

**City and County of San Francisco
Office of Contract Administration
Purchasing Division
City Hall, Room 430
1 Dr. Carlton B. Goodlett Place
San Francisco, California 94102-4685**

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

This Agreement is made this **1st** day of **March 2018**, in the City and County of San Francisco, State of California, by and between: **The Regents of the University of California, on behalf of its San Francisco campus, acting by and through its Office of Research**, a California Constitutional corporation, hereinafter referred to as “Contractor,” and the City and County of San Francisco, a municipal corporation, hereinafter referred to as “City,” acting by and through its Director of the Office of Contract Administration or the Director’s designated agent, hereinafter referred to as “Purchasing.”

Recitals

WHEREAS, the **Regents of the University of California Alliance Health Project** (“Department”) wishes to **provide HIV related Outpatient Mental Health services**; and,

WHEREAS, a Request for Qualifications (“RFQ”) was issued on **November 9, 2017**, and City selected Contractor as a qualified vendor pursuant to the RFQ; and

WHEREAS, Contractor represents that it is qualified to perform the services required by City as set forth under this Contract and shall remain so for the term of the Agreement; and,

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

Now, THEREFORE, the parties agree as follows:

1. Certification of Funds; Budget and Fiscal Provisions; Termination in the Event of Non-Appropriation

This Agreement is subject to the budget and fiscal provisions of the City’s Charter. Charges will accrue only after prior written authorization certified by the Controller, and the amount of City’s obligation hereunder shall not at any time exceed the amount certified for the purpose and period stated in such advance authorization.

This Agreement will terminate without penalty, liability or expense of any kind to City at the end of any fiscal year if funds are not appropriated for the next succeeding fiscal year. If funds are appropriated for a portion of the fiscal year, this Agreement will terminate, without penalty, liability or expense of any kind at the end of the term for which funds are appropriated.

City has no obligation to make appropriations for this Agreement in lieu of appropriations for new or other agreements. City budget decisions are subject to the discretion of the Mayor and the Board of

Supervisors. Contractor's assumption of risk of possible non-appropriation is part of the consideration for this Agreement.

THIS SECTION CONTROLS AGAINST ANY AND ALL OTHER PROVISIONS OF THIS AGREEMENT.

2. Term of the Agreement

Subject to Section 1, the term of this Agreement shall be from **March 1, 2018** to **June 30, 2022**.

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

- Option 1: 07/01/2022 – 06/30/2023
- Option 2: 07/01/2023 – 06/30/2024
- Option 3: 07/01/2024 – 06/30/2025
- Option 4: 07/01/2025 – 06/30/2026
- Option 5: 07/01/2026 – 06/30/2027
- Option 6: 07/01/2027 – 06/30/2028

3. Effective Date of Agreement

This Agreement shall become effective when the Controller has certified to the availability of funds and Contractor has been notified in writing. However, City shall pay for services performed from the beginning date of the term of the Agreement upon certification of the Controller of the availability of funds.

4. Services Contractor Agrees to Perform

The Contractor agrees to perform the services provided for in Appendix A, "Services to be provided by Contractor," attached hereto and incorporated by reference as though fully set forth herein.

5. Compensation

Compensation shall be made in monthly payments on or before the **30th** day of each month for work, as set forth in Section 4 of this Agreement, that the **Director of Public Health**, concludes has been performed as of the **last** day of the immediately preceding month. In no event shall the amount of this Agreement exceed **Nine Million Eight Hundred Sixteen Thousand One Hundred Fifty-One Dollars (\$9,816,151)**. 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.

Payments shall become due to Contractor pursuant to the payment provisions set forth in the statement of work when reports are received, services are rendered, or both, as required under and 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. Prior to the withholding of payment to Contractor for those services which City believes Contractor has failed or refused to satisfy pertaining to any material obligation under this Agreement, the parties agree that they will meet and discuss in good faith the alleged failure or refusal as soon as practicable after it becomes known to the City.

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

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

6. Guaranteed Maximum Costs

a. The City's obligation hereunder shall not at any time exceed the amount certified by the Controller for the purpose and period stated in such certification.

b. Except as may be provided by laws governing emergency procedures, officers and employees of the City are not authorized to request, and the City is not required to reimburse the Contractor for, Commodities or Services beyond the agreed upon contract scope unless the changed scope is authorized by amendment and approved as required by law.

c. Officers and employees of the City are not authorized to offer or promise, nor is the City required to honor, any offered or promised additional funding in excess of the maximum amount of funding for which the contract is certified without certification of the additional amount by the Controller.

d. The Controller is not authorized to make payments on any contract for which funds have not been certified as available in the budget or by supplemental appropriation.

7. Payment; Invoice Format

Invoices furnished by Contractor under this Agreement must be in a form acceptable to the Controller, and must include a unique invoice number and must conform to **Appendix F**. All amounts paid by City to Contractor shall be subject to audit by City.

Payment shall be made by City to Contractor at the address specified in the section entitled "Notices to the Parties."

8. Submitting False Claims; Monetary Penalties

Pursuant to San Francisco Administrative Code §21.35, any contractor, subcontractor or consultant who submits a false claim shall be liable to the City for the statutory penalties set forth in that section. A contractor, subcontractor or consultant will be deemed to have submitted a false claim to the City if the contractor, subcontractor or consultant: (a) knowingly presents or causes to be presented to an officer or employee of the City a false claim or request for payment or approval; (b) knowingly makes, uses, or causes to be made or used a false record or statement to get a false claim paid or approved by the City; (c) conspires to defraud the City by getting a false claim allowed or paid by the City; (d) knowingly makes, uses, or causes to be made or used a false record or statement to conceal, avoid, or decrease an obligation to pay or transmit money or property to the City; or (e) is a beneficiary of an inadvertent submission of a false claim to the City, subsequently discovers the falsity of the claim, and fails to disclose the false claim to the City within a reasonable time after discovery of the false claim.

9. Disallowance

If Contractor claims or receives payment from City for a service, reimbursement for which is later disallowed by the State of California or United States Government, Contractor shall promptly refund the disallowed amount to City upon City's request. At its option, City may offset the amount disallowed from any payment due or to become due to Contractor under this Agreement.

By executing this Agreement, Contractor certifies that Contractor is not suspended, debarred or otherwise excluded from participation in federal assistance programs. Contractor acknowledges that this certification of eligibility to receive federal funds is a material term of the Agreement.

10. Taxes

a. Payment, as applicable, of any taxes, including possessory interest taxes and California sales and use taxes, levied upon or as a result of this Agreement, or the services delivered pursuant hereto, shall be the obligation of Contractor. Nothing in that paragraph shall be interpreted as a waiver of any immunities or defenses that Contractor may otherwise have.

b. Without waiving its rights afforded to it as a California Constitutional Corporation, Contractor states as follows: Contractor recognizes and understands that this Agreement may create a "possessory interest" for property tax purposes. Generally, such a possessory interest is not created unless the Agreement entitles the Contractor to possession, occupancy, or use of City property for private gain. If such a possessory interest is created, then the following shall apply:

(1) Contractor, on behalf of itself and any permitted successors and assigns, recognizes and understands that Contractor, and any permitted successors and assigns, may be subject to real property tax assessments on the possessory interest.

(2) Contractor, on behalf of itself and any permitted successors and assigns, recognizes and understands that the creation, extension, renewal, or assignment of this Agreement may result in a "change in ownership" for purposes of real property taxes, and therefore may result in a revaluation of any possessory interest created by this Agreement. Contractor accordingly agrees on behalf of itself and its permitted successors and assigns to report on behalf of the City to the County Assessor the information required by Revenue and Taxation Code section 480.5, as amended from time to time, and any successor provision.

(3) Contractor, on behalf of itself and any permitted successors and assigns, recognizes and understands that other events also may cause a change of ownership of the possessory interest and result in the revaluation of the possessory interest. (See, e.g., Rev. & Tax. Code Section 64, as amended from time to time). Contractor accordingly agrees on behalf of itself and its permitted successors and assigns to report any change in ownership to the County Assessor, the State Board of Equalization or other public agency as required by law.

(4) Contractor further agrees to provide such other information as may be requested by the City to enable the City to comply with any reporting requirements for possessory interests that are imposed by applicable law.

11. Payment Does Not Imply Acceptance of Work

The payment by City for Services under this Agreement, or the receipt of payment thereof by Contractor, shall in no way affect the obligation of Contractor to perform the Services set forth in **Appendix A** of this Agreement, nor does it preclude City from seeking any available legal remedy should Contractor fail to perform such Services.

12. Qualified Personnel

Work under this Agreement shall be performed only by competent personnel under the supervision of and in the employment of Contractor. To the extent possible, Contractor will comply with City's

reasonable requests regarding assignment of personnel, but all personnel, including those assigned at City's request, must be supervised by Contractor. Contractor shall commit adequate resources to complete the project within the project schedule specified in this Agreement.

13. Responsibility for Equipment

a. City shall not be responsible for any damage to persons or property to the extent it is a result of the use, misuse or failure of any equipment used by Contractor, or by any of its employees, even though such equipment be furnished, rented or loaned to Contractor by City, while such equipment is in the sole care, custody, and control of Contractor.

b. Any equipment purchased by Contractor with funds provided under the terms of this Agreement shall be deemed to be the property of the City and title to such equipment shall vest in the City. Contractor shall notify the Contract Administrator of any purchase of equipment in writing and shall provide an inventory of such equipment to the Contract Administrator within thirty (30) calendar days of the expiration or termination of this Agreement. If payment under this Agreement is based on a fee for service, equipment purchased using funds from this Agreement shall be referenced in **Appendix B**.

14. Independent Contractor; Payment of Taxes and Other Expenses

a. Independent Contractor

Contractor or any agent or employee of Contractor shall be deemed at all times to be an independent contractor and is wholly responsible for the manner in which it performs the services and work requested by City under this Agreement. Contractor, its agents, and employees will not represent or hold themselves out to be employees of the City at any time. Contractor or any agent or employee of Contractor shall not have employee status with City, nor be entitled to participate in any plans, arrangements, or distributions by City pertaining to or in connection with any retirement, health or other benefits that City may offer its employees. Contractor or any agent or employee of Contractor is liable for the acts and omissions of itself, its employees and its agents. Contractor shall be responsible for all obligations and payments, whether imposed by federal, state or local law, including, but not limited to, FICA, income tax withholdings, unemployment compensation, insurance, and other similar responsibilities related to Contractor's performing services and work, or any agent or employee of Contractor providing same. Nothing in this Agreement shall be construed as creating an employment or agency relationship between City and Contractor or any agent or employee of Contractor. Any terms in this Agreement referring to direction from City shall be construed as providing for direction as to policy and the result of Contractor's work only, and not as to the means by which such a result is obtained. City does not retain the right to control the means or the method by which Contractor performs work under this Agreement. Contractor agrees to maintain and make available to City, upon request and during regular business hours, accurate books and accounting records demonstrating Contractor's compliance with this section. Should City determine that Contractor, or any agent or employee of Contractor, is not performing in accordance with the requirements of this Agreement, City shall provide Contractor with written notice of such failure. Within five (5) business days of Contractor's receipt of such notice, and in accordance with Contractor policy and procedure, Contractor shall remedy the deficiency. Notwithstanding, if City believes that an action of Contractor, or any agent or employee of Contractor, warrants immediate remedial action by Contractor, City shall contact Contractor and provide Contractor in writing with the reason for requesting such immediate action.

b. Payment of Taxes and Other Expenses.

Should City, in its discretion, or a relevant taxing authority such as the Internal Revenue Service or the State Employment Development Division, or both, determine that Contractor is an employee for purposes of collection of any employment taxes, the amounts payable under this Agreement shall be reduced by amounts equal to both the employee and employer portions of the tax due (and offsetting any credits for amounts already paid by Contractor which can be applied against this liability). City shall then forward those amounts to the relevant taxing authority. Should a relevant taxing authority determine a liability for past services performed by Contractor for City, upon notification of such fact by City, Contractor shall promptly remit such amount due or arrange with City to have the amount due withheld from future payments to Contractor under this Agreement (again, offsetting any amounts already paid by Contractor which can be applied as a credit against such liability). A determination of employment status pursuant to the preceding two paragraphs shall be solely for the purposes of the particular tax in question, and for all other purposes of this Agreement, Contractor shall not be considered an employee of City. Notwithstanding the foregoing, Contractor agrees to indemnify and save harmless City and its officers, agents and employees from, and, if requested, shall defend them against any and all claims, losses, costs, damages, and expenses, including attorney's fees, arising from this section, but only in proportion and to the extent such claims, losses, costs, damages, and expenses, including attorney's fees, are caused by or result from the negligent or intentional acts or omissions of Contractor, its officers, agents or employees.

15. Insurance

Contractor and City agree that each party will maintain in force, throughout the term of this Agreement, a program of insurance and/or self-insurance of sufficient scope and amount to permit each party to discharge promptly any obligations each incurs by operation of this Agreement. A certificate of insurance is not required from either party. In the event an insurance waiver is required or approved, it shall be attached hereto as Appendix C.

16. Indemnification

a. Contractor shall defend, indemnify, and hold City, its officers, employees and agents, harmless from and against any and all liability, loss, expense, attorneys' fees, or claims for injury or damages, arising out of the performance of this Agreement, but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of Contractor, its officers, agents or employees.

b. City shall defend, indemnify, and hold Contractor, its officers, employees and agents, harmless from and against any and all liability, loss, expense, attorneys' fees, or claims for injury or damages, arising out of the performance of this Agreement, but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of City, its officers, agents or employees.

17. Incidental and Consequential Damages - Deleted by agreement of the parties.

18. Liability of City - Deleted by agreement of the parties.

19. Liquidated Damages - Deleted by agreement of the parties.

20. Default; Remedies

a. Each of the following shall constitute an event of default (“Event of Default”) under this Agreement:

(1) Either party fails or refuses to perform or observe any material term, covenant, or condition contained in any of the following Sections of this Agreement: 8, 10, 15, 24, 30, 37, 53, 55, 57,64 and item 1 of **Appendix D** attached to this Agreement.

(2) Either party fails or refuses to perform or observe any other material term, covenant or condition contained in this Agreement, and such default continues for a period of ten days without cure after written notice thereof from the nonbreaching party to the breaching party. However, the parties may agree in writing to extend the cure period.

(3) Either party (a) is generally not paying its debts as they become due, (b) files, or consents by answer or otherwise to the filing against it of, a petition for relief or reorganization or arrangement or any other petition in bankruptcy or for liquidation or to take advantage of any bankruptcy, insolvency or other debtors’ relief law of any jurisdiction, (c) makes an assignment for the benefit of its creditors, (d) consents to the appointment of a custodian, receiver, trustee or other officer with similar powers of such party or of any substantial part of such party’s property or (e) takes action for the purpose of any of the foregoing.

(4) A court or government authority enters an order (a) appointing a custodian, receiver, trustee or other officer with similar powers with respect to such party or with respect to any substantial part of such party’s property, (b) constituting an order for relief or approving a petition for relief or reorganization or arrangement or any other petition in bankruptcy or for liquidation or to take advantage of any bankruptcy, insolvency or other debtors’ relief law of any jurisdiction or (c) ordering the dissolution, winding-up or liquidation of such party.

b. On and after any Event of Default, the nonbreaching party shall have the right to exercise its legal and equitable remedies, including, without limitation, the right to terminate this Agreement or to seek specific performance of all or any part of this Agreement.

c. All remedies provided for in this Agreement may be exercised individually or in combination with any other remedy available hereunder or under applicable laws, rules and regulations. The exercise of any remedy shall not preclude or in any way be deemed to waive any other remedy.

