



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.

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.

**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/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].



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ITEM	COMMODITY ID	UOM	TAX	QUANTITY	UNIT PRICE	TOTAL PRICE
1	7400-10 SVC, MED/HLTH; AIDS	EA	N	1.00	16,500.0000	16,500.00

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 SVC, MED/HLTH; AIDS	EA	N	1.00	2,474,546.0000	2,474,546.00
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## 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. **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 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 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-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



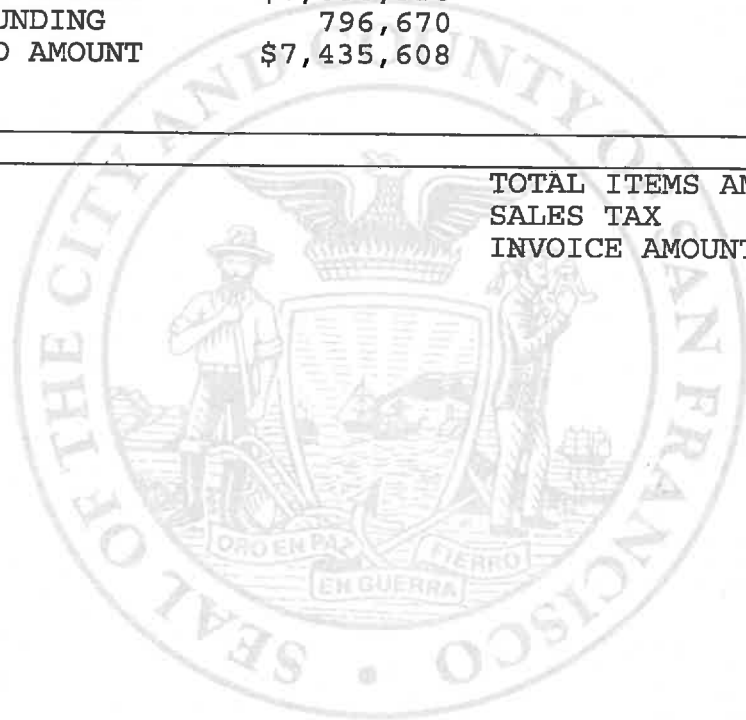
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SALES TAX \$.00  
INVOICE AMOUNT \$2,491,046.00



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/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 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	PROJCT	PRJDTL	GRANT	GRNTDTL	AMOUNT
01	HCHIVPREVNGR	02789			HCAO24	1300	16,500.00
02	HCHIVPREVNGF	02789					2,474,546.00
							-----
							2,491,046.00



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.

**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(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**

**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. / 11/15/13  
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 / 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

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

<p><b>Service Provider(s):</b>  <b>Fiscal Agency:</b>  <b>Total Contract Amount:</b>  <b>System of Care:</b>  <b>Provider Address:</b>  <b>Provider Phone:</b>  <b>Contact Person:</b></p>	<p>San Francisco AIDS Foundation          San Francisco AIDS Foundation          \$9,129,982          HIV Prevention Section (HPS)          1035 Market Street, Suite 400, San Francisco, CA 94103          415-487-3000      <b>Provider Fax:</b>415-487-3094          Richard Hill, Director, Government Contracts  <b>Direct Phone #:</b> 415- 487-8042    <b>email:</b> rhill@sfaf.org</p>
<p><b>Program Name:</b>   <b>System of Care:</b>  <b>Program Code:</b>   <b>Amount:</b>  <b>Term:</b>  <b>Definition and # of UOS:</b>   <b>Number of UDC/NOC:</b>   <b>Amount:</b>  <b>Term:</b>  <b>Definition and # of UOS:</b>   <b>Number of UDC/NOC:</b>   <b>Amount:</b>  <b>Term:</b>  <b>Definition and # of UOS:</b>   <b>Number of UDC/NOC:</b>   <b>Target Population:</b>   <b>Description of Service:</b></p>	<p><b>Appendix A-1</b>          HIV Testing – STOP Study          HPS          N/A      <b>Funding Source:</b> Center for Disease Control</p> <p><b>Year One</b>          \$26,583          9.01.11 – 6.14.12          A Unit of Service (UOS) is equivalent to 1 month of Support Activities          STOP Study Support Activities             10</p> <p><b>Year Two</b>          \$50,000          6.15.12 - 6.14.13          A Unit of Service (UOS) is equivalent to 1 month of Support Activities          STOP Study Support Activities             12</p> <p><b>Year Three</b>          \$16,500          6.15.13 – 6.14.14          A Unit of Service (UOS) is equivalent to 1 month of Support Activities          STOP Study Support Activities             4</p> <p>N/A</p> <p>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.</p> <p>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.</p>

CMS#: 7164

<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>	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
<b>Number of UDC/NOC:</b>	Numbers of test during this period 2,587
<b>Number of UDC/NOC:</b>	2587
<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
<b>Number of UDC/NOC:</b>	Numbers of test during this period 8,406
<b>Number of UDC/NOC:</b>	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
<b>Number of UDC/NOC:</b>	Numbers of test during this period 4,850
<b>Number of UDC/NOC:</b>	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
<b>Number of UDC/NOC:</b>	Numbers of test during this period 10,180
<b>Number of UDC/NOC:</b>	10,180
<b>Target Population:</b>	Gay men and other MSM, IDUs, and TFMSM in the Castro and Tenderloin.
<b>Description of Service:</b>	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>Program Name:</b> <b>System of Care:</b> <b>Program Code:</b>	<b>Appendix A-3</b> The Stonewall Project HPS N/A <b>Funding Source:</b> General Fund
<b>Amount:</b>	Year One \$294,639

