PHI infeasible [45 C.F.R. Section 164.504(e)(ii)(2)(I)]. If CE elects destruction of the PHI, BA shall certify in writing to CE that such PHI has been destroyed.

### 4. Limitation of Liability

Any limitations of liability as set forth in the contract shall not apply to damages related to a breach of the BA's privacy or security obligations under the Contract or Addendum.

### 5. Disclaimer

CE makes no warranty or representation that compliance by BA with this Addendum, HIPAA, the HITECH Act, or the HIPAA Regulations will be adequate or satisfactory for BA's own purposes. BA is solely responsible for all decisions made by BA regarding the safeguarding of PHI.

## 6. *Certification*

To the extent that CE determines that such examination is necessary to comply with CE's legal obligations pursuant to HIPAA relating to certification of its security practices, CE or its authorized agents or contractors, may, at CE's expense, examine BA's facilities, systems, procedures and records as may be necessary for such agents or contractors to certify to CE the extent to which BA's security safeguards comply with HIPAA, the HITECH Act, the HIPAA Regulations or this Addendum.

## 7. *Amendment*

- a. **Amendment to Comply with Law.** The parties acknowledge that state and federal laws relating to data security and privacy are rapidly evolving and that amendment of the Contract or Addendum may be required to provide for procedures to ensure compliance with such developments. The parties specifically agree to take action as is necessary to implement the standards and requirements of HIPAA, the HITECH Act, the Privacy Rule, the Security Rule and other applicable laws relating to the security or confidentiality of PHI. The parties understand and agree that CE must receive satisfactory written assurance from BA that BA will adequately safeguard all Protected Information. Upon the request of either party, the other party agrees to promptly enter into negotiations concerning the terms of an amendment to this Addendum embodying written assurances consistent with the standards and requirements of HIPAA, the HITECH Act, the Privacy Rule, the Security Rule or other applicable laws. CE may terminate the Contract upon thirty (30) calendar days written notice in the event (i) BA does not promptly enter into negotiations to amend the Contract or Addendum when requested by CE pursuant to this Section or (ii) BA does not enter into an amendment to the Contract or Addendum providing assurances regarding the safeguarding of PHI that CE, in its sole discretion, deems sufficient to satisfy the standards and requirements of applicable laws.

## 8. *Assistance in Litigation or Administrative Proceedings*

BA shall make itself, and any subcontractors, employees or agents assisting BA in the performance of its obligations under the Contract or Addendum, available to CE, at no cost to CE, to testify as witnesses, or otherwise, in the event of litigation or administrative proceedings being commenced against CE, its directors, officers or employees based upon a claimed violation of HIPAA, the HITECH Act, the Privacy Rule, the Security Rule, or other laws relating to security and privacy, except where BA or its subcontractor, employee or agent is a named adverse party.

## 9. *No Third-Party Beneficiaries*

Nothing express or implied in the Contract or Addendum is intended to confer, nor shall anything herein confer, upon any person other than CE, BA and their respective successors or assigns, any rights, remedies, obligations or liabilities whatsoever.

## 10. *Effect on Contract*

Except as specifically required to implement the purposes of this Addendum, or to the extent inconsistent with this Addendum, all other terms of the Contract shall remain in force and effect.



**11. Interpretation**

The provisions of this Addendum shall prevail over any provisions in the Contract that may conflict or appear inconsistent with any provision in this Addendum. This Addendum and the Contract shall be interpreted as broadly as necessary to implement and comply with HIPAA, the HITECH Act, the Privacy Rule and the Security Rule. The parties agree that any ambiguity in this Addendum shall be resolved in favor of a meaning that complies and is consistent with HIPAA, the HITECH Act, the Privacy Rule and the Security Rule.

**12. Replaces and Supersedes Previous Business Associate Addendums or Agreements**

This Business Associate Addendum replaces and supersedes any previous business associate addendums or agreements between the parties hereto.

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

APPENDIX F-1  
Appendix Term: 09/01/11-06/14/12  
PAGE A

Contractor: San Francisco AIDS Foundation  
Address: P.O. Box 426182

CMS #  Invoice Number

Contract Purchase Order No:

Telephone: 483-3000  
Fax:



Funding Source:

Grant Code/Detail:

Program Name: HIV Testing - HIV STOP Study

Project Code/Detail:

ACE Control #:

Invoice Period:

FINAL Invoice  (check if Yes)

DELIVERABLES	TOTAL CONTRACTED UOS		DELIVERED THIS PERIOD UOS		DELIVERED TO DATE UOS		% OF TOTAL		REMAINING DELIVERABLES	
	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC
STOP Study 1 Month	95	na					na	na	10	na

	UDC	UDC	UDC	UDC	UDC
Unduplicated Clients for Appendix					

EXPENDITURES	BUDGET	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Total Salaries (See Page B)	\$17,296				\$17,296.00
Fringe Benefits	\$3,978				\$3,978.00
<b>Total Personnel Expenses</b>	<b>\$21,274</b>				<b>\$21,274.00</b>
Operating Expenses:					
Occupancy (e.g., Rental of Property, Utilities, Building Maintenance Supplies and Repairs)	\$2,616				\$2,616.00
Materials and Supplies (e.g., Office, Postage, Printing and Repr., Program Supplies)	\$113				\$113.00
General Operating (e.g., Insurance, Staff Training, Equipment Rental/Maintenance)	\$163				\$163.00
Staff Travel (e.g., Local & Out of Town)					
Consultant/Subcontractor					
Other (e.g., Client Food, Client Travel, Client Activities and Client Supplies)					
<b>Total Operating Expenses</b>	<b>\$2,892</b>				<b>\$2,892.00</b>
Capital Expenditures					
<b>TOTAL DIRECT EXPENSES</b>	<b>\$24,166</b>				<b>\$24,166.00</b>
Indirect Expenses	\$2,417				\$2,417.00
<b>TOTAL EXPENSES</b>	<b>\$26,583</b>				<b>\$26,583.00</b>
LESS: Initial Payment Recovery					
Other Adjustments (Enter as negative, if appropriate)					
<b>REIMBURSEMENT</b>					

NOTES:

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

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

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

Send to:	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: 06/15/12-06/14/13  
PAGE A

Contractor: **San Francisco AIDS Foundation**  
Address: P.O. Box 426182

CMS #  Invoice Number

Telephone: 483-3000  
Fax:



Contract Purchase Order No:

Funding Source:

Program Name: **HIV Testing - HIV STOP Study**

Grant Code/Detail:

ACE Control #:

Project Code/Detail:

Invoice Period:

FINAL Invoice  (check if Yes)

DELIVERABLES	TOTAL CONTRACTED UOS		DELIVERED THIS PERIOD UOS		DELIVERED TO DATE UOS		% OF TOTAL UOS		REMAINING DELIVERABLES UOS	
	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC
STOP Study - Month								na	12	na

	UDC	UDC	UDC	UDC	UDC
Unduplicated Clients for Appendix					

EXPENDITURES	BUDGET	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Total Salaries (See Page B)	\$17,271				\$17,271.00
Fringe Benefits	\$3,972				\$3,972.00
<b>Total Personnel Expenses</b>	<b>\$21,243</b>				<b>\$21,243.00</b>
Operating Expenses:					
Occupancy (e.g., Rental of Property, Utilities, Building Maintenance Supplies and Repairs)	\$2,584				\$2,584.00
Materials and Supplies (e.g., Office, Postage, Printing and Repro., Program Supplies)	\$118				\$118.00
General Operating (e.g., Insurance, Staff Training, Equipment Rental/Maintenance)	\$221				\$221.00
Staff Travel - (e.g., Local & Out of Town)					
Consultant/Subcontractor					
Other - (e.g., Client Food, Client Travel, Client Activities and Client Supplies)					
<b>Total Operating Expenses</b>	<b>\$2,923</b>				<b>\$2,923.00</b>
Capital Expenditures					
<b>TOTAL DIRECT EXPENSES</b>	<b>\$24,166</b>				<b>\$24,166.00</b>
Indirect Expenses	\$2,417				\$2,417.00
<b>TOTAL EXPENSES</b>	<b>\$26,583</b>				<b>\$26,583.00</b>
LESS: Initial Payment Recovery					
Other Adjustments (Enter as negative, if appropriate)					
<b>REIMBURSEMENT</b>					

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: 06/15/12-06/14/13  
PAGE B

Contractor: San Francisco AIDS Foundation	Invoice Number: XXXXXXXXA-1JUN12
Address: P.O. Box 426182	Contract Purchase Order No: [ ]
Telephone: 483-3000	Fund Source: Federal CDC
Fax: [ ]	Grant Code/Detail: HCHPDHIVSGR
Program Name: HIV Testing - HIV STOP Study	Project Code/Detail: HCAO24/10
ACE Control #: 1234	Invoice Period: 06/1/12 - 06/30/12
	FINAL Invoice [ ] (check if Yes)

DETAIL PERSONNEL EXPENDITURES

PERSONNEL	FTE	BUDGETED SALARY	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Managerial	0.10	\$4,000.00				\$4,000.00
HIV CNL Services Manager	0.23	\$17,271.00				\$13,271.00
<b>TOTAL SALARIES</b>	<b>0.33</b>	<b>\$17,271</b>				<b>\$17,271.00</b>

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

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

APPENDIX F-2  
Appendix Term: 09/01/11-12/31/11  
PAGE A

Contractor: San Francisco AIDS Foundation  
Address: P.O. Box 426182

CMS #  Invoice Number

Telephone: 483-3000  
Fax:



Contract Purchase Order No:

Funding Source:

Program Name: Community Based HIV Testing

Grant Code/Detail:

Project Code/Detail:

ACE Control #:

Invoice Period:

FINAL Invoice  (check if Yes)

DELIVERABLES	TOTAL CONTRACTED		DELIVERED THIS PERIOD		DELIVERED TO DATE		% OF TOTAL		REMAINING DELIVERABLES	
	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC
HIV Testing - Tests								na	2,587	na

	UDC	UDC	UDC	UDC	UDC
Unduplicated Clients for Appendix					

EXPENDITURES	BUDGET	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Total Salaries (See Page B)	\$137,477				\$137,477.00
Fringe Benefits	\$31,620				\$31,620.00
<b>Total Personnel Expenses</b>	<b>\$169,097</b>				<b>\$169,097.00</b>
Operating Expenses:					
Occupancy (e.g., Rental of Property, Utilities, Building Maintenance Supplies and Repairs)	\$32,451				\$32,451.00
Materials and Supplies (e.g., Office, Postage, Printing and Repro., Program Supplies)	\$14,063				\$14,063.00
General Operating (e.g., Insurance, Staff Training, Equipment Rental/Maintenance)	\$6,587				\$6,587.00
Staff Travel - (e.g., Local & Out of Town)	\$1,687				\$1,687.00
Consultant/Subcontractor	\$37,858				\$37,858.00
Other - (e.g., Client Food, Client Travel, Client Activities and Client Supplies)	\$2,164				\$2,164.00
<b>Total Operating Expenses</b>	<b>\$94,810</b>				<b>\$94,810.00</b>
Capital Expenditures					
<b>TOTAL DIRECT EXPENSES</b>	<b>\$263,907</b>				<b>\$263,907.00</b>
Indirect Expenses	\$26,391				\$26,391.00
<b>TOTAL EXPENSES</b>	<b>\$290,298</b>				<b>\$290,298.00</b>
LESS: Initial Payment Recovery					
Other Adjustments (Enter as negative, if appropriate)					
<b>REIMBURSEMENT</b>					

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-2  
Appendix Term: 09/01/11-12/31/11  
PAGE B

Contractor: San Francisco AIDS Foundation  
Address: P.O. Box 426182

Invoice Number  
XXXXXXXXA-2SEP11

Contract Purchase Order No: \_\_\_\_\_

Telephone: 483-3000  
Fax: \_\_\_\_\_

Fund Source: Federal CDC

Grant Code/Detail: HCHPDHIVSGR

Program Name: Community Based HIV Testing

Project Code/Detail: HCPD90

ACE Control #:

Invoice Period: 09/1/11 - 09/30/11

FINAL Invoice  (check if Yes)

**DETAIL PERSONNEL EXPENDITURES**

PERSONNEL	FTE	BUDGETED SALARY	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Medical Director	0.10	\$2,667				\$2,667.00
Director of Governmental Affairs	0.06	\$1,333				\$1,333.00
Evaluation Director	0.10	\$2,667				\$2,667.00
HIV/AIDS Services Manager	0.10	\$2,667				\$2,667.00
HIV Coordinator	0.26	\$7,200				\$7,200.00
Receptionist	1.00	\$21,000				\$21,000.00
Chief of Staff	0.50	\$10,500				\$10,500.00
Data Manager	0.50	\$10,500				\$10,500.00
HIV Counsellor	0.50	\$10,500				\$10,500.00
Volunteer Coordinator	0.10	\$2,667				\$2,667.00
<b>TOTAL SALARIES</b>	<b>10.55</b>	<b>\$137,477</b>				<b>\$137,477.00</b>

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: \_\_\_\_\_

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

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

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

APPENDIX F-2A  
Appendix Term: 01/01/12-12/31/12  
PAGE A

Contractor: San Francisco AIDS Foundation  
Address: P.O. Box 426182

CMS #  
7164

Invoice Number  
XXXXXXXXA-2JAN12

Contract Purchase Order No: \_\_\_\_\_

Telephone: 483-3000  
Fax: \_\_\_\_\_



Funding Source: Federal CDC

Grant Code/Detail: HCHPDHIVSGR

Program Name: Community Based HIV Testing

Project Code/Detail: HCPD90

ACE Control #: 1234

Invoice Period: 01/1/12 - 01/31/12

FINAL Invoice  (check if Yes)

DELIVERABLES	TOTAL CONTRACTED		DELIVERED THIS PERIOD		DELIVERED TO DATE		% OF TOTAL		REMAINING DELIVERABLES	
	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC
HIV Testing - West	8,406	na					na		8,406	na

UNDPLICATED CLIENTS FOR APPENDIX	UDC	UDC	UDC	UDC	UDC

EXPENDITURES	BUDGET	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Total Salaries (See Page B)	\$412,430				\$412,430.00
Fringe Benefits	\$94,859				\$94,859.00
<b>Total Personnel Expenses</b>	<b>\$507,289</b>				<b>\$507,289.00</b>
Operating Expenses:					
Occupancy-(e.g., Rental of Property, Utilities, Building Maintenance Supplies and Repairs)	\$97,355				\$97,355.00
Materials and Supplies-(e.g., Office, Postage, Printing and Repr., Program Supplies)	\$42,191				\$42,191.00
General Operating-(e.g., Insurance, Staff Training, Equipment Rental/Maintenance)	\$19,762				\$19,762.00
Staff Travel - (e.g., Local & Out of Town)	\$5,054				\$5,054.00
Consultant/Subcontractor	\$113,571				\$113,571.00
Other - (e.g., Client Food, Client Travel, Client Activities and Client Supplies)	\$6,500				\$6,500.00
<b>Total Operating Expenses</b>	<b>\$284,433</b>				<b>\$284,433.00</b>
Capital Expenditures					
<b>TOTAL DIRECT EXPENSES</b>	<b>\$791,722</b>				<b>\$791,722.00</b>
Indirect Expenses	\$79,172				\$79,172.00
<b>TOTAL EXPENSES</b>	<b>\$870,894</b>				<b>\$870,894.00</b>
<b>LESS: Initial Payment Recovery</b>					
<b>Other Adjustments</b> (Enter as negative, if appropriate)					

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: SFPDH 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-2A  
Appendix Term: 01/01/12-12/31/12  
PAGE B

Contractor: San Francisco AIDS Foundation  
Address: P.O. Box 426182

Invoice Number: XXXXXXXXA-2JAN12

Contract Purchase Order No: [ ]

Telephone: 483-3000  
Fax: [ ]

Fund Source: Federal CDC

Program Name: Community Based HIV Testing

Grant Code/Detail: HCHPDHIVSGR

ACE Control #: 1234

Project Code/Detail: HCPD90

Invoice Period: 01/1/12 - 01/31/12

FINAL Invoice (check if Yes) [ ]

**DETAIL PERSONNEL EXPENDITURES**

PERSONNEL	FTE	BUDGETED SALARY	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Manager Director	0.250	\$8,000				\$8,000.00
Director of Government Contracts	0.200	\$4,000				\$4,000.00
Evaluation Director	0.300	\$8,000				\$8,000.00
HIV Care Services Manager	0.900	\$24,900				\$24,900.00
HIV Coordinator	0.200	\$5,000				\$5,000.00
Recruitment	1.000	\$26,000				\$26,000.00
Probationary	2.400	\$48,500				\$48,500.00
Case Manager	0.300	\$8,000				\$8,000.00
HIV Counselor	0.300	\$8,000				\$8,000.00
Volunteer Coordinator	0.200	\$5,000				\$5,000.00
<b>TOTAL SALARIES</b>	<b>10.55</b>	<b>\$412,430</b>				<b>\$412,430.00</b>

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: \_\_\_\_\_

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

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

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

APPENDIX F-3  
Appendix Term: 09/01/11-06/30/12  
PAGE A

Contractor: San Francisco AIDS Foundation  
Address: P.O. Box 426182

CMS #  Invoice Number

Contract Purchase Order No:

Telephone: 483-3000  
Fax:



Funding Source:

Program Name: The Stonewall Project

Grant Code/Detail:

ACE Control #:

Project Code/Detail:

Invoice Period:

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
Condensed Distribution (1 month)	8	na						na	8	na
Events (1 month)	23	1,265							23	1,265
Grants (1 month)	276	920							276	920
HIVC (1 month)	160	320							160	320
PTM (1 month)	240	288							240	288
Reconnecting & Linkages (1 month)	480	1,920							480	1,920
Stonewall (1 month)	16	80							16	80
Stonewall (1 month)	8	na						na	8	na

	NOC	NOC	NOC	NOC	NOC
Unduplicated Clients for Appendix					

EXPENDITURES	BUDGET		EXPENSES THIS PERIOD		EXPENSES TO DATE		% OF BUDGET		REMAINING BALANCE	
Total Salaries (See Page B)	\$168,709								\$168,709.00	
Fringe Benefits	\$38,803								\$38,803.00	
<b>Total Personnel Expenses</b>	<b>\$207,512</b>								<b>\$207,512.00</b>	
Operating Expenses:										
Occupancy-(e.g., Rental of Property, Utilities, Building Maintenance, Supplies and Repairs)	\$29,222								\$29,222.00	
Materials and Supplies-(e.g., Office, Postage, Printing and Repr., Program Supplies)	\$10,710								\$10,710.00	
General Operating-(e.g., Insurance, Staff Training, Equipment Rental/Maintenance)	\$5,932								\$5,932.00	
Staff Travel - (e.g., Local & Out of Town)	\$1,667								\$1,667.00	
Consultant/Subcontractor	\$5,083								\$5,083.00	
Other - (e.g., Client Food, Client Travel, Client Activities and Client Supplies)	\$7,728								\$7,728.00	
<b>Total Operating Expenses</b>	<b>\$60,342</b>								<b>\$60,342.00</b>	
Capital Expenditures										
<b>TOTAL DIRECT EXPENSES</b>	<b>\$267,854</b>								<b>\$267,854.00</b>	
Indirect Expenses	\$26,785								\$26,785.00	
<b>TOTAL EXPENSES</b>	<b>\$294,639</b>								<b>\$294,639.00</b>	
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-3  
Appendix Term: 09/01/11-06/30/12  
PAGE B

Contractor: San Francisco AIDS Foundation  
Address: P.O. Box 426182  
  
Telephone: 483-3000  
Fax:  
  
Program Name: The Stonewall Project  
  
ACE Control #: 1234

Invoice Number: XXXXXXXXA-3SEP11  
  
Contract Purchase Order No: \_\_\_\_\_  
Fund Source: General Fund  
Grant Code/Detail: HCHPDAIDPRGF  
Project Code/Detail: \_\_\_\_\_  
Invoice Period: 09/1/11 - 09/30/11  
FINAL invoice (check if Yes)

**DETAIL PERSONNEL EXPENDITURES**

PERSONNEL	FTE	BUDGETED SALARY	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Vice President/Program Mgr. Svcs	0.05	\$6,667				\$6,667.00
Dir Behavioral Health	0.05	\$9,958				\$3,958.00
Exec Covt. Contracts	0.05	\$3,333				\$3,333.00
Evaluation Director	0.10	\$6,667				
Stonewall Director	0.20	\$13,334				
Assoc Dir Stonewall Director	0.21	\$8,750				\$8,750.00
Health Educator	0.40	\$26,668				\$32,000.00
Project Asst. Mgr.	0.40	\$26,668				\$22,167.00
Spec. Project Coordinator	0.90	\$59,999				\$36,000.00
Operations Mgr.	0.30	\$20,000				\$34,667.00
<b>TOTAL SALARIES</b>	<b>3.80</b>	<b>\$168,709</b>				<b>\$168,709.00</b>

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-3A  
Appendix Term: 07/01/12-06/30/13  
PAGE A

Contractor: San Francisco AIDS Foundation  
Address: P.O. Box 426182

CMS # 7164 Invoice Number XXXXXXXXXA-3JUL12

Telephone: 483-3000  
Fax:



Contract Purchase Order No: \_\_\_\_\_

Funding Source: General Fund

Program Name: The Stonewall Project

Grant Code/Detail: HCHPDAIDPRGF

ACE Control #: 1234

Project Code/Detail: \_\_\_\_\_

Invoice Period: 07/1/12 - 07/31/12

FINAL Invoice  (check if Yes)

DELIVERABLES	TOTAL CONTRACTED		DELIVERED THIS PERIOD		DELIVERED TO DATE		% OF TOTAL		REMAINING DELIVERABLES	
	UOS	NOC	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC
Condensed/Expansion of Month	1230	na					na		12	na
Events - Event	43	1,815							33	1,815
Graphic Month	400	1,334							400	1,334
HRPC Hour	232	464							232	464
PSW Hour	216	418							348	418
Re-admission/Intakes Hour	396	2,784							696	2,784
Training Hour	23	116							23	116
Social Work Chart - Month	12	na					na		12	na
Unduplicated Clients for Appendix										