21. Termination for Convenience

a. Either party may terminate this Agreement by giving thirty (30) calendar days advance written notice to the other party of the intention to terminate this Agreement, including the date upon which it will become effective. Upon issuance and receipt of a notice to terminate, both parties shall mitigate any outstanding financial commitments. In the event of termination of this Agreement before expiration, the Contractor agrees to file with the City all outstanding claims, cost reports and program reports within sixty (60) calendar days of such termination. Contractor shall be paid for those services performed pursuant to this Agreement to the satisfaction of City up to the date of termination and after said date for any services mutually agreed to by the parties as necessary for continuity of care, in which case the following sentence shall not apply. Costs which City shall not pay include, but are not limited to, anticipated profits on this Agreement, post-termination employee salaries and/or benefits, post-termination administrative expenses, or any other cost which is not reasonable and authorized under this Agreement. City’s payment obligation under this Section shall survive termination of this Agreement.

b. Upon receipt of a notice of termination from the City, Contractor shall commence and perform, with diligence, all actions necessary on the part of Contractor to effect the termination of this Agreement on the date specified by City and to minimize the liability of Contractor and City to third

parties as a result of termination. All such actions shall be subject to the prior approval of City. Such actions shall include, without limitation:

- (1) Halting the performance of all services and other work under this Agreement on the date(s) and in the manner specified by City.
- (2) Not placing any further orders or subcontracts for materials, services, equipment or other items.
- (3) Terminating all existing orders and subcontracts.
- (4) At City's direction, assigning to City any or all of Contractor's right, title, and interest under the orders and subcontracts terminated. Upon such assignment, City shall have the right, in its sole discretion, to settle or pay any or all claims arising out of the termination of such orders and subcontracts.
- (5) Subject to City's approval, settling all outstanding liabilities and all claims arising out of the termination of orders and subcontracts.
- (6) Completing performance of any services or work that City designates to be completed prior to the date of termination specified by City.
- (7) Taking such action as may be necessary, or as the City may direct, for the protection and preservation of any property related to this Agreement which is in the possession of Contractor and in which City has or may acquire an interest.

c. Within 30 days after the specified termination date, Contractor shall submit to City an invoice, which shall set forth each of the following as a separate line item:

- (1) The reasonable cost to Contractor, without profit, for all services and other work City directed Contractor to perform prior to the specified termination date, for which services or work City has not already tendered payment. Reasonable costs may include a reasonable allowance for actual overhead not to exceed the negotiated indirect rate as set forth in **Appendix B**. Any overhead allowance shall be separately itemized. Contractor may also recover the reasonable cost of preparing the invoice.
- (2) A reasonable allowance for profit on the cost of the services and other work described in the immediately preceding subsection (1), provided that Contractor can establish, to the satisfaction of City, that Contractor would have made a profit had all services and other work under this Agreement been completed, and provided further, that the profit allowed shall in no event exceed 5% of such cost.
- (3) The reasonable cost to Contractor of handling material or equipment returned to the vendor, delivered to the City or otherwise disposed of as directed by the City.
- (4) A deduction for the cost of materials to be retained by Contractor, amounts realized from the sale of materials and not otherwise recovered by or credited to City, and any other appropriate credits to City against the cost of the services or other work.

d. With respect to such post-termination costs, in no event shall City be liable for costs incurred by Contractor or any of its subcontractors after the termination date specified by City, except for those costs specifically enumerated and described in the immediately preceding subsection (c). Such non-recoverable post-termination costs include, but are not limited to, anticipated profits on this Agreement, post-termination employee salaries, post-termination administrative expenses, post-termination overhead

or unabsorbed overhead, attorneys' fees or other costs relating to the prosecution of a claim or lawsuit related to post-termination costs, prejudgment interest, or any other expense which is not reasonable or authorized under such subsection (c).

e. In arriving at the amount due to Contractor under this Section, City may deduct: (1) all payments previously made by City for work or other services covered by Contractor's final invoice; and (2) any invoiced costs or expenses excluded pursuant to the immediately preceding subsection (d).

f. City's payment obligation under this Section shall survive termination of this Agreement.

22. Rights and Duties upon Termination or Expiration

a. This Section and the following Sections of this Agreement shall survive termination or expiration of this Agreement: 8 through 11, 13 through 18, 24, 26, 27, 28, 48 through 52, 56, 57, 64 and item 1 of **Appendix D (HIPAA)** attached to this Agreement.

b. Subject to the immediately preceding subsection (a), upon termination of this Agreement prior to expiration of the term specified in Section 2, this Agreement shall terminate and be of no further force or effect. When all payments due under this Agreement to the time of termination, less those legally withheld, if any, have been paid by City to Contractor, Contractor shall transfer title to City, and deliver in the manner, at the times, and to the extent, if any, directed by City, any work in progress, completed work, supplies, equipment, and other materials produced as a part of, or acquired as required pursuant to this Agreement or acquired with funding provided under this Agreement, and any completed or partially completed work which, if this Agreement had been completed, would have been required to be furnished to City. This subsection shall survive termination of this Agreement.

23. Conflict of Interest

Through its execution of this Agreement, Contractor acknowledges that it is familiar with the provision of Section 15.103 of the City's Charter, Article III, Chapter 2 of City's Campaign and Governmental Conduct Code, and Section 87100 et seq. and Section 1090 et seq. of the Government Code of the State of California, and certifies that it does not know of any facts which constitutes a violation of said provisions and agrees that it will immediately notify the City if it becomes aware of any such fact during the term of this Agreement.

24. Proprietary or Confidential Information of City

a. Each Party understands and agrees that, in the performance of the work or services under this Agreement or in contemplation thereof, one party may have access to private or confidential information which may be owned or controlled by the other party ("Providing Party") and that such information may contain proprietary or confidential details, the disclosure of which to third parties may be damaging to Providing Party. Each party agrees that all information disclosed and marked as "Confidential" by the Providing Party to the other ("Receiving Party") or that the Receiving Party should reasonably know under the circumstances is confidential with the burden on the Providing Party to prove that the Receiving Party should have so known, shall be held in confidence and used only in performance of the Agreement. Receiving Party shall exercise the same standard of care to protect such information as a reasonably prudent contractor would use to protect its own proprietary data. City acknowledges that, as a public non-profit educational institution, Contractor is subject to statutes requiring disclosure of information and records which a private corporation could keep confidential. This section does not apply to patient medical records or to confidential information regarding patients or clients.

b. Contractor shall maintain the usual and customary records for clients receiving Services under this Agreement. Subject to applicable state and federal laws and regulations, Contractor agrees that all private or confidential information concerning clients receiving the Services set forth in **Appendix A** under this Agreement, whether disclosed by City or by the individuals themselves, shall be held in confidence, shall be used only in performance of this Agreement, and shall be disclosed to third parties only as authorized by law. The City reserves the right to terminate this Agreement for default if the Contractor violates the terms of this section.

c. Contractor agrees that it has the duty and responsibility to make available to the Contract Administrator or his/her designee, including the Controller, the contents of records pertaining to any City client which are maintained in connection with the performance of the Contractor's duties and responsibilities under this Agreement, subject to the provisions of applicable federal and state statutes and regulations. The City acknowledges its duties and responsibilities regarding such records under such statutes and regulations.

d. If this Agreement is terminated by either party, or expires, the Contractor shall provide City with copies of the following records to the extent they were created with funding provided by this Agreement or directly related to services funded by this Agreement and to the extent Contractor is permitted by law to release or disclose same: (i) all records of persons receiving Services and (ii) records related to studies and research; (iii) all fiscal records. If this Agreement is terminated by either party, or expires, such records shall be submitted to the City upon request. Notwithstanding any provision in this Agreement to the contrary, Contractor does not waive its rights under CA Evidence Code §1157, *et seq.* or any other federal and state laws and regulations pertaining to the confidentiality or privacy of Contractor, its patients, students, faculty, employees, and agents.

e. The parties will set forth on each statement of work, any reports information, or other material they deem to be confidential or proprietary. Any confidential or proprietary reports, information, or materials of the City received or created by Contractor under this Agreement shall not be divulged by Contractor to any person or entity other than the City except as required by federal, state or local law, or if not required by law, without the prior written permission of the Department of Public Health Contract Administrator listed in **Appendix A**.

25. Notices to the Parties

Unless otherwise indicated elsewhere in this Agreement, all written communications sent by the parties may be by U.S. mail, e-mail or by fax, and shall be addressed as follows:

To CITY: Office of Contract Management and Compliance Fax: (415) 431-1100
Department of Public Health
101 Grove Room 402
San Francisco, California 94102

and: **Bill Blum email: bill.blum@sfdph.org**
Contract Administrator
San Francisco Department of Public Health
25 Van Ness, Suite 600
San Francisco, CA 94102

To CONTRACTOR: The Regents of the University of California Fax: (415) 476-8158
UCSF Office of Sponsored Research
Contracts and Grants Division
3333 California Street, Suite 315
San Francisco, CA 94143-0962

(if overnight, use zip code 94118)

And: **Joti Mahal-Gill**
Principal Contact
3333 California Street, Suite 315
San Francisco, CA 94143

PAYMENTS: Payee: "The Regents of the University of California"
Mail to:
Mail Remittance Cashier
Accounting Office
University of California, San Francisco

1855 Folsom Street, Suite 425
San Francisco, CA 94143-0815
(if overnight, use zip code 94103)

Any notice of default must be sent by registered mail.

26. Ownership of Results

Any interest of Contractor or its subcontractors, in drawings, plans, specifications, blueprints, studies, reports, memoranda, computation sheets, computer files and media or other documents prepared by Contractor or its subcontractors specifically under the direction and control of City and identified in **Appendix A, Appendix B and any attachments to Appendix A and B**, to this Agreement shall become the property of City and will be transmitted to City upon request. City hereby gives Contractor a non-exclusive, royalty-free, worldwide license to use such Materials for scholarly or academic purposes when City owns the results, and Contractor gives City a non-exclusive, royalty-free, worldwide license to use such Materials for scholarly or academic purposes when Contractor owns the results. However, Contractor may retain and use copies for reference and as documentation of its experience and capabilities.

27. Works for Hire

If, in connection with services performed specifically under the direction and control of City and identified on **Appendix A** to this Agreement, Contractor and/or its subcontractors create artwork, copy, posters, billboards, photographs, videotapes, audiotapes, systems designs, software, reports, diagrams, surveys, blueprints, source codes or any other original works of authorship, such works of authorship shall be works for hire as defined under Title 17 of the United States Code, and all copyrights in such works are the property of City (collectively, "Works"). City hereby gives Contractor a non-exclusive, royalty-free, worldwide license to use such Works for scholarly or academic purposes. Except as provided herein, Contractor may not sell, or otherwise transfer its license to any commercial third party for any reason whatsoever. In all other instances, Contractor shall retain ownership and shall give City a non-exclusive, royalty-free, worldwide license to use such items for scholarly or academic purposes.

28. Audit and Inspection of Records

a. Contractor agrees to maintain and make available to the City, during regular business hours, accurate books and accounting records relating to its work under this Agreement. Contractor will permit

City to audit, examine and make excerpts and transcripts from such books and records, and to make audits of all invoices, materials, payrolls, records or personnel and other data related to all other matters covered by this Agreement, whether funded in whole or in part under this Agreement. Contractor shall maintain such data and records in an accessible location and condition for a period of not less than five years after final payment under this Agreement or until after final audit has been resolved, whichever is later. The State of California or any federal agency having an interest in the subject matter of this Agreement shall have the same rights conferred upon City by this Section.

b. Contractor shall annually have its books of accounts audited by a Certified Public Accountant and a copy of said audit report and the associated management letter(s) shall be transmitted to the Director of Public Health or his /her designee within thirty (30) days of the audit being published and at the City's request. If Contractor expends \$500,000 or more in Federal funding per year, from any and all Federal awards, said audit shall be conducted in accordance with OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations. Said requirements can be found at the following website address: <http://www.whitehouse.gov/omb/circulars/a133/a133.html>. If Contractor expends less than \$500,000 a year in Federal awards, Contractor is exempt from the single audit requirements for that year, but records must be available for review or audit by appropriate officials of the Federal Agency, pass-through entity and General Accounting Office. Contractor agrees to reimburse the City any cost adjustments necessitated by the finalized audit report. Any audit report which addresses all or part of the period covered by this Agreement shall treat the service components identified in the detailed descriptions attached to **Appendix A** and referred to in the Program Budgets of **Appendix B** as discrete program entities of the Contractor.

c. The Director of Public Health or his/her designee may approve of a waiver of the aforementioned audit requirement if the contractual Services are of a consulting or personal services nature, these Services are paid for through fee for service terms which limit the City's risk with such contracts, and it is determined that the work associated with the audit would produce undue burdens or costs and would provide minimal benefits. A written request for a waiver must be submitted to the DIRECTOR ninety (90) calendar days before the end of the Agreement term or Contractor's fiscal year, whichever comes first.

d. Any financial adjustments necessitated by this audit report shall be made by Contractor to the City. If Contractor is under contract to the City, the adjustment may be made in the next subsequent billing by Contractor to the City, or may be made by another written schedule determined solely by the City. In the event Contractor is not under contract to the City, written arrangements shall be made for audit adjustments.

29. Subcontracting

a. Services rendered by the Contractor pursuant to this Agreement may be carried out under subcontracts. All such subcontracts shall be in writing and shall abide by such federal, state and local laws and regulations as pertain to this Agreement. No subcontract shall terminate the legal responsibilities of the Contractor to the City to ensure that all activities under this Agreement shall be carried out.

b. Contractor may utilize consultants to assist in a variety of functions. All agreements with consultants must be in writing, stating the amount of compensation and the scope of work.

c. Neither party shall, on the basis of this Agreement, contract on behalf of, or in the name of, the other party. An agreement made in violation of this provision shall confer no rights on any party and shall be null and void.

d. Contractor shall provide the City with a list of all subcontractors and consultants retained by Contractor to provide Services under this Agreement either before such retention or as soon as reasonably possible after retention. City shall have the right to exercise its reasonable discretion to reject the

retention of any subcontractor or consultant by Contractor. Upon any rejection by City, Contractor shall end rejected subcontractors or consultants provision of Services under this Agreement.

30. Assignment

The services to be performed by Contractor are personal in character and neither this Agreement nor any duties or obligations hereunder may be assigned or delegated by the Contractor, except as otherwise provided in Paragraph 29, above, unless first approved by City by written instrument executed and approved in the same manner as this Agreement.

31. Non-Waiver of Rights

The omission by either party at any time to enforce any default or right reserved to it, or to require performance of any of the terms, covenants, or provisions hereof by the other party at the time designated, shall not be a waiver of any such default or right to which the party is entitled, nor shall it in any way affect the right of the party to enforce such provisions thereafter.

32. Consideration of Criminal History in Hiring and Employment Decisions . Deleted in consideration of Contractor's Public Entity status and with approval by Office of Contracts Administration (OCA).

33. Local Business Enterprise Utilization; Liquidated Damages - Deleted in consideration of Contractor's Public Entity status.

34. Nondiscrimination; Penalties - Deleted based on Contracts Monitoring Division 's(CMD) approval of sole source exception.

35. MacBride Principles—Northern Ireland - Deleted in consideration of Contractor's Public Entity status.

36. Tropical Hardwood and Virgin Redwood Ban

Pursuant to §804(b) of the San Francisco Environment Code, the City and County of San Francisco urges contractors not to import, purchase, obtain, or use for any purpose, any tropical hardwood, tropical hardwood wood product, virgin redwood or virgin redwood wood product.

37. Drug-Free Workplace Policy

Contractor acknowledges that pursuant to the Federal Drug-Free Workplace Act of 1989, the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited on City premises. Contractor agrees that any violation of this prohibition by Contractor, its employees, agents, or assigns will be deemed a material breach of this Agreement.

38. Resource Conservation

Chapter 5 of the San Francisco Environment Code ("Resource Conservation") is incorporated herein by reference. Failure by Contractor to comply with any of the applicable requirements of Chapter 5 will be deemed a material breach of contract.

39. Compliance with Americans with Disabilities Act - Deleted in consideration of Contractor's public entity status and the fact that this Agreement serves a substantial public interest, per Administrative Code Chapter 12C.5-1(b).

40. Sunshine Ordinance

In accordance with San Francisco Administrative Code §67.24(e), contracts, contractors' bids, responses to solicitations and all other records of communications between City and persons or firms seeking contracts, shall be open to inspection immediately after a contract has been awarded. Nothing in this provision requires the disclosure of a private person or organization's net worth or other proprietary financial data submitted for qualification for a contract or other benefit until and unless that person or organization is awarded the contract or benefit. Information provided which is covered by this paragraph will be made available to the public upon request.