<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>Amount:</b>	Year Two \$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>Amount:</b>	Year Three \$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

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Appendix A  
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<b>Number of UDC/NOC:</b>	<table border="0"> <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.																																			
Recruitment & Linkages	720																																		
Events	34																																		
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Individual Risk Reduction Counseling	240																																		
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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																																		
<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>Program Name:</b> <b>System of Care:</b> <b>Program Code:</b>	<p>Appendix A-4          African American Prevention Initiative          HPS          N/A <b>Funding Source:</b> Center for Disease Control &amp; GF</p>																																		
<b>Amount:</b> <b>Term:</b> <b>Definition and # of UOS:</b>	<p>Year One          \$166,339          9.01.11 – 12.31.11          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>																																		
<b>Number of UDC/NOC:</b>	<table border="0"> <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> <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	7	Groups	223	HIV Testing	160	Individual Risk Reduction Counseling	128	Linkages	20	Events	287	Groups	1,198	HIV Testing	160	Individual Risk Reduction Counseling	128	Linkages	20														
Events	7																																		
Groups	223																																		
HIV Testing	160																																		
Individual Risk Reduction Counseling	128																																		
Linkages	20																																		
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, 1event, 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, 1event, 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
	Events	492
	Groups	2,465
	HIV Testing	250
	Individual Risk Reduction Counseling	340
	Linkages	38
	<b>Year Four</b>	
<b>Amount:</b>	\$538,192	
<b>Term:</b>	7.01.13 – 6.30.14	
<b>Definition and # of UOS:</b>	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	
	Events	24
	Groups	580
	HIV Testing	500
	Individual Risk Reduction Counseling	262
	Prevention Case Management	200
<b>Number of UDC/NOC:</b>	Events	984
	Groups	3,320
	HIV Testing	500
	Individual Risk Reduction Counseling	792
	Prevention Case Management	200

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<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>	<b>Appendix A-5</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>Amount:</b>	<b>Year One</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>Amount:</b>	<b>Year Two</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

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<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:** \$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
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	

**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.

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**Program Name:** Appendix A-6  
**System of Care:** Syringe Access Services  
**Program Code:** HPS  
**Funding Source:** General Fund  
**Year One**  
**Amount:** \$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
	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.

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.

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 TFSM 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>

**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>

<b>Community-Based HIV Testing</b>	
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 LINC'S 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.

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



<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.

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>HERR to Address Drivers</b>	
<b>Citywide Goal</b>	<b>System of Prevention Objective</b>
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.

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	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 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 06/30/14  
 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

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

<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

<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 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            480 sessions annually for 12 mos. x 1 hr./session x 100% = 480 UOS.</p>	480	480

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.

<b>Community-Based HIV Testing</b>	
<b>Citywide Goal</b>	<b>System of Prevention Objective</b>
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>

<b>HERR to Address Drivers</b>	
<b>Citywide Goal</b>	<b>System of Prevention Objective</b>
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</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**