EXPENDITURES	BUDGET	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Total Salaries (See Page B)	\$202,450				\$202,450.00
Fringe Benefits	\$46,564				\$46,564.00
<b>Total Personnel Expenses</b>	<b>\$249,014</b>				<b>\$249,014.00</b>
Operating Expenses:					
Occupancy - (e.g., Rental of Property, Utilities, Building Maintenance Supplies and Repairs)	\$35,066				\$35,066.00
Materials and Supplies - (e.g., Office, Postage, Printing and Repro., Program Supplies)	\$12,850				\$12,850.00
General Operating - (e.g., Insurance, Staff Training, Equipment Rental/Maintenance)	\$7,118				\$7,118.00
Staff Travel - (e.g., Local & Out of Town)	\$2,000				\$2,000.00
Consultant/Subcontractor	\$5,100				\$5,100.00
Other - (e.g., Client Food, Client Travel, Client Activities and Client Supplies)	\$9,277				\$9,277.00
<b>Total Operating Expenses</b>	<b>\$72,411</b>				<b>\$72,411.00</b>
Capital Expenditures					
<b>TOTAL DIRECT EXPENSES</b>	<b>\$321,425</b>				<b>\$321,425.00</b>
Indirect Expenses	\$32,142				\$32,142.00
<b>TOTAL EXPENSES</b>	<b>\$353,567</b>				<b>\$353,567.00</b>
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-4  
Appendix Term: 09/01/11-12/31/11  
PAGE A

Contractor: San Francisco AIDS Foundation  
Address: P.O. Box 426182

CMS #  
7164

Invoice Number  
XXXXXXXXA-4SEP11

Contract Purchase Order No: \_\_\_\_\_

Telephone: 483-3000  
Fax: \_\_\_\_\_



Funding Source: Federal CDC

Grant Code/Detail: HCHPDHIVSGR

Program Name: African American Prevention Initiative

Project Code/Detail: HCPD90

ACE Control #: 1234

Invoice Period: 09/1/11 - 09/30/11

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
Visits - In-home	770	287					28700%		7	287
Group - In-home	223	1,198							223	1,198
Intervisting - In-home	160	160							160	160
IRRD - In-home	128	128							128	128
Linkage - In-home	20	20							20	20

	NOC	NOC	NOC	NOC	NOC
Unduplicated Clients for Appendix					

EXPENDITURES	BUDGET	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Total Salaries (See Page B)	\$59,112				\$59,112.00
Fringe Benefits	\$13,596				\$13,596.00
<b>Total Personnel Expenses</b>	<b>\$72,708</b>				<b>\$72,708.00</b>
<b>Operating Expenses:</b>					
Occupancy (e.g., Rental of Property, Utilities, Building Maintenance Supplies and Repairs)	\$9,228				\$9,228.00
Materials and Supplies (e.g., Office, Postage, Printing and Repro., Program Supplies)	\$8,598				\$8,598.00
General Operating (e.g., Insurance, Staff Training, Equipment Rental/Maintenance)	\$1,873				\$1,873.00
Staff Travel - (e.g., Local & Out of Town)					
Consultant/Subcontractor	\$58,810				\$58,810.00
Other - (e.g., Client Food, Client Travel, Client Activities and Client Supplies)					
<b>Total Operating Expenses</b>	<b>\$78,509</b>				<b>\$78,509.00</b>
Capital Expenditures					
<b>TOTAL DIRECT EXPENSES</b>	<b>\$151,217</b>				<b>\$151,217.00</b>
Indirect Expenses	\$15,122				\$15,122.00
<b>TOTAL EXPENSES</b>	<b>\$166,339</b>				<b>\$166,339.00</b>
LESS: Initial Payment Recovery					
Other Adjustments (Enter as negative, if appropriate)					
<b>REIMBURSEMENT</b>					

NOTES:

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

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

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

Send to:	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-4A  
Appendix Term: 01/01/12-12/31/12  
PAGE A

Contractor: San Francisco AIDS Foundation  
Address: P.O. Box 426182

CMS # 7164 Invoice Number XXXXXXXXXA-4JAN12

Contract Purchase Order No:

Telephone: 483-3000  
Fax:



Funding Source: Federal CDC

Grant Code/Detail: HCPDHIVSGR

Program Name: African American Preventin Initiative

Project Code/Detail: HCPD90

ACE Control #: 1234

Invoice Period: 01/1/12 - 01/31/12

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
Events - LeVeen	20	110							23	1,107
Grants Support	725	3,999							725	3,893
HR Researcher	520	520							520	520
HR Researcher	416	416							416	416
Package Materials	65	65							65	65

	NOC	NOC	NOC	NOC	NOC
Unduplicated Clients for Appendix					

EXPENDITURES	BUDGET	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Total Salaries (See Page B)	\$177,336				\$177,336.00
Fringe Benefits	\$40,787				\$40,787.00
<b>Total Personnel Expenses</b>	<b>\$218,123</b>				<b>\$218,123.00</b>
Operating Expenses:					
Occupancy (e.g., Rental of Property, Utilities, Building Maintenance, Supplies and Repairs)	\$27,684				\$27,684.00
Materials and Supplies (e.g., Office, Postage, Printing and Repro., Program Supplies)	\$25,796				\$25,796.00
General Operating (e.g., Insurance, Staff Training, Equipment Rents/Maintenance)	\$5,620				\$5,620.00
Staff Travel - (e.g., Local & Out of Town)					
Consultant/Subcontractor	\$176,429				\$176,429.00
Other - (e.g., Client Food, Client Travel, Client Activities and Client Supplies)					
<b>Total Operating Expenses</b>	<b>\$235,529</b>				<b>\$235,529.00</b>
Capital Expenditures					
<b>TOTAL DIRECT EXPENSES</b>	<b>\$453,652</b>				<b>\$453,652.00</b>
Indirect Expenses	\$45,365				\$45,365.00
<b>TOTAL EXPENSES</b>	<b>\$499,017</b>				<b>\$499,017.00</b>
LESS: Initial Payment Recovery					
Other Adjustments (Enter as negative, if appropriate)					
<b>REIMBURSEMENT</b>					

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-4A  
Appendix Term: 01/01/12-12/31/12  
PAGE B

Contractor: San Francisco AIDS Foundation  
Address: P.O. Box 426182

Telephone: 483-3000  
Fax:

Program Name: African American Prevention Initiative

ACE Control #:

Invoice Number

Contract Purchase Order No:

Fund Source:

Grant Code/Detail:

Project Code/Detail:

Invoice Period:

FINAL Invoice  (check if Yes)

**DETAIL PERSONNEL EXPENDITURES**

PERSONNEL	FTE	BUDGETED SALARY	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Vice President Programs & Svcs	0.10	\$16,000				\$16,000.00
Director of Behavioral Health	0.05	\$4,500				\$4,500.00
Director of Public Contracts	0.05	\$4,000				\$4,000.00
Executive Director	0.05	\$4,000				\$4,000.00
Contract Administrator	0.075	\$4,350				\$4,350.00
PRM Mgr	0.80	\$60,243				\$60,243.00
Community Development Mgr	0.60	\$45,000				\$45,000.00
PRM Support Coord	0.50	\$37,500				\$37,500.00
PRM Support Coord	0.15	\$11,250				\$11,250.00
PRM Support Coord	0.15	\$11,250				\$11,250.00
PRM Support Coord	0.20	\$15,000				\$15,000.00
PRM Support Coord	0.10	\$7,500				\$7,500.00
Administrative Assistant	0.30	\$22,500				\$22,500.00
<b>TOTAL SALARIES</b>	<b>3.00</b>	<b>\$177,336</b>				<b>\$177,336.00</b>

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-5  
Appendix Term: 09/01/11-06/30/12  
PAGE A

Contractor: San Francisco AIDS Foundation  
Address: P.O. Box 426182

CMS #  Invoice Number

Contract Purchase Order No:

Telephone: 483-3000  
Fax:



Funding Source:

Grant Code/Detail:

Program Name: Stonewall Castro / LIFE Program

Project Code/Detail:

ACE Control #:

Invoice Period:

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
Individual Client	400	400							400	400
IMRC 1 hour	96	192							96	192
ICM 1 hour	320	320							320	320
Group 1 hour	207	690							207	690
Counseling 1 hour	107	107							107	107
Staff 1st 1 hour	800	640							800	640
Staff 2nd 1 hour	403	1,423							403	1,423
Staff 3rd 1 hour	200	400							200	400

	NOC	NOC	NOC	NOC	NOC
Unduplicated Clients for Appendix					

EXPENDITURES	BUDGET	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Total Salaries (See Page B)	\$63,808				\$63,808.00
Fringe Benefits	\$14,676				\$14,676.00
<b>Total Personnel Expenses</b>	<b>\$78,484</b>				<b>\$78,484.00</b>
Operating Expenses:					
Occupancy (e.g., Rental of Property, Utilities, Building Maintenance Supplies and Repairs)	\$6,840				\$6,840.00
Materials and Supplies (e.g., Office, Postage, Printing and Repro., Program Supplies)	\$540				\$540.00
General Operating (e.g., Insurance, Staff Training, Equipment Rental/Maintenance)	\$12,667				\$12,667.00
Staff Travel - (e.g., Local & Out of Town)					
Consultant/Subcontractor					
Other - (e.g., Client Food, Client Travel, Client Activities and Client Supplies)					
<b>Total Operating Expenses</b>	<b>\$20,047</b>				<b>\$20,047.00</b>
Capital Expenditures					
<b>TOTAL DIRECT EXPENSES</b>	<b>\$98,531</b>				<b>\$98,531.00</b>
Indirect Expenses	\$9,853				\$9,853.00
<b>TOTAL EXPENSES</b>	<b>\$108,384</b>				<b>\$108,384.00</b>
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-5A  
Appendix Term: 07/01/12-06/30/13  
PAGE A

Contractor: San Francisco AIDS Foundation  
Address: P.O. Box 426182

CMS #  Invoice Number

Contract Purchase Order No:

Telephone: 483-3000  
Fax:



Funding Source:

Program Name: Stonewall Castro / LIFE Program

Grant Code/Detail:

ACE Control #:

Project Code/Detail:

Invoice Period:

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
Investing Costs	580	580							580	580
FRG Contract	139	278							139	278
Program	464	464							464	464
Group Health	300	1,000							300	1,000
Group Health Admin	155	155							155	155
Stonewall Castro	1,160	928							1,160	928
Stonewall Castro Hour	584	2,062							584	2,062
Stonewall Castro Equipment & Supplies	290	580							290	580

	NOC	NOC	NOC	NOC	NOC
Unduplicated Clients for Appendix					

EXPENDITURES	BUDGET	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Total Salaries (See Page B)	\$76,570				\$76,570.00
Fringe Benefits	\$17,612				\$17,612.00
<b>Total Personnel Expenses</b>	<b>\$94,182</b>				<b>\$94,182.00</b>
<b>Operating Expenses:</b>					
Occupancy-(e.g., Rental of Property, Utilities, Building Maintenance Supplies and Repairs)	\$8,208				\$8,208.00
Materials and Supplies-(e.g., Office, Postage, Printing and Repro., Program Supplies)	\$15,200				\$15,200.00
General Operating-(e.g., Insurance, Staff Training, Equipment Rental/Maintenance)	\$647				\$647.00
Staff Travel - (e.g., Local & Out of Town)					
Consultant/Subcontractor					
Other - (e.g., Client Food, Client Travel, Client Activities and Client Supplies)					
<b>Total Operating Expenses</b>	<b>\$24,055</b>				<b>\$24,055.00</b>
Capital Expenditures					
<b>TOTAL DIRECT EXPENSES</b>	<b>\$118,237</b>				<b>\$118,237.00</b>
Indirect Expenses	\$11,824				\$11,824.00
<b>TOTAL EXPENSES</b>	<b>\$130,061</b>				<b>\$130,061.00</b>
LESS: Initial Payment Recovery					
Other Adjustments (Enter as negative, if appropriate)					
<b>REIMBURSEMENT</b>					

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-5A  
Appendix Term: 07/01/12-06/30/13  
PAGE B

Contractor: San Francisco AIDS Foundation  
Address: P.O. Box 426182

Invoice Number  
XXXXXXXXXA-5JUL12

Contract Purchase Order No: \_\_\_\_\_

Telephone: 483-3000  
Fax:

Fund Source: General Fund

Program Name: Stonewall Castro / LIFE Program

Grant Code/Detail: HCHPDAIDPRGF

ACE Control #: 1234

Project Code/Detail: \_\_\_\_\_

Invoice Period: 07/1/12 - 07/31/12

FINAL Invoice  (check if Yes)

**DETAIL PERSONNEL EXPENDITURES**

PERSONNEL	FTE	BUDGETED SALARY	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Director of Health	0.10	\$5,850.00				\$5,850.00
Director of Contracts	0.10	\$5,400.00				\$5,400.00
Evaluation Director	0.10	\$6,400.00				\$5,400.00
Director of Services Manager	0.10	\$5,400.00				
Grant Manager	0.10	\$5,400.00				
Contractor/IT	1.25	\$39,149.00				\$39,140.00
<b>TOTAL SALARIES</b>	<b>2.05</b>	<b>\$76,570</b>				<b>\$76,570.00</b>

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-6  
Appendix Term: 09/01/11-06/30/12  
PAGE A

Contractor: San Francisco AIDS Foundation  
Address: P.O. Box 426182

CMS #  
7164

Invoice Number  
XXXXXXXXXA-6SEP11

Contract Purchase Order No: \_\_\_\_\_

Telephone: 483-3000  
Fax: \_\_\_\_\_



Funding Source: General Fund

Program Name: Syringe Access Program

Grant Code/Detail: HCHPDAIDPRGF

ACE Control #: 1234

Project Code/Detail: \_\_\_\_\_

Invoice Period: 09/1/11 - 09/30/11

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
Syringe Access Services - Print	2083	20,000							2,083	20,000
Program Coordination - Print	8	na							8	na

	NOC	NOC	NOC	NOC	NOC
Unduplicated Clients for Appendix					

EXPENDITURES	BUDGET	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Total Salaries (See Page B)	\$169,166				\$169,166.00
Fringe Benefits	\$38,908				\$38,908.00
<b>Total Personnel Expenses</b>	<b>\$208,074</b>				<b>\$208,074.00</b>
Operating Expenses:					
Occupancy-(e.g., Rental of Property, Utilities, Building Maintenance Supplies and Repairs)	\$47,432				\$47,433.00
Materials and Supplies-(e.g., Office, Postage, Printing and Repro., Program Supplies)	\$187,456				\$187,456.00
General Operating-(e.g., Insurance, Staff Training, Equipment Rental/Maintenance)	\$11,676				\$11,676.00
Staff Travel - (e.g., Local & Out of Town)	\$5,415				\$5,415.00
Consultant/Subcontractor	\$312,452				\$312,452.00
Other - (e.g., Client Food, Client Travel, Client Activities and Client Supplies)					
<b>Total Operating Expenses</b>	<b>\$564,432</b>				<b>\$564,432.00</b>
Capital Expenditures					
<b>TOTAL DIRECT EXPENSES</b>	<b>\$772,506</b>				<b>\$772,506.00</b>
Indirect Expenses	\$77,251				\$77,251.00
<b>TOTAL EXPENSES</b>	<b>\$849,757</b>				<b>\$849,757.00</b>
LESS: Initial Payment Recovery					
Other Adjustments (Enter as negative, if appropriate)					
<b>REIMBURSEMENT</b>					

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 1360 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-6  
Appendix Term: 09/01/11-06/30/12  
PAGE B

Contractor: San Francisco AIDS Foundation  
Address: P.O. Box 426182

Invoice Number  
XXXXXXXXXA-6SEP11

Contract Purchase Order No:

Telephone: 483-3000  
Fax:

Fund Source: General Fund

Grant Code/Detail: HCHPDAIDPRGF

Program Name: Syringe Access Program

Project Code/Detail:

ACE Control #: 1234

Invoice Period: 09/1/11 - 09/30/11

FINAL Invoice (check if Yes)

DETAIL PERSONNEL EXPENDITURES

PERSONNEL	FTE	BUDGETED SALARY	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Vice President/Program Svcs	0.05	\$6,667				\$6,667.00
Director of Behavioral Health	0.10	\$7,917				\$7,917.00
Director of Government Relations	0.05	\$3,333				\$3,333.00
Evaluation Director	0.05	\$3,333				
Contract and Financial Manager	0.05	\$7,000				
Syringe Access Access Program	0.60	\$33,333				\$33,333.00
Syringe Access Consultant	0.60	\$24,375				\$24,375.00
Logistics/Supplies	2.50	\$87,500				\$87,500.00
TOTAL SALARIES	4.25	\$169,166				\$169,166.00

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**

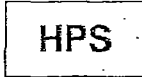
APPENDIX F-6a  
Appendix Term: 09/01/11-06/30/12  
PAGE A

Contractor: San Francisco AIDS Foundation  
Address: P.O. Box 426182

CMS # 7164 Invoice Number XXXXXXXXA-6SEP11

Contract Purchase Order No:

Telephone: 483-3000  
Fax:



Funding Source: General Fund Childrens

Grant Code/Detail: HCHCHOUTRCGF

Program Name: Syringe Access Program

Project Code/Detail:

ACE Control #: 1234

Invoice Period: 09/1/11 - 09/30/11

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
									na	na

Unduplicated Clients for Appendix		NOC	NOC	NOC	NOC	NOC
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EXPENDITURES	BUDGET	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Total Salaries (See Page B)					
Fringe Benefits					
<b>Total Personnel Expenses</b>					
Operating Expenses:					
Occupancy (e.g., Rental of Property, Utilities, Building Maintenance Supplies and Repairs)					
Materials and Supplies (e.g., Office, Postage, Printing and Repro., Program Supplies)	\$68,665				\$68,665.00
General Operating (e.g., Insurance, Staff Training, Equipment Rental/Maintenance)					
Staff Travel (e.g., Local & Out of Town)					
Consultant/Subcontractor					
Other (e.g., Client Food, Client Travel, Client Activities and Client Supplies)					
<b>Total Operating Expenses</b>	\$68,665				\$68,665.00
Capital Expenditures					
<b>TOTAL DIRECT EXPENSES</b>	\$68,665				\$68,665.00
Indirect Expenses	\$6,866				\$6,866.00
<b>TOTAL EXPENSES</b>	\$75,531				\$75,531.00
LESS: Initial Payment Recovery					
Other Adjustments (Enter as negative, if appropriate)					
<b>REIMBURSEMENT</b>					

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-6b  
Appendix Term: 09/01/11-06/30/12  
PAGE A

Contractor: San Francisco AIDS Foundation  
Address: P.O. Box 426182

CMS #  Invoice Number

Contract Purchase Order No:

Telephone: 483-3000  
Fax:



Funding Source:

Program Name: Syringe Access Program

Grant Code/Detail:

ACE Control #:

Project Code/Detail:

Invoice Period:

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
									na	na

	NOC	NOC	NOC	NOC	NOC
Unduplicated Clients for Appendix					

EXPENDITURES	BUDGET	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Total Salaries (See Page B)					
Fringe Benefits					
<b>Total Personnel Expenses</b>					
Operating Expenses:					
Occupancy (e.g., Rental of Property, Utilities, Building Maintenance Supplies and Repairs)					
Materials and Supplies (e.g., Office, Postage, Printing and Repro., Program Supplies)	\$60,407				\$60,407.00
General Operating (e.g., Insurance, Staff Training, Equipment Rental/Maintenance)					
Staff Travel (e.g., Local & Out of Town)					
Consultant/Subcontractor					
Other (e.g., Client Food, Client Travel, Client Activities and Client Supplies)					
<b>Total Operating Expenses</b>	\$60,407				\$60,407.00
Capital Expenditures					
<b>TOTAL DIRECT EXPENSES</b>	\$60,407				\$60,407.00
Indirect Expenses	\$6,041				\$6,041.00
<b>TOTAL EXPENSES</b>	\$66,448				\$66,448.00
LESS: Initial Payment Recovery					
Other Adjustments (Enter as negative, if appropriate)					
<b>REIMBURSEMENT</b>					

NOTES:

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

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

Send to:	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-6C  
Appendix Term: 09/01/11-06/30/12  
PAGE A

Contractor: San Francisco AIDS Foundation  
Address: P.O. Box 426182

CMS #  
7164

Invoice Number  
XXXXXXXXA-6SEP11

Contract Purchase Order No: \_\_\_\_\_

Telephone: 483-3000  
Fax: \_\_\_\_\_



Funding Source: General Fund Childrens

Program Name: Syringe Access Program

Grant Code/Detail: HCHCHHIVPRGF

ACE Control #: 1234

Project Code/Detail: \_\_\_\_\_

Invoice Period: 09/1/11 - 09/30/11

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
									na	na

	NOC	NOC	NOC	NOC	NOC
Unduplicated Clients for Appendix					

EXPENDITURES	BUDGET	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Total Salaries (See Page B)					
Fringe Benefits					
<b>Total Personnel Expenses</b>					
<b>Operating Expenses:</b>					
Occupancy (e.g., Rental of Property, Utilities, Building Maintenance Supplies and Repairs)					
Materials and Supplies (e.g., Office, Postage, Printing and Repro., Program Supplies)	\$5,912				\$5,912.00
General Operating (e.g., Insurance, Staff Training, Equipment Rental/Maintenance)					
Staff Travel (e.g., Local & Out of Town)					
Consultant/Subcontractor					
Other (e.g., Client Food, Client Travel, Client Activities and Client Supplies)					
<b>Total Operating Expenses</b>	\$5,912				\$5,912.00
<b>Capital Expenditures</b>					
<b>TOTAL DIRECT EXPENSES</b>	\$5,912				\$5,912.00
Indirect Expenses	\$591				\$591.00
<b>TOTAL EXPENSES</b>	\$6,503				\$6,503.00
LESS: Initial Payment Recovery					
Other Adjustments (Enter as negative, if appropriate)					
<b>REIMBURSEMENT</b>					

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-6D  
Appendix Term: 07/01/12-06/30/13  
PAGE A

Contractor: San Francisco AIDS Foundation  
Address: P.O. Box 426182

CMS #  
7164

Invoice Number  
XXXXXA-607/012/1207/0

Contract Purchase Order No: \_\_\_\_\_

Telephone: 483-3000  
Fax: \_\_\_\_\_



Funding Source: General Fund

Grant Code/Detail: HCHPDAIDPRGF

Program Name: Syringe Access Program

Project Code/Detail: \_\_\_\_\_

ACE Control #: 1234

Invoice Period: #VALUE!