41. Public Access to Meetings and Records - Deleted in consideration of Contractor's Public Entity status.

42. Limitations on Contributions

Through execution of this Agreement, Contractor acknowledges that it is familiar with section 1.126 of the City's Campaign and Governmental Conduct Code, which prohibits any person who contracts with the City for the rendition of personal services, for the furnishing of any material, supplies or equipment, for the sale or lease of any land or building, or for a grant, loan or loan guarantee, from making any campaign contribution to (1) an individual holding a City elective office if the contract must be approved by the individual, a board on which that individual serves, or the board of a state agency on which an appointee of that individual serves, (2) a candidate for the office held by such individual, or (3) a committee controlled by such individual, at any time from the commencement of negotiations for the contract until the later of either the termination of negotiations for such contract or six months after the date the contract is approved. Contractor acknowledges that the foregoing restriction applies only if the contract or a combination or series of contracts approved by the same individual or board in a fiscal year have a total anticipated or actual value of \$50,000 or more. Contractor further acknowledges that the prohibition on contributions applies to each prospective party to the contract; each member of Contractor's board of directors; Contractor's chairperson, chief executive officer, chief financial officer and chief operating officer; any person with an ownership interest of more than 20 percent in Contractor; any subcontractor listed in the bid or contract; and any committee that is sponsored or controlled by Contractor. Additionally, Contractor acknowledges that Contractor must inform each of the persons described in the preceding sentence of the prohibitions contained in Section 1.126. Contractor further agrees to provide to City the names of each person, entity or committee described above.

43. Requiring Minimum Compensation for Covered Employees - Deleted in consideration of Contractor's Public Entity status.

44. Requiring Health Benefits for Covered Employees - Deleted in consideration of Contractor's Public Entity status.

45. First Source Hiring Program - Deleted in consideration of Contractor's Public Entity status.

46. Prohibition on Political Activity with City Funds

In accordance with San Francisco Administrative Code Chapter 12.G, Contractor may not participate in, support, or attempt to influence any political campaign for a candidate or for a ballot measure (collectively, "Political Activity") in the performance of the services provided under this Agreement. Contractor agrees to comply with San Francisco Administrative Code Chapter 12.G and any implementing rules and regulations promulgated by the City's Controller. The terms and provisions of Chapter 12.G are incorporated herein by this reference. In the event Contractor violates the provisions of this section, the City may, in addition to any other rights or remedies available hereunder, (i) terminate this Agreement, and (ii) prohibit Contractor from bidding on or receiving any new City contract for a period of two (2) years. The Controller will not consider Contractor's use of profit as a violation of this section.

47. Preservative-treated Wood Containing Arsenic - Deleted in consideration of the fact that this Agreement is not for the purchase of preservative-treated wood products.

48. Modification of Agreement

a. This Agreement may not be modified, nor may compliance with any of its terms be waived, except by written instrument executed and approved in the same manner as this Agreement, except that changes in the scope of service that do not increase the level of total compensation shall be subject to the provisions of the Department of Public Health Policy / Procedure Regarding Contract Budget Changes in effect at commencement of the term of this Agreement, a copy of which has been provided to Contractor. In the event that City desires to amend the Policy/Procedures Regarding Contract Budget Changes, it will provide Contractor with at least thirty (30) days written notice of the proposed changes and provide Contractor with the opportunity to ask questions, raise concerns or recommend alternative revisions. City shall, in good faith, consider Contractor's questions, concerns and recommendations in finalizing any changes to the Policy/Procedure Regarding Budget Changes; however, the final approval of such changes shall be solely in City's discretion.

b. City may from time to time request changes in the scope of the services of this Agreement to be performed hereunder. Such changes, including any increase or decrease in the amount of Contractor's compensation, which are mutually agreed upon by and between the City and Contractor, shall be effective only upon execution of a duly authorized amendment to this Agreement. Contractor shall cooperate with the City to submit to the Director of CMD any amendment, modification, supplement, or change order that would result in a cumulative increase of the original amount of this Agreement by more than twenty percent 20%(CMD Contract Modification Form).

49. Administrative Remedy for Agreement Interpretation

a. Negotiation; Alternative Dispute Resolution. The parties will attempt in good faith to resolve any dispute or controversy arising out of or relating to the performance of services under this Agreement by negotiation. The status of any dispute or controversy notwithstanding, Contractor shall proceed diligently with the performance of its obligations under this Agreement in accordance with the Agreement and the written directions of the City. If agreed by both parties in writing, disputes may be resolved by a mutually agreed-upon alternative dispute resolution process. Neither party will be entitled to legal fees or costs for matters resolved under this section.

b. Government Code Claims. No suit for money or damages may be brought against the City until a written claim therefor has been presented to and rejected by the City in conformity with the provisions of San Francisco Administrative Code Chapter 10 and California Government Code Section 900, et seq. Nothing set forth in this Agreement shall operate to toll, waive or excuse Contractor's compliance with the Government Code Claim requirements set forth in Administrative Code Chapter 10 and Government Code Section 900, et seq.

50. Agreement Made in California; Venue

The formation, interpretation, and performance of this Agreement shall be governed by the laws of the State of California. Venue for all litigation relative to the formation, interpretation, and performance of this Agreement shall be in San Francisco.

51. Construction

All paragraph captions are for reference only and shall not be considered in construing this Agreement.

52. Entire Agreement

This Agreement, including all Appendices expressly incorporated herein, sets forth the entire understanding between the parties, and supersedes all other oral or written provisions as it pertains to the subject matter herein. This contract may be modified only as provided in Section 48.

53. Compliance with Laws

The parties shall comply with all applicable laws in the performance of this Agreement.

54. Services Provided by Attorneys

The parties do not intend that any legal services will be provided under this Agreement. Any services to be provided under this Agreement (with funding provided by City) to be performed by a law firm or attorney as set forth in the statement of work must be reviewed and approved in writing in advance by the City Attorney. No invoices for services provided by law firms or attorneys, including, without limitation, as subcontractors of Contractor, will be paid unless the provider received advance written approval from the City Attorney.

55. Supervision of Minors

In accordance with California Public Resources Code Section 5164, if Contractor, or any subcontractor, is providing services at a City park, playground, recreational center or beach, Contractor shall not hire, and shall prevent its subcontractors from hiring, any person for employment or a volunteer position in a position having supervisory or disciplinary authority over a minor if that person has been convicted of any offense listed in Public Resources Code Section 5164. In addition, if Contractor, or any subcontractor, is providing services to the City involving the supervision or discipline of minors, Contractor and any subcontractor shall comply with any and all applicable requirements under federal or state law mandating criminal history screening for positions involving the supervision of minors.

56. Severability

Should the application of any provision of this Agreement to any particular facts or circumstances be found by a court of competent jurisdiction to be invalid or unenforceable, then (a) the validity of other provisions of this Agreement shall not be affected or impaired thereby, and (b) such provision shall be enforced to the maximum extent possible so as to effect the intent of the parties and shall be reformed without further action by the parties to the extent necessary to make such provision valid and enforceable.

57. Protection of Private Information

Contractor has read and agrees to the terms set forth in San Francisco Administrative Code Sections 12M.2, "Nondisclosure of Private Information," and 12M.3, "Enforcement" of Administrative Code Chapter 12M, "Protection of Private Information," which are incorporated herein as if fully set forth. Contractor agrees that any failure of Contractor to comply with the requirements of Section 12M.2 of this Chapter shall be a material breach of the Contract. In such an event, in addition to any other remedies available to it under equity or law, the City may terminate the Contract, bring a false claim action against the Contractor pursuant to Chapter 6 or Chapter 21 of the Administrative Code, or debar the Contractor. The provisions of this Section 57 shall not apply to the extent inconsistent with federal, state or local law.

58. Reserved (Sugar-Sweetened Beverage Prohibition)

59. Food Service Waste Reduction Requirements

Contractor agrees to comply fully with and be bound by all of the provisions of the Food Service Waste Reduction Ordinance, as set forth in San Francisco Environment Code Chapter 16, including the remedies provided, and implementing guidelines and rules. The provisions of Chapter 16 are incorporated herein by reference and made a part of this Agreement as though fully set forth. This provision is a material term of this Agreement. By entering into this Agreement, Contractor agrees that if it breaches this provision, City will suffer actual damages that will be impractical or extremely difficult to determine; further, Contractor agrees that the sum of one hundred dollars (\$100) liquidated damages for the first breach, two hundred dollars (\$200) liquidated damages for the second breach in the same year, and five hundred dollars (\$500) liquidated damages for subsequent breaches in the same year is reasonable estimate of the damage that City will incur based on the violation, established in light of the circumstances existing at the time this Agreement was made. Such amount shall not be considered a penalty, but rather agreed monetary damages sustained by City because of Contractor's failure to comply with this provision.

60. Slavery Era Disclosure - Deleted in consideration of Contractor's status as a State of California agency per San Francisco Administrative Code Chapter 12.Y.3(b).

61. Dispute Resolution Procedure - Deleted by agreement of the Parties.

62. Additional Terms

Additional Terms are attached hereto as **Appendix D** and are incorporated into this Agreement by reference as though fully set forth herein.

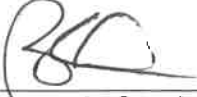
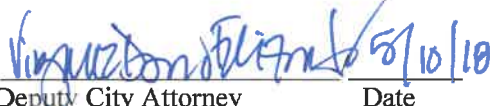


63. Cooperative Drafting.

This Agreement has been drafted through a cooperative effort of both parties, and both parties have had an opportunity to have the Agreement reviewed and revised by legal counsel. No party shall be considered the drafter of this Agreement, and no presumption or rule that an ambiguity shall be construed against the party drafting the clause shall apply to the interpretation or enforcement of this Agreement.

64. Protected Health Information. Contractor, all subcontractors, all agents and employees of Contractor and any subcontractor shall comply with all federal and state laws regarding the transmission, storage and protection of all private health information disclosed to Contractor by City in the performance of this Agreement. Contractor agrees that any failure of Contractor to comply with the requirements of

federal and/or state and/or local privacy laws shall be a material breach of the Contract. In the event that City pays a regulatory fine, and/or is assessed civil penalties or damages through private rights of action, based on an impermissible use or disclosure of protected health information given to Contractor or its subcontractors or agents by City, Contractor shall indemnify City for the amount of such fine or penalties or damages, including costs of notification, but only in proportion to and to the extent that such fine, penalty or damages are caused by or result from the negligent acts or omissions of Contractor. In such an event, in addition to any other remedies available to it under equity or law, the City may terminate the Contract.

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

CITY	CONTRACTOR
<p>Recommended by:</p> <p> _____ Barbara A. Garcia, MPA Director of Public Health Public Health Department</p> <p>Approved as to Form:</p> <p>Dennis J. Herrera City Attorney</p> <p>By:  _____ Deputy City Attorney Date</p> <p>Approved:</p> <p> _____ Jaci Fong Date Director of the Office of Contract Administration, and Purchaser</p>	<p>The Regents of the University of California, A Constitutional Corporation, on behalf of its San Francisco Campus</p> <p>By signing this Agreement, I certify that the University of California is exempt from the requirements of the Minimum Compensation Ordinance, referenced in Section 43, since the University is an agency of the State of California.</p> <p> _____ Navjot Mahal Gill Date Contracts Specialist 3333 California Street, Suite 315 San Francisco, California 94143-0962</p> <p>City vendor number: 12360</p>

RECEIVED
18 JUN 14 AM 11:15
PURCHASING DEPARTMENT

RECEIVED
18 MAY 16 AM 11:20
PURCHASING DEPARTMENT

Appendix A
Services to be provided by Contractor

1. Terms

A. Contract Administrator:

In performing the Services hereunder, Contractor shall report to **Bill Blum**, Contract Administrator for the City, or his / her designee, and City will contact UC Principal Investigator or other appropriate UCSF staff person, Contractor's principal investigator for this Agreement, or his / her designee.

B. Reports:

Contractor shall submit written reports as reasonably requested by the City. The format for the content of such reports shall be determined by the City in advance. 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 make reasonable efforts 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 represents 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. 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 record keeping.

(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 correcting known site hazards, the proper use of equipment located at the site, the health and safety of their employees, and for all other persons who work at or visit the job site as per local and/or state regulations.

(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.

G. 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.

H. 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."

I. 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.

J. Compliance With Grant Award Notices:

Contractor recognizes that funding for this Agreement is provided to the City through federal, state or private foundation awards. Contractor agrees to comply with the provisions of the City's agreements with said funding sources, which agreements are incorporated by reference as though fully set forth and will be provided to Contractor upon request.

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

2. Description of Services

Detailed description of services are listed below and are attached hereto

Appendix A-1 HIV Related Out Patient Mental Health

CONTRACT SUMMARY

Contractor/Vendor: UCSF - Alliance Health Project
Service Provider: UCSF - Alliance Health Project
Total Contract: \$8,764,421
Funding Source: GF, SAM, Ryan White Part A (RWPA)
Program Name: HIV Outpatient Mental Health Services
System of Care: HIV Health Services (HHS)

Provider Address: 1930 Market Street, San Francisco, CA 94102
Provider Phone: Telephone/FAX: (415) 476-3902 / (415) 476-3655
Contact Person: Executive Director/Program Director: Lori Thoemmes, LMFT

RFP#:	41-2017	Appendix A-1			
Appendix A:		HHS COUNTY GF			
Funding Source:		B-1	B-1a	B-1b	B-1c
Appendix B:		Year One	Year Two	Year Three	Year Four
Funding Amount:		\$729,402	\$747,193	\$747,193	\$747,193
Funding Term:		3/1/18-6/30/18	3/1/19-6/30/19	3/1/20-6/30/20	3/1/21-6/30/21
Number of UOS:		UOS	UOS	UOS	UOS
		317	333	333	333
	Crisis Intervention Hours				
	Substance Counseling/ Case Mgmt Hours	276	276	276	276
	Psychiatry Encounters	368	368	368	368
	Hours	3,612	3,711	3,711	3,711
	TOTAL UOS	4,573	4,688	4,688	4,688
Number of UDC:		UDC	UDC	UDC	UDC
		56	56	56	56
	Crisis Intervention Hours				
	Substance Counseling/ Case Mgmt Hours	44	44	44	44
	Psychiatry Encounters	31	31	31	31
	Mental Health Services Hours	271	271	271	271
	TOTAL UDC	350	350	350	350

Appendix A:		Appendix A-1			
Funding Source:		HHS STATE SAM - HCAO16, CFDA #93.917			
Appendix B:		B-2			
Funding Amount:		Year One			
Funding Term:		\$45,000			
		7/1/18-9/29/18			
Number of UOS:		UOS			
	Hours	321			
Number of UDC:		UDC			
	Hours	30			

Appendix A:		Appendix A-1			
Funding Source:		HHS FED CARE Part A - PD13, CFDA #93.914			
Appendix B:		B-3	B-3a	B-3b	B-3c
Funding Amount:		Year One	Year Two	Year Three	Year Four
Funding Term:		\$1,437,110	\$1,437,110	\$1,437,110	\$1,437,110
		7/1/18-2/28/19	7/1/19-2/29/20	7/1/20-2/28/21	7/1/21-2/28/22
Number of UOS:		UOS	UOS	UOS	UOS
		667	667	667	667
	Crisis Intervention Hours				
	Substance Counseling/ Case Mgmt Hours	552	552	552	552
	Psychiatry Encounters	736	736	736	736
	Mental Health Services Hours	7,011	7,011	7,011	7,011
	TOTAL UOS	8,966	8,966	8,966	8,966
Number of UDC:		UDC	UDC	UDC	UDC
		88	88	88	88
	Crisis Intervention Hours				
	Substance Counseling/ Case Mgmt Hours	50	50	50	50
	Psychiatry Encounters	90	90	90	90
	Mental Health Services Hours	400	400	400	400
	TOTAL UDC	575	575	575	575

Target Population: People living with HIV/AIDS in the San Francisco Eligible Metropolitan Area (EMA) who are also low income and/or un-insured/under-insured and/or homeless and who have symptoms, other health problems, or functional impairments resulting from mental health or substance use disorders. The vast majority of these clients are from the following at-risk populations: men who have sex with men (MSMs), the homeless or marginally housed, transgendered persons; persons of color; newly diagnosed persons; undocumented persons; bi/monolingual persons; substance users including IVDU; persons new to San Francisco; and persons recently released from prison or with criminal justice histories.