<b>HERR to Address Drivers</b>	
<b>Citywide Goal</b>	<b>System of Prevention Objective</b>
	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 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 –06/30/2014 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	<u>\$2,474,546</u>	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:						<b>Appendix B Page 3</b>				
2	<input type="checkbox"/> New		<input type="checkbox"/> Renewal		<input checked="" type="checkbox"/> Modification		<b>Appendix Term: 9/1/11 - 6/30/14</b>				
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	<b>SUBTOTAL DIRECT COSTS</b>			<b>24,166</b>	<b>45,455</b>	<b>263,907</b>	<b>791,722</b>	<b>395,862</b>	<b>1,521,112</b>		
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	<b>HOUSING &amp; URBAN HEALTH (HUH) FUNDING SOURCES:</b>										
33	TOTAL HOUSING & URBAN HEALTH FUNDING SOURCES			0	0	0	0	0	0		
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>HIV HEALTH SERVICES (HHS) FUNDING SOURCES:</b>										
49											
50	<b>TOTAL HIV HEALTH SERVICES 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>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 # 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 Appendix Term: 9/1/11 - 6/30/14				
2	<input type="checkbox"/> New		<input type="checkbox"/> Renewal		<input checked="" type="checkbox"/> Modification							
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:		9/1/11-6/30/12	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	EXPENSES:											
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%					
19	TOTAL EXPENSES:		294,639	360,320	166,340	499,017	249,508	3,243,046				
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)				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	TOTAL HIV PREVENTION SECTION FUNDING SOURCES		294,639	360,320	166,340	499,017	249,508	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	166,340	499,017	249,508	3,243,046				
89	TOTAL OTHER/ NON-DPH REVENUE											
90												
91	TOTAL REVENUES (DPH AND NON-DPH)		294,639	360,320	166,340	499,017	249,508	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:							<p align="center"><b>Appendix B Page 5</b> <b>Appendix Term: 9/1/11 - 6/30/14</b></p>				
2	<input type="checkbox"/> New <input type="checkbox"/> Renewal <input checked="" type="checkbox"/> Modification											
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:			9/1/21-8/30/12	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			
20												
21	<b>REVENUES:</b>											
22												
23	<b>HOUSING &amp; URBAN HEALTH (HUH) FUNDING SOURCES:</b>											
33	TOTAL HOUSING & URBAN HEALTH FUNDING SOURCES											
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	TOTAL HIV PREVENTION SECTION FUNDING SOURCES			520,385	592,976	913,282	75,531	66,448	5,411,668			
41												
42	<b>HIV HEALTH SERVICES (HHS) FUNDING SOURCES:</b>											
49												
50	TOTAL HIV HEALTH SERVICES FUNDING SOURCES											
51												
52	<b>CHPP FUNDING SOURCES:</b>											
61	TOTAL CHPP FUNDING SOURCES											
62												
63	<b>MCAH FUNDING SOURCES:</b>											
80	TOTAL MCAH FUNDING SOURCES											
81												
82	TOTAL DPH REVENUES			520,385	592,976	913,282	75,531	66,448	5,411,668			
89	TOTAL OTHER/ NON-DPH REVENUE											
90												
91	TOTAL REVENUES (DPH AND NON-DPH)			520,385	592,976	913,282	75,531	66,448	5,411,668			
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:					<b>Appendix B Page 6</b>					
2	<input type="checkbox"/> New <input type="checkbox"/> Renewal <input checked="" type="checkbox"/> Modification					<b>Appendix Term: 9/1/11 - 6/30/14</b>					
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		
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	0	2,627,860
14	OPERATING EXPENSE				5,912	695,024	83,972	73,874	7,230	0	3,377,735
15	CAPITAL OUTLAY (COST \$5,000 AND OVER)				0	0	0	0	0	0	0
16	SUBTOTAL DIRECT COSTS				5,912	944,714	83,972	73,874	7,230	0	6,005,595
17	INDIRECT COST AMOUNT:				591	94,471	8,396	7,386	722	0	633,341
18	INDIRECT RATE :				10.0%	10.0%	10.0%	10.0%	10.0%	10.0%	10.0%
19	<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>0</b>	<b>6,638,936</b>
20											
21	<b>REVENUES:</b>										
22											
23	<b>HOUSING &amp; URBAN HEALTH (HUH) FUNDING SOURCES:</b>										
33	TOTAL HOUSING & URBAN HEALTH FUNDING SOURCES				0	0	0	0	0	0	0
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	0	330,062
40	TOTAL HIV PREVENTION SECTION FUNDING SOURCES				6,503	1,039,185	92,368	81,260	7,952	0	6,638,936
41											
42	<b>HIV HEALTH SERVICES (HHS) FUNDING SOURCES:</b>										
49											
50	<b>TOTAL HIV HEALTH SERVICES 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	TOTAL DPH REVENUES				6,503	1,039,185	92,368	81,260	7,952	0	6,638,936
89	TOTAL OTHER/ NON-DPH REVENUE										
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>0</b>	<b>6,638,936</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:						<b>Appendix B Page 7</b>					
2	<input type="checkbox"/> New		<input type="checkbox"/> Renewal		<input checked="" type="checkbox"/> Modification		<b>Appendix Term: 9/1/11-6/30/14</b>					
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-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	556,285	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	<b>SUBTOTAL DIRECT COSTS</b>					<b>15,000</b>	<b>846,779</b>	<b>332,771</b>	<b>489,267</b>	<b>564,913</b>	<b>8,254,325</b>	
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	<b>TOTAL EXPENSES:</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>	
20												
21	<b>REVENUES:</b>											
22												
23	<b>HOUSING &amp; URBAN HEALTH (HUH) FUNDING SOURCES:</b>											
33	TOTAL HOUSING & URBAN HEALTH FUNDING SOURCES											
34												
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										330,062	
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>											
49												
50	<b>TOTAL HIV HEALTH SERVICES 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>16,500</b>	<b>931,457</b>	<b>366,048</b>	<b>538,192</b>	<b>638,849</b>	<b>9,129,982</b>	
89	<b>TOTAL OTHER/ NON-DPH REVENUE</b>											
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											

	A	B	C	D	E	F	G	H	I	
1	Contractor Name: <b>San Francisco AIDS Foundation</b>								Appendix B-1b	Page 1
2	Contract Term: <b>9/1/11-6/30/14</b>								Appendix Term: 6/15/13-06/14/14	
3	Funding Source: <b>CDC</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>Testing</b>						<b>Contract Totals</b>	
11	Magnet Director	0.10	Salaries	% FTE	Salaries	% FTE	Salaries	% FTE	3,043	
12	HIV CTL Services Manager	0.40	3,043	100%					7,693	
13			7,693	100%						
14										
15										
16										
17										
18										
19										
20										
21	<b>Total FTE &amp; Total Salaries</b>	<b>0.50</b>	10,736	100%					10,736	
22	Fringe Benefits	23%	2,469	100%					2,469	
23	<b>Total Personnel Expenses</b>		13,205	100%					13,205	
24										
25	<b>Operating Expenses</b>		<b>Expenditure</b>	<b>%</b>	<b>Expenditure</b>	<b>%</b>			<b>Contract Total</b>	
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>		\$ 1,795	100%					\$ 1,795	
41										
42	<b>Total Direct Expenses</b>		15,000	100%					15,000	
43	Indirect Expenses 10%		1,500	100%					1,500	
44	<b>TOTAL EXPENSES</b>		\$ 16,500	100%					\$16,500	
45										
46	<b>Number of Units of Service (UOS) per Service Mode</b>		4						4	
47	<b>Cost Per Unit of Service by Service Mode</b>		\$4,125.00							
48	<b>Number of Unduplicated Clients (UDC) per Service Mode</b>									
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 \$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 \$ 2,469  
 23% of \$ 10,736 total salaries =