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
Syringe Access Services 1 hour	3,020	29,000							3,020	29,000
Program Coordination 1 month	12	na						na	12	na

	NOC	NOC	NOC	NOC	NOC
Unduplicated Clients for Appendix					

EXPENDITURES	BUDGET	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Total Salaries (See Page B)	\$203,000				\$203,000.00
Fringe Benefits	\$46,690.00				\$46,690.00
<b>Total Personnel Expenses</b>	<b>\$249,690</b>				<b>\$249,690.00</b>
<b>Operating Expenses:</b>					
Occupancy (e.g., Rental of Property, Utilities, Building Maintenance Supplies and Repairs)	\$56,919.00				\$56,919.00
Materials and Supplies (e.g., Office, Postage, Printing and Repro., Program Supplies)	\$224,946.00				\$224,946.00
General Operating (e.g., Insurance, Staff Training, Equipment Rental/Maintenance)	\$14,011.00				\$14,011.00
Staff Travel (e.g., Local & Out of Town)	\$6,500.00				\$6,500.00
Consultant/Subcontractor	\$374,942.00				\$374,942.00
Other (e.g., Client Food, Client Travel, Client Activities and Client Supplies)					
<b>Total Operating Expenses</b>	<b>\$677,318</b>				<b>\$677,318.00</b>
<b>Capital Expenditures</b>					
<b>TOTAL DIRECT EXPENSES</b>	<b>\$927,008</b>				<b>\$927,008.00</b>
Indirect Expenses	\$92,701.00				\$92,701.00
<b>TOTAL EXPENSES</b>	<b>\$1,019,709</b>				<b>\$1,019,709.00</b>
LESS: Initial Payment Recovery					
Other Adjustments (Enter as negative, if appropriate)					
<b>REIMBURSEMENT</b>					

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-6D  
Appendix Term: 07/01/12-06/30/13  
PAGE B

Contractor: San Francisco AIDS Foundation  
Address: P.O. Box 426182

Invoice Number  
XXXXXX-A-607/012/1207/012

Telephone: 483-3000  
Fax:

Contract Purchase Order No: \_\_\_\_\_

Fund Source: General Fund

Program Name: Syringe Access Program

Grant Code/Detail: HCHPDAIDPRGF

Project Code/Detail: \_\_\_\_\_

ACE Control #: 1234

Invoice Period: #VALUE!

FINAL Invoice  (check if Yes)

**DETAIL: PERSONNEL EXPENDITURES**

PERSONNEL	FTE	BUDGETED SALARY	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Asst. President/Program Svcs	0.05	\$8,000				\$8,000.00
Director Behavioral Health	0.10	\$9,500				\$9,500.00
Director of Government Contracts	0.05	\$4,000				\$4,000.00
Evaluation Director	0.05	\$4,000				
Executive Director	0.05	\$8,000				
Syringe Access Program Manager	0.05	\$40,000				\$40,000.00
Administrative Support	0.10	\$29,250				\$29,250.00
Logistics Assistant	0.25	\$105,000				\$105,000.00
<b>TOTAL SALARIES</b>	<b>4.25</b>	<b>\$203,000</b>				<b>\$203,000.00</b>

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

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

APPENDIX F-6e  
Appendix Term: 07/01/12-06/30/13  
PAGE A

Contractor: San Francisco AIDS Foundation  
Address: P.O. Box 426182

CMS # 7164 Invoice Number XXXXXXXXA-6JUL12

Telephone: 483-3000  
Fax:



Contract Purchase Order No:

Funding Source: General Fund Childrens

Program Name: Syringe Access Program

Grant Code/Detail: HCHCHOUTRCGF

ACE Control #: 1234

Project Code/Detail:

Invoice Period: 07/1/12 - 07/31/12

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
									na	na

	NOC	NOC	NOC	NOC	NOC
Unduplicated Clients for Appendix					

EXPENDITURES	BUDGET	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Total Salaries (See Page B)					
Fringe Benefits					
<b>Total Personnel Expenses</b>					
<b>Operating Expenses:</b>					
Occupancy (e.g., Rental of Property, Utilities, Building Maintenance Supplies and Repairs)					
Materials and Supplies (e.g., Office, Postage, Printing and Repro., Program Supplies)	\$82,397				\$82,397.00
General Operating (e.g., Insurance, Staff Training, Equipment Rental/Maintenance)					
Staff Travel - (e.g., Local & Out of Town)					
Consultant/Subcontractor					
Other - (e.g., Client Food, Client Travel, Client Activities and Client Supplies)					
<b>Total Operating Expenses</b>	\$82,397				\$82,397.00
<b>Capital Expenditures</b>					
<b>TOTAL DIRECT EXPENSES</b>	\$82,397				\$82,397.00
Indirect Expenses	\$8,240				\$8,240.00
<b>TOTAL EXPENSES</b>	\$90,637				\$90,637.00
LESS: Initial Payment Recovery					
Other Adjustments (Enter as negative, if appropriate)					
<b>REIMBURSEMENT</b>					

NOTES:

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

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

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

Send to: 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**

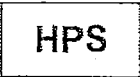
APPENDIX F-6F  
Appendix Term: 07/01/12-06/30/13  
PAGE A

Contractor: San Francisco AIDS Foundation  
Address: P.O. Box 426182

CMS #  Invoice Number

Contract Purchase Order No:

Telephone: 483-3000  
Fax:



Funding Source:

Program Name: Syringe Access Program

Grant Code/Detail:

Project Code/Detail:

ACE Control #:

Invoice Period:

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
									na	na

	NOC	NOC	NOC	NOC	NOC
Unduplicated Clients for Appendix					

EXPENDITURES	BUDGET	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Total Salaries (See Page B)					
Fringe Benefits					
<b>Total Personnel Expenses</b>					
Operating Expenses:					
Occupancy (e.g., Rental of Property, Utilities, Building Maintenance Supplies and Repairs)					
Materials and Supplies (e.g., Office, Postage, Printing and Repro., Program Supplies)	\$72,488				\$72,488.00
General Operating (e.g., Insurance, Staff Training, Equipment Rental/Maintenance)					
Staff Travel (e.g., Local & Out of Town)					
Consultant/Subcontractor					
Other (e.g., Client Food, Client Travel, Client Activities and Client Supplies)					
<b>Total Operating Expenses</b>	\$72,488				\$72,488.00
Capital Expenditures					
<b>TOTAL DIRECT EXPENSES</b>	\$72,488				\$72,488.00
Indirect Expenses	\$7,249				\$7,249.00
<b>TOTAL EXPENSES</b>	\$79,737				\$79,737.00
LESS: Initial Payment Recovery					
Other Adjustments (Enter as negative, if appropriate)					
<b>REIMBURSEMENT</b>					

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**

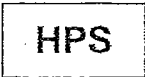
APPENDIX F-6G  
Appendix Term: 07/01/12-06/30/13  
PAGE A

Contractor: San Francisco AIDS Foundation  
Address: P.O. Box 426182

CMS #  Invoice Number

Contract Purchase Order No:

Telephone: 483-3000  
Fax:



Funding Source:

Program Name: Syringe Access Program

Grant Code/Detail:

ACE Control #:

Project Code/Detail:

Invoice Period:

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
									na	na

	NOC	NOC	NOC	NOC	NOC
Unduplicated Clients for Appendix					

EXPENDITURES	BUDGET	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Total Salaries (See Page B)					
Fringe Benefits					
<b>Total Personnel Expenses</b>					
<b>Operating Expenses:</b>					
Occupancy (e.g., Rental of Property, Utilities, Building Maintenance Supplies and Repairs)					
Materials and Supplies (e.g., Office, Postage, Printing and Repr., Program Supplies)	\$7,094				\$7,094.00
General Operating (e.g., Insurance, Staff Training, Equipment Rental/Maintenance)					
Staff Travel (e.g., Local & Out of Town)					
Consultant/Subcontractor					
Other (e.g., Client Food, Client Travel, Client Activities and Client Supplies)					
<b>Total Operating Expenses</b>	\$7,094				\$7,094.00
<b>Capital Expenditures</b>					
<b>TOTAL DIRECT EXPENSES</b>	\$7,094				\$7,094.00
Indirect Expenses					\$709.00
<b>TOTAL EXPENSES</b>	\$7,803				\$7,803.00
LESS: Initial Payment Recovery					
Other Adjustments (Enter as negative, if appropriate)					
<b>REIMBURSEMENT</b>					

NOTES:

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

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

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

Send to:	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-6G  
Appendix Term: 07/01/12-06/30/13  
PAGE B

Contractor: San Francisco AIDS Foundation  
Address: P.O. Box 426182

Invoice Number

XXXXXXXXA-6JUL12

Telephone: 483-3000  
Fax:

Contract Purchase Order No: \_\_\_\_\_

Fund Source: General Fund Childrens

Program Name: Syringe Access Program

Grant Code/Detail: HCHCHIVPRGF

ACE Control #: \_\_\_\_\_ 1234

Project Code/Detail: \_\_\_\_\_

Invoice Period: 07/1/12 - 07/31/12

FINAL Invoice  (check if Yes)

**DETAIL PERSONNEL EXPENDITURES**

PERSONNEL	FTE	BUDGETED SALARY	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
<b>TOTAL SALARIES</b>						

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: \_\_\_\_\_

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

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

## Appendix G

### Dispute Resolution Procedure For Health and Human Services Nonprofit Contractors

9-06

#### Introduction

The City Nonprofit Contracting Task Force submitted its final report to the Board of Supervisors in June 2003. The report contains thirteen recommendations to streamline the City's contracting and monitoring process with health and human services nonprofits. These recommendations include: (1) consolidate contracts, (2) streamline contract approvals, (3) make timely payment, (4) create review/apellate process, (5) eliminate unnecessary requirements, (6) develop electronic processing, (7) create standardized and simplified forms, (8) establish accounting standards, (9) coordinate joint program monitoring, (10) develop standard monitoring protocols, (11) provide training for personnel, (12) conduct tiered assessments, and (13) fund cost of living increases. The report is available on the Task Force's website at [http://www.sfgov.org/site/npcontractingtf\\_index.asp?id=1270](http://www.sfgov.org/site/npcontractingtf_index.asp?id=1270). The Board adopted the recommendations in February 2004. The Office of Contract Administration created a Review/Appellate Panel ("Panel") to oversee implementation of the report recommendations in January 2005.

The Board of Supervisors strongly recommends that departments establish a Dispute Resolution Procedure to address issues that have not been resolved administratively by other departmental remedies. The Panel has adopted the following procedure for City departments that have professional service grants and contracts with nonprofit health and human service providers. The Panel recommends that departments adopt this procedure as written (modified if necessary to reflect each department's structure and titles) and include it or make a reference to it in the contract. The Panel also recommends that departments distribute the finalized procedure to their nonprofit contractors. Any questions or concerns about this Dispute Resolution Procedure should be addressed to [purchasing@sfgov.org](mailto:purchasing@sfgov.org).

#### Dispute Resolution Procedure

The following Dispute Resolution Procedure provides a process to resolve any disputes or concerns relating to the administration of an awarded professional services grant or contract between the City and County of San Francisco and nonprofit health and human services contractors.

Contractors and City staff should first attempt to come to resolution informally through discussion and negotiation with the designated contact person in the department.

If informal discussion has failed to resolve the problem, contractors and departments should employ the following steps:

- Step 1      The contractor will submit a written statement of the concern or dispute addressed to the Contract/Program Manager who oversees the agreement in question. The writing should describe the nature of the concern or dispute, i.e., program, reporting, monitoring, budget, compliance or other concern. The Contract/Program Manager will investigate the concern with the appropriate department staff that are involved with the nonprofit agency's program, and will either convene a meeting with the contractor or provide a written response to the contractor within 10 working days.
- Step 2      Should the dispute or concern remain unresolved after the completion of Step 1, the contractor may request review by the Division or Department Head who supervises the Contract/Program Manager. This request shall be in writing and should describe why the concern is still unresolved and propose a solution that is satisfactory to the contractor. The Division or Department Head will consult with other Department and City staff as appropriate, and will provide a written determination of the resolution to the dispute or concern within 10 working days.
- Step 3      Should Steps 1 and 2 above not result in a determination of mutual agreement, the contractor may forward the dispute to the Executive Director of the Department or their designee. This dispute shall be in writing and describe both the nature of the dispute or concern and why the steps taken to date are not satisfactory to the contractor. The Department will respond in writing within 10 working days.

## Appendix G

In addition to the above process, contractors have an additional forum available only for disputes that concern implementation of the thirteen policies and procedures recommended by the Nonprofit Contracting Task Force and adopted by the Board of Supervisors. These recommendations are designed to improve and streamline contracting, invoicing and monitoring procedures. For more information about the Task Force's recommendations, see the June 2003 report at [http://www.sfgov.org/site/npcontractingtf\\_index.asp?id=1270](http://www.sfgov.org/site/npcontractingtf_index.asp?id=1270).

The Review/Appellate Panel oversees the implementation of the Task Force report. The Panel is composed of both City and nonprofit representatives. The Panel invites contractors to submit concerns about a department's implementation of the policies and procedures. Contractors can notify the Panel after Step 2. However, the Panel will not review the request until all three steps are exhausted. This review is limited to a concern regarding a department's implementation of the policies and procedures in a manner which does not improve and streamline the contracting process. This review is not intended to resolve substantive disputes under the contract such as change orders, scope, term, etc. The contractor must submit the request in writing to [purchasing@sfgov.org](mailto:purchasing@sfgov.org). This request shall describe both the nature of the concern and why the process to date is not satisfactory to the contractor. Once all steps are exhausted and upon receipt of the written request, the Panel will review and make recommendations regarding any necessary changes to the policies and procedures or to a department's administration of policies and procedures.

**Appendix H**

**INSURANCE CERTIFICATES**





# CERTIFICATE OF LIABILITY INSURANCE

Page 1 of 1  
DATE (MM/DD/YYYY)  
07/08/2011

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Willis Insurance Services of California, Inc. 26 Century Blvd. P. O. Box 305191 Nashville, TN 37230-5191	CONTACT NAME		
	PHONE (A/C, HQ, EXT): 877-945-7378	FAX (A/C, HQ): 888-467-2378	
	E-MAIL ADDRESS: certificates@willis.com		
INSURED San Francisco AIDS Foundation 1035 Market St., #400 Attn: Controller San Francisco, CA 94103	INSURER(S) AFFORDING COVERAGE		NAIC#
	INSURER A: Nonprofits' Insurance Alliance of Califor		C0815-100
	INSURER B: Cypress Insurance Company		10855-000
	INSURER C:		
	INSURER D:		
INSURER E:			
INSURER F:			

COVERAGES CERTIFICATE NUMBER: 16266985 REVISION NUMBER: See Remarks

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADD'L SUBR INSR/ WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	Y	201100950	4/1/2011	4/1/2012	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 20,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS-COMP/OP AGG \$ 3,000,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS	Y	201100950	4/1/2011	4/1/2012	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000	Y	201100950UMB	4/1/2011	4/1/2012	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y/N (Mandatory in NH) DESCRIPTION OF OPERATIONS below	N/A	3300057174111	7/1/2011	7/1/2012	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE-EA EMPLOYEE \$ 1,000,000 E.L. DISEASE-POLICY LIMIT \$ 1,000,000
A	Social Service Professional Liability		201100950	4/1/2011	4/1/2012	\$1,000,000 Each Wrongful \$3,000,000 Aggregate

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach Acord 101, Additional Remarks Schedule, if more space is required)

THIS VOIDS AND REPLACES PREVIOUSLY ISSUED CERTIFICATE DATED: 7/7/2011 WITH ID: 16262787

City & County of San Francisco, its Officers, Agents, Employees and Representatives are named as Additional Insureds.

Such insurance as is afforded by this policy is Primary insurance and no other insurance of the Additional Insureds will be called upon to contribute to a loss.

## CERTIFICATE HOLDER

## CANCELLATION

San Francisco Department of Public Health Population Health & Prevention Contracts Unit 25 Van Ness Ave, Suite 500 San Francisco, CA 94102	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

Coll: 3414041 Tpl: 1297893 Cert: 16266985 ©1988-2010 ACORD CORPORATION. All rights reserved.

ACORD 25 (2010/05)

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



NONPROFITS' INSURANCE ALLIANCE OF CALIFORNIA  
P.O. Box 8507, Santa Cruz, CA 95061

POLICY CHANGE  
THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

COMPANY: Nonprofits' Insurance Alliance of California (00950)  
POLICY NUMBER: 2011-00950-NPO  
NAMED INSURED: San Francisco AIDS Foundation  
POLICY CHANGE EFFECTIVE: 03/01/2011  
COVERAGE PART AFFECTED: BUSINESS-AUTO  
POLICY CHANGE#: 4 Page 1

The following additional insured(s)/loss payee(s) is/are hereby added to read:

Veh.# VIN# Additional Insured - NIAC-A1

ALL City and County of San Francisco - SFMTA  
1 South Van Ness Avenue, 7th Floor  
San Francisco, CA 94103

Veh.# VIN# Additional Insured - NIAC-A1

ALL San Francisco Department Of Public Health  
25 Van Ness Avenue, Suite 500  
San Francisco, CA 94102

CONTINUED

NONPROFITS' INSURANCE ALLIANCE OF CALIFORNIA  
POLICY ENDORSEMENT

CONTROL NUMBER: 00950  
POLICY NUMBER: 2011-00950-NPO  
AGENCY NAME: San Francisco AIDS Foundation

Page 2

POLICY CHANGE NUMBER: 4

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All other terms, limits and conditions remain the same.

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ADDITIONAL PREMIUM:	\$0
RETURN PREMIUM:	\$0
TOTAL PREMIUM:	\$0



07/07/2011

AUTHORIZED SIGNATURE

(0000)





P.O. Box 8507, Santa Cruz, CA 95061  
 P: (800) 359-6422  
 F: (311) 459-0863



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

POLICY NUMBER: 2012-00950-NPO

Schedule A1

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 - SFMTA  
 1 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

*Panel C. R.*

(AUTHORIZED REPRESENTATIVE)

NIAC - SCHEDULE A1 - NPO

(02550)

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 and SFDPPH



# CERTIFICATE OF LIABILITY INSURANCE

Page 1 of 1

DATE (MM/DD/YYYY)  
07/09/2012

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Willia Insurance Services of California, Inc. c/o 26 Century Blvd. P. O. Box 385191 Nashville, TN 37230-5191	CONTACT NAME	PHONE (A/C, NO. EXT): 877-945-7378	FAX (A/C, NO.): 888-467-2378
	E-MAIL ADDRESS: certificates@willis.com		
INSURED San Francisco AIDS Foundation 1035 Market St., #400 Attn: Controller San Francisco, CA 94103	INSURER'S/AFFORDING COVERAGE		NAIC#
	INSURER A: Nonprofits' Insurance Alliance of Califor		C0825-100
	INSURER B: Cypress Insurance Company		10855-000
	INSURER C:		
	INSURER E:		
INSURER F:			

## COVERAGES

CERTIFICATE NUMBER: 18215788

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR. LTR	TYPE OF INSURANCE	ADD'L SUBR. INSRD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	Y	201200950	4/1/2012	4/1/2013	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 20,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC					\$
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS <input checked="" type="checkbox"/> \$1000 Coll. Ded. <input checked="" type="checkbox"/> \$1000 Comp Ded.		201200950	4/1/2012	4/1/2013	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTIONS 10,000		201200950UMB	4/1/2012	4/1/2013	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE/OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y/N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	3300057174121	7/1/2012	7/1/2013	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER EL EACH ACCIDENT \$ 1,000,000 EL DISEASE - EA EMPLOYEE \$ 1,000,000 EL DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach Acord 101, Additional Remarks Schedule, if more space is required)

Re: SFAF's housing subsidy contract with the City of San Francisco.

It is agreed that San Francisco Dept. of Public Health its officers, directors, employees, agents and representatives are included as Additional Insured's as respects to General Liability, but solely in regards to work being performed by or on behalf of the Named Insured in connection with the project described herein. It is further agreed that such insurance as is afforded shall be Primary with any other insurance in force for or which may be purchased by Additional Insureds.

## CERTIFICATE HOLDER

## CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

San Francisco Dept. of Public Health  
101 Grove St. Room 323  
San Francisco, CA 94102

*Mark Kamm*

Call: 3787521 Tpl: 1489057 Cert: 18215788 ©1988-2010 ACORD CORPORATION. All rights reserved.



DEPARTMENT OF PUBLIC HEALTH CONTRACTOR  
MONTHLY DELIVERABLES AND COST REIMBURSEMENT INVOICE

APPENDIX F-6g  
Appendix Term: 07/01/12-06/30/13  
PAGE 8

Contractor: San Francisco AIDS Foundation  
Address: P.O. Box 426182

Telephone: 483-3000  
Fax:

Program Name: Syringe Access Program

ACE Control #: 1234

Invoice Number: XXXXXXXXA-6JUL 12

Contract Purchase Order No.:  

Fund Source: General Fund Childrens

Grant Code/Detail: HCHCHIVPRGF

Project Code/Detail:  

Invoice Period: 07/1/12 - 07/31/12

FINAL Invoice:   (check if Yes)

**DETAIL PERSONNEL EXPENDITURES**

PERSONNEL	FTE	BUDGETED SALARY	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
<b>TOTAL SALARIES</b>						

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

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

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

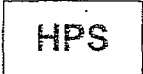
APPENDIX F-6g  
Appendix Term: 07/01/12-06/30/13  
PAGE A

Contractor: San Francisco AIDS Foundation  
Address: P.O. Box 426182

CMS # 7164 Invoice Number XXXXXXXXA-6JUL12

Contract Purchase Order No:

Telephone: 483-3000  
Fax:



Funding Source: General Fund Childrens

Grant Code/Detail: HCHCHHIVPRGF

Program Name: Syringe Access Program

Project Code/Detail:

ACE Control #: 1234

Invoice Period: 07/1/12 - 07/31/12

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
									na	na

	NOC	NOC	NOC	NOC	NOC
--	-----	-----	-----	-----	-----

Unduplicated Clients for Appendix

EXPENDITURES	BUDGET	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Total Salaries (See Page B)					
Fringe Benefits					
<b>Total Personnel Expenses</b>					
<b>Operating Expenses:</b>					
Occupancy (e.g., Rental of Property, Utilities, Building Maintenance Supplies and Repairs)					
<b>Materials and Supplies</b> (e.g., Office, Postage, Printing and Repro., Program Supplies)	\$7,230				\$7,230.00
General Operating (e.g., Insurance, Staff Training, Equipment Rental/Maintenance)					
Staff Travel (e.g., Local & Out of Town)					
Consultant/Subcontractor					
Other (e.g., Client Food, Client Travel, Client Activities and Client Supplies)					
<b>Total Operating Expenses</b>	\$7,230				\$7,230.00
Capital Expenditures					
<b>TOTAL DIRECT EXPENSES</b>	\$7,230				\$7,230.00
Indirect Expenses	\$722				\$722.00
<b>TOTAL EXPENSES</b>	\$7,952				\$7,952.00
LESS: Initial Payment Recovery					
Other Adjustments (Enter as negative, if appropriate)					
<b>REIMBURSEMENT</b>					

NOTES:

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

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

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

APPENDIX F-6f  
Appendix Term: 07/01/12-06/30/13  
PAGE A

Contractor: San Francisco AIDS Foundation  
Address: P.O. Box 426182

CMS # 7164 Invoice Number XXXXXXXXA-6JUL12

Contract Purchase Order No:

Telephone: 483-3000  
Fax:



Funding Source: General Fund Childrens

Program Name: Syringe Access Program

Grant Code/Detail: HCHCHEDYTHGF

Project Code/Detail:

ACE Control #: 1234

Invoice Period: 07/1/12 - 07/31/12

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

	NOC	NOC	NOC	NOC	NOC
--	-----	-----	-----	-----	-----

EXPENDITURES	BUDGET	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Total Salaries (See Page B)					
Fringe Benefits					
<b>Total Personnel Expenses</b>					
Operating Expenses:					
Occupancy (e.g., Rental of Property, Utilities, Building Maintenance Supplies and Repairs)					
<b>Materials and Supplies</b> (e.g., Office, Postage, Printing and Reocr., Program Supplies)	\$73,874				\$73,874.00
General Operating (e.g., Insurance, Staff Training, Equipment Rental/Maintenance)					
Staff Travel (e.g., Local & Out of Town)					
Consultant/Subcontractor					
Other (e.g., Client Food, Client Travel, Client Activities and Client Supplies)					
<b>Total Operating Expenses</b>	\$73,874				\$73,874.00
Capital Expenditures					
<b>TOTAL DIRECT EXPENSES</b>	\$73,874				\$73,874.00
Indirect Expenses	\$7,386				\$7,386.00
<b>TOTAL EXPENSES</b>	\$81,260				\$81,260.00
LESS: Initial Payment Recovery					
Other Adjustments (Enter as negative, if appropriate)					
<b>REIMBURSEMENT</b>					

NOTES:

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

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

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

Send to: 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-6e  
Appendix Term: 07/01/12-06/30/13  
PAGE A

Contractor: San Francisco AIDS Foundation  
Address: P.O. Box 426182

CMS #  
7164

Invoice Number  
XXXXXXXXA-6JUL12

Contract Purchase Order No: \_\_\_\_\_

Telephone: 483-3000  
Fax: \_\_\_\_\_



Funding Source: General Fund Childrens

Program Name: Syringe Access Program

Grant Code/Detail: HCHCHOUTROGF

Project Code/Detail: \_\_\_\_\_

ACE Control #: 1234

Invoice Period: 07/1/12 - 07/31/12

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
									na	na

	NOC	NOC	NOC	NOC	NOC
Unduplicated Clients for Appendix					

EXPENDITURES	BUDGET	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Total Salaries (See Page B)					
Fringe Benefits					
<b>Total Personnel Expenses</b>					
Operating Expenses:					
Occupancy-(e.g., Rental of Property, Utilities, Building Maintenance Supplies and Repairs)					
Materials and Supplies-(e.g., Office, Postage, Printing and Repro., Program Supplies)	\$83,972				\$83,972.00
General Operating-(e.g., Insurance, Staff Training, Equipment Rental/Maintenance)					
Staff Travel - (e.g., Local & Out of Town)					
Consultant/Subcontractor					
Other - (e.g., Client Food, Client Travel, Client Activities and Client Supplies)					
<b>Total Operating Expenses</b>	\$83,972				\$83,972.00
Capital Expenditures					
<b>TOTAL DIRECT EXPENSES</b>	\$83,972				\$83,972.00
Indirect Expenses	\$8,396				\$8,396.00
<b>TOTAL EXPENSES</b>	\$92,368				\$92,368.00
LESS: Initial Payment Recovery					
Other Adjustments (Enter as negative, if appropriate)					
<b>REIMBURSEMENT</b>					

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: \_\_\_\_\_ Date: \_\_\_\_\_  
(DPH Authorized Signatory)



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

APPENDIX F-6d  
Appendix Term: 07/01/12-06/30/13  
PAGE A

Contractor: San Francisco AIDS Foundation Address: P.O. Box 426182  Telephone: 483-3000 Fax:  Program Name: Syringe Access Program  ACE Control #: <span style="border:1px solid black; padding:2px;">1234</span>	<div style="border:1px solid black; padding:5px; width:40px; margin:auto;"> <b>HPS</b> </div>	CMS # <span style="border:1px solid black; padding:2px;">7164</span> Invoice Number <span style="border:1px solid black; padding:2px;">XXXXXXXXXA-6JUL12</span>  Contract Purchase Order No: <span style="border:1px solid black; display:inline-block; width:100px; height:15px;"></span> Funding Source: <span style="border:1px solid black; padding:2px;">General Fund</span> Grant Code/Detail: <span style="border:1px solid black; padding:2px;">HCHIVPREVNGF</span> Project Code/Detail: <span style="border:1px solid black; display:inline-block; width:100px; height:15px;"></span> Invoice Period: <span style="border:1px solid black; padding:2px;">07/1/12 - 07/31/12</span>  FINAL Invoice <input type="checkbox"/> (check if Yes)
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DELIVERABLES	TOTAL CONTRACTED		DELIVERED THIS PERIOD		DELIVERED TO DATE		% OF TOTAL		REMAINING DELIVERABLES	
	UOS	NOC	UOS	NOC	UOS	NOC	UOS	NOC	UOS	NOC
Syringe Access Services	3,020	29,000							3,020	29,000
Program Coordination/Bulk Purchasing	12	na						na	12	na

Unduplicated Clients for Appendix:	NOC	NOC	NOC	NOC	NOC

EXPENDITURES	BUDGET	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Total Salaries (See Page B)	\$203,000				\$203,000.00
Fringe Benefits	\$46,690				\$46,690.00
<b>Total Personnel Expenses</b>	<b>\$249,690</b>				<b>\$249,690.00</b>
Operating Expenses:					
Occupancy (e.g., Rental of Property, Utilities, Building Maintenance Supplies and Repairs)	\$56,919				\$56,919.00
Materials and Supplies (e.g., Office, Postage, Printing and Repro., Program Supplies)	\$235,490				\$235,490.00
General Operating (e.g., Insurance, Staff Training, Equipment Rental/Maintenance)	\$14,011				\$14,011.00
Staff Travel - (e.g., Local & Out of Town)	\$6,500				\$6,500.00
Consultant/Subcontractor	\$382,104				\$382,104.00
Other - (e.g., Client Food, Client Travel, Client Activities and Client Supplies)					
<b>Total Operating Expenses</b>	<b>\$695,024</b>				<b>\$695,024.00</b>
Capital Expenditures					
<b>TOTAL DIRECT EXPENSES</b>	<b>\$944,714</b>				<b>\$944,714.00</b>
Indirect Expenses	\$94,471				\$94,471.00
<b>TOTAL EXPENSES</b>	<b>\$1,039,185</b>				<b>\$1,039,185.00</b>
LESS: Initial Payment Recovery					
Other Adjustments (Enter as negative, if appropriate)					
<b>REIMBURSEMENT:</b>					

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: _____ Date: _____ (DPH Authorized Signatory)
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DEPARTMENT OF PUBLIC HEALTH CONTRACTOR  
MONTHLY DELIVERABLES AND COST REIMBURSEMENT INVOICE

APPENDIX F-5a  
Appendix Term: 07/01/12-06/30/13  
PAGE B

Contractor: San Francisco AIDS Foundation  
Address: P.O. Box 426182  
San Francisco, CA 94142-4182  
Telephone: 487-3000  
Fax: 487-3009  
Program Name: Stonewall Castro/LIFE Program  
ACE Control #:

Invoice Number:   
Contract Purchase Order No:   
Fund Source:   
Grant Code/Detail:   
Project Code/Detail:   
Invoice Period:   
FINAL Invoice:  (check if Yes)

**DETAIL PERSONNEL EXPENDITURES**

PERSONNEL	FTE	BUDGETED SALARY	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Dir Behavioral Health	0.10	\$8,750				\$8,750.00
Dir. Govt. Contracts	0.10	\$8,000				\$8,000.00
Evaluation Director	0.10	\$8,000				\$8,000.00
HIV CTL Services Manager	0.40	\$17,572				\$17,572.00
Data Manager	0.10	\$8,000				\$8,000.00
Counselor I/II	1.25	\$67,300				\$67,300.00
<b>TOTAL SALARIES</b>	2.05	\$117,622				\$117,622.00

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: \_\_\_\_\_

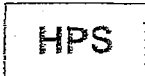
**DEPARTMENT OF PUBLIC HEALTH CONTRACTOR  
MONTHLY DELIVERABLES AND COST REIMBURSEMENT INVOICE**

APPENDIX F-5e  
Appendix Term: 07/01/12-06/30/13  
PAGE A

Contractor: San Francisco AIDS Foundation  
Address: P.O. Box 426182  
San Francisco, CA 94142-4182

CMS # 7164 Invoice Number A-5JUL12

Telephone: 487-3000  
Fax: 487-3009



Contract Purchase Order No:

Funding Source: General Fund

Grant Code/Detail: HCHVPREVNGF

Program Name: Stonewall Castro/LIFE Program

Project Code/Detail:

ACE Control #:

Invoice Period: 07/1/12 - 07/31/12

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
HIV Testing 1 test	580	580							580	580
IRRC 1 hour	139	278							139	278
PCM 1 hour	464	464							464	464
Groups 1 hour	300	1,000							300	1,000
Shantij LIFE Individual Risk Reduction 1 hour	155	155							155	155
Shantij LIFE Prevention Case Mgmt 1 hour	1,160	928							1,160	928
Shantij LIFE Group 1 hour	584	2,062							584	2,062
Shantij LIFE Recruitment & Linkages 1 hour	290	580							290	580

	NOC	NOC	NOC	NOC	NOC
Unduplicated Clients for Appendix					

EXPENDITURES	BUDGET	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Total Salaries (See Page B)	\$117,622				\$117,622.00
Fringe Benefits	\$27,053				\$27,053.00
<b>Total Personnel Expenses</b>	<b>\$144,675</b>				<b>\$144,675.00</b>
<b>Operating Expenses:</b>					
Occupancy (e.g., Rental of Property, Utilities, Building Maintenance Supplies and Repairs)	\$10,800				\$10,800.00
<b>Materials and Supplies</b> (e.g., Office, Postage, Printing and Repro., Program Supplies)	<b>\$23,375</b>				<b>\$23,375.00</b>
General Operating (e.g., Insurance, Staff Training, Equipment Rental/Maintenance)	\$847				\$847.00
Staff Travel - (e.g., Local & Out of Town)					
Consultant/Subcontractor	\$343,747				\$343,747.00
Other - (Meals, Audit, Transportation Reimb, Stipends, Facilitators)					
<b>Total Operating Expenses</b>	<b>\$378,769</b>				<b>\$378,769.00</b>
<b>Capital Expenditures</b>					
<b>TOTAL DIRECT EXPENSES</b>	<b>\$523,444</b>				<b>\$523,444.00</b>
Indirect Expenses	\$69,532				\$69,532.00
<b>TOTAL EXPENSES</b>	<b>\$592,976</b>				<b>\$592,976.00</b>
LESS: Initial Payment Recovery					
Other Adjustments (Enter as negative, if appropriate)					

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-4b  
Appendix Term: 01/01/13-06/30/13  
PAGE B

Contractor: San Francisco AIDS Foundation  
Address: P.O. Box 426182

Invoice Number  
XXXXXXXXXA-4JAN13

Contract Purchase Order No: [ ]

Telephone: 483-3000  
Fax: [ ]

Fund Source: General Fund

Program Name: African American Preventin Initiative

Grant Code/Detail: HCHIVPREVNGF

ACE Control #: [ 1234 ]

Project Code/Detail: [ ]

Invoice Period: 01/1/13 - 01/31/13

FINAL Invoice [ ] (check if Yes)

DETAIL PERSONNEL EXPENDITURES

PERSONNEL	FTE	BUDGETED SALARY	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Vice President of Programs & Svcs	0.10	\$8,000				\$8,000.00
Director of Behavioral Health	0.05	\$2,250				\$2,250.00
Director of Govt Contracts	0.05	\$2,000				\$2,000.00
Evaluation Director	0.05	\$1,600				\$1,600.00
Contract & Purchasing Manager	0.05	\$2,175				\$2,175.00
BBE Mgr	0.80	\$25,122				\$25,122.00
Community Development Mgr	0.80	\$25,121				\$25,121.00
Health Education	0.10	\$2,400				\$2,400.00
Speed Project Coord	0.10	\$2,550				\$2,550.00
Counselor I/II	0.20	\$5,200				\$5,200.00
HIV Test Coordinator	0.10	\$2,250				\$2,250.00
Administrative Assistant	0.10	\$2,100				\$2,100.00
Dir., Prevntion Services	0.15	\$5,100				\$5,100.00
Dir., Program Development & Ops	0.10	\$3,400				\$3,400.00
YBMSM Program Manager	0.90	\$23,850				\$23,850.00
YBMSM Program Coordinator	0.50	\$10,000				\$10,000.00
Testing Coordinator	0.25	\$5,625				\$5,625.00
Media Designer	0.10	\$2,350				\$2,350.00
Volunteer Manager	0.10	\$2,500				\$2,500.00
<b>TOTAL SALARIES</b>	<b>4.60</b>	<b>\$133,593</b>				<b>\$133,593.00</b>

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-4b  
Appendix Term: 01/01/13-06/30/13  
PAGE A

Contractor: San Francisco AIDS Foundation  
Address: P.O. Box 426182

CMS #  Invoice Number

Contract Purchase Order No:

Telephone: 483-3000  
Fax:



Funding Source:

Grant Code/Detail:

Program Name: African American Prevention Initiative

Project Code/Detail:

ACE Control #:

Invoice Period:

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
Events 1 event	12.0	192					19200%	12	192
Groups 1 hour	290	2,465						290	2,465
HIV Testing 1 test	250	250						250	250
IRRC 1 hour	340	340						340	340
Linkage 1 linkage	38	38						38	38

Unduplicated Clients for Appendix:

EXPENDITURES	BUDGET	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Total Salaries (See Page B)	\$133,593				\$133,593.00
Fringe Benefits	\$30,726				\$30,726.00
<b>Total Personnel Expenses</b>	<b>\$164,319</b>				<b>\$164,319.00</b>
<b>Operating Expenses:</b>					
Occupancy (e.g., Rental of Property, Utilities, Building Maintenance Supplies and Repairs)	\$25,724				\$25,724.00
Materials and Supplies (e.g., Office Postage, Printing and Repro., Program Supplies)	\$15,374				\$15,374.00
General Operating (e.g., Insurance, Staff Training, Equipment Rental/Maintenance)	\$17,908				\$17,908.00
Staff Travel - (e.g., Local & Out of Town)					
Consultant/Subcontractor	\$3,500				\$3,500.00
Other - (e.g., Client Food, Client Travel, Client Activities, and Client Supplies)					
<b>Total Operating Expenses</b>	<b>\$62,506</b>				<b>\$62,506.00</b>
<b>Capital Expenditures</b>					
<b>TOTAL DIRECT EXPENSES</b>	<b>\$226,825</b>				<b>\$226,825.00</b>
Indirect Expenses	\$22,684				\$22,684.00
<b>TOTAL EXPENSES</b>	<b>\$249,509</b>				<b>\$249,509.00</b>
LESS: Initial Payment Recovery					
Other Adjustments (Enter as negative, if appropriate)					
<b>REIMBURSEMENT</b>					

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:	SFPDH 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-4a  
Appendix Term: 01/01/12-12/31/12  
PAGE A

Contractor: San Francisco AIDS Foundation  
Address: P.O. Box 426182

CMS #  Invoice Number

Contract Purchase Order No:

Telephone: 483-3000  
Fax:



Funding Source:

Grant Code/Detail:

Program Name: African American Prevention Initiative

Project Code/Detail:

ACE Control #:

Invoice Period:

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
Events 1 event	20.0	820					82000%		20	820
Groups 1 hour	503	4,272							503	4,272
HIV Testing 1 test	433	433							433	433
IRRC 1 hour	589	589							589	589
Linkage 1 linkage	65	65							65	65

	NOC	NOC	NOC	NOC	NOC
Unduplicated Clients for Appendix					

EXPENDITURES	BUDGET	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Total Salaries (See Page B)	\$177,336				\$177,336.00
Fringe Benefits	\$40,787				\$40,787.00
<b>Total Personnel Expenses</b>	<b>\$218,123</b>				<b>\$218,123.00</b>
Operating Expenses:					
Occupancy-(e.g., Rental of Property, Utilities, Building Maintenance Supplies and Repairs)	\$27,684				\$27,684.00
Materials and Supplies-(e.g., Office, Postage, Printing and Repr., Program Supplies)	\$25,796				\$25,796.00
General Operating-(e.g., Insurance, Staff Training, Equipment Rental/Maintenance)	\$5,620				\$5,620.00
Staff Travel - (e.g., Local & Out of Town)					
Consultant/Subcontractor	\$176,429				\$176,429.00
Other - (e.g., Client Food, Client Travel, Client Activities and Client Supplies)					
<b>Total Operating Expenses</b>	<b>\$235,529</b>				<b>\$235,529.00</b>
Capital Expenditures					
<b>TOTAL DIRECT EXPENSES</b>	<b>\$453,652</b>				<b>\$453,652.00</b>
Indirect Expenses	\$45,365				\$45,365.00
<b>TOTAL EXPENSES</b>	<b>\$499,017</b>				<b>\$499,017.00</b>
LESS: Initial Payment Recovery					
Other Adjustments (Enter as negative, if appropriate)					
<b>REIMBURSEMENT</b>					

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-3a  
Appendix Term: 07/01/12-06/30/13  
PAGE A

Contractor: San Francisco AIDS Foundation  
Address: P.O. Box 426462  
San Francisco, CA 94142-4182

CMS # 7164 Invoice Number A-3JUL12

Telephone: 487-3000  
Fax: 487-3009



Contract Purchase Order No: \_\_\_\_\_

Funding Source: General Fund

Grant Code/Detail: HCHIVPREVNGF

Program Name: The Stonewall Project

Project Code/Detail: \_\_\_\_\_

ACE Control #: \_\_\_\_\_

Invoice Period: 07/1/12 - 07/31/12

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
Condom Distribution 1 month	12.0	na							12	#####
Events 1 event	33	1,815							33	1,815
Groups 1 hour	400	1,334							400	1,334
IRRC 1 hour	232	464							232	464
PCM 1 hour	348	418							348	418
Recruitment & Linkages 1 hour	696	2,784							696	2,784
Training 1 hour	23	116							23	116
Social Marketing 1 month	12	na							12	#####
			NOC	NOC	NOC	NOC	NOC	NOC		

Unduplicated Clients for Appendix: \_\_\_\_\_

EXPENDITURES

	BUDGET	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Total Salaries (See Page B)	\$202,450				\$202,450.00
Fringe Benefits	\$46,564				\$46,564.00
<b>Total Personnel Expenses</b>	<b>\$249,014</b>				<b>\$249,014.00</b>
Operating Expenses:					
Occupancy (e.g. Rental of Property, Utilities, Building Maintenance Supplies and Repairs)	\$35,066				\$35,066.00
Materials and Supplies (e.g., Office, Postage, Printing and Repro., Program Supplies)	\$18,988				\$18,988.00
General Operating (e.g., Insurance, Staff Training, Equipment Rental/Maintenance)	\$7,118				\$7,118.00
Staff Travel - (e.g., Local & Out of Town)	\$2,000				\$2,000.00
Consultant/Subcontractor	\$6,100				\$6,100.00
Other - (Meals, Auct., Transportation Reimb., Stipends, Facilitators)	\$9,277				\$9,277.00
<b>Total Operating Expenses</b>	<b>\$78,549</b>				<b>\$78,549.00</b>
Capital Expenditures					
<b>TOTAL DIRECT EXPENSES</b>	<b>\$327,563</b>				<b>\$327,563.00</b>
Indirect Expenses	\$32,757				\$32,757.00
<b>TOTAL EXPENSES</b>	<b>\$360,320</b>				<b>\$360,320.00</b>
LESS: Initial Payment Recovery					
Other Adjustments (Enter as negative, if appropriate)					
<b>REIMBURSEMENT</b>					

NOTES:

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

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

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

Send to:	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-2b  
Appendix Term: 01/01/13-06/30/13  
PAGE A

Contractor: San Francisco AIDS Foundation  
Address: P.O. Box 426182

CMS #  Invoice Number

Contract Purchase Order No:

Telephone: 483-3000  
Fax:



Funding Source:

Grant Code/Detail:

Program Name: Community Based HIV Testing

Project Code/Detail:

ACE Control #:

Invoice Period:

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
HIV Testing 1 Test	4,850.0	4,850					#####		4,850	4,850

Unduplicated Clients for Appendix	NOC	NOC	NOC	NOC	NOC

EXPENDITURES	BUDGET	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Total Salaries (See Page B)	\$206,215				\$206,215.00
Fringe Benefits	\$47,429				\$47,429.00
<b>Total Personnel Expenses</b>	<b>\$253,644</b>				<b>\$253,644.00</b>
Operating Expenses:					
Occupancy (e.g., Rental of Property, Utilities, Building Maintenance Supplies and Repairs)	\$48,678				\$48,678.00
Materials and Supplies (e.g., Office, Postage, Printing and Repro., Program Supplies)	\$21,096				\$21,096.00
General Operating (e.g., Insurance, Staff Training, Equipment Rental/Maintenance)	\$9,880				\$9,880.00
Staff Travel (e.g., Local & Out of Town)	\$2,527				\$2,527.00
Consultant/Subcontractor	\$56,787				\$56,787.00
Other (e.g., Client Food, Client Travel, Client Activities and Client Supplies)	\$3,250				\$3,250.00
<b>Total Operating Expenses</b>	<b>\$142,218</b>				<b>\$142,218.00</b>
Capital Expenditures					
<b>TOTAL DIRECT EXPENSES</b>	<b>\$395,862</b>				<b>\$395,862.00</b>
Indirect Expenses	\$39,585				\$39,585.00
<b>TOTAL EXPENSES</b>	<b>\$435,447</b>				<b>\$435,447.00</b>
LESS: Initial Payment Recovery					
Other Adjustments (Enter as negative, if appropriate)					
<b>REIMBURSEMENT</b>					

NOTES:

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

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

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

Send to:	SFPDH 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-2a

Appendix Term: 01/01/12-12/31/12

PAGE B

**Contractor: San Francisco AIDS Foundation**  
**Address: P.O. Box 426182**

**Invoice Number**

XXXXXXXXX-A-2JAN12

**Contract Purchase Order No:**

**Telephone: 483-3000**

**Fax:**

**Fund Source:**

Federal CDC and GF

**Program Name: Community Based HIV Testing**

**Grant Code/Detail:**

HPDHVNSGR/HCHIVPREVN

**ACE Control #:**

1234

**Project Code/Detail:**

HCPD90

**Invoice Period:**

01/1/12 - 01/31/12

**FINAL Invoice:**

(check if Yes)

**DETAIL PERSONNEL EXPENDITURES**

PERSONNEL	FTE	BUDGETED SALARY	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Magnet Director	0.10	\$8,000				\$8,000.00
Director of Government Contracts	0.05	\$4,000				\$4,000.00
Evaluation Director	0.10	\$8,000				\$8,000.00
HIV CTL Services Manger	0.90	\$51,930				\$51,930.00
HIV Coordinator	0.90	\$36,000				\$36,000.00
Receptionist	1.80	\$63,000				\$63,000.00
Phlebotomist	4.00	\$151,500				\$151,500.00
Data Manager	0.90	\$36,000				\$36,000.00
HIV Counselor	0.90	\$18,000				\$18,000.00
Volunteer Coordinator	0.90	\$36,000				\$36,000.00
<b>TOTAL SALARIES</b>	<b>10.55</b>	<b>\$412,430</b>				<b>\$412,430.00</b>