Description of Services: The program provides outpatient mental health services to people living with HIV in order to reduce symptoms and functional impairments resulting from mental health or substance use disorders.

1. Identifiers

Program
Name/Address **UCSF Alliance Health Project – Outpatient Mental Health**
1930 Market St., SF, CA 94102
415 476-3902 / Fax: 415-476-3655 / Website: ucsf-ahp.org

Administrative Address 1855 Folsom St., Ste. 670, SF, CA 94103

Prepared By Lori Thoemmes, LMFT, Program Director
lori.thoemmes@ucsf.edu, 415-476-3951

2. Original Contract Amendment Internal Contract Revision

3. Goal Statement

The program's goal is to provide outpatient mental health services to people living with HIV in order to reduce symptoms and functional impairments resulting from mental health and/or substance use disorders.

4. Target Population

The target population for our program is people living with HIV/AIDS in the San Francisco Eligible Metropolitan Area (EMA) who are also low income, and/or un-insured/under-insured, and/or homeless; and who have symptoms, other health problems, or functional impairments resulting from mental health or substance use disorders. The vast majority of these clients are from the following at-risk populations: men who have sex with men (MSMs); the homeless or marginally housed; transgendered people; people of color; the newly diagnosed; undocumented people; bi/monolingual people; substance users (including IVU); people new to San Francisco; and people recently released from prison or with criminal justice histories.

- a) **Third Party Reimbursement:** AHP assures that all HIV Health Services (HHS) funds are only used to pay for services that are not reimbursed by any other funding source.
- b) **Low Income:** Client enrollment priority is reserved for San Francisco residents who have low incomes and are uninsured. Secondary enrollment is reserved for San Francisco residents who have low incomes and are underinsured. Low Income status is equal to 400% of the Federal Poverty Level (FPL) as defined by the US Department of Health and Human Services.
- c) **Client Eligibility:** Client HIV diagnosis is confirmed at intake. Client eligibility determination for residency, low-income, and insurance status is confirmed at intake and at 12-month intervals thereafter. Six-month, interim eligibility confirmation may be obtained by client self-attestation, but must be documented in the client file or in ARIES.
- d) **Vigorous Pursuit:** AHP uses the "Covered California Client Information and Acknowledgement and Documentation Form in order to meet the requirements of "Vigorous Pursuit". This form details the information to be communicated to the client including the federal requirement to have health insurance, the potential tax penalty for not having health insurance coverage, and includes the client's signature to document receipt of this information. Once completed and signed, this form is stored in the client's chart and/or noted and uploaded into ARIES.

5. Modalities and Interventions – Units of Service (UOS) and Unduplicated Clients (UDC)
(Total Program UDC is not a sum of UDC per mode of service)

Funds / Appendix / Period	Units of Service (UOS) Description	UOS	UDC
GF / A-1 / B-1 / 03/01/18-06/30/18	Crisis Services Hours 0.82 FTE X 40 hrs / wk x 15 weeks x 64.4% effort	317	56
GF / A-1 / B-1 / 03/01/18-06/30/18	Psychiatry Encounters 0.82 FTE X approx. 30 encounters / week x 15 weeks	368	31
GF / A-1 / B-1 / 03/01/18-06/30/18	Mental Health Services Hours Assessment/Outreach, Neuropsych. Assessment, Medication Support/Monitoring, Psychotherapy 7.82 FTE X 40 hrs / week x 15 weeks x 65% effort	3,050	271
GF / A-1 / B-1 / 03/01/18-06/30/18	Peer-Facilitated Group Hours 7 groups / wk X 2.5 hrs / group x 15 weeks	262	45
GF / A-1 / B-1 / 03/01/18-06/30/18	Staff-Facilitated Group Hours 8 groups / wk X 2.5 hrs / group x 15 weeks	300	45
GF / A-1 / B-1 / 03/01/18-06/30/18	Substance Use Counseling and Case Management Hours 0.70 FTE X 40 hrs / wk x 48 wks x 66% level of effort	276	44
Total Program UOS and UDC		4,573	350
Funds / Appendix / Period	Units of Service (UOS) Description	UOS	UDC
GF / A-1 / B-1a / 03/01/19-06/30/19	Crisis Services Hours 0.86 FTE X 40 hrs / wk x 15 wks x 64.5% level of effort	333	56
GF / A-1 / B-1a / 03/01/19-06/30/19	Psychiatry Encounters 0.82 FTE X approx 30 encounters x 15 wks	368	31
GF / A-1 / B-1a / 03/01/19-06/30/19	Mental Health Services Hours Assessment/Outreach, Neuropsych. Assessment, Medication Support/Monitoring, Psychotherapy 8.07 FTE X 40 hrs / wk x 15 wks x 65% effort	3,148	271
GF / A-1 / B-1a / 03/01/19-06/30/19	Peer-Facilitated Group Hours 7 groups / wk X 2.5 hrs / group x 15 weeks	263	45
GF / A-1 / B-1a / 03/01/19-06/30/19	Staff-Facilitated Group Therapy 8 groups / wk X 2.5 hrs / group x 15 weeks	300	45
GF / A-1 / B-1a / 03/01/19-06/30/19	Substance Use Counseling and Case Management 0.70 FTE X 40 hrs / wk x 48 wks x 66% level of effort	276	44
Total Program UOS and UDC		4,688	350

Funds / Appendix / Period	Units of Service (UOS) Description	UOS	UDC
GF/ A-1 / B-1b / 03/01/20-06/30/20	Crisis Services 0.86 FTE X 40 hrs / wk x 15 wks x 64.5% level of effort	333	56
GF/ A-1 / B-1b / 03/01/20-06/30/20	Psychiatry Encounters 0.82 FTE X approx 30 encounters x 15 wks	368	31
GF/ A-1 / B-1b / 03/01/20-06/30/20	Mental Health Services Assessment/Outreach, Neuropsych. Assessment, Medication Support/Monitoring, Psychotherapy 8.07 FTE X 40 hrs / wk x 15 wks x 65% level of effort	3,148	271
GF/ A-1 / B-1b / 03/01/20-06/30/20	Peer-Facilitated Group Therapy 7 groups / wk X 2.5 hrs / group x 15 weeks	263	45
GF/ A-1 / B-1b / 03/01/20-06/30/20	Staff-Facilitated Group Therapy 8 groups / wk X 2.5 hrs / group x 15 weeks	300	45
GF/ A-1 / B-1b / 03/01/20-06/30/20	Substance Use Counseling and Case Management 0.70 FTE X 40 hrs / wk x 48 wks x 66% level of effort	276	44
Total Program UOS and UDC		4,688	350
Funds / Appendix / Period	Units of Service (UOS) Description	UOS	UDC
GF/ A-1 / B-1c / 03/01/21-06/30/21	Crisis Services 0.86 FTE X 40 hrs / wk x 15 wks x 64.5% level of effort	333	56
GF/ A-1 / B-1c / 03/01/21-06/30/21	Psychiatry Encounters 0.82 FTE X approx 30 encounters x 15 wks	368	31
GF/ A-1 / B-1c / 03/01/21-06/30/21	Mental Health Services Assessment/Outreach, Neuropsych. Assessment, Medication Support/Monitoring, Psychotherapy 8.07 FTE X 40 hrs / wk x 15 wks x 65% effort	3,148	271
GF/ A-1 / B-1c / 03/01/21-06/30/21	Peer-Facilitated Group Therapy 7 groups / wk X 2.5 hrs / group x 15 weeks	263	45
GF/ A-1 / B-1c / 03/01/21-06/30/21	Staff-Facilitated Group Therapy 8 groups / wk X 2.5 hrs / group x 15 weeks	300	45
GF/ A-1 / B-1c / 03/01/21-06/30/21	Substance Use Counseling and Case Management 0.70 FTE X 40 hrs / wk x 48 wks x 66% effort	276	44
Total Program UOS and UDC		4,688	350
Funds / Appendix / Period	Units of Service (UOS) Description	UOS	UDC
RWPB / A-1 / B-2 / 07/01/18-09/29/18	Mental Health Services Assessment/Outreach, Neuropsych. Assessment, Medication Support/Monitoring, Psychotherapy 1.234 FTE X 40 hrs / wk x 10 wks x 65% effort	321	30
Total Program UOS and UDC		321	30

Funds / Appendix / Period	Units of Service (UOS) Description	UOS	UDC
RWPA / A-1 / B-3 / 07/01/18-02/28/19	Crisis Services 0.80 FTE X 40 hrs / wk x 32 wks x 65% effort	667	88
RWPA / A-1 / B-3 / 07/01/18-02/28/19	Psychiatry Encounters 0.76 FTE X approx 30 encounters x 32 wks	736	90
RWPA / A-1 / B-3 / 07/01/18-02/28/19	Mental Health Services Assessment/Outreach, Neuropsych. Assessment, Medication Support/Monitoring, Psychotherapy 6.984 FTE X 40 hrs / wk x 32 wks x 65% level of effort	5,811	400
RWPA / A-1 / B-3 / 07/01/18-02/28/19	Peer-Facilitated Group Therapy 7 group / wk X 2.5 hrs / group x 32 wks	560	45
RWPA / A-1 / B-3 / 07/01/18-02/28/19	Staff-Facilitated Group Therapy 8 group / wk X 2.5 hrs / group x 32 wks	640	45
RWPA / A-1 / B-3 / 07/01/18-02/28/19	Substance Use Counseling and Case Management 0.663 FTE X 40 hrs / wk x 32 wks x 65% level of effort	552	50
Total Program UOS and UDC		8,966	575
Funds / Appendix / Period	Units of Service (UOS) Description	UOS	UDC
RWPA / A-1 / B-3a / 07/01/19-02/29/20	Crisis Services 0.80 FTE X 40 hrs / wk x 32 wks x 65% level of effort	667	88
RWPA / A-1 / B-3a / 07/01/19-02/29/20	Psychiatry Encounters 0.76 FTE X approx 30 encounters x 32 wks	736	90
RWPA / A-1 / B-3a / 07/01/19-02/29/20	Mental Health Services Assessment/Outreach, Neuropsych. Assessment, Medication Support/Monitoring, Psychotherapy 6.984 FTE X 40 hrs / wk x 32 wks x 65% level of effort	5,811	400
RWPA / A-1 / B-3a / 07/01/19-02/29/20	Peer-Facilitated Group Therapy 7 group / wk X 2.5 hrs / group x 32 wks	560	45
RWPA / A-1 / B-3a / 07/01/19-02/29/20	Staff-Facilitated Group Therapy 8 group / wk X 2.5 hrs / group x 32 wks	640	45
RWPA / A-1 / B-3a / 07/01/19-02/29/20	Substance Use Counseling and Case Management 0.663 FTE X 40 hrs / wk x 32 wks x 65% level of effort	552	50
Total Program UOS and UDC		8,966	575

Funds / Appendix / Period	Units of Service (UOS) Description	UOS	UDC
RWPA / A-1 /B-3b / 07/01/20-02/28/21	Crisis Services 0.80 FTE X 40 hrs / wk x 32 wks x 65% level of effort	667	88
RWPA / A-1 /B-3b / 07/01/20-02/28/21	Psychiatry Encounters 0.76 FTE X approx 30 encounters x 32 wks	736	90
RWPA / A-1 /B-3b / 07/01/20-02/28/21	Mental Health Services Assessment/Outreach, Neuropsych. Assessment, Medication Support/Monitoring, Psychotherapy 6.984 FTE X 40 hrs / wk x 32 wks x 65% level of effort	5,811	400
RWPA / A-1 /B-3b / 07/01/20-02/28/21	Peer-Facilitated Group Therapy 7 group / wk X 2.5 hrs / group x 32 wks	560	45
RWPA / A-1 /B-3b / 07/01/20-02/28/21	Staff-Facilitated Group Therapy 8 group / wk X 2.5 hrs / group x 32 wks	640	45
RWPA / A-1 /B-3b / 07/01/20-02/28/21	Substance Use Counseling and Case Management 0.663 FTE X 40 hrs / wk x 32 wks x 65% level of effort	552	50
Total UOS and Total UDC		8,966	575
Funds / Appendix / Period	Units of Service (UOS) Description	UOS	UDC
RWPA / A-1 /B-3c 07/01/21-02/28/22	Crisis Services 0.80 FTE X 40 hrs / wk x 32 wks x 65% effort	667	88
RWPA / A-1 /B-3c 07/01/21-02/28/22	Psychiatry Encounters 0.76 FTE X approx 30 encounters x 32 wks	736	90
RWPA / A-1 /B-3c 07/01/21-02/28/22	Mental Health Services Assessment/Outreach, Neuropsych. Assessment, Medication Support/Monitoring, Psychotherapy 6.984 FTE X 40 hrs / wk x 32 wks x 65% effort	5,811	400
RWPA / A-1 /B-3c 07/01/21-02/28/22	Peer-Facilitated Group Therapy 7 group / wk X 2.5 hrs / group x 32 wks	560	45
RWPA / A-1 /B-3c 07/01/21-02/28/22	Staff-Facilitated Group Therapy 8 group / wk X 2.5 hrs / group x 32 wks	640	45
RWPA / A-1 /B-3c 07/01/21-02/28/22	Substance Use Counseling and Case Management 0.663 FTE X 40 hrs / wk x 32 wks x 65% effort	552	50
Total UOS and Total UDC		8,966	575

6. Methodology

Outreach, Recruitment, and Promotion

UCSF Alliance Health Project (AHP) staff maintain ongoing consultative and collaborative relationships with a wide range of HIV/AIDS service providers and these providers are often a source of referrals for new clients. A partial list of these providers include: medical providers including UCSF, ZSFG (especially within CCHAMP COE), DPH Clinics, San Francisco Community Health Network Clinics, and a network of private providers as well as social workers/discharge planners at San Francisco hospitals; mental health providers; substance use providers; residential providers and the supported hotels; jail health services; and other services providers. AHP's case

management services include directed outreach for triply diagnosed clients through the above providers as well as other drop-in centers, and Project Homeless Connect. To welcome new clients and/or clients re-engaging in services, AHP offers a weekly drop-in support group for clients waiting to be matched to services. Triage and referral services are also available to walk-in clients on Monday, Wednesday and Friday; and by phone consultation and screening on Tuesday and Thursday. The AHP Crisis Unit is also available to provide clients living with HIV/AIDS and a co-occurring mental health disorder with immediate mental health and psychiatric care.

Staff conduct outreach in various ways including presence at community and health events. Case managers also meet with clients in their homes, at hospitals, in shelters or on the streets (depending where a client is living) to engage clients in care. AHP also has a quarterly publication, AHP Updates, describing our current support group schedule and promoting specific programs.

Admission, Enrollment and/or Intake

Clients can access outpatient mental health services at AHP in the following ways.