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 (if applicable):**

**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

9	Personnel Expenses	FTE	SERVICE MODES				Contract Totals		
			Testing		Mobile Testing				
10	Position Titles		Salaries	% FTE	Salaries	% FTE	Salaries	% FTE	
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

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	<b>Total Direct Expenses</b>	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	<b>Number of Units of Service (UOS) per Service Mode</b>	9,700		480		10,180
49	<b>Cost Per Unit of Service by Service Mode</b>	\$92.16		\$78.12		
50	<b>Number of Contacts (NOC) per Service Mode</b>	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 = \$ 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: Programmatic 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** (if needed - A unit valued at \$5,000 or more)

**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: 7/1/13-6/30/14		
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	0.15	2,024	12%	2,024	12%	3,128	18%	5,160	
16	Health Educator	0.80	1,080	10%	1,080	10%	3,000	29%	28,570	
17	Project Assistant	0.70	11,981	31%	11,981	31%	4,608	12%	16,694	
18	Speed Project Coordinator	0.90	5,342	20%	5,342	20%	6,010	23%	30,528	
19	Counselor I/II	0.80	12,879	30%	12,879	30%	4,770	11%	31,851	
20			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%	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>			
50										
51	DPH #1A(1)							Rev. 05/2010		

	A	B	C	D	E	F	G	H	I		
1	Contractor Name: <b>San Francisco AIDS Foundation</b>									Appendix B-3b	Page 2
2	Contract Term: <b>9/1/11-6/30/14</b>									Appendix Term: 7/1/13-6/30/14	
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%	36,619		
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	<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. 05/2010	

	A	B	C	D	E	F	G	H	I
1	Contractor Name: <b>San Francisco AIDS Foundation</b>						Appendix B-3b		Page 3
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>Condom distribution</b>		<b>Training</b>		<b>Salaries</b>	<b>% FTE</b>	<b>Contract Totals</b>
11	Vice-President of Program & Services	0.05	Salaries	% FTE	Salaries	% FTE			8,000
12	Director of Government Contracts	0.05							4,500
13	Evaluation Associate	0.10							5,800
14	Stonewall Director	0.20							18,400
15	Director of Clinical Operations	0.15							12,000
16	Health Educator	0.80							46,080
17	Project Assistant	0.70							33,387
18	Speed Project Coordinator	0.90							47,700
19	Counselor I/II	0.80							46,160
20									
21									
22	<b>Total FTE &amp; Total Salaries</b>	<b>3.75</b>							<b>222,027</b>
23	<b>Fringe Benefits</b>	<b>25%</b>							<b>55,507</b>
24	<b>Total Personnel Expenses</b>								<b>277,534</b>
25									
26	<b>Operating Expenses</b>		<b>Expenditure</b>	<b>%</b>	<b>Expenditure</b>	<b>%</b>			<b>Contract Total</b>
27	<b>Total Occupancy</b>		1,559	4%	779	2%			38,957
28	<b>Total Materials and Supplies</b>		236	4%	118	2%			5,881
29	<b>Total General Operating</b>		260	4%	129	2%			6,499
30	<b>Total Staff Travel</b>								
31	<b>Consultants/Subcontractor:</b>		100	4%	50	2%			2,500
32									
33	<b>Other:</b>		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	<b>Total Direct Expenses</b>		12,399	4%	7,343	2%			332,771
44	<b>Indirect Expenses 10%</b>		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	<b>Number of Units of Service (UOS) per Service Mode</b>		12		24				1,815
48	<b>Cost Per Unit of Service by Service Mode</b>		\$1,136.58		336.54				
49	<b>Number of Contacts (NOC) per Service Mode</b>				120				
50									
51	<b>DPH #1A(1)</b>						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 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.

**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  
 $\$100 \text{ per hours} \times 25 \text{ meetings} = \$ 2,500$

**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:** (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.

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

**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		
			Salaries	% FTE	Salaries	% FTE	Salaries	% FTE	
10	Position Titles								
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 Manage	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	<b>Total FTE &amp; Total Salaries</b>	<b>4.85</b>	<b>123,618</b>	<b>93%</b>	<b>114,261</b>	<b>86%</b>	<b>43,971</b>	<b>33%</b>	<b>281,850</b>
30	Fringe Benefits	25%	30,905	101%	28,565	93%	10,993	36%	70,463
31	<b>Total Personnel Expenses</b>		<b>154,523</b>	<b>94%</b>	<b>142,826</b>	<b>87%</b>	<b>54,964</b>	<b>33%</b>	<b>352,313</b>