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**

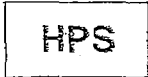
APPENDIX F-2a  
Appendix Term: 01/01/12-12/31/12  
PAGE A

Contractor: San Francisco AIDS Foundation  
Address: P.O. Box 426182

CMS # 7164 Invoice Number XXXXXXXXA-2JAN12

Contract Purchase Order No:

Telephone: 483-3000  
Fax:



Funding Source: Federal CDC and GF

Grant Code/Detail: HCPDHVSGR/HCHP/PREVNGF

Program Name: Community Based HIV Testing

Project Code/Detail: HCPD90

ACE Control #: 1234

Invoice Period: 01/1/12 - 01/31/12

FINAL Invoice  (check if Yes)

DELIVERABLES	TOTAL CONTRACTED UOS		DELIVERED THIS PERIOD UOS		DELIVERED TO DATE UOS		% OF TOTAL UOS		REMAINING DELIVERABLES UOS	
	UOS	NOC	UOS	NOC	UOS	NOC	UOS	NOC	UOS	NOC
HIV Testing 1 Test	8,406.0	8,406					#####		8,406	8,406

	NOC	NOC	NOC	NOC	NOC
Unduplicated Clients for Appendix					

EXPENDITURES	BUDGET	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Total Salaries (See Page B)	\$412,430				\$412,430.00
Fringe Benefits	\$94,859				\$94,859.00
<b>Total Personnel Expenses</b>	<b>\$507,289</b>				<b>\$507,289.00</b>
Operating Expenses:					
Occupancy (e.g., Rental of Property, Utilities, Building Maintenance Supplies and Repairs)	\$97,355				\$97,355.00
Materials and Supplies (e.g., Office, Postage, Printing and Repro., Program Supplies)	\$42,191				\$42,191.00
General Operating (e.g., Insurance, Staff Training, Equipment Rental/Maintenance)	\$19,762				\$19,762.00
Staff Travel - (e.g., Local & Out of Town)	\$5,054				\$5,054.00
Consultant/Subcontractor	\$113,571				\$113,571.00
Other - (e.g., Client Food, Client Travel, Client Activities and Client Supplies)	\$6,500				\$6,500.00
<b>Total Operating Expenses</b>	<b>\$284,433</b>				<b>\$284,433.00</b>
Capital Expenditures					
<b>TOTAL DIRECT EXPENSES</b>	<b>\$791,722</b>				<b>\$791,722.00</b>
Indirect Expenses	\$79,172				\$79,172.00
<b>TOTAL EXPENSES</b>	<b>\$870,894</b>				<b>\$870,894.00</b>
LESS: Initial Payment Recovery					
Other Adjustments (Enter as negative, if appropriate)					
<b>REIMBURSEMENT</b>					

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: 06/15/12-06/14/13  
PAGE 8

Contractor: San Francisco AIDS Foundation  
Address: P.O. Box 426182

Invoice Number  
**XXXXXXXXA-1JUN12**

Telephone: 483-3000  
Fax:

Contract Purchase Order No:

Program Name: HIV Testing - HIV STOP Study

Fund Source: **Federal CDC**

Grant Code/Detail: **HCHPDHIVSGR**

ACE Control #:

Project Code/Detail: **HCAO24/12**

Invoice Period: **06/1/12 - 06/30/12**

FINAL Invoice  (check if Yes)

**DETAIL PERSONNEL EXPENDITURES**

PERSONNEL	FTE	BUDGETED SALARY	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Magnet Director	0.10	\$8,668				\$8,668.00
HIV CTL Services Manager	0.50	\$25,380				\$25,380.00
<b>TOTAL SALARIES</b>	<b>0.60</b>	<b>\$34,048</b>				<b>\$34,048.00</b>

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-1a  
Appendix Term: 06/15/12-06/14/13  
PAGE A

Contractor: San Francisco AIDS Foundation  
Address: P.O. Box 426182

CMS #  Invoice Number

Telephone: 483-3000  
Fax:



Contract Purchase Order No:

Funding Source:

Program Name: HIV Testing - HIV STOP Study

Grant Code/Detail:

ACE Control #:

Project Code/Detail:

Invoice Period:

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
STOP Study Testing	12.0	na					na	na	12	na

	NOC	NOC	NOC	NOC	NOC
Unduplicated Clients for Appendix					

EXPENDITURES	BUDGET	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Total Salaries (See Page B)	\$34,048				\$34,048.00
Fringe Benefits	\$7,831				\$7,831.00
<b>Total Personnel Expenses</b>	<b>\$41,879</b>				<b>\$41,879.00</b>
Operating Expenses:					
Occupancy (e.g., Rental of Property, Utilities, Building Maintenance Supplies and Repairs)	\$3,138				\$3,138.00
Materials and Supplies (e.g., Office, Postage, Printing and Repro., Program Supplies)	\$143				\$143.00
General Operating (e.g., Insurance, Staff Training, Equipment Rental/Maintenance)	\$295				\$295.00
Staff Travel - (e.g., Local & Out of Town)					
Consultant/Subcontractor					
Other - (e.g., Client Food, Client Travel, Client Activities and Client Supplies)					
<b>Total Operating Expenses</b>	<b>\$3,576</b>				<b>\$3,576.00</b>
Capital Expenditures					
<b>TOTAL DIRECT EXPENSES</b>	<b>\$45,455</b>				<b>\$45,455.00</b>
Indirect Expenses	\$4,545				\$4,545.00
<b>TOTAL EXPENSES</b>	<b>\$50,000</b>				<b>\$50,000.00</b>
LESS: Initial Payment Recovery					
Other Adjustments (Enter as negative, if appropriate)					
<b>REIMBURSEMENT</b>					

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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**BUDGET JUSTIFICATION**  
**Syringe Access Services**

**Materials and Supplies:**  
**Program/Medical Supplies**

Includes condoms, lubricant, syringes, biohazard waste containers and injection-related supplies, such as alcohol wipes, cotton balls and pellets and sterile water.

Syringes: \$0.10 each X 72,300 = \$7,230

**Total Materials and Supplies** \$7,230

**TOTAL OPERATING EXPENSES** \$7,230

**CAPITAL EXPENDITURES** (If needed - limit value at \$5,000 or more)

**Total Capital Expenditures** \$0

**TOTAL DIRECT COSTS** \$7,230

**INDIRECT COSTS**

Indirect expenses for the San Francisco AIDS Foundation are approximately 17% of operating costs. SFAF requests reimbursement at 10% of the total direct costs in this proposal to cover operating expenses incurred by the Foundation, including finance and administration.

\$7,230 x 10% = \$722

**TOTAL INDIRECT COSTS** \$722

**APPENDIX TOTAL** \$7,952

	A	B	C	D	E	F	G	H	I
1	Contractor: San Francisco AIDS Foundation						Appendix B-6g		Page 1
2	Contract Term: 9/1/11-6/30/13						Appendix Term: 07/01/2012-06/30/2013		
3	Funding Source: CF								
4									
5	<b>SFDPH AIDS OFFICE CONTRACT</b>								
6	<b>UOS COST ALLOCATION BY SERVICE MODE</b>								
7									
8	<b>SERVICE MODES</b>								
9	Personnel Expenses		Syringe Access Services						Contract Totals
10	Position Titles	FTE	Salaries	% FTE	Salaries	% FTE			
11	Vice-President of Program & Services	0.05							
12	Director of Behavioral Health	0.10							
13	Director of Government Contracts	0.05							
14	Evaluation Director	0.05							
15	Contract and Purchasing Manager	0.05							
16	Syringe Access Services Program Manager	1.00							
17	Secondary Exchange/Volunteer Coordinator	0.65							
18	Logistics Associates	3.00							
19									
20									
21									
22	Total FTE & Total Salaries	4.95							
23	Fringe Benefits	23%							
24	Total Personnel Expenses								
25									
26	Operating Expenses		Expenditure	%	Expenditure	%		Contract Total	
27	Total Occupancy								
28	Total Materials and Supplies		7,230	100%				7,230	
29	Total General Operating								
30	Total Staff Travel								
31	Consultants/Subcontractor:								
32									
33	Other:								
34									
35									
36									
37									
38									
39									
40									
41	Total Operating Expenses		\$ 7,230	100%				\$ 7,230	
42									
43	Total Direct Expenses		7,230	100%				7,230	
44	Indirect Expenses	10%	722	100%				722	
45	TOTAL EXPENSES		\$ 7,952	100%				\$7,952	
46									
47	Number of Units of Service (UCS) per Service Mode		N/A						
48	Cost Per Unit of Service by Service Mode								
49	Number of Unduplicated Clients (UDC) per Service Mode								
50									
51	DPH #1A(1)								Rev. 05/2010



### BUDGET JUSTIFICATION Syringe Access Services

~~MATERIALS AND SUPPLIES~~

Program/Medical Supplies

Includes condoms, lubricant, syringes, biohazard waste containers and injection-related supplies, such as alcohol wipes, cotton balls and pellets and sterile water.

Syringes: \$0.10 each X 738,740 = \$73,874

~~Total Materials and Supplies~~

\$73,874

**TOTAL OPERATING EXPENSES**

\$73,874

~~CAPITAL EXPENDITURES (In need of Approval)~~

~~Total Capital Expenditures~~

\$0

**TOTAL DIRECT COSTS**

\$73,874

**INDIRECT COSTS**

Indirect expenses for the San Francisco AIDS Foundation are approximately 17% of operating costs. SFAF requests reimbursement at 10% of the total direct costs in this proposal to cover operating expenses incurred by the Foundation, including finance and administration.

$\$73,874 \times 10\% = \$7,386$

**TOTAL INDIRECT COSTS**

\$7,386

**APPENDIX TOTAL**

\$81,260



CONTRACT PURCHASE ORDER RELEASE  
COMMUNITY HEALTH SERVICES

PO NUMBER: DPHC13000261  
PO AMOUNT: \$3,570,534.86

TO: SAN FRANCISCO AIDS FOUNDATION  
FILE #72635  
PO BOX 60000  
SAN FRANCISCO CA 94160-2635

PO PRINT DATE: 01/18/2013

CONTACT: TERRY FUETSCH  
PHONE :  
VENDOR ID: 16252

TERMS: NET  
FOB : DEST

BPO # : BPHC12000088 <<  
EFF. DATE : 09/01/2011  
EXP. DATE : 06/30/2013

ISSUE DATE : 07/24/2012  
DELIVER TO: 101 GROVE ST. ROOM 412  
SAN FRANCISCO CA 94102-0000

AUTHORIZED SIGNATURE:

DATE : 1/18/2013  
PHONE:

ORIGINAL ORDER MUST BE SIGNED TO BE VALID

INVOICE TO: DEPARTMENT OF PUBLIC HEALTH (HC101)  
1380 HOWARD ST 4TH FLR  
SAN FRANCISCO CA 94103

TERMS:

THIS CONTRACT PURCHASE ORDER AND THE ACCOMPANYING SIGNED CONTRACT  
AUTHORIZE YOU TO BEGIN PERFORMING THE CONTRACT AND INVOICING THE  
CITY. THIS IS SUBJECT TO THE TERMS AND CONDITIONS IN THE CONTRACT. ANY  
TERMS AND CONDITIONS ON THE REVERSE OF THIS DOCUMENT DO NOT APPLY.

YOU MUST INCLUDE THE CONTRACT PURCHASE ORDER NUMBER ON ALL INVOICES.

entire City, subject to any applicable notice and cure provisions set forth in this Agreement, to exercise any of the remedies provided for under this Agreement, under the LBE Ordinance or otherwise available at law or in equity, which remedies shall be cumulative unless this Agreement expressly provides that any remedy is exclusive. In addition, Contractor shall comply fully with all other applicable local, state and federal laws prohibiting discrimination and requiring equal opportunity in contracting, including subcontracting.

b. **Compliance and Enforcement.** If Contractor willfully fails to comply with any of the provisions of the LBE Ordinance, the rules and regulations implementing the LBE Ordinance, or the provisions of this Agreement pertaining to LBE participation, Contractor shall be liable for liquidated damages in an amount equal to Contractor's net profit on this Agreement, or 10% of the total amount of this Agreement, or \$1,000, whichever is greatest. The Director of the City's Human Rights Commission or any other public official authorized to enforce the LBE Ordinance (separately and collectively, the "Director of HRC") may also impose other sanctions against Contractor authorized in the LBE Ordinance, including declaring the Contractor to be irresponsible and ineligible to contract with the City for a period of up to five years or revocation of the Contractor's LBE certification. The Director of HRC will determine the sanctions to be imposed, including the amount of liquidated damages, after investigation pursuant to Administrative Code § 14B.17.

By entering into this Agreement, Contractor acknowledges and agrees that any liquidated damages assessed by the Director of the HRC shall be payable to City upon demand. Contractor further acknowledges and agrees that any liquidated damages assessed may be withheld from any monies due to Contractor on any contract with City.

Contractor agrees to maintain records necessary for monitoring its compliance with the LBE Ordinance for a period of three years following termination or expiration of this Agreement, and shall make such records available for audit and inspection by the Director of HRC or the Controller upon request.

19. **Non-discrimination; Penalties.** a. **Contractor Shall Not Discriminate.** In the performance of this contract, Contractor agrees not to discriminate on the basis of the fact or perception of a person's race, color, creed, religion, national origin, ancestry, age, sex, sexual orientation, gender identity, domestic partner status, marital status, disability or Acquired Immune Deficiency Syndrome or HIV status (AIDS/HIV status) against any employee of, any City employee working with, or applicant for employment with Contractor, in any of Contractor's operations within the United States, or against any person seeking accommodations, advantages, facilities, privileges, services, or membership in all business, social, or other establishments or organizations operated by Contractor.

b. **Subcontracts.** Contractor shall incorporate by reference in all subcontracts the provisions of § 12B.2(a), 12B.2(c)-(k), and 12C.3 of the S.F. Administrative Code and shall require all subcontractors to comply with such provisions. Contractor's failure to comply with the obligations in this subsection shall constitute a material breach of this contract.

c. **Non-discrimination In Benefits.** Contractor does not as of the date of this contract and will not during the term of this contract, in any of its operations in San Francisco, on real property owned by San Francisco, or where work is being performed for the City elsewhere in the United States, discriminate in the provision of bereavement leave, family medical leave, health benefits, membership or membership discounts, moving expenses, pension and retirement benefits or travel benefits, as well as any benefits other than the benefits specified above, between employees with domestic partners and employees with spouses, and/or between the domestic partners and spouses of such employees, where the domestic partnership has been registered with a governmental entity pursuant to state or local law authorizing such registration, subject to the conditions set forth in § 12B.2(b) of the S.F. Administrative Code.

d. **Incorporation of Administrative Code Provisions by Reference.** The provisions of Chapters 12B and 12C of the S.F. Administrative Code are incorporated in this Section by reference and made a part of this contract as though fully set forth herein. Contractor shall comply fully with and be bound by all of the provisions that apply to this contract under such Chapters, including but not limited to the remedies provided in such Chapters. Without limiting the foregoing, Contractor understands that pursuant to § 12B.2(h) of the S.F. Administrative Code, a penalty of \$50 for each person for each calendar day during which such person was discriminated against in violation of the provisions of this contract may be assessed against Contractor and/or deducted from any payments due Contractor.

20. **MacBride Principles--Northern Ireland.** The City and County of San Francisco urges companies doing business in Northern Ireland to move towards resolving employment inequities, and encourages such companies to abide by the MacBride Principles. The City and County of San Francisco urges San Francisco companies to do business with corporations that abide by the MacBride Principles.

21. **Tropical Hardwoods.** The City urges contractor's not to import, purchase, obtain, or use for any purpose, any tropical hardwood, tropical hardwood wood product, virgin redwood or virgin redwood wood product. If this order is for wood products or a service involving wood products: (a) Chapter 8 of the S.F. Environment Code is incorporated herein and by reference made a part hereof as though fully set forth. (b) Except as expressly permitted by the application of Environment Code Secs. 802(b) and 803(b), Contractor shall not provide any items to the City in performance of this contract which are tropical hardwoods, tropical hardwood product, virgin redwood or virgin redwood product. Failure of Contractor to comply with any part of Chapter 8 of the Environment Code shall be deemed a material breach of contract.

22. **Resource Conservation.** Contractor agrees to comply fully with the San Francisco Environment Code, Chapter 5 ("Resource Conservation"), as amended from time to time. Said provisions are incorporated herein by reference and made a part of this contract as though fully set forth. Failure by Contractor to comply with any of the applicable requirements of Chapter 5 will be deemed a material breach of contract.

23. **Drug-Free Workplace Policy.** Contractor acknowledges that pursuant to the Federal Drug-Free Workplace Act of 1989, the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited on City premises. Contractor agrees that any violation of this prohibition by Contractor, its employees, agents, or assigns will be deemed a material breach of this Contract.

24. **Compliance with Americans with Disabilities Act.** Contractor acknowledges that, pursuant to the Americans with Disabilities Act (ADA), programs, services and other activities provided by a public entity to the public, whether directly or through a contractor, must be accessible to the disabled public. Contractor shall provide the services specified in this Contract in a manner that complies with the ADA and any and all other applicable federal, state and local disability rights legislation. Contractor agrees not to discriminate against disabled persons in the provision of services, benefits or activities provided under this Agreement and further agrees that any violation of this prohibition on the part of Contractor, its employees, agents or assigns will constitute a material breach of this Contract.

25. **Sunshine Ordinance.** In accordance with § 67.24(e) of the S.F. Admin. Code, contracts, contractors' bids, responses to RFPs and all other records of communications between City and persons or firms seeking contracts shall be open to inspection immediately after a contract has been awarded. Nothing in this provision requires the disclosure of a private person's or organization's net worth or other proprietary financial data submitted for qualification for a contract or other benefit and unless that person or organization is awarded the contract or benefit. Information provided which is covered by this paragraph will be made available to the public upon request.

26. **Limitations on Contributions.** Through execution of this Agreement, Contractor acknowledges that it is familiar with section 1.126 of the City's Campaign and Governmental Conduct Code, which prohibits any person who contracts with the City for the rendition of personal services or for the furnishing of any material, supplies or equipment to the City, whenever such transaction would require approval by a City elective officer of the board on which that City elective officer serves, from making any campaign contribution to the officer at any time from the commencement of negotiations for the contract until the later of either (1) the termination of negotiations for such contract or (2) three months after the date the contract is approved by the City elective officer or the board on which that City elective officer serves.

27. **Minimum Compensation Ordinance ("MCO") -- Service Contracts only.**

a. Contractor agrees to comply fully with and be bound by all of the provisions of the Minimum Compensation Ordinance (MCO), as set forth in San Francisco Administrative Code Chapter 12P (Chapter 12P), including the remedies provided, and implementing guidelines and rules. The provisions of Chapter 12P are incorporated herein by reference and made a part of this Agreement as though fully set forth. The text of the MCO is available on the web at [www.sfgov.org/ols/mco](http://www.sfgov.org/ols/mco). A partial listing of some of Contractor's obligations under the MCO is set forth in this Section. Contractor is required to comply with all the provisions of the MCO, irrespective of the listing of obligations in this Section.

b. The MCO requires Contractor to pay Contractor's employees a minimum hourly gross compensation wage rate and to provide minimum compensated and uncompensated time off. The minimum wage rate may change from year to year and Contractor is obligated to keep informed of the then-current requirements. Any subcontract entered into by Contractor shall require the subcontractor to comply with the requirements of the MCO and shall contain contractual obligations substantially the same as those set forth in this Section. It is Contractor's obligation to ensure that any subcontractors of any tier under this Agreement comply with the requirements of the MCO. If any subcontractor under this Agreement fails to comply, City may pursue any of the remedies set forth in this Section against Contractor.

c. Contractor shall not take adverse action or otherwise discriminate against an employee or other person for the exercise or attempted exercise of rights under the MCO. Such actions, if taken within 90 days of the exercise or attempted exercise of such rights, will be rebuttally presumed to be retaliation prohibited by the MCO.

d. Contractor shall maintain employee and payroll records as required by the MCO. If Contractor fails to do so, it shall be presumed that the Contractor paid no more than the minimum wage required under State law.

e. The City is authorized to inspect Contractor's job sites and conduct interviews with employees and conduct audits of Contractor.

f. Contractor's commitment to provide the Minimum Compensation is a material element of the City's consideration for this Agreement. The City in its sole discretion shall determine whether such a breach has occurred. The City and the public will suffer actual damage that will be impractical or extremely difficult to determine if the Contractor fails to comply with these requirements. Contractor agrees that the sums set forth in Section 12P.6.1 of the MCO as liquidated damages are not a penalty, but are reasonable estimates of the loss that the City and the public will incur for Contractor's noncompliance. The procedures governing the assessment of liquidated damages shall be those set forth in Section 12P.6.2 of Chapter 12P.

g. Contractor understands and agrees that if it fails to comply with the requirements of the MCO, the City shall have the right to pursue any rights or remedies available under Chapter 12P (including liquidated damages), under the terms of the contract, and under applicable law. If, within 30 days after receiving written notice of a breach of this Agreement for violating the MCO, Contractor fails to cure such breach or, if such breach cannot reasonably be cured within such period of 30 days, Contractor fails to commence efforts to cure within such period, or thereafter fails diligently to pursue such cure to completion, the City shall have the right to pursue any rights or remedies available under applicable law, including those set forth in Section 12P.6(c) of Chapter 12P. Each of these remedies shall be exercisable individually or in combination with any other rights or remedies available to the City.

h. Contractor represents and warrants that it is not an entity that was set up, or is being used, for the purpose of evading the intent of the MCO.

i. If Contractor is exempt from the MCO when this Agreement is executed because the cumulative amount of agreements with this department for the fiscal year is less than \$25,000, but Contractor later enters into an agreement or agreements that cause contractor to exceed that amount in a fiscal year, Contractor shall thereafter be required to comply with the MCO under this Agreement. This obligation arises on the effective date of the agreement that causes the cumulative amount of agreements between the Contractor and this department to exceed \$25,000 in the fiscal year.

28. **Health Care Accountability Ordinance (HCAO)** [Service contracts including agreements between a Tenant or Subtenant lasting 1 year or more only].