- a) Crisis Team: For clients in psychiatric crisis and their providers, the Crisis Team is open for phone or drop-in consultation Monday through Fridays from 9:00 a.m. to 5:00 p.m.; on Tuesday afternoons, the Crisis Team is closed to phone referral but will work with drop-in clients as needed.
- b) Triage Services: Between 9:00 a.m. and 11:00 a.m. on weekdays (Mondays, Wednesdays and Fridays for walk-in clients and by phone only on Tuesdays and Thursdays), people interested in services can call or drop-in to the clinic and speak with a triage clinician. The triage clinician will assess for risk and eligibility, as well as, appropriateness for AHP or other services. For most individuals, the next step is usually a scheduled intake/assessment with an AHP clinician. Intake/assessment appointments are generally available within five business days of an initial request for services. If a client is not eligible for AHP services due to residency (non-San Francisco), income or if the client holds private medical insurance, the triage clinician will assist the client in accessing appropriate services outside of AHP. When outside providers call to refer their patients for services such as psychotherapy or group, a triage clinician can discuss the referral, provided an appropriate release of information has been obtained.
- c) Intake/Clinical Assessment: If a person is determined to be both eligible and appropriate for AHP services, an appointment is made for an intake/assessment. Once the client is screened for eligibility, they are scheduled for an Electronic Health Inventory (EHI) appointment. Once that has been completed, they are then scheduled for a clinical assessment. The information gathered at the time of the EHI is used to inform the focus of the assessment and addresses the presenting problem(s) the client has self-identified as important. This intake/assessment appointment is a face-to-face interview intended to gather basic demographic and contact information as well as to complete treatment consents and other administrative paperwork. It includes a psychosocial assessment of presenting problems; client's current level of functioning; social and family support systems; living situation, education and work histories; relationship and sexual histories including detailed HIV risk assessment, and medical, psychiatric and substance use histories. The clinician and client will develop a treatment plan of care (TPOC) as part of the assessment. The AHP clinician will then complete a written assessment including a DSM diagnosis to determine medical necessity for specialty mental health services.

Development of an initial treatment plan is a collaborative effort between the client and clinician and includes the formulation of client goals and the identification of specific treatment recommendations such as psychiatry, individual and/or group psychotherapy. The assessing clinician can refer clients directly for services at AHP, however, waiting lists may exist for certain services such as psychiatry or individual psychotherapy. In these cases, the assessing clinician will work with the client to identify interim resources such as drop-in groups or other forms of support. Clients who present for an intake/assessment appointment and are determined to be in crisis can be referred directly to the Crisis Unit for further evaluation.

Service Delivery Model

The Wellness and Recovery Model has been the basis of AHP's behavioral health services for more than a decade and is fully integrated into this program's range of services. AHP's service delivery model is deeply rooted in a client-centered approach that aims to reduce the multiple barriers to care experienced by those disabled by HIV/AIDS or with symptomatic HIV diagnoses, active substance use or mental illness, and those living in poverty. AHP staff are committed to the principles of cultural humility and harm reduction. These practices provide a framework for engaging with clients from a place of openness, empathy, and compassion. Our clinical staff is trained to assess clients for how trauma and stigma, related to sexual or gender minority status or living with HIV and co-occurring mental health and substance use disorders, may impact their ability to engage in services. This work is further reinforced by our strengths-based approach that acknowledges and supports the client's own abilities and affirms their dignity, value, and resiliency.

AHP staff have experience and expertise in a number of evidence-based and best practice treatments for serious mental illness as well as co-occurring substance use disorders. These include cognitive and behavioral therapies, motivational interviewing, mindfulness-based practices, and psychoeducation within an assertive outreach model, which emphasizes clinical case management to assist clients in accessing other resources imperative to their wellness, such as housing and healthcare.

Program activities are based at the AHP Services Center, located at 1930 Market Street and open from 9 am to 5 pm, Monday, Wednesday, Thursday and Friday and from 9 am to 9 pm on Tuesday. The AHP Services Center is easily accessible via public transportation. Services are provided both on and off site, including in clients' homes, medical clinics, and other service agencies. The AHP Services Center is wheelchair accessible and complies with all federal access for people with disabilities regulations. The Crisis Unit has two counseling rooms which are well supervised for crisis situations.

Individual psychotherapy and time-limited and ongoing support group services are provided by appointment only. Psychiatry is also by appointment, with three drop-in clinics for clients who are unable or unwilling to keep scheduled appointments. The following services are provided at other settings:

- Groups which are co-facilitated with other agencies may be held at those agencies.
- Psychiatric consultation and case conferences may occur in the field (clinics, hospitals, residential programs, etc.)
- Mental Health Crisis Services and Case Management Services may be provided in the field (at homes, shelters, clinics, etc.).

Mental Health Services Include a Range of Services

- **Assessment and Outreach:** Clinical evaluation and communication to collect client information for demographic, contact, and eligibility documentation; diagnosis of mental health and substance use disorders; and navigation to appropriate services.
- **Neuropsychological Assessment:** Administration and analysis of tests or other assessment methods for purpose of diagnosis of neuropsychological and cognitive disorders.
- **Peer-Facilitated Group Therapy:** Psychosocial and counseling services conducted in a group setting by trained and supervised volunteers, including include process and psychoeducational modalities.
- **Psychiatric Medication Support and Monitoring:** Ongoing follow up to monitor the clinical effectiveness or benefits of psychotropic medications including adherence, side effects, and prescription refills as well as psychiatric consultation without an encounter.
- **Psychotherapy:** Psychosocial treatment to assist with symptom reduction, address functional impairments, and enhance self-sufficiency, resilience and recovery services; including evaluation for identification and treatment of psychiatric disorders, mental status evaluation, and differential diagnosis.

- Staff-Facilitated Group Therapy: Psychosocial and counseling services conducted in a group setting by mental health professional including high level of directive facilitation to contain and manage symptoms and emotional regulation in the group process.

Crisis Intervention

- Psychosocial and counseling services to address acute needs of individuals experiencing a psychiatric emergency, including risk assessment and de-escalation strategies; involuntary psychiatric holds if clients are at immediate risk of harm to themselves or others or if they are gravely disabled; as well as related monitoring and follow up stabilize clients and assist them in connecting to ongoing treatment and support in the community.

Psychiatry Encounters

- Psychiatric treatment services to individuals with a diagnosed mental illness, including comprehensive evaluation for identification of psychiatric disorders, mental status evaluation, differential diagnosis, which may involve use of clinical and laboratory tests, case formulation, treatment plans and disposition, as well as treatment with medications and subsequent monitoring.

Substance Use Counseling and Case Management

- Rehabilitation, outreach, and linkage services to support a client to improve, maintain, or restore functional or daily living skills as well as to assist the client in accessing medical, educational, social, and vocational support and to maintain retention in primary medical care and substance use treatment as well as supportive housing.

Discharge Planning and Exit Criteria

The exit criteria for this program is a client's successful completion of treatment plan of care, ongoing medical care for antiviral medications, and enrollment with supportive services in the community that contribute to the client's long-term wellness and recovery. AHP's range of services effectively treat ongoing clients while considering the appropriate level of care utilizing step-up and step-down protocols as well as linkage to community resources and medical care. Clinical decision making is an ongoing process in which medical necessity and the correct level of services to meet a client's current need are constantly assessed.

For some clients, a brief course of therapy is sufficient to restore functioning and treatment is concluded. Others who have ongoing mental health needs and may decompensate without treatment, will be referred to care coordination, which is usually provided twice monthly and consists of a mixture of individual therapy and targeted case management services. Clients are offered medication management as long as they continue to meet medical necessity for mental health services. If a client has a straightforward psychiatric medication regime or no longer meets medical necessity, they may be referred to their primary care provider for ongoing medication management. Some clients who have ongoing psychiatric needs, but are stable, may be managed through medication management services only. Staff monitor a client's progress in treatment with the goal of stepping down to lower levels of care such as less frequent individual sessions, group treatment, medication management services only, or a referral to non-specialty mental health services in the community. Clinical supervisors also periodically review the level of therapy being provided. As needed, and at least annually, the client is reassessed for medical necessity and need for ongoing treatment.

Assisting clients to access supportive services in the community is a key component in helping clients achieve their treatment goals. These include medical clinics to reconnect to medical care and establish a relationship with a primary care provider; substance use services including social model detox, residential treatment, transitional residential programs, and longer-term housing for clients with substance use and dual diagnosis issues. AHP staff access a wide network of providers to address other client needs including food access, benefit navigation, financial assistance with rent payment or health-care costs, and money management services. Additionally, staff

make referrals to vocational rehabilitation services for clients who are interested in returning to work or meaningful activity and who would wish to develop employment skills. Staff facilitate access to these services through direct assistance, advocacy, linkage, and navigation. This assures successful client linkage to services addressing psychosocial stressors that can contribute to mental health decompensation, substance misuse and/or discontinuation of antiretroviral medications.

Program Staffing

As much as possible, AHP staff at all levels reflect the diversity in ethnicity, culture, gender, HIV status, recovery history, and languages of the populations we serve. Staff at all levels of our agency have Spanish fluency and are able to provide services to monolingual Spanish-speaking clients. Our onsite psychiatrist/Medical Director has treated AHP clients for more than 20 years. Direct services are provided as follows:

- Individual and Group Psychotherapy Services are provided by Master's or Doctoral level clinicians (including PhD psychologists, Licensed Clinical Social Workers, Licensed Marriage and Family Therapists, Licensed Professional Clinical Counselors, and license eligible clinicians), as well as by Clinical Trainees under the direct supervision of licensed clinicians.
- Neuropsychological Testing is provided by a PsyD level neuro-psychologist.
- Peer Support Groups are facilitated by volunteers from the community who have successfully completed an intensive three-day training in group facilitation. The Groups Program Coordinator is a Licensed Professional Clinical Counselor who provides ongoing consultation and clinical oversight.
- Substance Use Counseling and Case Management are provided by licensed and unlicensed professionals with experience and expertise working with clients with co-occurring disorders, namely medical disabilities, substance use and/or mental illness.

Staff have the knowledge and skills to provide outpatient specialty mental services to clients with a significant treatment and service needs. This capacity includes comprehensive intake assessments and diagnosis as well as collaborative plan development that establishes specific interventions and goals for treatment.

ARIES Database

AHP collects and submits all required data through the AIDS Regional Information & Evaluation System (ARIES). ARIES is a client management system designed for Ryan White CARE Act providers. ARIES enhances care provided to clients with HIV by helping agencies automate, plan, manage, and report on client data and services. ARIES is applicable for all Ryan White-eligible clients receiving services paid by any HHS source of funding. ARIES protects client records by ensuring only authorized agencies have access. ARIES data are safely encrypted and are kept confidential.

Client information relating to mental health, substance abuse, and legal issues are only available to a limited group of an agency's personnel. Authorized, ARIES-trained personnel are given certificate-dependent and password-protected access to only the information for which that person's level of permission allows.

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

7. Objectives and Measurements

Standardized and Individualized Objectives

All objectives, and descriptions of how objectives will be measured, are contained in the HHS document entitled "HHS Performance Objectives FY18-19".

8. Continuous Quality Improvement:

AHP engages in continuous and time-limited, targeted quality improvement practices. These activities evaluate the quality, timeliness, effectiveness, and responsiveness of AHP services in relation to client wellness and recovery. Many of these practices occur at the agency level to ensure adequate training, supervision, and accountability. These include:

- a) **Standards of Care:** AHP abides by the standards of care for the services specified in this appendix as described in the document entitled "Making the Connection: Standards of Care for Client-Centered Services."
- b) **Guarantee of Compliance:** AHP guarantees that it will comply with Health Commission, Local, State, Federal, and/or Funding Source policies and requirements - such as, Harm Reduction, Health Insurance Portability and Accountability Act (HIPAA), Cultural Competency, and Client Satisfaction.

Within AHP's Behavioral Health Services (BHS) program, quality improvement activities include routine monitoring of service standards, billing compliance, and measurement of clinical and client satisfaction outcomes. AHP BHS staff meet with their clinical supervisor and as a team every week to discuss these requirements and objectives and to receive regular feedback on their work with clients. Continuing education is provided to staff members at these meetings as well as at monthly clinical consultation groups and in-service trainings.

AHP's Operations Manager serves as our in-house informaticist and oversees all continuous quality improvement activities including the review of client and service records to ensure timely, accurate, and complete data entry; units of service and other productivity measures; and monitoring of all performance objectives. These activities are carried out with strict regard for the integrity and security of the data, and ensure reporting is not only complete and accurate but also kept confidential. Specific to this contract, these activities include:

- c) **Client Eligibility:** The Operations Manager leads a team of administrative and programmatic staff that meet weekly to review eligibility documentation for all new clients. The team uses the "Pending Eligibility Documents" and "Fix-It: Eligibility Documents" reports to track missing and expired documentation and then follow up with the assigned clinician or with administrative staff tasked with following up with the client to obtain the necessary documents. This team also oversees the biannual recertification of client eligibility, including notifying clients and staff, providing tools (e.g., Eligibility Checklist) and training to staff, as well as entering the updated information in ARIES and filing in the clients chart. Similarly, this group is responsible for running the ARIES Statistical Analysis Report (STAR) and Ryan White HIV/AIDS Program Services Report (RSR) at least monthly to review accuracy and completion of client data and to make corrections as need to reduce missing or unknown values.
- d) **Client Satisfaction:** Clients complete Client Satisfaction Questionnaires (CSQ) at least once during their course of treatment. Data is collected throughout the contract period when clients complete a 20-week course of psychotherapy treatment. Data for time-limited groups is similarly collected at the end of the group. Data for ongoing groups is collected annually. Clients receiving psychiatry services have surveys administered semi-annually over a two week period. We also collect surveys when clients enter services at the completion of their intake/assessment interview. These questionnaires are anonymous and are submitted to a collection box in the Services Center lobby. The data is then entered into a Qualtrics

database by administrative staff. The Operations Manager, BHS Managers and Supervisors, and the Director review this data quarterly. As needed, programmatic changes to address clients concerns may occur. Staff performance issues are managed through clinical supervision, training, and corrective action. Administrative and operational issues are further evaluated by the Operations Manager, BHS Managers and Supervisors, and the Director. A plan of action is then developed and implemented to address issues as needed.

- e) **Objectives:** The Operations Manager is responsible for tracking and monitoring contract outcome and performance objectives. Data used to measure the timeliness of treatment plan creation and review, neuropsych testing and reporting, and loss to follow up are recorded in ARIES and are reviewed monthly by the Operations and BHS Managers. Staff are informed of expectations set forth in the objectives and their performance is monitored in weekly clinical supervision. Outcome objectives are measured using a client self-report regarding severity of symptoms related to common mental health and substance use disorders. These questions are asked at the start of treatment and again prior to discharge. Clinicians review these data and any notable change with their supervisor and also with clients, if clinically appropriate or useful. The Operations Manager, BHS Managers and Supervisors, and the Director review the aggregated data quarterly.
- f) **Deliverables and Productivity:** The Operations Manager is responsible for tracking and monitoring units of service and unduplicated client deliverables. The Operations Manager performs monthly reports in ARIES (e.g., Cross Tab Report by Agency Subservice and Detail Service Report by Staff). These data are reported monthly to financial staff for the purposes of invoicing and by Operations Manager, BHS Managers and Supervisors, and the Director to monitor program progress and individual staff performance.

9. Required Language

- a) Third Party Reimbursement See Target Population, Page 1
- b) Low Income: See Target Population, Page 1
- c) Client Eligibility See Target Population, Page 1
- d) Vigorous Pursuit See Target Population, Page 1
- e) Client Retention N/A
- f) Vouchers N/A
- g) Standards of Care See CQI, Page 10
- h) ARIES Database See Methodology, Page 9
- i) Termination of Services

In the event that AHP decides that it can no longer provide the services for which it has contracted under this agreement it will send a written notice to HIV Health Services no less than 90 days prior to the date it wishes to terminate the services. In addition, AHP will prepare a written plan for the transition of all clients receiving services to another provider of services. This plan must be approved by HHS and should demonstrate a good faith effort to contact and locate all clients both active and inactive before the termination date.

**Appendix B
Calculation of Charges**

1. Method of Payment

Actual Cost

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

2. Program Budgets and Final Invoice

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

Budget Summary

Appendix B-1, B-1a, B-1b, B-1c HIV Related Outpatient Mental Health Services

Appendix B-2 HIV Related Outpatient Mental Health Services

Appendix B-3, B-3a, B-3b, B-3c HIV Related Outpatient Mental Health Services

B. Contractor understands that, of the maximum dollar obligation listed in Section 5 of this Agreement, **\$1,051,730** is included as a contingency amount and is neither to be used in Program Budgets attached to this Appendix, or available to Contractor without a modification to this Agreement executed in the same manner as this Agreement or a revision to the Program Budgets of Appendix B, which has been approved by Contract Administrator. Contractor further understands that no payment of any portion of this contingency amount will be made unless and until such modification or budget revision has been fully approved and executed in accordance with applicable City and Department of Public Health laws, regulations and policies/procedures and certification as to the availability of funds by Controller. Contractor agrees to fully comply with these laws, regulations, and policies/procedures.