33	Operating Expenses	Expenditure	%	Expenditure	%	Expenditure	%	Contract Total
34	Total Occupancy	5,872	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	<b>Total Operating Expenses</b>	<b>\$ 12,638</b>	<b>20%</b>	<b>\$ 52,913</b>	<b>85%</b>	<b>16,060</b>	<b>26%</b>	<b>\$ 81,611</b>	
49									
50	<b>Total Direct Expenses</b>	<b>167,161</b>	<b>74%</b>	<b>195,739</b>	<b>86%</b>	<b>71,024</b>	<b>31%</b>	<b>433,924</b>	
51	Indirect Expenses	10%	16,716	74%	19,573	86%	7,102	31%	43,391
52	<b>TOTAL EXPENSES</b>	<b>\$ 183,877</b>	<b>74%</b>	<b>\$ 215,312</b>	<b>86%</b>	<b>78,126</b>	<b>31%</b>	<b>\$477,315</b>	

53								
54	<b>Number of Units of Service (UOS) per Service Mode</b>	<b>24</b>	<b>580</b>	<b>500</b>	<b>1,104</b>			
55	<b>Cost Per Unit of Service by Service Mode</b>	<b>\$7,661.54</b>	<b>\$371.23</b>	<b>156.25</b>				
56	<b>Number of Contacts (NOC) per Service Mode</b>	<b>984</b>	<b>3,320</b>	<b>500</b>				



Contractor Name: **San Francisco AIDS Foundation**  
 Contract Term: **9/1/11-6/30/14**  
 Funding Source: **General Fund**

Appendix B-4c Page 2  
 Appendix Term: 7/1/13-6/30/14

**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	<b>Total Occupancy</b>		18,907	37%	2,363	5%	51,423
35	<b>Total Materials and Supplies</b>		1,317	3%	1,845	4%	38,178
36	<b>Total General Operating</b>		544	4%	679	5%	14,279
37	<b>Consultants/Subcontractor</b>		0	0%	315	9%	3,500
38							
39							
40	<b>Other:</b>						
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>		30,239	6%	25,105	5%	489,267
51	<b>Indirect Expenses</b>	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	<b>Number of Units of Service (UOS) per Service Mode</b>		262		200		1,566
55	<b>Cost Per Unit of Service by Service Mode</b>		\$126.96		\$138.08		
56	<b>Number of Contacts (NOC) per Service Mode</b>		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 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.

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.	
$\$45.14 \text{ per month} \times 4.95 \text{ FTE} \times 12 \text{ months} =$	<b>\$ 2,681</b>
 <u>Outside Storage:</u>	
Storage expense based on SFAF's experience rate of \$4.25 per FTE per month.	
$\$4.25 \text{ per month} \times 4.95 \text{ FTE} \times 12 \text{ months} =$	<b>\$ 252</b>
 <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 - $\$44.71 \text{ per month} \times 4.95 \text{ FTE} \times 12 \text{ months} =$	<b>\$ 2,656</b>
Maintenance - $\$50.33 \text{ per month} \times 4.95 \text{ FTE} \times 12 \text{ months} =$	<b>\$ 2,990</b>
 <u>Program Incentives:</u>	
$\$20 \text{ testing incentives} \times 125 \text{ tests} =$	<b>\$ 2,500</b>
 <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	
$\$400 \times 4 \text{ events} =$	<b>\$ 1,600</b>
 <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	<b>\$ 1,600</b>
 <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	
$\$20/\text{hour} \times 7 \text{ hours/week} \times 25 \text{ weeks} =$	<b>\$ 3,500</b>
 <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>		<b>\$</b>	<b><u>48,927</u></b>
<b>APPENDIX TOTAL</b>		<b>\$</b>	<b>538,194</b>



	A	B	C	D	E	F	G	H	I	
1	Contractor Name: <b>San Francisco AIDS Foundation</b>							Appendix B-5b		Page 1
2	Contract Term: <b>9/1/11-06/30/14</b>							Appendix Term: 07/1/13-06/30/14		
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>Testing</b>		<b>IRRC</b>		<b>PCM</b>		<b>Page Total</b>	
11			Salaries	% FTE	Salaries	% FTE	Salaries	% FTE		
12	Director of Clinical Operations	0.20	5,440	34%	960	6%	4,320	27%	10,720	
13	Director of Government Contracts	0.10	3,060	34%	360	4%	2,610	29%	6,030	
14	Evaluation Associate	0.10	1,972	34%	232	4%	1,682	29%	3,886	
15	HIV CTL Services Manager	0.40	13,706	78%	351	2%	1,406	8%	15,463	
16	Data Manager	0.10	1,700	34%	400	8%	1,250	25%	3,350	
17	Counselor I and II	1.25	6,057	9%	8,076	12%	28,266	42%	42,399	
18	Outreach/Testing Counselor	0.60	22,439	100%	0		0		22,439	
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>130,360</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		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	<b>Number of Units of Service (UOS) per Service Mode</b>		<b>600</b>		<b>145</b>		<b>480</b>		<b>1,225</b>	
50	<b>Cost Per Unit of Service by Service Mode</b>		<b>\$151.87</b>		<b>\$126.39</b>		<b>139.99</b>			
51	<b>Number of Contacts (NOC) per Service Mode</b>		<b>600</b>		<b>159</b>		<b>480</b>			
52										
53	DPH #1A(1)									

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

9	Personnel Expenses	FTE	SERVICE MODES						Contract Totals
			Groups		LIFE IRRC		LIFE PCM		
10	Position Titles		Salaries	% FTE	Salaries	% FTE	Salaries	% FTE	
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	<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									
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									