CONTRACT PURCHASE ORDER RELEASE  
 COMMUNITY HEALTH SERVICES

PO NUMBER: DPHC13000261  
 PO AMOUNT: \$3,570,534.86

ITEM	COMMODITY ID	UOM TAX	QUANTITY	UNIT PRICE	TOTAL PRICE
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1	7400-10 SVC, MED/HLTH; AIDS	EA N	1.00	92,937.8600	92,937.86
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HIV PREVENTION SERVICES APPENDIX A-1 THRU A-6

FY 11/12	HP-07164-A1	\$ 26,583	EXH B-1	CDC	09/01/11-06/14/12
FY 12/13	TO BE ENCUMB	26,583	EXH B-1A	CDC	06/15/12-06/14/13
FY 11/12	HP-07164-A1	290,298	EXH B-2	CDC	09/01/11-12/31/11
FY 12/13	TO BE ENCUMB	870,894	EXH B-2A	CDC	01/01/12-12/31/12
FY 11/12	HP-07164-A1	294,639	EXH B-3	GF	09/01/11-06/30/12
FY 12/13	TO BE ENCUMB	353,567	EXH B-3A	GF	07/01/12-06/30/13
FY 11/12	HP-07164-A1	166,339	EXH B-4	CDC	09/01/11-12/31/11
FY 12/13	TO BE ENCUMB	499,017	EXH B-4A	CDC	01/01/12-12/31/12

2	7400-10 SVC, MED/HLTH; AIDS	EA N	1.00	3,248,232.0000	3,248,232.00
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HIV PREVENTION SERVICES APPENDIX A-1 THRU A-6

FY 11/12	HP-07164-A1	\$ 26,583	EXH B-1	CDC	09/01/11-06/14/12
FY 12/13	TO BE ENCUMB	26,583	EXH B-1A	CDC	06/15/12-06/14/13
FY 11/12	HP-07164-A1	290,298	EXH B-2	CDC	09/01/11-12/31/11
FY 12/13	TO BE ENCUMB	870,894	EXH B-2A	CDC	01/01/12-12/31/12
FY 11/12	HP-07164-A1	294,639	EXH B-3	GF	09/01/11-06/30/12
FY 12/13	TO BE ENCUMB	353,567	EXH B-3A	GF	07/01/12-06/30/13
FY 11/12	HP-07164-A1	166,339	EXH B-4	CDC	09/01/11-12/31/11
FY 12/13	TO BE ENCUMB	499,017	EXH B-4A	CDC	01/01/12-12/31/12

3	7400-10 SVC, MED/HLTH; AIDS	EA N	1.00	92,368.0000	92,368.00
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HIV PREVENTION SERVICES APPENDIX A-1 THRU A-6

FY 11/12	HP-07164-A1	\$ 26,583	EXH B-1	CDC	09/01/11-06/14/12
FY 12/13	TO BE ENCUMB	26,583	EXH B-1A	CDC	06/15/12-06/14/13
FY 11/12	HP-07164-A1	290,298	EXH B-2	CDC	09/01/11-12/31/11
FY 12/13	TO BE ENCUMB	870,894	EXH B-2A	CDC	01/01/12-12/31/12
FY 11/12	HP-07164-A1	294,639	EXH B-3	GF	09/01/11-06/30/12
FY 12/13	TO BE ENCUMB	353,567	EXH B-3A	GF	07/01/12-06/30/13
FY 11/12	HP-07164-A1	166,339	EXH B-4	CDC	09/01/11-12/31/11
FY 12/13	TO BE ENCUMB	499,017	EXH B-4A	CDC	01/01/12-12/31/12

4	7400-10 SVC, MED/HLTH; AIDS	EA N	1.00	81,260.0000	81,260.00
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HIV PREVENTION SERVICES APPENDIX A-1 THRU A-6

FY 11/12	HP-07164-A1	\$ 26,583	EXH B-1	CDC	09/01/11-06/14/12
FY 12/13	TO BE ENCUMB	26,583	EXH B-1A	CDC	06/15/12-06/14/13
FY 11/12	HP-07164-A1	290,298	EXH B-2	CDC	09/01/11-12/31/11
FY 12/13	TO BE ENCUMB	870,894	EXH B-2A	CDC	01/01/12-12/31/12

## A. Commercial Terms

1. **Cash Discounts—Terms of Payment.** The discount period will start upon date of completion of delivery of all items on any Purchaser Order or other authorization certified by Controller, or upon date of receipt of properly prepared invoices covering such deliveries, whichever is later. Payment is deemed to be made, for the purpose of earning the discount, on the date of mailing the City warrant or check. It is understood and agreed that no additional charge shall accrue against City if City does not make payment within any time specified by bidder.
2. **Place of Manufacture.** No article furnished hereunder shall have been made in prison or by convict labor, except articles purchased for use by City's detention facilities.
3. **Electrical Products.** Articles and services must comply with applicable laws, ordinances and other legal requirements, including (among others) the Cal-OSHA regulations in Title 8 of the Code of Regulations and, for electrical products, Sections 110.2 and 110.3 (B) of the S.F. Electrical Code. In addition, if an electrical item has not been tested by a lab approved by City's Department of Building Inspection (DBI) or Department of Public Works (DPW), Contractor shall notify the requesting department before delivery by writing the department at the "Deliver to" address on the front of the Purchase Order. Approved testing labs are posted on Purchasing's website at <http://www.sfgov.org/oca/>. When a non-tested item is delivered, the department will request approval from DPW. If the department is unable to obtain approval, City reserves the right to cancel the transaction and return the item to Contractor, at no charge to City.
4. **Conditions of Articles.** Articles offered and furnished must be new and previously unused, and of manufacturer's latest model, unless otherwise specified herein.
5. **Inspection.** All articles supplied shall be subject to inspection and acceptance or rejection by Purchasing or any department official charged with such duty. Non-conforming or rejected goods may be subject to reasonable storage fees.
6. **F.O.B. Point.** F.O.B destination in San Francisco, freight prepaid and allowed, unless otherwise specified.
7. **Failure to Deliver.** If Contractor fails to deliver an article or service of the quality, in the manner or within the time called for by this contract, such article or service may be bought from any source by Purchasing and if a greater price than that named in the contract be paid for such article or service, the excess price will be charged to and collected from Contractor or sureties on its bond if bond has been required; or, the City may terminate the contract for default; or, the City may return deliveries already made and receive a refund.
8. **Material Safety Data Sheets.** Where required by law, contractor will include Material Safety Data Sheets (MSDSs) with delivery for applicable items. Failure to include the MSDSs for such items will constitute a material breach of contract and may result in refusal to accept delivery.
9. **Taxes.** City is exempt from federal taxes except on articles for resale. Contractor will enter state and local sales or use tax, and excise tax if applicable, on invoices.

## B. General Contract Conditions

10. **Budget and Fiscal Provisions.** This contract is subject to the budget and fiscal provisions of City's Charter. Charges will accrue only after prior written authorization certified by City's Controller and amount of City's obligation hereunder shall not at any time exceed the amount certified for the purpose and period stated in such advance authorization. This section shall control against any and all other provisions of this contract.
11. **Guaranteed Maximum Costs.** The City's obligation hereunder shall not at any time exceed the amount certified by the Controller for the purpose and period stated in such certification. Except as may be provided by laws governing emergency procedures, officers and employees of the City are not authorized to request, and the City is not required to reimburse the Contractor for, Commodities or Services beyond the agreed upon contract scope unless the changed scope is authorized by amendment and approved as required by law. Officers and employees of the City are not authorized to offer or promise, nor is the City required to honor, any offered or promised additional funding in excess of the maximum amount of funding for which the contract is certified without certification of the additional amount by the Controller. The Controller is not authorized to make payments on any contract for which funds have not been certified as available in the budget or by supplemental appropriation.
12. **Submitting False Claims; Monetary Penalties.** Pursuant to San Francisco Administrative Code §21.35, any contractor, subcontractor or consultant who submits a false claim shall be liable to the City for the statutory penalties set forth in that section. The text of Section 21.35, along with the entire San Francisco Administrative Code is available on the web at <http://www.municode.com/Library/clientCodePage.aspx?clientID=4201>. A contractor, subcontractor or consultant will be deemed to have submitted a false claim to the City if the contractor, subcontractor or consultant: (a) knowingly presents or causes to be presented to an officer or employee of the City a false claim or request for payment or approval; (b) knowingly makes, uses, or causes to be made or used a false record or statement to get a false claim paid or approved by the City; (c) conspires to defraud the City by getting a false claim allowed or paid by the City; (d) knowingly makes, uses, or causes to be made or used a false record or statement to conceal, avoid, or decrease an obligation to pay or transmit money or property to the City; or (e) is a beneficiary of an inadvertent submission of a false claim to the City, subsequently discovers the falsity of the claim, and fails to disclose the false claim to the City within a reasonable time after discovery of the false claim.
13. **Hold Harmless and Indemnification.** Contractor shall indemnify and save harmless City and its officers, agents and employees from, and, if requested, shall defend them against any and

all loss, cost, damage, injury, liability, and claims thereof for injury to or death of a person, or loss of or damage to property, resulting directly or indirectly from contractor's performance of this contract, regardless of the negligence of, and regardless of whether liability without fault is imposed or sought to be imposed on City, except to the extent that such indemnity is void or otherwise unenforceable under applicable law and except where such loss, damage, injury, liability or claim is the result of willful misconduct of City and is not contributed to by any act of, or by any omission to perform some duty imposed by law or agreement on contractor, its subcontractors or either's agent or employee. The foregoing indemnity shall include, without limitation, reasonable fees of attorneys, consultants and experts and related costs and City's costs of investigating any claims against the City. In addition to Contractor's obligation to indemnify City, Contractor specifically acknowledges and agrees that it has its immediate and independent obligation to defend City from any claim which actually or potentially falls within this indemnification provision, even if the allegations are or may be groundless, false or fraudulent, which obligation arises at the time such claim is tendered to Contractor by City and continues at all times thereafter. Contractor shall indemnify and hold City harmless from all loss and liability, including attorney's fees, court costs and all other litigation expenses for any infringement of the patent rights, copyright, trade secret or any other proprietary right or trademark of any person or persons in consequence of the use by City, or any of its officers or agents, of articles or services to be supplied in the performance of this contract.

14. **Liability of City.** CITY'S PAYMENT OBLIGATIONS UNDER THE AGREEMENT SHALL BE LIMITED TO THE PAYMENT OF THE COMPENSATION PROVIDED UNDER THIS CONTRACT. NOTWITHSTANDING ANY OTHER PROVISION OF THIS AGREEMENT, IN NO EVENT SHALL CITY BE LIABLE, REGARDLESS OF WHETHER ANY CLAIM IS BASED ON CONTRACT OR TORT, FOR ANY SPECIAL, CONSEQUENTIAL, INDIRECT OR INCIDENTAL DAMAGES, INCLUDING, BUT NOT LIMITED TO, LOST PROFITS, ARISING OUT OF OR IN CONNECTION WITH THIS AGREEMENT OR THE SERVICES PERFORMED IN CONNECTION WITH THIS AGREEMENT.

15. **Termination and Termination for Convenience.** In the event Contractor fails to perform any of its obligations under this contract, in addition to any other remedies available to City, this contract may be terminated and all of Contractor's rights hereunder ended. Termination will be effective after ten days' written notice to Contractor. No new work will be undertaken, and no new deliveries will be made, after the date of receipt of any notice of termination, or five days after the date of the notice, whichever is earlier. In the event of such termination, Contractor will be paid for those services performed, or deliveries made, under this contract to the satisfaction of the City, up to the date of termination. However, City may offset from any such amounts due Contractor any liquidated damages or other costs City has or will incur due to Contractor's nonperformance. Any such offset by City will not constitute a waiver of any other remedies City may have against Contractor for financial injury or otherwise. City may terminate this contract for City's convenience and without cause at any time by giving Contractor thirty days' written notice of such termination. In the event of such termination, Contractor will be paid for those services performed, or deliveries made, pursuant to this contract, to the satisfaction of the City up to the date of termination. In no event will City be liable for costs incurred by Contractor after receipt of a notice of termination. Such nonrecoverable costs include, but are not limited to, anticipated profits on this contract, post-termination employee salaries, post-termination administrative expenses, or any other cost which is not reasonable or authorized under this section. This section shall not prevent Contractor from recovering costs necessarily incurred in discontinuing further work, or canceling further deliveries, under the contract after receipt of the termination notice.

16. **Proprietary or Confidential Information of City.** Contractor understands and agrees that, in the performance of the work or services under this Contract or in contemplation thereof, Contractor may have access to private or confidential information which may be owned or controlled by City and that such information may contain proprietary or confidential details, the disclosure of which to third parties may be damaging to City. Contractor agrees that all information disclosed by City to Contractor shall be held in confidence and used only in performance of the Contract. Contractor shall exercise the same standard of care to protect such information as a reasonably prudent contractor would use to protect its own proprietary data.

17. **Earned Income Credit (EIC) Forms.** Administrative Code Chapter 120 requires that employers provide their employees with IRS Form W-5 (The Earned Income Credit Advance Payment Certificate) and the IRS EIC Schedule, as set forth below. Employers can locate these forms at the IRS Office, on the Internet, or anywhere that Federal Tax Forms can be found. Contractor shall provide the Earned Income Credit (EIC) Forms to each Eligible Employee at each of the following times: (i) within thirty days following the date on which the applicable Contract or Contract Amendment becomes effective (unless Contractor has already provided such EIC Forms at least once during the calendar year in question); (ii) promptly after any Eligible Employee is hired by Contractor; and (iii) annually between January 1 and January 31 of each calendar year during the term of the Contract. Failure to comply with the foregoing requirement shall constitute a material breach by Contractor of the terms of the Contract. If within 30 days after the Contractor receives written notice of such a breach, Contractor fails to cure such breach or, if such breach cannot reasonably be cured within such period of thirty days, Contractor fails to commence efforts to cure within such period, or thereafter fails to diligently pursue such cure to completion, the City may pursue any rights or remedies available under the terms of the Contract or under applicable law.

18. **Local Business Enterprise Utilization; Liquidated Damages.** a. The LBE Ordinance, Contractor, shall comply with all the requirements of the Local Business Enterprise and Non-Discrimination in Contracting Ordinance set forth in Chapter 14B of the San Francisco Administrative Code as it now exists or as it may be amended in the future (collectively the "LBE Ordinance"), provided such amendments do not materially increase Contractor's obligations or liabilities, or materially diminish Contractor's rights, under this Agreement. Such provisions of the LBE Ordinance are incorporated by reference and made a part of this Agreement as though fully set forth in this section. Contractor's willful failure to comply with any applicable provision of the LBE Ordinance is a material breach of Contractor's obligations under this Agreement and shall



CONTRACT PURCHASE ORDER RELEASE  
 COMMUNITY HEALTH SERVICES

PO NUMBER: DPHC13000261  
 PO AMOUNT: \$3,570,534.86

ITEM	COMMODITY ID	UOM TAX	QUANTITY	UNIT PRICE	TOTAL PRICE
NAME/SPECS					

FY 11/12	HP-07164-A1		294,639	EXH B-3 GF	09/01/11-06/30/12
FY 12/13	TO BE ENCUMB		353,567	EXH B-3A GF	07/01/12-06/30/13
FY 11/12	HP-07164-A1		166,339	EXH B-4 CDC	09/01/11-12/31/11
FY 12/13	TO BE ENCUMB		499,017	EXH B-4A CDC	01/01/12-12/31/12

5	7400-10	EA	N	1.00	7,952.0000	7,952.00
SVC, MED/HLTH; AIDS						

HIV PREVENTION SERVICES APPENDIX A-1 THRU A-6

FY 11/12	HP-07164-A1	\$	26,583	EXH B-1	CDC	09/01/11-06/14/12
FY 12/13	TO BE ENCUMB		26,583	EXH B-1A	CDC	06/15/12-06/14/13
FY 11/12	HP-07164-A1		290,298	EXH B-2	CDC	09/01/11-12/31/11
FY 12/13	TO BE ENCUMB		870,894	EXH B-2A	CDC	01/01/12-12/31/12
FY 11/12	HP-07164-A1		294,639	EXH B-3	GF	09/01/11-06/30/12
FY 12/13	TO BE ENCUMB		353,567	EXH B-3A	GF	07/01/12-06/30/13
FY 11/12	HP-07164-A1		166,339	EXH B-4	CDC	09/01/11-12/31/11
FY 12/13	TO BE ENCUMB		499,017	EXH B-4A	CDC	01/01/12-12/31/12

6	7400-10	EA	N	1.00	47,785.0000	47,785.00
SVC, MED/HLTH; AIDS						

HIV PREVENTION SERVICES APPENDIX A-1 THRU A-6

FY 11/12	HP-07164-A1	\$	26,583	EXH B-1	CDC	09/01/11-06/14/12
FY 12/13	TO BE ENCUMB		50,000	EXH B-1A	CDC	06/15/12-06/14/13
FY 11/12	HP-07164-A1		290,298	EXH B-2	CDC	09/01/11-12/31/11
FY 12/13	TO BE ENCUMB		870,894	EXH B-2A	CDC	01/01/12-12/31/12
FY 12/13	TO BE ENCUMB		435,447	EXH B-2B	GF	01/01/13-06/30/13
FY 11/12	HP-07164-A1		294,639	EXH B-3	GF	09/01/11-06/30/12
FY 12/13	TO BE ENCUMB		360,320	EXH B-3A	GF	07/01/12-06/30/13
FY 11/12	HP-07164-A1		166,341	EXH B-4	CDC	09/01/11-12/31/11
FY 12/13	TO BE ENCUMB		499,017	EXH B-4A	CDC	01/01/12-12/31/12
FY 12/13	TO BE ENCUMB		249,509	EXH B-4B	GF	01/01/13-06/30/13
FY 11/12	HP-07164-A1		520,385	EXH B-5	GF	09/01/11-06/30/12
FY 12/13	TO BE ENCUMB		592,976	EXH B-5A	GF	07/01/12-06/30/13
FY 11/12	HP-07164-A1		913,282	EXH B-6	GF	09/01/11-06/30/12
FY 11/12	HP-07164-A1		75,531	EXH B-6A	GF	09/01/11-06/30/12
FY 11/12	HP-07164-A1		66,448	EXH B-6B	GF	09/01/11-06/30/12
FY 11/12	HP-07164-A1		6,503	EXH B-6C	GF	09/01/11-06/30/12
FY 12/13	TO BE ENCUMB		1,039,185	EXH B-6D	GF	07/01/12-06/30/13
FY 12/13	TO BE ENCUMB		92,368	EXH B-6E	GF	07/01/12-06/30/13
FY 12/13	TO BE ENCUMB		81,260	EXH B-6F	GF	07/01/12-06/30/13
FY 12/13	TO BE ENCUMB		7,952	EXH B-6G	GF	07/01/12-06/30/13

TOTAL CONTRACT AMOUNT	\$6,638,938
CONTINGENCY FUNDING	796,670
TOTAL APPROVED AMOUNT	\$7,435,608

Chapter 12Q of the S.F. Admin. Code is incorporated herein by reference, and Contractor agrees to comply with the HCAO in performing this contract. The text of the HCAO is available on the Living Wage/Living Health Division website at [www.sfgov.org/olse](http://www.sfgov.org/olse). The following is a general description of Contractor's responsibilities for providing health coverage to covered employees. See Chapter 12Q for specific requirements, exemptions, other obligations, etc.

a. For covered employees who live in San Francisco, or who provide covered services in San Francisco or at the S.F. Airport or at the San Bruno Jail, Contractor must do one of the following: (1) Offer health plan benefits that meet minimum standards set by the City; (2) Pay the City \$1.50 for each hour a covered employee works on this contract, not to exceed \$60 per week; (3) Participate in a health benefits program developed by the City.

b. For covered employees who do not live in San Francisco and who provide covered services outside of San Francisco, not at the S.F. Airport, and not at the San Bruno Jail, Contractor must do either of the following: (1) Offer health plan benefits that meet minimum standards set by the City; (2) Pay the covered employee \$1.50 for each hour a covered employee works on this contract, not to exceed \$60 per week.

29. **First Source Hiring Program** [if contract is greater than \$50,000 and if Contractor has an office in Alameda, San Francisco or San Mateo counties] a. **Incorporation of Administrative Code Provisions by Reference.** The provisions of Chapter 83 of the San Francisco Administrative Code ("this Chapter") are incorporated in this Section by reference and made a part of this Agreement as though fully set forth herein. Contractor shall comply fully with, and be bound by, all of the provisions that apply to this Agreement under such Chapter, including but not limited to the remedies provided therein. Capitalized terms used in this Section and not defined in this Agreement shall have the meanings assigned to such terms in Chapter 83.

b. **First Source Hiring Agreement.** As an essential term of, and consideration for, any contract or property contract with the City, not exempted by the FSHA, the Contractor shall enter into a first source hiring agreement ("agreement") with the City, on or before the effective date of the contract or property contract. The First Source Hiring agreement will set appropriate job notification and hiring goals for entry-level positions that occur at Contractor's local sites.

c. **Hiring Decisions.** Contractor shall make the final determination of whether an Economically Disadvantaged Individual referred by the System is "qualified" for the position.

d. **Liquidated Damages.** Contractor agrees:

(1) To be liable to the City for liquidated damages as provided in this section;

(2) To be subject to the procedures governing enforcement of breaches of contracts based on violations of contract provisions required by this Chapter as set forth in this section;

(3) That the contractor's commitment to comply with this Chapter is a material element of the City's consideration for this contract; that the failure of the contractor to comply with the contract provisions required by this Chapter will cause harm to the City and the public which is significant and substantial but extremely difficult to quantify; that the harm to the City includes not only the financial cost of funding public assistance programs but also the insidious but impossible to quantify harm that this community and its families suffer as a result of unemployment; and that the assessment of liquidated damages of up to \$5,000 for every notice of a new hire for an entry level position improperly withheld by the contractor from the first source hiring process, as determined by the FSHA during its first investigation of a contractor, does not exceed a fair estimate of the financial and other damages that the City suffers as a result of the contractor's failure to comply with its first source referral contractual obligations.

(4) That the continued failure by a contractor to comply with its first source referral contractual obligations will cause further significant and substantial harm to the City and the public, and that a second assessment of liquidated damages of up to \$10,000 for each entry level position improperly withheld from the FSHA, from the time of the conclusion of the first investigation forward, does not exceed the financial and other damages that the City suffers as a result of the contractor's continued failure to comply with its first source referral contractual obligations;

(5) That in addition to the cost of investigating alleged violations under this Section, the computation of liquidated damages for purposes of this section is based on the following data:

(A) The average length of stay on public assistance in San Francisco's County Adult Assistance Program is approximately 41 months at an average monthly grant of \$348 per month, totaling approximately \$14,379; and

(B) In 2004, the retention rate of adults placed in employment programs funded under the Workforce Investment Act for at least the first six months of employment was 84.4%. Since qualified individuals under the First Source program face far fewer barriers to employment than their counterparts in programs funded by the Workforce Investment Act, it is reasonable to conclude that the average length of employment for an individual whom the First Source Program refers to an employer and who is hired in an entry level position is at least one year; therefore, liquidated damages that total \$5,000 for first violations and \$10,000 for subsequent violations as determined by FSHA constitute a fair, reasonable, and conservative attempt to quantify the harm caused to the City by the failure of a contractor to comply with its first source referral contractual obligations.