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

	Term	Funding Source	Amount
Original Agreement	3/01/2018-6/30/2021	General Fund	\$2,970,981
Original Agreement	7/01/2018-9/29/2018	State Grant	\$45,000
Original Agreement	7/01/2018-2/28/2022	RWPA Grant	<u>\$5,748,440</u>
		Sub Total:	<u>\$8,764,421</u>
		Contingency:	<u>\$1,051,730</u>
		(This equals the total:	<u>\$9,816,151</u>
		NTE)Total	

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.

Actual Cost Option

D. A final closing invoice, clearly marked "FINAL," shall be submitted no later than sixty (60) 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.

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

CID # 1000008646		Appendix B		Page # 2						
DPH Section Primary Care - HIV Health Services		Appendices # B-1 to B-3c								
Contract Amendment () IICR		Contract Term (mm/dd/yyyy) 3/1/2018-6/30/2022		Fiscal Year(s) 2017-2021						
Agency/Organization Name UCSF - Alliance Health Project		Funding Notification Date 2/8/2018		FN# 1						
Contractor Name UCSF - Alliance Health Project										
Program/Provider Name		HIV Outpatient Mental Health Services								
Appendix Number	Appendix Term	A-1/B-1	A-1/B-2	A-1/B-3	A-1/B-1a	A-1/B-1b	A-1/B-3b	A-1/B-1c	A-1/B-3c	TOTALS
EXPENSES										
Salaries		\$ 411,614	\$ 26,594	\$ 816,230	\$ 425,438	\$ 426,068	\$ 819,697	\$ 427,421	\$ 820,363	\$ 4,990,647
Employee Benefits		\$ 174,319	\$ 11,263	\$ 345,673	\$ 180,173	\$ 180,440	\$ 347,226	\$ 181,013	\$ 347,424	\$ 2,113,539
Total Personnel Expenses		\$ 585,933	\$ 37,857	\$ 1,161,903	\$ 605,611	\$ 606,508	\$ 1,167,123	\$ 608,434	\$ 1,167,787	\$ 7,104,186
Operating Expense		\$ 83,243	\$ 3,427	\$ 156,547	\$ 79,888	\$ 78,991	\$ 151,327	\$ 77,065	\$ 150,663	\$ 936,570
Subtotal Direct Costs		\$ 669,176	\$ 41,284	\$ 1,318,450	\$ 685,499	\$ 685,499	\$ 1,318,450	\$ 685,499	\$ 1,318,450	\$ 8,040,756
Indirect Cost Amount		\$ 60,226	\$ 3,716	\$ 118,660	\$ 61,694	\$ 61,694	\$ 118,660	\$ 61,694	\$ 118,660	\$ 723,665
Indirect Cost Rate (%)		9.0%	9.0%	9.0%	9.0%	9.0%	9.0%	9.0%	9.0%	9.0%
Total Expenses		\$ 729,402	\$ 45,000	\$ 1,437,110	\$ 747,193	\$ 747,193	\$ 1,437,110	\$ 747,193	\$ 1,437,110	\$ 8,764,421
REVENUES & FUNDING SOURCES	Index Code Grant Code									
HHS COUNTY GF	HCHVHSCSGF	729,402								729,402
HHS STATE SAM - HCAO16, CFDA #93.917	HCHVHSCSGR		45,000							45,000
HHS FED CARE Part A - PD13, CFDA #93.914	HCHVHSCSGR			1,437,110						1,437,110
HHS COUNTY GF	HCHVHSCSGF				747,193					747,193
HHS FED CARE Part A - PD13, CFDA #93.914	HCHVHSCSGR					747,193				747,193
HHS COUNTY GF	HCHVHSCSGF						1,437,110			1,437,110
HHS COUNTY GF	HCHVHSCSGF							747,193		747,193
HHS COUNTY GF	HCHVHSCSGF								1,437,110	1,437,110
HHS FED CARE Part A - PD13, CFDA #93.914	HCHVHSCSGR									747,193
HHS FED CARE Part A - PD13, CFDA #93.914	HCHVHSCSGR									1,437,110
Total DPH Revenues		729,402	45,000	1,437,110	747,193	747,193	1,437,110	747,193	1,437,110	8,764,421
Total Revenues (DPH and Non-DPH)		729,402	45,000	1,437,110	747,193	747,193	1,437,110	747,193	1,437,110	8,764,421
Payment Method	Cost Reimbursement									
Prepared By	Holly Wong, Division Administrator									
Phone #	415-502-5870									

UOS COST ALLOCATION BY SERVICE MODE

Personnel Expenses	Position Titles	FTE	SERVICE MODES								Contract Totals	
			Crisis Intervention Hours		Substance Counseling/ Case Mgmt Hours		Psychiatry Encounters		Mental Health Services Hours			
			Salaries	% FTE	Salaries	% FTE	Salaries	% FTE	Salaries	% FTE		
	Program Director	0.35	1,857	10%	667	4%	7,592	40%	8,768	51%	18,884	
	Psychiatrist/Medical Director	0.70	17,696	40%	-	0%	26,544	60%	-	0%	44,240	
	Psychiatrist	0.42	10,618	40%	-	0%	15,926	60%	-	0%	26,544	
	Psychiatrist - Intern (PGY2)	0.02	153	40%	-	0%	230	60%	-	0%	383	
	Psychiatrist - Intern (PGY3)	0.03	239	40%	-	0%	358	60%	-	0%	597	
	Psychiatrist - Intern (PGY4)	0.03	248	40%	-	0%	372	60%	-	0%	620	
	Nurse Practitioner	0.27	1,610	10%	-	0%	-	0%	14,486	90%	16,095	
	Nurse Practitioner	0.26	1,460	10%	-	0%	-	0%	13,136	90%	14,596	
	Registered Nurse	0.65	3,424	10%	-	0%	-	0%	30,818	90%	34,242	
	Psychologist	0.65	-	0%	-	0%	-	0%	18,965	100%	18,965	
	Psychologist	0.65	-	0%	-	0%	-	0%	23,239	100%	23,239	
	Psychologist	0.47	-	0%	-	0%	-	0%	14,272	100%	14,272	
	Supervisor - Clinical Social Worker	0.05	185	10%	148	8%	-	0%	1,515	82%	1,847	
	Clinical Social Worker-Lead	0.60	-	0%	1,204	8%	-	0%	13,840	92%	15,044	
	Clinical Social Worker	0.55	1,265	10%	1,012	8%	-	0%	10,375	82%	12,652	
	Clinical Social Worker	0.55	-	0%	-	0%	-	0%	12,403	100%	12,403	
	Clinical Social Worker	0.65	-	0%	1,196	8%	-	0%	13,756	92%	14,952	
	Clinical Social Worker	0.65	1,466	10%	1,173	8%	-	0%	12,020	82%	14,658	
	Clinical Social Worker	0.55	-	0%	992	8%	-	0%	11,411	92%	12,403	
	Clinical Social Worker	0.74	-	0%	1,586	8%	-	0%	18,233	92%	19,819	
	Clinical Social Worker	0.50	-	0%	1,183	8%	-	0%	13,600	92%	14,783	
	Clinical Social Worker	0.50	-	0%	1,227	8%	-	0%	14,107	92%	15,334	
	Social Work Associate	0.60	-	0%	1,027	8%	-	0%	11,806	92%	12,833	
	Receptionist	0.28	761	15%	254	5%	1,776	35%	2,284	45%	5,075	
	Receptionist	0.65	1,460	15%	487	5%	3,406	35%	4,379	45%	9,731	
	Receptionist	0.05	108	15%	36	5%	251	35%	323	45%	717	
	Receptionist-Lead	0.20	528	15%	176	5%	1,233	35%	1,585	45%	3,523	
	Program Coordinator	0.60	770	5%	770	5%	5,391	35%	8,471	55%	15,402	
	Project Policy Analyst 2	0.10	116	5%	116	5%	578	25%	1,502	65%	2,310	
	Administrator 2	0.40	448	5%	448	5%	2,238	25%	5,818	65%	8,951	
	Administrator 2	0.15	175	5%	175	5%	874	25%	2,272	65%	3,495	
	Visual Communications Specialist 4	0.05	74	5%	74	5%	368	25%	957	65%	1,472	
	Quality Manager	0.05	77	5%	77	5%	383	25%	996	65%	1,533	
	Total FTE & Total Salaries	12.97	44,735	11%	14,023	3%	67,519	16%	285,336	69%	411,614	
	Fringe Benefits	42.4%	18,945	11%	5,939	3%	28,594	16%	120,840	69%	174,319	
	Total Personnel Expenses		63,680	11%	19,962	3%	96,114	16%	406,176	69%	585,933	
Operating Expenses			Expenditure	%	Expenditure	%	Expenditure	%	Expenditure	%	Contract Total	
Total Occupancy			5,560	11%	1,743	3%	8,392	16%	35,463	69%	51,157	
Total Materials and Supplies			2,324	11%	729	3%	3,508	16%	14,825	69%	21,386	
Total General Operating			222	11%	70	3%	335	16%	1,416	69%	2,043	
Total Staff Travel			-	11%	-	3%	-	16%	-	69%	-	
Consultants/Subcontractor:			-	11%	-	3%	-	16%	-	69%	-	
Other (specify):			941	11%	295	3%	1,420	16%	6,001	69%	8,657	
Total Operating Expenses			9,047	11%	2,836	3%	13,655	16%	57,705	69%	83,243	
Capital Expenses			Expenditure	%	Expenditure	%	Expenditure	%	Expenditure	%	Contract Total	
Capital Expenditure 1			-	0%	-	0%	-	0%	-	0%	-	
Capital Expenditure 2			-	0%	-	0%	-	0%	-	0%	-	
Total Capital Expenses			-	0%	-	0%	-	0%	-	0%	-	
Total Direct Expenses			72,727	11%	22,798	3%	109,769	16%	463,882	69%	669,176	
Indirect Expenses			9%	6,545	11%	2,052	3%	9,879	16%	41,749	69%	60,226
TOTAL EXPENSES			79,272	11%	24,850	3%	119,648	16%	505,631	69%	729,402	
Units of Service (UOS) per Service Mode			317		276		368		3,612		4,573	
Cost Per Unit of Service by Service Mode			\$250.00		\$90.00		\$325.00		\$140.00			
Unduplicated Clients (UDC) per Service Mode			56		44		31		271		350	

BUDGET JUSTIFICATION

Contractor Name UCSF - Alliance Health Project
Program Name: HHS COUNTY GF

Appendix #: A-1/B-1
 Fiscal Year: 3/1/18-6/30/18

1a) SALARIES

Staff Position 1: Program Director				
Brief description of job duties: Responsible for programmatic, budget/fiscal oversight of program; responsible for all personnel issues within UC, providing guidance and support to all personnel actions, including hiring and disciplinary actions.				
Minimum qualifications: bachelors with an appropriate major and 4 yrs experience in program management, or equivalent combination of ed and exp; at least 5 yrs exp in HIV service sector.				
Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$161,861.40	0.35	4	0	\$ 18,884

Staff Position 2: Psychiatrist/Medical Director				
Brief description of job duties: Provides psychiatric evaluation, consultation, medication evaluation & pt management svcs, pt crisis intervention/triage svcs as required; clinical supervision to the Psychiatric RN & Nurse Practitioner; oversees medical policies/procedures at clinic.				
Minimum qualifications: Licensure in CA as a psychiatrist and 5 yrs clinical experience in an HIV mental health environment.				
Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$189,600.00	0.70	4	0	\$ 44,240

Staff Position 3: Psychiatrist				
Brief description of job duties: Will provide psychiatric assessment, evaluation and consultation services.				
Minimum qualifications: licensure in the State of California as a psychiatrist; must be Board eligible; and proven experience with the medical aspects of HIV and psychiatry.				
Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$189,600.00	0.42	4	0	\$ 26,544

Staff Position 4: Psychiatrist - Intern (PGY2)				
Brief description of job duties: Will provide psychiatric assessment, evaluation and consultation services.				
Minimum qualifications: Licensure or license eligible in the State of California as a physician, currently in an accredited psychiatric residence.				
Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$57,408.00	0.02	4	0	\$ 383

Staff Position 5: Psychiatrist - Intern (PGY3)				
Brief description of job duties: Will provide psychiatric assessment, evaluation and consultation services.				
Minimum qualifications: Licensure or license eligible in the State of California as a physician, currently in an accredited psychiatric residence.				
Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$59,663.04	0.03	4	0	\$ 597

Staff Position 6: Psychiatrist - Intern (PGY4)				
Brief description of job duties: Will provide psychiatric assessment, evaluation and consultation services.				

Licensure or license eligible in the State of California as a physician, currently in an accredited
 Minimum qualifications: psychiatric residence.

Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$62,018.04	0.03	4	0	\$ 620

Staff Position 7: Nurse Practitioner

Brief description of job duties: Provides psych medication monitoring, follow-up secondary to assessment/evaluation by Psychiatrist; client assessment, crisis intervention/ triage.

Minimum qualifications: NP CA state license;. Bachelors in Nursing desired; 2 yrs supervisory exp in medical setting preferably HIV; 2 yrs exp in a mental hlth or subs abuse/recovery oriented tx setting; 5 yrs clinical exp in HIV mental hlth.

Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$178,837.20	0.27	4	0	\$ 16,095

Staff Position 8: Nurse Practitioner

Brief description of job duties: Provides psych medication monitoring, follow-up secondary to assessment/evaluation by Psychiatrist; client assessment, crisis intervention/ triage.

Minimum qualifications: NP CA state license;. Bachelors in Nursing desired; 2 yrs supervisory exp in medical setting preferably HIV; 2 yrs exp in a mental hlth or subs abuse/recovery oriented tx setting; 5 yrs clinical exp in HIV mental hlth.

Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$168,418.08	0.26	4	0	\$ 14,596

Staff Position 9: Registered Nurse

Brief description of job duties: Provides psych medication monitoring, follow-up secondary to assessment/evaluation by Psychiatrist; client assessment, crisis intervention/ triage.

Minimum qualifications: Licensure in the State of California as a Registered Nurse. Bachelors degree in Nursing desired; two years supervision experience in medical setting preferably HIV oriented; and two years experience in a mental health or substance abuse/recovery oriented treatment setting, and five years clinical experience in an HIV mental health environment.

Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$158,040.72	0.65	4	0	\$ 34,242

Staff Position 10: Psychologist

Brief description of job duties: Provides clinical services including neuropsychological testing assessments and evaluation to referred clients. Will supervise clinical interns and co-facilitate groups.

Minimum qualifications: Doctoral in psychology; 3 yrs clinical counseling experience; 3 yrs neuropsychological testing experience; experience with diverse populations; and licensed clinician.

Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$87,528.96	0.65	4	0	\$ 18,965

Staff Position 11: Psychologist

Brief description of job duties: Provides clinical services including neuropsychological testing assessments and evaluation to referred clients. Will supervise clinical interns and co-facilitate groups.

Minimum qualifications: Doctoral in psychology; 3 yrs clinical counseling experience; 3 yrs neuropsychological testing experience; experience with diverse populations; and licensed clinician.

Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$107,255.52	0.65	4	0	\$ 23,239

Staff Position 12: Psychologist

Provides clinical services including neuropsychological testing assessments and evaluation to referred clients. Will supervise clinical interns and co-facilitate groups.				
Brief description of job duties:				
Doctoral in psychology; 3 yrs clinical counseling experience; 3 yrs neuropsychological testing experience; experience with diverse populations; and licensed clinician.				
Minimum qualifications:				
Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$91,099.44	0.47	4	0	\$ 14,272

Staff Position 13: Supervisor - Clinical Social Worker				
Responsible for oversight of program clinical activities; provides clinical supervision to clinical staff as well as program assistant; reviews protocols, assures appropriate staffing; generates programmatic contract compliance functions; liaison with community agencies as needed; participation or coordination of staff in ISM case conference.				
Brief description of job duties:				
Masters in social work, psychology or other related area. Licensed MFCC/LCSW as well as exp with diverse populations; proven crisis intervention exp; 5 yrs exp working with HIV/AIDS clients				
Minimum qualifications:				
Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$110,836.44	0.05	4	0	\$ 1,847

Staff Position 14: Clinical Social Worker-Lead				
Responsible for oversight of program clinical activities; provides clinical supervision to clinical staff as well as program assistant; reviews protocols, assures appropriate staffing; generates programmatic contract compliance functions; liaison with community agencies as needed; participation or coordination of staff in ISM case conference.				
Brief description of job duties:				
Masters in social work, psychology or other related area. Licensed MFCC/LCSW as well as exp with diverse populations; proven crisis intervention exp; 5 yrs exp working with HIV/AIDS clients				
Minimum qualifications:				
Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$75,218.04	0.60	4	0	\$ 15,044

Staff Position 15: Clinical Social Worker				
Provides mental health/substance abuse assessments of clients; consultation to providers on the assessment/management of clients; back-up to intake team at Svcs Center as needed.				
Brief description of job duties:				
Masters in social work, psychology or other related area; 3 yrs. clinical counseling exp. Preferred: licensed LMFT/LCSW & exp with diverse populations; 1 yr. exp working with HIV/AIDS clients				
Minimum qualifications:				
Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$69,008.40	0.55	4	0	\$ 12,652

Staff Position 16: Clinical Social Worker				
Provides mental health/substance abuse assessments of clients; consultation to providers on the assessment/management of clients; back-up to intake team at Svcs Center as needed.				
Brief description of job duties:				
Masters in social work, psychology or other related area; 3 yrs. clinical counseling exp. Preferred: licensed LMFT/LCSW & exp with diverse populations; 1 yr exp working with HIV/AIDS clients				
Minimum qualifications:				
Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$67,651.20	0.55	4	0	\$ 12,403

Staff Position 17: Clinical Social Worker				
Provides mental health/substance abuse assessments of clients; consultation to providers on the assessment/management of clients; back-up to intake team at Svcs Center as needed.				
Brief description of job duties:				

Masters in social work, psychology or other related area; 3 yrs clinical counseling exp.
 Preferred: licensed LMFT/LCSW & exp with diverse populations; 1 yr exp working with
 Minimum qualifications: HIV/AIDS clients

Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$69,008.40	0.65	4	0	\$ 14,952

Staff Position 18: Clinical Social Worker

Brief description of job duties: Provides mental health/substance abuse assessments of clients; consultation to providers on the assessment/management of clients; back-up to intake team at Svcs Center as needed.

Minimum qualifications: Masters in social work, psychology or other related area; 3 yrs clinical counseling exp.
 Preferred: licensed LMFT/LCSW & exp with diverse populations; 1 yr exp working with
 Minimum qualifications: HIV/AIDS clients

Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$67,651.20	0.65	4	0	\$ 14,658

Staff Position 19: Clinical Social Worker

Brief description of job duties: Provides mental health/substance abuse assessments of clients; consultation to providers on the assessment/management of clients; back-up to intake team at Svcs Center as needed.

Minimum qualifications: Masters in social work, psychology or other related area; 3 yrs clinical counseling exp.
 Preferred: licensed LMFT/LCSW & exp with diverse populations; 1 yr exp working with
 Minimum qualifications: HIV/AIDS clients

Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$67,651.20	0.55	4	0	\$ 12,403

Staff Position 20: Clinical Social Worker

Brief description of job duties: Provides mental health/substance abuse assessments of clients; consultation to providers on the assessment/management of clients; back-up to intake team at Svcs Center as needed.
 Masters in social work, psychology or other related area; 3 yrs clinical counseling exp.
 Preferred: licensed LMFT/LCSW & exp with diverse populations; 1 yr exp working with
 Minimum qualifications: HIV/AIDS clients

Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$80,346.24	0.74	4	0	\$ 19,819

Staff Position 21: Clinical Social Worker

Brief description of job duties: Provides mental health/substance abuse assessments of clients; consultation to providers on the assessment/management of clients; back-up to intake team at Svcs Center as needed.

Minimum qualifications: Masters in social work, psychology or other related area; 3 yrs clinical counseling exp.
 Preferred: licensed LMFT/LCSW & exp with diverse populations; 1 yr exp working with

Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$88,698.24	0.50	4	0	\$ 14,783

Staff Position 22: Clinical Social Worker

Brief description of job duties: Provides mental health/substance abuse assessments of clients; consultation to providers on the assessment/management of clients; back-up to intake team at Svcs Center as needed.

Minimum qualifications: Masters in social work, psychology or other related area; 3 yrs clinical counseling exp.
 Preferred: licensed LMFT/LCSW & exp with diverse populations; 1 yr exp working with
 Minimum qualifications: HIV/AIDS clients

Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$92,004.96	0.50	4	0	\$ 15,334

Staff Position 23: Social Work Associate

Brief description of job duties: Will provide case manager services and maintain linkages with providers.

Minimum qualifications: Bachelor's degree in social work, psychology, or counseling experience in substance abuse settings and or an equivalent of education experience; proven ability to work independently in a multi-disciplinary setting; experience working with medically ill populations; strong writing and verbal skills required.

Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$64,164.24	0.60	4	0	\$ 12,833

Staff Position 24: Receptionist

Brief description of job duties: Provides program support services including maintaining evaluation databases, participant satisfaction surveys and record keeping; typing correspondences, maintaining files, coordinating and setting up group space arrangements; data entry.

Minimum qualifications: High school graduation and 3 yrs related administrative/clerical experience as well as knowledge of computer word processing and excellent typing skills, experience with diverse populations and HIV service delivery system.

Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$54,371.52	0.28	4	0	\$ 5,075

Staff Position 25: Receptionist

Brief description of job duties: Provides program support services including maintaining evaluation databases, participant satisfaction surveys and record keeping; typing correspondences, maintaining files, coordinating and setting up group space arrangements; data entry.

Minimum qualifications: High school graduation and 3 yrs related administrative/clerical experience as well as knowledge of computer word processing and excellent typing skills, experience with diverse populations and HIV service delivery system.

Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$44,912.88	0.65	4	0	\$ 9,731

Staff Position 26: Receptionist

Brief description of job duties: Provides program support services including maintaining evaluation databases, participant satisfaction surveys and record keeping; typing correspondences, maintaining files, coordinating and setting up group space arrangements; data entry.

Minimum qualifications: High school graduation and 3 yrs related administrative/clerical experience as well as

Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$43,012.80	0.05	4	0	\$ 717

Staff Position 27: Receptionist-Lead

Brief description of job duties: Provides program support services including maintaining evaluation databases, participant satisfaction surveys and record keeping; typing correspondences, maintaining files, coordinating and setting up group space arrangements; data entry.

Minimum qualifications: High school graduation and 3 yrs related administrative/clerical experience as well as

Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$51,991.20	0.20	4	0	\$ 3,523

Staff Position 28: Program Coordinator

Brief description of job duties: Provides program support including coordinating building maintenance/scheduling activity for service center; ensuring group and individual therapy rooms are clean, to code & available for use when needed; building/maintaining evaluation databases, pt satisfaction surveys & record keeping; typing correspondence, maintaining files, coordinating/setting up group space arrangements; data entry. Will work front reception desk as needed.

Minimum qualifications: High school graduation and 3 yrs related administrative/clerical experience as well as knowledge of computer word processing and excellent typing skills, experience with diverse populations and HIV service delivery system.

Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total

\$77,010.60	0.60	4	0	\$ 15,402
-------------	------	---	---	------------------

Staff Position 29: Project Policy Analyst 2				
Brief description of job duties: Drafts clinical progress reports, helps develop other contract-related written materials, and proofreads and copy-edits materials. In addition, updates and maintains any external communications regarding the program.				
Minimum qualifications: Bachelors or equivalent experience in public health svcs delivery & systems				
Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$69,300.72	0.10	4	0	\$ 2,310

Staff Position 30: Administrator 2				
Brief description of job duties: Provides financial reporting and reconciliation monitoring of clinical/contract-related expenditures. Assists with post-award management of the contract at UCSF.				
Minimum qualifications: Bachelors in accounting or finance or related area and minimum of 2 years experience in general accounting.				
Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$67,129.20	0.40	4	0	\$ 8,951

Staff Position 31: Administrator 2				
Brief description of job duties: Provides invoicing of clinical/contract-related expenditures using CCSF templates & instructions. Also assists with clinical-related procurement.				
Minimum qualifications: Bachelors in accounting or finance or related area and minimum of 2 years experience in				
Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$69,906.24	0.15	4	0	\$ 3,495

Staff Position 32: Visual Communications Specialist 4				
Brief description of job duties: Designs and produces contract-related print, digital, and web-based materials, including materials and manuals for program advocacy.				
Minimum qualifications: Bachelors in communications or design and minimum of 6 years experience in communications work.				
Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$88,296.36	0.05	4	0	\$ 1,472

Staff Position 33: Quality Manager				
Brief description of job duties: Provides billing support to program leadership, includes monitoring accuracy & completion of billing data; developing/implementing changes to billing system to improve productivity, tracking/quality control; reconciliation of ARIES billing data/clinical documentation; production of program UOS reports/projections; production of staff productivity reports/projections; design data collection, storage & reporting systems; communication with program leadership/staff; data entry.				
Minimum qualifications: Master's degree or equivalent combination of education and experience in public health svcs delivery & systems integration/maintenance, as well as knowledge of HIV & mental health svcs, exp with ARIES & serving diverse populations.				
Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$91,962.12	0.05	4	0	\$ 1,533

Total FTE: 12.97 Total Salaries: \$ 411,614

1b) EMPLOYEE FRINGE BENEFITS:

(Components provided below are samples only. The budgeted components should reflect the contractor's ledger accounts.)

Component	Cost
Social Security	\$ 10,459

Retirement	\$	48,809
Medical	\$	66,851
Dental	\$	6,973
Unemployment Insurance	\$	349
Disability Insurance	\$	13,945
Paid Time Off	\$	26,932
Other (specify):	\$	-

Total Fringe Benefit: 174,319

Fringe Benefit %: 42.35%

TOTAL SALARIES & EMPLOYEE FRINGE BENEFITS: 585,933

2) OPERATING EXPENSES:

Occupancy:

Expense Item	Brief Description	Rate	Cost
Rent	Monthly expense for the proportion of clinic space utilized by program.	\$6.56/sq. ft. x 1860 sq. ft = \$12,201.60 x 4 months	48,806
Utilities	Monthly phone expenses for proportionate program utilization .	\$45.31/mo x 12.97 FTE x 4 mo	2,351
Total Occupancy:			51,157

Materials & Supplies:

Expense Item	Brief Description	Rate	Cost
Office Supplies & Postage	Pens, paper, medical chart supplies, postage for client communication, proportionate to program utilization.	\$135.89/mo x 12.97 FTE x 4 mo	7,050
Computer Hardware & Software	Regular replacement of computers and peripherals for contract staff	\$276.33/mo x 12.97 FTE x 4 mo	14,336
Total Materials & Supplies:			21,386

General Operating:

Expense Item	Brief Description	Rate	Cost
Staff Training	Registration fees for work-related conferences and related expenses to train career staff to stay current in knowledge and skills necessary to perform their jobs.	\$98.84 per training x 12.97 FTE	1,282
Rental of Equipment	Equipment used to run services, like photocopiers, network printers and scanners.	\$14.67 FTE x 12.97 FTE x 4 mo	761
Total General Operating:			2,043

Other:

Expense Item	Brief Description	Rate	Cost
Data Network Recharge	Use of the UCSF data network	\$43.48/FTE x 12.97 FTE x 4 mos	2,256
CCDSS: Computing and Communication Device Support Services	IT Desktop support services (Basic Support level)	\$58.33/FTE x 12.97 FTE x 4 mos	3,026
GAEL: General Automobile and Employee Liability Charges	Liability insurance charges associated with payroll	\$.82/\$100 of payroll x 12.97 FTE x 4 mos	3,375
Total Other:			8,657

TOTAL OPERATING EXPENSES: 83,243

TOTAL DIRECT COSTS: 669,176

4) INDIRECT COSTS

Describe method and basis for Indirect Cost Allocation (i.e., FTE, square footage, or other)	Amount
9% on Total Direct Costs to offset UC overhead such as bldng maintenance, library, student services, etc.	60,226

Indirect Rate:	9%
TOTAL INDIRECT COSTS:	60,226

TOTAL EXPENSES:	729,402
------------------------	----------------

UOS COST ALLOCATION BY SERVICE MODE

Personnel Expenses	FTE	SERVICE MODES								Contract Totals	Totals From
		Crisis Intervention Hours		Substance Counseling/ Case Mgmt Hours		Psychiatry Encounters		Mental Health Services Hours			
Position Titles		Salaries	% FTE	Salaries	% FTE	Salaries	% FTE	Salaries	% FTE		
Program Director	0.20	2,118	19%	556	5%	5,398	49%	3,042	27%	11,114	\$ 11,114
Psychiatrist/Medical Director	0.70	17,696	40%	-	0%	26,544	60%	-	0%	44,240	\$ 44,240
Psychiatrist	0.42	10,618	40%	-	0%	15,926	60%	-	0%	26,544	\$ 26,544
Psychiatrist - Intern (PGY2)	0.07	536	40%	-	0%	804	60%	-	0%	1,340	\$ 1,340
Psychiatrist - Intern (PGY3)	0.07	557	40%	-	0%	835	60%	-	0%	1,392	\$ 1,392
Psychiatrist - Intern (PGY4)	0.10	827	40%	-	0%	1,240	60%	-	0%	2,067	\$ 2,067
Nurse Practitioner	0.29	1,746	10%	-	0%	-	0%	15,715	90%	17,461	\$ 17,461
Nurse Practitioner	0.26	1,474	10%	-	0%	-	0%	13,269	90%	14,743	\$ 14,743
Registered Nurse	0.65	3,459	10%	-	0%	-	0%	31,127	90%	34,586	\$ 34,586
Psychologist	0.60	-	0%	-	0%	-	0%	17,681	100%	17,681	\$ 17,681
Psychologist	0.60	-	0%	-	0%	-	0%	22,095	100%	22,095	\$ 22,095
Psychologist	0.59	-	0%	-	0%	-	0%	18,097	100%	18,097	\$ 18,097
Supervisor - Clinical Social Worker	0.15	571	10%	457	8%	-	0%	4,681	82%	5,708	\$ 5,708
Clinical Social Worker-Lead	0.60	-	0%	1,216	8%	-	0%	13,978	92%	15,194	\$ 15,194
Clinical Social Worker	0.50	1,162	10%	929	8%	-	0%	9,525	82%	11,616	\$ 11,616
Clinical Social Worker	0.62	-	0%	-	0%	-	0%	14,119	100%	14,119	\$ 14,119
Clinical Social Worker	0.65	-	0%	1,208	8%	-	0%	13,893	92%	15,101	\$ 15,101
Clinical Social Worker	0.65	1,480	10%	1,184	8%	-	0%	12,138	82%	14,803	\$ 14,803
Clinical Social Worker	0.55	-	0%	1,022	8%	-	0%	11,752	92%	12,774	\$ 12,774
Clinical Social Worker	0.50	-	0%	1,082	8%	-	0%	12,441	92%	13,523	\$ 13,523
Clinical Social Worker	0.50	-	0%	1,194	8%	-	0%	13,735	92%	14,929	\$ 14,929
Clinical Social Worker	0.47	-	0%	922	8%	-	0%	10,599	92%	11,521	\$ 11,521
Clinical Social Worker	0.58	-	0%	1,466	8%	-	0%	16,855	92%	18,321	\$ 18,321
Social Work Associate	0.55	-	0%	951	8%	-	0%	10,931	92%	11,882	\$ 11,882
Receptionist	0.28	784	15%	209	4%	1,829	35%	2,404	46%	5,227	\$ 5,227
Receptionist	0.60	1,388	15%	370	4%	3,239	35%	4,257	46%	9,254	\$ 9,254
Receptionist	0.44	975	15%	260	4%	2,274	35%	2,989	46%	6,498	\$ 6,498
Receptionist-Lead	0.20	544	15%	145	4%	1,270	35%	1,669	46%	3,629	\$ 3,629
Program Coordinator	0.50	661	5%	529	4%	4,627	35%	7,403	56%	13,220	\$ 13,220
Administrator 2	0.30	346	5%	207	3%	1,728	25%	4,632	67%	6,913	\$ 6,913
Administrator 2	0.15	180	5%	108	3%	900	25%	2,412	67%	3,600	\$ 3,600
Program Manager	0.10	233	5%	140	3%	1,167	25%	3,127	67%	4,667	\$ 4,667
Quality Manager	0.05	79	5%	47	3%	395	25%	1,058	67%	1,579	\$ 1,579
Total FTE & Total Salaries	13.49	47,433	11%	14,201	3%	68,177	16%	295,626	69%	425,438	\$ 425,438
Fringe Benefits	42.4%	20,088	11%	6,014	3%	28,873	16%	125,198	69%	180,173	\$ 180,173
Total Personnel Expenses		67,521	11%	20,216	3%	97,051	16%	420,824	69%	605,611	\$ 605,611
Operating Expenses	Expenditure	%	Expenditure	%	Expenditure	%	Expenditure	%	Contract Total		
Total Occupancy	5,704	11%	1,708	3%	8,198	16%	35,548	69%	51,157	\$ 51,157	\$ 51,157
Total Materials and Supplies	1,959	11%	587	3%	2,816	16%	12,212	69%	17,575	\$ 17,575	\$ 17,575
Total General Operating	235	11%	70	3%	338	16%	1,466	69%	2,110	\$ 2,110	\$ 2,110
Total Staff Travel	-	11%	-	3%	-	16%	-	69%	-	\$ -	\$ -
Consultants/Subcontractor:	-	11%	-	3%	-	16%	-	69%	-	\$ -	\$ -
Other (specify):	1,009	11%	302	3%	1,450	16%	6,286	69%	9,046	\$ 9,046	\$ 9,046
Total Operating Expenses	8,907	11%	2,667	3%	12,802	16%	55,513	69%	79,888	\$ 79,888	\$ 79,888
Capital Expenses	Expenditure	%	Expenditure	%	Expenditure	%	Expenditure	%	Contract Total		
Capital Expenditure 1	-	0%	-	0%	-	0%	-	0%	-	\$ -	\$ -
Capital Expenditure 2	-	0%	-	0%	-	0%	-	0%	-	\$ -	\$ -
Total Capital Expenses	-	0%	-	0%	-	0%	-	0%	-	\$ -	\$ -
Total Direct Expenses		76,428	11%	22,882	3%	109,853	16%	476,336	69%	685,499	\$ 685,499
Indirect Expenses	9%	6,879	11%	2,059	3%	9,887	16%	42,870	69%	61,695	\$ 61,695
TOTAL EXPENSES		83,307	11%	24,941	3%	119,740	16%	519,206	69%	747,193	\$ 747,193
Units of Service (UOS) per Service Mode		333		276		368		3,711		4,688	
Cost Per Unit of Service by Service Mode		\$250.00		\$90.00		\$325.00		\$140.00			
Unduplicated Clients (UDC) per Service Mode		56		44		31		271		350	