	A	B	C	D	E	F	G	H	I
1	Contractor Name: <b>San Francisco AIDS Foundation</b>						Appendix B-5b		Page 3
2	Contract Term: <b>9/1/11-06/30/14</b>						Appendix Term: 07/1/13-06/30/14		
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							9,000
13	Evaluation Associate	0.10							5,800
14	HIV CTL Services Manager	0.40							17,572
15	Data Manager	0.10							5,000
16	Counselor I and II	1.25							67,300
17	Outreach/Testing Counselor	0.60							22,439
18									
19									
20									
21									
22									
23									
24	<b>Total FTE &amp; Total Salaries</b>	<b>2.75</b>	0	0%					143,111
25	Fringe Benefits	25%	0	0%					35,778
26	<b>Total Personnel Expenses</b>		0	0%					178,889
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									
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>		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	<b>Number of Units of Service (UOS) per Service Mode</b>		604		375				3,739
50	<b>Cost Per Unit of Service by Service Mode</b>		\$292.29		\$117.70				
51	<b>Number of Contacts (NOC) per Service Mode</b>		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

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**

Occupancy  
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 (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.

$$.70 \text{ FTE} \times \$70,000 = \$49,000$$

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 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 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 x12 = \$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 Consultants/Subcontractors:** \$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

$\$ 216,010 \times 10\% =$  \$21,601

**LIFE Program**

Indirect expenses for the San Francisco AIDS Foundation & Shanti

$\$ 348,903 \times 15\% =$  \$52,335

**TOTAL INDIRECT COSTS**

**\$73,936**

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**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 HITECT 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 part, 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)(I)]. 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	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)	\$10,736				\$10,736.00
Fringe Benefits	\$2,469				\$2,469.00
<b>Total Personnel Expenses</b>	\$13,205				\$13,205.00
<b>Operating Expenses:</b>					
Occupancy-(e.g., Rental of Property, Utilities, Building Maintenance Supplies and Repairs)	\$1,605				\$1,605.00
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>	\$1,795				\$1,795.00
Capital Expenditures					
<b>TOTAL DIRECT EXPENSES</b>	\$15,000				\$15,000.00
Indirect Expenses					\$1,500.00
<b>TOTAL EXPENSES</b>	\$16,500				\$16,500.00
<b>LESS: Initial Payment Recovery</b>					
<b>Other Adjustments (Enter as negative, if appropriate)</b>					
<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: \_\_\_\_\_

<p>Send to: SFDPH Fiscal / Invoice Processing 1380 Howard Street, 4th Floor San Francisco, CA 94103 Attn: Contract Payments</p>	<p>By: _____ (DPH Authorized Signatory)</p>	<p>Date: _____</p>
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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: **HCHIVPREVNGR**

**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
						\$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:** \_\_\_\_\_  
**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**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

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
HIV Testing	9,700	9,700					#####		9,700	9,700
HIV Mobile Testing	480	480							480	480

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)	\$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>
<b>Operating Expenses:</b>					
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)	\$46,370				\$46,370.00
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>					

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-2c  
Appendix Term: 07/01/13-06/30/14  
PAGE B

Contractor: **San Francisco AIDS Foundation**  
Address: **P.O. Box 426182**

Invoice Number

XXXXXXXXXA-2JUL13

Telephone: **483-3000**  
Fax:

Contract Purchase Order No: \_\_\_\_\_

Fund Source: **General Fund**

Program Name: **Community Based HIV Testing**

Grant Code/Detail: **HCHIVPREVNGF**

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
Director of Government Contracts	0.10					\$9,130.00
Director of Operations	0.05					\$4,500.00
Director of Finance	0.10					\$5,800.00
HIV OIL Services Manager	0.60	\$				\$34,620.00
HIV Coordinator	0.80	\$				\$43,200.00
Receptionist	1.80	\$				\$73,213.00
Hub Manager	3.75	\$				\$161,925.00
Grant Manager	0.80	\$				\$40,000.00
HIV Coordinator	0.40	\$				\$18,970.00
Outreach Coordinator	0.80	\$				\$37,920.00
Network Coordinator	0.30	\$				\$6,750.00
Testing Counselor	0.40	\$				\$9,000.00
<b>TOTAL SALARIES</b>	<b>9.90</b>	<b>\$445,028</b>				<b>\$445,028.00</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-3b  
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-3JUL13

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:** 07/1/13 - 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
in Distribution 1 month	12.0	na							12	#####
1 event	34	1,496							34	1,496
Groups 1 hour	414	1,380							414	1,380
RRC 1 hour	240	255							240	255
CM 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>
<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>
<b>Capital Expenditures</b>					
<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>
<b>LESS: Initial Payment Recovery</b>					
<b>Other Adjustments</b> (Enter as negative, if appropriate)					
<b>REIMBURSEMENT</b>					

NOTES:

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

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

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

Send to:	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 B

**Contractor: San Francisco AIDS Foundation**  
**Address: P.O. Box 426182**  
**San Francisco, CA 94142-4182**

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

**Invoice Number**  
**A-3JUL13**

**Contract Purchase Order No:** \_\_\_\_\_

**Fund Source:** **General Fund**

**Grant Code/Detail:** **HCHIVPREVNGF**

**Project Code/Detail:** \_\_\_\_\_

**Program Name: The Stonewall Project**

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

**ACE Control #:** \_\_\_\_\_

**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>
	0.05	\$4,500.00				\$8,000.00
	0.05	\$4,500.00				\$4,500.00
	0.10	\$5,800.00				\$5,800.00
	0.20	\$18,400.00				\$18,400.00
Operations	0.15	\$12,000.00				\$12,000.00
	0.80	\$46,080.00				\$46,080.00
	0.70	\$33,387.00				\$33,387.00
Coordinator	0.90	\$47,700.00				\$47,700.00
	0.80	\$46,160.00				\$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-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:** **HCHIVPREVNGF**