(6) That the failure of contractors to comply with this Chapter, except property contractors, may be subject to the debarment and monetary penalties set forth in Sections 6.80 et seq. of the San Francisco Administrative Code, as well as any other remedies available under the contract or at law; and

Violation of the requirements of Chapter 83 is subject to an assessment of liquidated damages in the amount of \$5,000 for every new hire for an Entry Level Position improperly withheld from the first source hiring process. The assessment of liquidated damages and the evaluation of any defenses or mitigating factors shall be made by the FSHA.

e. Subcontracts. Any subcontract entered into by Contractor shall require the subcontractor to comply with the requirements of Chapter 83 and shall contain contractual obligations substantially the same as those set forth in this Section.

30. **Prohibition on Political Activity with City Funds.** In accordance with San Francisco Administrative Code Chapter 12.G, Contractor may not participate in, support, or attempt to influence any political campaign for a candidate or for a ballot measure (collectively, "Political Activity") in the performance of the services provided under this contract. Contractor agrees to comply with San Francisco Administrative Code Chapter 12.G and any implementing rules and regulations promulgated by the City's Controller. The terms and provisions of Chapter 12.G are incorporated herein by this reference. In the event Contractor violates the provisions of this

section, the City may, in addition to any other rights or remedies available hereunder, (i) terminate this contract, and (ii) prohibit Contractor from bidding on or receiving any new City contract for a period of two years.

31. **Preservative-Treated Wood Containing Arsenic.** Contractor may not purchase preservative-treated wood products containing arsenic in the performance of this contract unless an exemption from the requirements of Chapter 21G is obtained from the Department of Environment under Section 21G.5 of the Administrative Code. The term "preservative-treated wood containing arsenic" shall mean wood treated with a preservative that contains arsenic, elemental arsenic or an arsenic copper combination, including, but not limited to, chromated copper arsenate preservative, ammoniacal copper zinc arsenate preservative, or ammoniacal copper arsenate preservative. Contractor may purchase preservative-treated wood products on the list of environmentally preferable alternatives prepared and adopted by the Department of the Environment. This provision does not preclude Contractor from purchasing preservative-treated wood containing arsenic for saltwater immersion. The term "saltwater immersion" shall mean a pressure-treated wood that is used for construction purposes or facilities that are partially or totally immersed in saltwater.

32. **Use of City Opinion.** Contractor shall not quote, paraphrase, or otherwise refer to or use any opinion of City, its officers or agents, regarding Contractor or Contractor's performance under this contract without prior written permission of Purchasing.

33. **Contract Interpretation; Choice of Law/Venue; Assignment.** Should any questions arise as to the meaning and intent of the contract, the matter shall be referred to Purchasing, who shall decide the true meaning and intent of the contract. This contract shall be deemed to be made in, and shall be construed in accordance with the laws of the State of California. Venue for all litigation relative to the formation, interpretation and performance of this contract shall be in San Francisco. This contract may be assigned only with the written approval of Purchasing.

34. **Proposal, Quotation and Attachments.** This contract incorporates by reference the provisions of any related bid request issued by City, any bid submitted by contractor, or both. This contract incorporates by reference the provision of any attachments.

35. **Provisions Controlling.** Contractor agrees that in the event of conflicting language between this contract and Contractor's printed form, the provisions of this contract shall take precedence. This section shall supersede any language in the contractor's terms and conditions attempting to nullify City terms and conditions or to resolve language conflicts in favor of the contractor's terms and conditions.

36. **NonDisclosure of Private Information.** Contractor has read and agrees to the terms set forth in SF Administrative Code Sections 12M.2, "NonDisclosure of Private Information," and 12M.3, "Enforcement" of Administrative Code Chapter 12M, "Protection of Private Information," which are incorporated herein as if fully set forth. Contractor agrees that any failure of Contractor to comply with the requirements of Section 12M.2 of this Chapter shall be a material breach of the Contract. In such an event, in addition to any other remedies available to it under equity or law, the City may terminate the Contract, bring a false claim action against the Contractor pursuant to Chapter 4 or Chapter 21 of the Administrative Code, or debar the Contractor.

37. **Food Service Waste Reduction Requirements.** Contractor agrees to comply fully with and be bound by all of the provisions of the Food Service Waste Reduction Ordinance, as set forth in San Francisco Environment Code Chapter 16, including the remedies provided, and implementing guidelines and rules. The provisions of Chapter 16 are incorporated herein by reference and made a part of this agreement as though fully set forth. This provision is a material term of this agreement. By entering into this agreement, contractor agrees that if it breaches this provision, City will suffer actual damages that will be impractical or extremely difficult to determine; further, Contractor agrees that the sum of \$100 liquidated damages for the first breach, \$200 liquidated damages for the second breach in the same year, and \$500 liquidated damages for subsequent breaches in the same year is reasonable estimate of the damage that City will incur based on the violation, established in light of the circumstances existing at the time this agreement was made. Such amount shall not be considered a penalty, but rather agreed monetary damages sustained by City because of contractor's failure to comply with this provision.

38. **Slavery Era Disclosure.** [This paragraph applies if this contract is for financial services, insurance, or textiles.] a. Contractor acknowledges that this contract shall not be binding upon the City until the Director receives the affidavit required by the San Francisco Administrative Code's Chapter 12Y, "San Francisco Slavery Era Disclosure Ordinance."

b. In the event the Director finds that Contractor has failed to file an affidavit as required by Section 12Y.4(a) and this contract, or has willfully filed a false affidavit, the Contractor shall be liable for liquidated damages in an amount equal to the Contractor's net profit on the Contract, 10% of the total amount of the Contract, or \$1,000, whichever is greatest, as determined by the Director. Contractor acknowledges and agrees that the liquidated damages assessed shall be payable to the City upon demand and may be set off against any monies due to the Contractor from any Contract with the City.

c. Contractor shall maintain records necessary for monitoring its compliance with this provision.

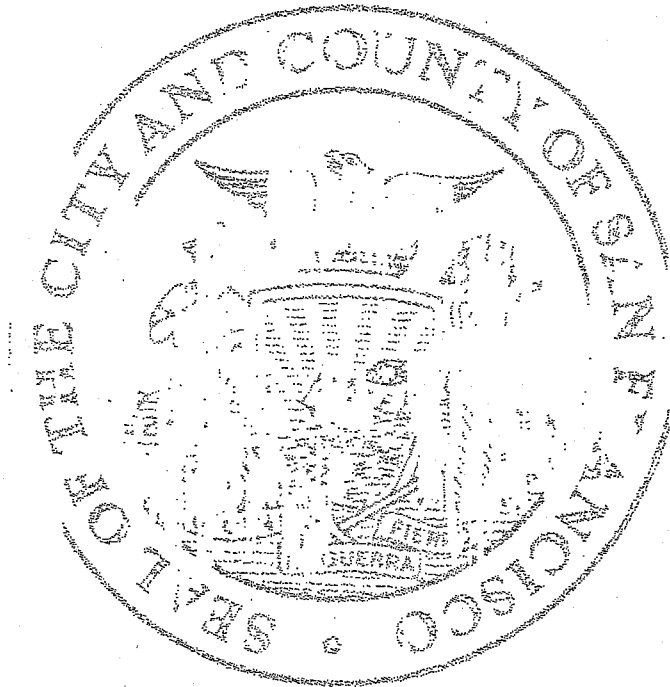


CONTRACT PURCHASE ORDER RELEASE  
 COMMUNITY HEALTH SERVICES

PO NUMBER: DPHC13000261  
 PO AMOUNT: \$3,570,534.86

ITEM	COMMODITY ID	UOM	TAX	QUANTITY	UNIT PRICE	TOTAL PRICE
NAME/SPECS						

TOTAL ITEMS AMOUNT	\$3,570,534.86
SALES TAX	\$.00
INVOICE AMOUNT	\$3,570,534.86



\*\*\*\* END OF ITEM LIST \*\*\*\*



entire City, subject to any applicable notice and cure provisions set forth in this Agreement, to exercise any of the remedies provided for under this Agreement, under the LBE Ordinance or otherwise available at law or in equity, which remedies shall be cumulative unless this Agreement expressly provides that any remedy is exclusive. In addition, Contractor shall comply fully with all other applicable local, state and federal laws prohibiting discrimination and requiring equal opportunity in contracting, including subcontracting.

b. **Compliance and Enforcement.** If Contractor willfully fails to comply with any of the provisions of the LBE Ordinance, the rules and regulations implementing the LBE Ordinance, or the provisions of this Agreement pertaining to LBE participation, Contractor shall be liable for liquidated damages in an amount equal to Contractor's net profit on this Agreement, or 10% of the total amount of this Agreement, or \$1,000, whichever is greatest. The Director of the City's Human Rights Commission or any other public official authorized to enforce the LBE Ordinance (separately and collectively, the "Director of HRC") may also impose other sanctions against Contractor authorized in the LBE Ordinance, including declaring the Contractor to be irresponsible and ineligible to contract with the City for a period of up to five years or revocation of the Contractor's LBE certification. The Director of HRC will determine the sanctions to be imposed, including the amount of liquidated damages, after investigation pursuant to Administrative Code §14B.17.

By entering into this Agreement, Contractor acknowledges and agrees that any liquidated damages assessed by the Director of the HRC shall be payable to City upon demand. Contractor further acknowledges and agrees that any liquidated damages assessed may be withheld from any monies due to Contractor on any contract with City.

Contractor agrees to maintain records necessary for monitoring its compliance with the LBE Ordinance for a period of three years following termination or expiration of this Agreement, and shall make such records available for audit and inspection by the Director of HRC or the Controller upon request.

19. **Nondiscrimination; Penalties.** a. **Contractor Shall Not Discriminate.** In the performance of this contract, Contractor agrees not to discriminate on the basis of the fact or perception of a person's race, color, creed, religion, national origin, ancestry, age, sex, sexual orientation, gender identity, domestic partner status, marital status, disability or Acquired Immune Deficiency Syndrome or HIV status (AIDS/HIV status) against any employee of, any City employee working with, or applicant for employment with Contractor, in any of Contractor's operations within the United States, or against any person seeking accommodations, advantages, facilities, privileges, services, or membership in all business, social, or other establishments or organizations operated by Contractor.

b. **Subcontracts.** Contractor shall incorporate by reference in all subcontracts the provisions of §12B.2(a), 12B.2(c)-(k), and 12C.3 of the S.F. Administrative Code and shall require all subcontractors to comply with such provisions. Contractor's failure to comply with the obligations in this subsection shall constitute a material breach of this contract.

c. **Nondiscrimination in Benefits.** Contractor does not as of the date of this contract and will not during the term of this contract, in any of its operations in San Francisco, on real property owned by San Francisco, or where work is being performed for the City elsewhere in the United States, discriminate in the provision of bereavement leave, family medical leave, health benefits, membership or membership discounts, moving expenses, pension and retirement benefits or travel benefits, as well as any benefits other than the benefits specified above, between employees with domestic partners and employees with spouses, and/or between the domestic partners and spouses of such employees, where the domestic partnership has been registered with a governmental entity pursuant to state or local law authorizing such registration, subject to the conditions set forth in §12B.2(b) of the S.F. Administrative Code.

d. **Incorporation of Administrative Code Provisions by Reference.** The provisions of Chapters 12B and 12C of the S.F. Administrative Code are incorporated in this Section by reference and made a part of this contract as though fully set forth herein. Contractor shall comply fully with and be bound by all of the provisions that apply to this contract under such Chapters, including but not limited to the remedies provided in such Chapters. Without limiting the foregoing, Contractor understands that pursuant to §12B.2(h) of the S.F. Administrative Code, a penalty of \$50 for each person for each calendar day during which such person was discriminated against in violation of the provisions of this contract may be assessed against Contractor and/or deducted from any payments due Contractor.

20. **MacBride Principles--Northern Ireland.** The City and County of San Francisco urges companies doing business in Northern Ireland to move towards resolving employment inequities, and encourages such companies to abide by the MacBride Principles. The City and County of San Francisco urges San Francisco companies to do business with corporations that abide by the MacBride Principles.

21. **Tropical Hardwoods.** The City urges contractors not to import, purchase, obtain, or use for any purpose, any tropical hardwood, tropical hardwood wood product, virgin redwood or virgin redwood wood product. If this order is for wood products or a service involving wood products: (a) Chapter 8 of the S.F. Environment Code is incorporated herein and by reference made a part hereof as though fully set forth. (b) Except as expressly permitted by the application of Environment Code Secs. 802(b) and 803(b), Contractor shall not provide any items to the City in performance of this contract which are tropical hardwoods, tropical hardwood product, virgin redwood or virgin redwood product. Failure of Contractor to comply with any part of Chapter 8 of the Environment Code shall be deemed a material breach of contract.

22. **Resource Conservation.** Contractor agrees to comply fully with the San Francisco Environment Code, Chapter 5 ("Resource Conservation"), as amended from time to time. Said provisions are incorporated herein by reference and made a part of this contract as though fully set forth. Failure by Contractor to comply with any of the applicable requirements of Chapter 5 will be deemed a material breach of contract.

23. **Drug-Free Workplace Policy.** Contractor acknowledges that pursuant to the Federal Drug-Free Workplace Act of 1989, the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited on City premises. Contractor agrees that any violation of this prohibition by Contractor, its employees, agents, or assigns will be deemed a material breach of this Contract.

24. **Compliance with Americans with Disabilities Act.** Contractor acknowledges that, pursuant to the Americans with Disabilities Act (ADA), programs, services and other activities provided by a public entity to the public, whether directly or through a contractor, must be accessible to the disabled public. Contractor shall provide the services specified in this Contract in a manner that complies with the ADA and any and all other applicable federal, state and local disability rights legislation. Contractor agrees not to discriminate against disabled persons in the provision of services, benefits or activities provided under this Agreement and further agrees that any violation of this prohibition on the part of Contractor, its employees, agents or assigns will constitute a material breach of this Contract.

25. **Sunshine Ordinance.** In accordance with §67.24(e) of the S.F. Admin. Code, contracts, contractors' bids, responses to RFPs and all other records of communications between City and persons or firms seeking contracts shall be open to inspection immediately after a contract has been awarded. Nothing in this provision requires the disclosure of a private person's or organization's net worth or other proprietary financial data submitted for qualification for a contract or other benefit until and unless that person or organization is awarded the contract or benefit. Information provided which is covered by this paragraph will be made available to the public upon request.

26. **Limitations on Contributions.** Through execution of this Agreement, Contractor acknowledges that it is familiar with section 1.126 of the City's Campaign and Governmental Conduct Code, which prohibits any person who contracts with the City for the rendition of personal services or for the furnishing of any material, supplies or equipment to the City, whenever such transaction would require approval by a City elective officer of the board on which that City elective officer serves, from making any campaign contribution to the officer at any time from the commencement of negotiations for the contract until the later of either (1) the termination of negotiations for such contract or (2) three months after the date the contract is approved by the City elective officer or the board on which that City elective officer serves.

27. **Minimum Compensation Ordinance ("MCO") -- Service Contracts only.**

a. Contractor agrees to comply fully with and be bound by all of the provisions of the Minimum Compensation Ordinance (MCO), as set forth in San Francisco Administrative Code Chapter 12P (Chapter 12P), including the remedies provided, and implementing guidelines and rules. The provisions of Chapter 12P are incorporated herein by reference and made a part of this Agreement as though fully set forth. The text of the MCO is available on the web at [www.sfgov.org/olse/mco](http://www.sfgov.org/olse/mco). A partial listing of some of Contractor's obligations under the MCO is set forth in this Section. Contractor is required to comply with all the provisions of the MCO, irrespective of the listing of obligations in this Section.

b. The MCO requires Contractor to pay Contractor's employees a minimum hourly gross compensation wage rate and to provide minimum compensated and uncompensated time off. The minimum wage rate may change from year to year and Contractor is obligated to keep informed of the then-current requirements. Any subcontract entered into by Contractor shall require the subcontractor to comply with the requirements of the MCO and shall contain contractual obligations substantially the same as those set forth in this Section. It is Contractor's obligation to ensure that any subcontractors of any tier under this Agreement comply with the requirements of the MCO. If any subcontractor under this Agreement fails to comply, City may pursue any of the remedies set forth in this Section against Contractor.

c. Contractor shall not take adverse action or otherwise discriminate against an employee or other person for the exercise or attempted exercise of rights under the MCO. Such actions, if taken within 90 days of the exercise or attempted exercise of such rights, will be rebuttably presumed to be retaliation prohibited by the MCO.

d. Contractor shall maintain employee and payroll records as required by the MCO. If Contractor fails to do so, it shall be presumed that the Contractor paid no more than the minimum wage required under State law.

e. The City is authorized to inspect Contractor's job sites and conduct interviews with employees and conduct audits of Contractor.

f. Contractor's commitment to provide the Minimum Compensation is a material element of the City's consideration for this Agreement. The City in its sole discretion shall determine whether such a breach has occurred. The City and the public will suffer actual damage that will be impractical or extremely difficult to determine if the Contractor fails to comply with these requirements. Contractor agrees that the sums set forth in Section 12P.6.1 of the MCO as liquidated damages are not a penalty, but are reasonable estimates of the loss that the City and the public will incur for Contractor's noncompliance. The procedures governing the assessment of liquidated damages shall be those set forth in Section 12P.6.2 of Chapter 12P.

g. Contractor understands and agrees that if it fails to comply with the requirements of the MCO, the City shall have the right to pursue any rights or remedies available under Chapter 12P (including liquidated damages), under the terms of the contract, and under applicable law. If, within 30 days after receiving written notice of a breach of this Agreement for violating the MCO, Contractor fails to cure such breach, or, if such breach cannot reasonably be cured within such period of 30 days, Contractor fails to commence efforts to cure within such period, or thereafter fails diligently to pursue such cure to completion, the City shall have the right to pursue any rights or remedies available under applicable law, including those set forth in Section 12P.6(e) of Chapter 12P. Each of these remedies shall be exercisable individually or in combination with any other rights or remedies available to the City.

h. Contractor represents and warrants that it is not an entity that was set up, or is being used, for the purpose of evading the intent of the MCO.

i. If Contractor is exempt from the MCO when this Agreement is executed because the cumulative amount of agreements with this department for the fiscal year is less than \$25,000, but Contractor later enters into an agreement or agreements that cause contractor to exceed that amount in a fiscal year, Contractor shall thereafter be required to comply with the MCO under this Agreement. This obligation arises on the effective date of the agreement that causes the cumulative amount of agreements between the Contractor and this department to exceed \$25,000 in the fiscal year.

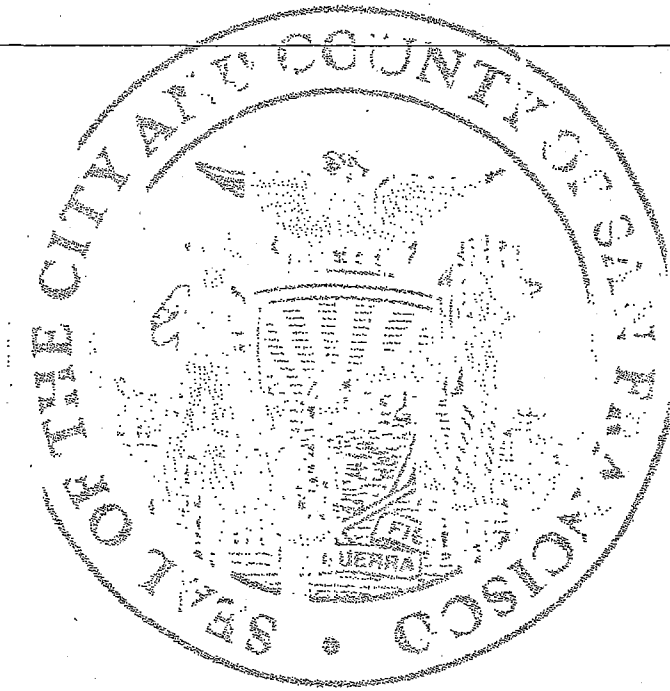
28. **Health Care Accountability Ordinance (HCAO)** [Service contracts including agreements between a Tenant or Subtenant lasting 1 year or more only].



CONTRACT PURCHASE ORDER RELEASE  
 COMMUNITY HEALTH SERVICES

PO NUMBER: DPHC13000261  
 PO AMOUNT: \$3,570,534.86

SFX INDEX	SUBOBJ	USERCODE	PROJCT	PRJDTL	GRANT	GRNTDTL	AMOUNT
01	HCHPDHIVSVGR	02789			HCPD90	1202	92,937.86
02	HCHIVPREVNGF	02789					3,248,232.00
03	HCHCHOUTRCGF	02789					92,368.00
04	HCHCHEDYTHGF	02789					81,260.00
05	HCHCHHIVPRGF	02789					7,952.00
06	HCHPDHIVSVGR	02789			HCAO24	1200	47,785.00
							3,570,534.86



## A. Commercial Terms

- Cash Discounts—Terms of Payment.** The discount period will start upon date of completion of delivery of all items on any Purchaser Order or other authorization certified by Contractor, or upon date of receipt of properly prepared invoices covering such deliveries, whichever is later. Payment is deemed to be made, for the purpose of earning the discount, on the date of mailing the City warrant or check. It is understood and agreed that no additional charge shall accrue against City if City does not make payment within any time specified by bidder.
- Place of Manufacture.** No article furnished hereunder shall have been made in prison or by convict labor, except articles purchased for use by City's detention facilities.
- Electrical Products.** Articles and services must comply with applicable laws, ordinances and other legal requirements, including (among others) the Cal-OSHA regulations in Title 8 of the Code of Regulations and, for electrical products, Sections 110.2 and 110.3 (B) of the S.F. Electrical Code. In addition, if an electrical item has not been tested by a lab approved by City's Department of Building Inspection (DBI) or Department of Public Works (DPW), Contractor shall notify the requesting department before delivery by writing the department at the "Deliver to" address on the front of the Purchase Order. Approved testing labs are posted on Purchasing's website at <http://www.sfgov.org/oca/>. When a non-tested item is delivered, the department will request approval from DPW. If the department is unable to obtain approval, City reserves the right to cancel the transaction and return the item to Contractor, at no charge to City.
- Condition of Articles.** Articles offered and furnished must be new and previously unused, and of manufacturer's latest model, unless otherwise specified herein.
- Inspection.** All articles supplied shall be subject to inspection and acceptance or rejection by Purchasing or any department official charged with such duty. Non-conforming or rejected goods may be subject to reasonable storage fees.
- F.O.B. Point.** F.O.B. destination in San Francisco, freight prepaid and allowed, unless otherwise specified.
- Failure to Deliver.** If Contractor fails to deliver an article or service of the quality, in the manner or within the time called for by this contract, such article or service may be bought from any source by Purchasing and if a greater price than that named in the contract be paid for such article or service, the excess price will be charged to and collected from Contractor or sureties on its bond if bond has been required; or, the City may terminate the contract for default; or, the City may return deliveries already made and receive a refund.
- Material Safety Data Sheets.** Where required by law, contractor will include Material Safety Data Sheets (MSDSs) with delivery for applicable items. Failure to include the MSDSs for such items will constitute a material breach of contract and may result in refusal to accept delivery.
- Taxes.** City is exempt from federal taxes except on articles for resale. Contractor will enter state and local sales or use tax, and excise tax if applicable, on invoices.