**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
Events 1 event	24.0	984					98400%		24	984
Groups 1 hour	580	3,320						580	3,320	
HIV Testing 1 test	500	500						500	500	
IRRC 1 hour	262	792						262	792	
Linkage 1 linkage	200	200						200	200	

	NOC	NOC	NOC	NOC	NOC
<b>Unduplicated Clients for Appendix</b>					

EXPENDITURES	BUDGET	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
<b>Total Salaries (See Page B)</b>	\$305,509				\$305,509.00
<b>Fringe Benefits</b>	\$76,378				\$76,378.00
<b>Total Personnel Expenses</b>	\$381,887				\$381,887.00
<b>Operating Expenses:</b>					
<b>Occupancy</b> -(e.g., Rental of Property, Utilities, Building Maintenance Supplies and Repairs)	\$51,423				\$51,423.00
<b>Materials and Supplies</b> -(e.g., Office, Postage, Printing and Repro., Program Supplies)	\$38,178				\$38,178.00
<b>General Operating</b> -(e.g., Insurance, Staff Training, Equipment Rental/Maintenance)	\$14,279				\$14,279.00
<b>Staff Travel</b> - (e.g., Local & Out of Town)					
<b>Consultant/Subcontractor</b>	\$3,500				\$3,500.00
<b>Other</b> - (e.g., Client Food, Client Travel, Client Activities and Client Supplies)					
<b>Total Operating Expenses</b>	\$107,380				\$107,380.00
<b>Capital Expenditures</b>					
<b>TOTAL DIRECT EXPENSES</b>	\$489,267				\$489,267.00
<b>Indirect Expenses</b>	\$48,925				\$48,925.00
<b>TOTAL EXPENSES</b>	\$538,192				\$538,192.00
<b>LESS: Initial Payment Recovery</b>					
<b>Other Adjustments</b> (Enter as negative, if appropriate)					
<b>REIMBURSEMENT</b>					

NOTES:

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

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

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

<b>Send to:</b>	SFDPH Fiscal / Invoice Processing 1380 Howard Street, 4th Floor San Francisco, CA 94103 Attn: Contract Payments	<b>By:</b> _____ (DPH Authorized Signatory)	<b>Date:</b> _____
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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 Preventin Initiative**

Grant Code/Detail: **HCHIVPREVNGF**

**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
Director of Govt Contracts	0.05	\$1,500.00			#REF!	\$16,000.00
Executive Director	0.05	\$1,500.00				\$4,500.00
Contract Purchasing Manager	0.05	\$1,500.00				\$2,900.00
EE - Mgr	0.80	\$12,000.00				\$4,500.00
Community Organizer/Mobilization M	0.80	\$12,000.00				\$52,000.00
Health Educator	0.10	\$1,500.00				\$52,000.00
Board Advisor/Board	0.10	\$1,500.00				\$5,760.00
Counselor - MI	0.20	\$3,000.00				\$5,300.00
Administrative Assistant	0.10	\$1,500.00				\$11,540.00
Dir. Prevention Services	0.15	\$2,250.00				\$24,750.00
Dir. Program Development & Ops	0.10	\$1,500.00				\$7,500.00
BMSM Program Manager	0.90	\$13,500.00				\$52,650.00
BMSM Program Coordinator	0.50	\$7,500.00				\$21,350.00
Outreach/Testing Counselor	0.40	\$6,000.00				\$14,959.00
Testing Coordinator	0.25	\$3,750.00				\$11,250.00
Media Designer	0.10	\$1,500.00				\$8,200.00
Volunteer Manager	0.10	\$1,500.00				\$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**

Grant Code/Detail: **HCHIVPREVNGF**

Program Name: **Stonewall Castro/LIFE Program**

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
1 test	600	600							600	600
1 hour	145	159							145	159
CM 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	NOC	NOC	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>
<b>Operating Expenses:</b>					
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>
<b>LESS: Initial Payment Recovery</b>					
<b>Other Adjustments</b> (Enter as negative, if appropriate)					
<b>REIMBURSEMENT</b>					

NOTES:

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

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

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

Send to:	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-5b  
Appendix Term: 07/01/13-06/30/14  
PAGE B

<p><b>Contractor:</b> San Francisco AIDS Foundation  <b>Address:</b> P.O. Box 426182  San Francisco, CA 94142-4182</p> <p><b>Telephone:</b> 487-3000  <b>Fax:</b> 487-3009</p> <p><b>Program Name:</b> Stonewall Castro/LIFE Program</p> <p><b>ACE Control #:</b> <input style="width: 200px;" type="text"/></p>	<div style="text-align: right;"><b>Invoice Number</b></div> <div style="border: 1px solid black; padding: 2px; text-align: center;">A-5JUL13</div> <p><b>Contract Purchase Order No:</b> <input style="width: 150px;" type="text"/></p> <p><b>Fund Source:</b> <input style="width: 150px;" type="text" value="General Fund"/></p> <p><b>Grant Code/Detail:</b> <input style="width: 150px;" type="text" value="HCHIVPREVNGF"/></p> <p><b>Project Code/Detail:</b> <input style="width: 150px;" type="text"/></p> <p><b>Invoice Period:</b> <input style="width: 150px;" type="text" value="07/1/13 - 07/31/13"/></p> <p><b>FINAL Invoice</b> <input style="width: 50px;" type="checkbox"/> (check if Yes)</p>
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**DETAIL PERSONNEL EXPENDITURES**

PERSONNEL	FTE	BUDGETED SALARY	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
		\$				\$16,000.00
						\$9,000.00
Public Health Associate	0.10					\$5,800.00
IV/GTL Services Manager	0.40	\$17,572.00				\$17,572.00
Data Manager	0.10	\$5,000.00				\$5,000.00
Counselor I and II	1.25	\$67,300.00				\$67,300.00
Outreach/Testing Counselor	0.60	\$22,439.00				\$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: \_\_\_\_\_



# 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).


<b>PRODUCER License # 0H81923</b> <b>G2 Insurance Services, LLC</b> 601 California Street, 3rd Floor San Francisco, CA 94108	<b>CONTACT NAME:</b> PHONE (A/C, No, Ext): <b>(415) 426-6600 6636</b> FAX (A/C, No): <b>(415) 426-6601</b> E-MAIL ADDRESS:	
	<b>INSURER(S) AFFORDING COVERAGE</b> <b>NAIC #</b> <b>INSURER A: Berkshire Hathaway Homestate Insurance Company</b> <b>20044</b> <b>INSURER B:</b> <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>	
<b>INSURED</b>  <b>San Francisco AIDS Foundation</b> <b>1035 Market Street, Ste. 400</b> <b>San Francisco, CA 94103</b>		

**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	ADDL INSR	SUBR WVD	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 - COM/POP 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	\$
								\$
<b>A</b>	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		<b>3300057174-121</b>	<b>7/1/2013</b>	<b>7/1/2014</b>	<input 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

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)  
Evidence of Workers Compensation Coverage

<b>CERTIFICATE HOLDER</b>  City and County of SF - SFDPH 101 Grove Street San Francisco, CA 94102	<b>CANCELLATION</b>  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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# CERTIFICATE OF LIABILITY INSURANCE

SANFRAN-07 WILSONLE

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 28 Century Blvd. P.O. Box 305191 Nashville, TN 37230-5191	CONTACT NAME: <b>certificates@willis.com</b>	
	PHONE (A/C. No. Ext.): <b>(877) 945-7378</b> FAX (A/C. No.): <b>(888) 467-2378</b>	
INSURED  San Francisco AIDS Foundation 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:	
	INSURER F:	

**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	ADDL ISUR INSR	WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> GENERAL LIABILITY	X		2013-00950	4/1/2013	4/1/2014	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person) \$ 20,000
							PERSONAL & ADV INJURY \$ 1,000,000
							GENERAL AGGREGATE \$ 3,000,000
	GENL AGGREGATE LIMIT APPLIES PER:						PRODUCTS - COM/POP AGG \$ 3,000,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						SOCIAL SERV PRO \$ 3,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY	X		2013-00950	4/1/2013	4/1/2014	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input checked="" type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS	<input type="checkbox"/> NON-OWNED AUTOS					PROPERTY DAMAGE (PER ACCIDENT) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB			2013-00950-UMB	4/1/2013	4/1/2014	EACH OCCURRENCE \$ 10,000,000
	<input type="checkbox"/> EXCESS LIAB						AGGREGATE \$ 10,000,000
	<input type="checkbox"/> CLAIMS-MADE						
	DED <input checked="" type="checkbox"/> RETENTION \$ 10,000						
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	N/A		3300057174121	7/1/2012	7/1/2013	<input checked="" type="checkbox"/> WC STATL-TORY LIMITS <input type="checkbox"/> OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						E.L. EACH ACCIDENT \$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
A	Business Auto			2013-00950	4/1/2013	4/1/2014	E.L. DISEASE - POLICY LIMIT \$ 1,000,000
							Comp/Coll 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, SFDPH, 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 - 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 <i>Mark Keane</i>

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**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

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

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

**SCHEDULE**

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

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

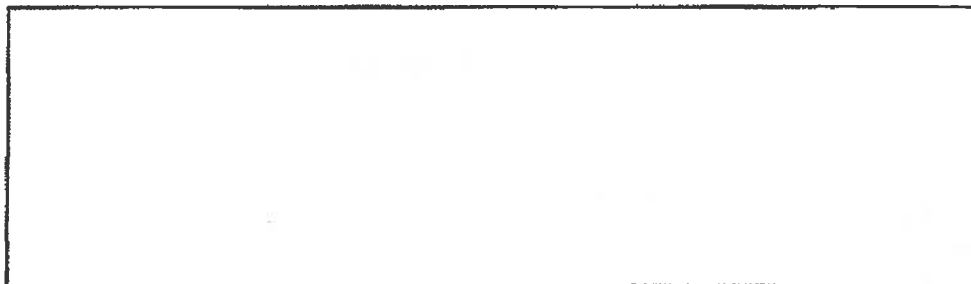
1. Your acts or omissions; or
2. The acts or omissions of those acting on your behalf;

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

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

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

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





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, SFDPH, 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)