## B. General Contract Conditions

- Budget and Fiscal Provisions.** This contract is subject to the budget and fiscal provisions of City's Charter. Charges will accrue only after prior written authorization certified by City's Controller and amount of City's obligation hereunder shall not at any time exceed the amount certified for the purpose and period stated in such advance authorization. This section shall control against any and all other provisions of this contract.
- Guaranteed Maximum Costs.** The City's obligation hereunder shall not at any time exceed the amount certified by the Controller for the purpose and period stated in such certification. Except as may be provided by laws governing emergency procedures, officers and employees of the City are not authorized to request, and the City is not required to reimburse the Contractor for, Commodities or Services beyond the agreed upon contract scope unless the changed scope is authorized by amendment and approved as required by law. Officers and employees of the City are not authorized to offer or promise, nor is the City required to honor, any offered or promised additional funding in excess of the maximum amount of funding for which the contract is certified without certification of the additional amount by the Controller. The Controller is not authorized to make payments on any contract for which funds have not been certified as available in the budget or by supplemental appropriation.
- Submitting False Claims; Monetary Penalties.** Pursuant to San Francisco Administrative Code §21.35, any contractor, subcontractor or consultant who submits a false claim shall be liable to the City for the statutory penalties set forth in that section. The text of Section 21.35, along with the entire San Francisco Administrative Code is available on the web at <http://www.municode.com/Library/clientCodePage.aspx?clientID=4201>. A contractor, subcontractor or consultant will be deemed to have submitted a false claim to the City if the contractor, subcontractor or consultant: (a) knowingly presents or causes to be presented to an officer or employee of the City a false claim or request for payment or approval; (b) knowingly makes, uses, or causes to be made or used a false record or statement to get a false claim paid or approved by the City; (c) conspires to defraud the City by getting a false claim allowed or paid by the City; (d) knowingly makes, uses, or causes to be made or used a false record or statement to conceal, avoid, or decrease an obligation to pay or transmit money or property to the City; or (e) is a beneficiary of an inadvertent submission of a false claim to the City, subsequently discovers the falsity of the claim, and fails to disclose the false claim to the City within a reasonable time after discovery of the false claim.
- Hold Harmless and Indemnification.** Contractor shall indemnify and save harmless City and its officers, agents and employees from, and, if requested, shall defend them against any and

all loss, cost, damage, injury, liability, and claims thereof for injury to or death of a person, or loss of or damage to property, resulting directly or indirectly from contractor's performance of this contract, regardless of the negligence of, and regardless of whether liability without fault is imposed or sought to be imposed on City, except to the extent that such indemnity is void or otherwise unenforceable under applicable law and except where such loss, damage, injury, liability or claim is the result of willful misconduct of City and is not contributed to by any act of, or by any omission to perform some duty imposed by law or agreement on contractor, its subcontractors or either's agent or employee. The foregoing indemnity shall include, without limitation, reasonable fees of attorneys, consultants and experts and related costs and City's costs of investigating any claims against the City. In addition to Contractor's obligation to indemnify City, Contractor specifically acknowledges and agrees that it has an immediate and independent obligation to defend City from any claim which actually or potentially falls within this indemnification provision, even if the allegations are or may be groundless, false or fraudulent, which obligation arises at the time such claim is rendered to Contractor by City and continues at all times thereafter. Contractor shall indemnify and hold City harmless from all loss and liability, including attorney's fees, court costs and all other litigation expenses for any infringement of the patent rights, copyright, trade secret or any other proprietary right or trademark of any person or persons in consequence of the use by City, or any of its officers or agents, of articles or services in the supplied in the performance of this contract.

**14. Liability of City.** CITY'S PAYMENT OBLIGATIONS UNDER THE AGREEMENT SHALL BE LIMITED TO THE PAYMENT OF THE COMPENSATION PROVIDED UNDER THIS CONTRACT. NOTWITHSTANDING ANY OTHER PROVISION OF THIS AGREEMENT, IN NO EVENT SHALL CITY BE LIABLE, REGARDLESS OF WHETHER ANY CLAIM IS BASED ON CONTRACT OR TORT, FOR ANY SPECIAL, CONSEQUENTIAL, INDIRECT OR INCIDENTAL DAMAGES, INCLUDING, BUT NOT LIMITED TO, LOST PROFITS, ARISING OUT OF OR IN CONNECTION WITH THIS AGREEMENT OR THE SERVICES PERFORMED IN CONNECTION WITH THIS AGREEMENT.

**15. Termination and Termination for Convenience.** In the event Contractor fails to perform any of its obligations under this contract, in addition to any other remedies available to City, this contract may be terminated and all of Contractor's rights hereunder ended. Termination will be effective after ten days' written notice to Contractor. No new work will be undertaken, and no new deliveries will be made, after the date of receipt of any notice of termination, or five days after the date of the notice, whichever is earlier. In the event of such termination, Contractor will be paid for those services performed, or deliveries made, under this contract to the satisfaction of the City, up to the date of termination. However, City may offset from any such amounts due Contractor any liquidated damages or other costs City has or will incur due to Contractor's nonperformance. Any such offset by City will not constitute a waiver of any other remedies City may have against Contractor for financial injury or otherwise. City may terminate this Contract for City's convenience and without cause at any time by giving Contractor thirty days' written notice of such termination. In the event of such termination, Contractor will be paid for those services performed, or deliveries made, pursuant to this contract, to the satisfaction of the City up to the date of termination. In no event will City be liable for costs incurred by Contractor after receipt of a notice of termination. Such nonrecoverable costs include, but are not limited to, anticipated profits on this contract, post-termination employee salaries, post-termination administrative expenses, or any other cost which is not reasonable or authorized under this section. This section shall not prevent Contractor from recovering costs necessarily incurred in discontinuing further work, or canceling further deliveries, under the contract after receipt of the termination notice.

**16. Proprietary or Confidential Information of City.** Contractor understands and agrees that, in the performance of the work or services under this Contract or in contemplation thereof, Contractor may have access to private or confidential information which may be owned or controlled by City and that such information may contain proprietary or confidential details, the disclosure of which to third parties may be damaging to City. Contractor agrees that all information disclosed by City to Contractor shall be held in confidence and used only in performance of the Contract. Contractor shall exercise the same standard of care to protect such information as a reasonably prudent contractor would use to protect its own proprietary data.

**17. Earned Income Credit (EIC) Forms.** Administrative Code Chapter 120 requires that employers provide their employees with IRS Form W-3 (The Earned Income Credit Advance Payment Certificate) and the IRS EIC Schedule, as set forth below. Employers can locate these forms at the IRS Office, on the Internet, or anywhere that Federal Tax Forms can be found. Contractor shall provide the Earned Income Credit (EIC) Forms to each Eligible Employee at each of the following times: (i) within thirty days following the date on which the applicable Contract or Contract Amendment becomes effective (unless Contractor has already provided such EIC Forms at least once during the calendar year in question); (ii) promptly after any Eligible Employee is hired by Contractor; and (iii) annually between January 1 and January 31 of each calendar year during the term of the Contract. Failure to comply with the foregoing requirement shall constitute a material breach by Contractor of the terms of the Contract. If within 30 days after the Contractor receives written notice of such a breach, Contractor fails to cure such breach or, if such breach cannot reasonably be cured within such period of thirty days, Contractor fails to commence efforts to cure within such period, or thereafter fails to diligently pursue such cure to completion, the City may pursue any rights or remedies available under the terms of the Contract or under applicable law.

**18. Local Business Enterprise Utilization; Liquidated Damages.** a. The LBE Ordinance. Contractor, shall comply with all the requirements of the Local Business Enterprise and Non-Discrimination in Contracting Ordinance set forth in Chapter 14B of the San Francisco Administrative Code as it now exists or as it may be amended in the future (collectively the "LBE Ordinance"), provided such amendments do not materially increase Contractor's obligations or liabilities, or materially diminish Contractor's rights, under this Agreement. Such provisions of the LBE Ordinance are incorporated by reference and made a part of this Agreement as though fully set forth in this section. Contractor's willful failure to comply with any applicable provision of the LBE Ordinance is a material breach of Contractor's obligations under this Agreement and shall

ADPICS/FAMIS - FY 12/13  
CITY/COUNTY OF SAN FRANCISCO  
CONTRACT PURCHASE ORDER INPUT FORM

CITY/COUNTY OF SAN FRANCISCO INTERNAL USE ONLY - Please Type or Print

Original   
Modification-Increase  X  
-Decrease   
Encumbrance Only

DOCUMENT NUMBER  
C0HC13000328

DEPARTMENT: Population Health and Prevention  
DEPARTMENT CONTROL NO: HP11-07164-A1  
DATE: 12/10/2012 PAGE: 1 OF 1  
ORIGINAL CONTRACT NUMBER: BPHC12000088, DPHC12000598, DPHC13000261  
PLANS COVERED: 9/1/2011, 6/30/2013  
SEND INVOICES IN DUPLICATE TO: SF DPH - Attn: AIDS Office Contract Payments, 1380 Howard Street, 4th Floor, San Francisco, CA 94103

Complete for Contract Order type Agreements and Contracts  
AMOUNT OF THIS ENCUMBRANCE: \$3,299,820  
TOTAL APPROVED CONTRACT: \$7,435,600  
ACE #: PSC# 2006-07/08  
CONTRACTOR: San Francisco AIDS Foundation  
ADDRESS: P.O. Box 426182, San Francisco, CA 94142-6182  
VENDOR NO: 16252-02  
MAIL PAYMENT TO: San Francisco AIDS Foundation, File 72635, P.O. Box 60000, San Francisco, CA 94160-2635  
PERMISH NO: 94-2927405  
PHONE #: (415) 487-3000

TERMS OF PAYMENT: Monthly  
RETAINAGE REQUIRED? No  
IF YES, AMOUNT OR %

COMMODITY OR SERVICE CODE #	DETAILED DESCRIPTION OF SERVICES AND PRODUCTS	Page 1 of 2
7400 -10	HIV Prevention Services Appendix A-1 thru A-6 Encumber GF for the period of 7/1/12-6/30/13, CDC for 7/1/12-12/31/12, CDC STOP for 7/15/12-6/14/12	
PROFSERV-BID	FY 11/12 DPHC12000598 \$26,583 Exhibit B-1 CDC/AO24 09/01/11-06/14/12	
X PROFSERV-NOS	FY 12/13 DPHC12000598 \$2,216 Exhibit B-1a CDC/AO24 06/15/12-07/14/12	
PROFSERV-10K	FY 12/13 To be encumbered \$47,785 Exhibit B-1a CDC/AO24 07/15/12-06/14/13	
PROFSERV-10K	FY 11/12 DPHC12000598 \$290,298 Exhibit B-2 CDC 09/01/11-12/31/11	
	FY 12/13 DPHC12000598 \$435,447 Exhibit B-2a CDC 01/01/12-06/30/12	
	FY 12/13 DPHC12000598 \$72,575 Exhibit B-2a CDC 07/01/12-07/31/12	
	FY 12/13 Journal Entry (\$28,571) Exhibit B-2a CDC 07/01/12-07/31/12	
	FY 12/13 To be encumbered \$391,443 Exhibit B-2a GF 08/01/12-12/31/12	
	FY 12/13 To be encumbered \$435,447 Exhibit B-2b GF 01/01/13-06/30/13	
	FY 11/12 DPHC12000598 \$294,639 Exhibit B-3 GF 09/01/11-06/30/12	
	FY 12/13 DPHC13000261 \$29,464 Exhibit B-3a GF 07/01/12-07/31/12	
	FY 12/13 To be encumbered \$330,856 Exhibit B-3a GF 08/01/12-06/30/13	
	FY 11/12 DPHC12000598 \$166,339 Exhibit B-4 CDC 09/01/11-12/31/11	
	FY 12/13 DPHC12000598 \$249,509 Exhibit B-4a CDC 01/01/12-06/30/12	
	FY 12/13 Journal Entry (\$7,646) Exhibit B-4a CDC 01/01/12-06/30/12	
	FY 12/13 DPHC12000598 \$41,585 Exhibit B-4a CDC 07/01/12-07/31/12	
	FY 12/13 Journal Entry (\$41,585) Exhibit B-4a CDC 07/01/12-07/31/12	
	FY 12/13 To be encumbered \$257,153 Exhibit B-4a GF 08/01/12-12/31/12	
	FY 12/13 To be encumbered \$249,509 Exhibit B-4b GF 01/01/13-06/30/13	
	Page 1 Total \$3,243,046	

INSURANCE REQUIRED	AMOUNT	EXPIRATION DATE	ATTACH:
WORKER'S COMP	\$1,000,000	7/1/2013	<input checked="" type="checkbox"/>
COMP. GEN. LIABILITY	\$1,000,000	4/1/2013	<input checked="" type="checkbox"/>
AUTOMOBILE			
UMBRELLA	\$1,000,000	4/1/2013	<input checked="" type="checkbox"/>
PROFESSIONAL LIABILITY			<input type="checkbox"/>
OTHER			
ATTACHMENTS - Please identify by title or description	Agreement/Modification <input checked="" type="checkbox"/>		
SYSTEM USE			

PREPARED BY (Print): Diana Cheung  
Phone # 554-2684 Fax # 431-1100  
APPROVED BY (Signature):  
BOARD ON COMMISSION MATERIALS, SUPPLIES, & SERVICES - PURCHASER REAL PROPERTY LEASES & RENT - DIRECTOR OF PROPERTY CONTROLLER

Line No.	Document Number	Amount	Index Code	Sub-Object	User Code	Project	Grant	ADDENDUM ATTACHED
		\$47,785	CDC STO	HCHPDHIVSVGR	02789		HCAO24	<input type="checkbox"/>
		\$3,085,303	GF	HCHIVPREYNGF	02789	JR 12/21/12		
		\$84,815	GF CHLD	HCHCHOUTRCGF	02789	JR 12/21/12		
		\$74,815	GF CHLD	HCHCHEDYTHGF	02789	JR 12/21/12		
		\$7,302	GF CHLD	HCHCHHIVPRGF	02789	JR 12/21/12		

Nns. of Pages: 2  
Date: 12/21/12

4274



ADPICS/FAMIS - FY 12/13  
CITY/COUNTY OF SAN FRANCISCO  
CONTRACT PURCHASE ORDER INPUT FORM

Original   
Modification-Increase   
Decrease   
Encumbrance Only

DOCUMENT NUMBER

DEPARTMENT Population Health and Prevention

DEPARTMENT CONTROL NO. HP11-07164-AI

DATE 12/19/2012 PAGE 1 OF 1

Complete for Contract Order type Agreements and Contracts

AMOUNT OF THIS ENCUMBRANCE \$0 TOTAL APPROVED CONTRACT \$7,435,808

OTHER CONTRACTS WITH UNAPPORTIONED FUNDS

ORIGINAL CONTRACT NUMBER  
BPHC12000088  
DPHC12000588  
DPHC13000261

REAPPORTIONED  
9/1/2011  
6/30/2013

ACE # PSC# 2006-07/08

CONTRACTOR San Francisco AIDS Foundation  
ADDRESS P.O. Box 428182 San Francisco, CA 94142-8182  
VEHICLE NO. 18252-02  
PHONE NO. 94-2927405  
PHONE # (415) 487-3000  
MAIL PAYMENT TO:  
San Francisco AIDS Foundation  
File 72835, P.O. Box 80000  
San Francisco, CA 94160-2636

TERMS OF PAYMENT Monthly RETAINAGE REQUIRED? No IF YES, AMOUNT OR %

COMMODITY OR SERVICE CODE # 7400 -10

DETAILED DESCRIPTION OF SERVICES AND PRODUCTS  
HIV Prevention Services Appendix A-1 thru A-6  
Encumber GF for the period of 7/1/12-6/30/13, CDC for 7/1/12-12/31/12, CDC STOP for 7/1/12-8/14/12

Page 2 of 2

FY	Contract No.	Amount	Exhibit	Category	Start Date	End Date
FY 11/12	DPHC12000588	\$520,385	B-5	GF	09/01/11	06/30/12
FY 12/13	DPHC13000261	\$48,489	B-5a	GF	07/01/12	07/31/12
FY 12/13	To be encumbered	\$644,487	B-5a	GF	08/01/12	06/30/13
FY 11/12	DPHC12000588	\$913,282	B-6	GF	09/01/11	06/30/12
FY 11/12	DPHC12000588	\$75,531	B-6a	GF Childrens	09/01/11	06/30/12
FY 11/12	DPHC12000588	\$66,448	B-6b	GF Childrens	09/01/11	06/30/12
FY 11/12	DPHC12000588	\$6,503	B-6c	GF Childrens	09/01/11	06/30/12
FY 12/13	DPHC13000261	\$84,978	B-6d	GF	07/01/12	07/31/12
FY 12/13	To be encumbered	\$954,209	B-6d	GF	08/01/12	06/30/13
FY 12/13	DPHC13000261	\$7,553	B-6e	GF Childrens	07/01/12	07/31/12
FY 12/13	To be encumbered	\$84,815	B-6e	GF Childrens	08/01/12	06/30/13
FY 12/13	DPHC13000261	\$6,845	B-6f	GF Childrens	07/01/12	07/31/12
FY 12/13	To be encumbered	\$74,815	B-6f	GF Childrens	08/01/12	06/30/13
FY 12/13	DPHC13000261	\$650	B-6g	GF Childrens	07/01/12	07/31/12
FY 12/13	To be encumbered	\$7,302	B-6g	GF Childrens	08/01/12	06/30/13
		Page 2 Total	\$3,395,890			
		Page 1 Total	\$5,243,046			
		Subtotal	\$8,638,936			
		Total Approved Amount	\$7,435,808	(Contingency Funding)		

INSURANCE REQUIRED AMOUNT DATE ATTACH:  
WORKERS COMP \$1,000,000 7/1/2013 [X]  
COMP. GEN. LIABILITY \$1,000,000 4/1/2013 [X]

AUTOMOBILE  
AUTOMOBILE \$1,000,000 4/1/2013 [X]

UMBRELLA  
UMBRELLA  
UMBRELLA

PROFESSIONAL  
PROFESSIONAL LIABILITY

OTHER  
OTHER  
OTHER  
OTHER

OTHER INSURANCE

ATTACHMENTS - Please identify by title or description  
Agreement/Modification [X]

SYSTEM USE

PREPARED BY Diana Chung  
Phone # 684-2884 Fax # 431-1100

APPROVALS

APPROVED BY

MATERIALS, SUPPLIES & SERVICES - PURCHASER  
REAL PROPERTY LEASER & RENT - DIRECTOR OF PROPERTY  
CONTROLLER

Line No.	Document Number	Amount	Index Code	Sub-Object	User Code	Project	Grant	ADDENDUM ATTACHED
	Number	Amount	Index Code	Sub-Object	User Code	Project	Grant	

Nos. of Pages

4276

**FORM SFEC-126:**  
**NOTIFICATION OF CONTRACT APPROVAL**  
(S.F. Campaign and Governmental Conduct Code § 1.126)

<b>City Elective Officer Information</b> <i>(Please print clearly.)</i>	
Name of City elective officer(s): Members, Board of Supervisors	City elective office(s) held: Members, Board of Supervisors
<b>Contractor Information</b> <i>(Please print clearly.)</i>	
Name of contractor: <b>San Francisco AIDS Foundation</b>	
<i>Please list the names of (1) members of the contractor's board of directors; (2) the contractor's chief executive officer, chief financial officer and chief operating officer; (3) any person who has an ownership of 20 percent or more in the contractor; (4) any subcontractor listed in the bid or contract; and (5) any political committee sponsored or controlled by the contractor. Use additional pages as necessary.</i>	
(1) List BoD names; Steven Abbott, Phillip Besirof, Carol Brosgart MD, Scott Cacurak, Mary Cha-Caswell, Hamish Chandra, Bruno Delagneau MD, Matt Denckla, Dale Freeman, Laurie Hane, David A. Hendricks, Don Howard, Jonathan Hsiao MD, Alec Huges, Tim Jones, Michael Kidd, Robert F. Quon MD, Eric Rozendhal, Rodrick Seymore, Christopher Shepler, Jack Stephenson, Lisa Sterman MD, Judy Wilber	
(2) List E.D/COE/etc: Neil Giuliano CEO, Nancy DuBois VP, Jon Zimman CFO	
Contractor address: <b>1035 Market Street, Suite 400, San Francisco, CA 94103</b>	
Date that contract was approved:	Amount of contract: <b>\$14,734,565</b>
Describe the nature of the contract that was approved: The "Screening Targeted Populations to Interrupt On-going Chains of Transmission with Enhanced Partner Notification" (STOP) Study, Community Based HIV Testing, The Stonewall Project, African American Prevention Initiative, the Stonewall Castro/ Life Program, and Syringe Access Services.	
Comments:	

This contract was approved by (check applicable):

the City elective officer(s) identified on this form

a board on which the City elective officer(s) serves \_\_\_\_\_

Print Name of Board

the board of a state agency (Health Authority, Housing Authority Commission, Industrial Development Authority Board, Parking Authority, Redevelopment Agency Commission, Relocation Appeals Board, Treasure Island Development Authority) on which an appointee of the City elective officer(s) identified on this form sits

Print Name of Board

<b>Filer Information</b> <i>(Please print clearly.)</i>	
Name of filer: Angela Calvillo, Clerk of the Board, Board of Supervisors	Contact telephone number: (415) 554-5184
Address: City Hall, Room 244, San Francisco CA, 94102	E-mail: Angela.Calvillo@sfgov.org

Signature of City Elective Officer (if submitted by City elective officer)

Date Signed

Signature of Board Secretary or Clerk (if submitted by Board Secretary or Clerk)

Date Signed

**FORM SFEC-126:**  
**NOTIFICATION OF CONTRACT APPROVAL**  
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Comments:	

This contract was approved by (check applicable):

- the City elective officer(s) identified on this form  
 a board on which the City elective officer(s) serves

Print Name of Board

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Print Name of Board

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Address: City Hall, Room 244, San Francisco CA, 94102	E-mail: Angela.Calvillo@sfgov.org

Signature of City Elective Officer (if submitted by City elective officer)

Date Signed

Signature of Board Secretary or Clerk (if submitted by Board Secretary or Clerk)

Date Signed