BUDGET JUSTIFICATION

Contractor Name UCSF - Alliance Health Project
 Program Name: HHS COUNTY GF

Appendix #: A-1/B-1a
 Fiscal Year: 2018

1a) SALARIES

Staff Position 1: Program Director				
Brief description of job duties: Responsible for programmatic, budget/fiscal oversight of program; responsible for all personnel issues within UC, providing guidance and support to all personnel actions, including hiring and disciplinary actions.				
Minimum qualifications: bachelors with an appropriate major and 4 yrs experience in program management, or equivalent combination of ed and exp; at least 5 yrs exp in HIV service sector.				
Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$166,717.20	0.20	4	0	\$ 11,114

Staff Position 2: Psychiatrist/Medical Director				
Brief description of job duties: Provides psychiatric evaluation, consultation, medication evaluation & pt management svcs, pt crisis intervention/triage svcs as required; clinical supervision to the Psychiatric RN & Nurse Practitioner; oversees medical policies/procedures at clinic.				
Minimum qualifications: Licensure in CA as a psychiatrist and 5 yrs clinical experience in an HIV mental health environment.				
Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$189,600.00	0.70	4	0	\$ 44,240

Staff Position 3: Psychiatrist				
Brief description of job duties: Will provide psychiatric assessment, evaluation and consultation services.				
Minimum qualifications: licensure in the State of California as a psychiatrist; must be Board eligible; and proven experience with the medical aspects of HIV and psychiatry.				
Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$189,600.00	0.42	4	0	\$ 26,544

Staff Position 4: Psychiatrist - Intern (PGY2)				
Brief description of job duties: Will provide psychiatric assessment, evaluation and consultation services.				
Minimum qualifications: Licensure or license eligible in the State of California as a physician, currently in an accredited psychiatric residence.				
Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$57,408.00	0.07	4	0	\$ 1,340

Staff Position 5: Psychiatrist - Intern (PGY3)				
Brief description of job duties: Will provide psychiatric assessment, evaluation and consultation services.				
Minimum qualifications: Licensure or license eligible in the State of California as a physician, currently in an accredited psychiatric residence.				
Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$59,663.04	0.07	4	0	\$ 1,392

Staff Position 6: Psychiatrist - Intern (PGY4)				
Brief description of job duties: Will provide psychiatric assessment, evaluation and consultation services.				

Minimum qualifications: Licensure or license eligible in the State of California as a physician, currently in an accredited psychiatric residence.

Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$62,018.04	0.10	4	0	\$ 2,067

Staff Position 7: Nurse Practitioner

Brief description of job duties: Provides psych medication monitoring, follow-up secondary to assessment/evaluation by Psychiatrist; client assessment, crisis intervention/ triage.

Minimum qualifications: NP CA state license;. Bachelors in Nursing desired; 2 yrs supervisory exp in medical setting preferably HIV; 2 yrs exp in a mental hlth or subs abuse/recovery oriented tx setting; 5 yrs clinical exp in HIV mental hlth.

Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$180,632.88	0.29	4	0	\$ 17,461

Staff Position 8: Nurse Practitioner

Brief description of job duties: Provides psych medication monitoring, follow-up secondary to assessment/evaluation by Psychiatrist; client assessment, crisis intervention/ triage.

Minimum qualifications: NP CA state license;. Bachelors in Nursing desired; 2 yrs supervisory exp in medical setting preferably HIV; 2 yrs exp in a mental hlth or subs abuse/recovery oriented tx setting; 5 yrs clinical exp in HIV mental hlth.

Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$170,109.36	0.26	4	0	\$ 14,743

Staff Position 9: Registered Nurse

Brief description of job duties: Provides psych medication monitoring, follow-up secondary to assessment/evaluation by Psychiatrist; client assessment, crisis intervention/ triage.

Minimum qualifications: Licensure in the State of California as a Registered Nurse. Bachelors degree in Nursing desired; two years supervision experience in medical setting preferably HIV oriented; and two years experience in a mental health or substance abuse/recovery oriented treatment setting, and five years clinical experience in an HIV mental health environment.

Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$159,627.60	0.65	4	0	\$ 34,586

Staff Position 10: Psychologist

Brief description of job duties: Provides clinical services including neuropsychological testing assessments and evaluation to referred clients. Will supervise clinical interns and co-facilitate groups.

Minimum qualifications: Doctoral in psychology; 3 yrs clinical counseling experience; 3 yrs neuropsychological testing experience; experience with diverse populations; and licensed clinician.

Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$88,405.92	0.60	4	0	\$ 17,681

Staff Position 11: Psychologist

Brief description of job duties: Provides clinical services including neuropsychological testing assessments and evaluation to referred clients. Will supervise clinical interns and co-facilitate groups.

Minimum qualifications: Doctoral in psychology; 3 yrs clinical counseling experience; 3 yrs neuropsychological testing experience; experience with diverse populations; and licensed clinician.

Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$110,473.20	0.60	4	0	\$ 22,095

Staff Position 12: Psychologist				
Brief description of job duties: Provides clinical services including neuropsychological testing assessments and evaluation to referred clients. Will supervise clinical interns and co-facilitate groups.				
Minimum qualifications: Doctoral in psychology; 3 yrs clinical counseling experience; 3 yrs neuropsychological testing experience; experience with diverse populations; and licensed clinician.				
Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$92,018.16	0.59	4	0	\$ 18,097

Staff Position 13: Supervisor - Clinical Social Worker				
Brief description of job duties: Responsible for oversight of program clinical activities; provides clinical supervision to clinical staff as well as program assistant; reviews protocols, assures appropriate staffing; generates programmatic contract compliance functions; liaison with community agencies as needed; participation or coordination of staff in ISM case conference.				
Minimum qualifications: Masters in social work, psychology or other related area. Licensed MFCC/LCSW as well as exp with diverse populations; proven crisis intervention exp; 5 yrs exp working with HIV/AIDS clients				
Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$114,161.52	0.15	4	0	\$ 5,708

Staff Position 14: Clinical Social Worker-Lead				
Brief description of job duties: Responsible for oversight of program clinical activities; provides clinical supervision to clinical staff as well as program assistant; reviews protocols, assures appropriate staffing; generates programmatic contract compliance functions; liaison with community agencies as needed; participation or coordination of staff in ISM case conference.				
Minimum qualifications: Masters in social work, psychology or other related area. Licensed MFCC/LCSW as well as exp with diverse populations; proven crisis intervention exp; 5 yrs exp working with HIV/AIDS clients				
Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$75,970.32	0.60	4	0	\$ 15,194

Staff Position 15: Clinical Social Worker				
Brief description of job duties: Provides mental health/substance abuse assessments of clients; consultation to providers on the assessment/management of clients; back-up to intake team at Svcs Center as needed.				
Minimum qualifications: Masters in social work, psychology or other related area; 3 yrs clinical counseling exp. Preferred: licensed LMFT/LCSW & exp with diverse populations; 1 yr exp working with HIV/AIDS clients				
Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$69,697.44	0.50	4	0	\$ 11,616

Staff Position 16: Clinical Social Worker				
Brief description of job duties: Provides mental health/substance abuse assessments of clients; consultation to providers on the assessment/management of clients; back-up to intake team at Svcs Center as needed.				
Minimum qualifications: Masters in social work, psychology or other related area; 3 yrs clinical counseling exp. Preferred: licensed LMFT/LCSW & exp with diverse populations; 1 yr exp working with HIV/AIDS clients				
Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$68,319.36	0.62	4	0	\$ 14,119

Staff Position 17: Clinical Social Worker				
Brief description of job duties: Provides mental health/substance abuse assessments of clients; consultation to providers on the assessment/management of clients; back-up to intake team at Svcs Center as needed.				

Masters in social work, psychology or other related area; 3 yrs clinical counseling exp.
 Preferred: licensed LMFT/LCSW & exp with diverse populations; 1 yr exp working with
 Minimum qualifications: HIV/AIDS clients

Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$69,697.44	0.65	4	0	\$ 15,101

Staff Position 18: Clinical Social Worker

Brief description of job duties: Provides mental health/substance abuse assessments of clients; consultation to providers on the assessment/management of clients; back-up to intake team at Svcs Center as needed.

Minimum qualifications: Masters in social work, psychology or other related area; 3 yrs clinical counseling exp.
 Preferred: licensed LMFT/LCSW & exp with diverse populations; 1 yr exp working with
 HIV/AIDS clients

Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$68,319.36	0.65	4	0	\$ 14,803

Staff Position 19: Clinical Social Worker

Brief description of job duties: Provides mental health/substance abuse assessments of clients; consultation to providers on the assessment/management of clients; back-up to intake team at Svcs Center as needed.

Minimum qualifications: Masters in social work, psychology or other related area; 3 yrs clinical counseling exp.
 Preferred: licensed LMFT/LCSW & exp with diverse populations; 1 yr exp working with
 HIV/AIDS clients

Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$69,676.56	0.55	4	0	\$ 12,774

Staff Position 20: Clinical Social Worker

Brief description of job duties: Provides mental health/substance abuse assessments of clients; consultation to providers on the assessment/management of clients; back-up to intake team at Svcs Center as needed.

Minimum qualifications: Masters in social work, psychology or other related area; 3 yrs clinical counseling exp.
 Preferred: licensed LMFT/LCSW & exp with diverse populations; 1 yr exp working with
 HIV/AIDS clients

Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$81,139.68	0.50	4	0	\$ 13,523

Staff Position 21: Clinical Social Worker

Brief description of job duties: Provides mental health/substance abuse assessments of clients; consultation to providers on the assessment/management of clients; back-up to intake team at Svcs Center as needed.

Minimum qualifications: Masters in social work, psychology or other related area; 3 yrs clinical counseling exp.
 Preferred: licensed LMFT/LCSW & exp with diverse populations; 1 yr exp working with
 HIV/AIDS clients

Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$89,575.20	0.50	4	0	\$ 14,929

Staff Position 22: Clinical Social Worker

Brief description of job duties: Provides mental health/substance abuse assessments of clients; consultation to providers on the assessment/management of clients; back-up to intake team at Svcs Center as needed.

Minimum qualifications: Masters in social work, psychology or other related area; 3 yrs clinical counseling exp.
 Preferred: licensed LMFT/LCSW & exp with diverse populations; 1 yr exp working with
 HIV/AIDS clients

Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$73,539.36	0.47	4	0	\$ 11,521

Staff Position 23: Clinical Social Worker

Brief description of job duties: Provides mental health/substance abuse assessments of clients; consultation to providers on the assessment/management of clients; back-up to intake team at Svcs Center as needed.				
Minimum qualifications: Masters in social work, psychology or other related area; 3 yrs clinical counseling exp. Preferred: licensed LMFT/LCSW & exp with diverse populations; 1 yr exp working with HIV/AIDS clients				
Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$94,765.08	0.58	4	0	\$ 18,321

Staff Position 24: Social Work Associate				
Brief description of job duties: Will provide case manager services and maintain linkages with providers.				
Minimum qualifications: Bachelor's degree in social work, psychology, or counseling experience in substance abuse settings and or an equivalent of education experience; proven ability to work independently in a multi-disciplinary setting; experience working with medically ill populations; strong writing and verbal skills required.				
Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$64,811.52	0.55	4	0	\$ 11,882

Staff Position 25: Receptionist				
Brief description of job duties: Provides program support services including maintaining evaluation databases, participant satisfaction surveys and record keeping; typing correspondences, maintaining files, coordinating and setting up group space arrangements; data entry.				
Minimum qualifications: High school graduation and 3 yrs related administrative/clerical experience as well as knowledge of computer word processing and excellent typing skills, experience with diverse populations and HIV service delivery system.				
Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$56,000.16	0.28	4	0	\$ 5,227

Staff Position 26: Receptionist				
Brief description of job duties: Provides program support services including maintaining evaluation databases, participant satisfaction surveys and record keeping; typing correspondences, maintaining files, coordinating and setting up group space arrangements; data entry.				
Minimum qualifications: High school graduation and 3 yrs related administrative/clerical experience as well as knowledge of computer word processing and excellent typing skills, experience with diverse populations and HIV service delivery system.				
Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$46,270.08	0.60	4	0	\$ 9,254

Staff Position 27: Receptionist				
Brief description of job duties: Provides program support services including maintaining evaluation databases, participant satisfaction surveys and record keeping; typing correspondences, maintaining files, coordinating and setting up group space arrangements; data entry.				
Minimum qualifications: High school graduation and 3 yrs related administrative/clerical experience as well as knowledge of computer word processing and excellent typing skills, experience with diverse populations and HIV service delivery system.				
Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$44,307.36	0.44	4	0	\$ 6,498

Staff Position 28: Receptionist-Lead				
Brief description of job duties: Provides program support services including maintaining evaluation databases, participant satisfaction surveys and record keeping; typing correspondences, maintaining files, coordinating and setting up group space arrangements; data entry.				

High school graduation and 3 yrs related administrative/clerical experience as well as knowledge of computer word processing and excellent typing skills, experience with diverse populations and HIV service delivery system.

Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$53,557.20	0.20	4	0	\$ 3,629

Staff Position 29: Program Coordinator

Brief description of job duties: Provides program support including coordinating building maintenance/scheduling activity for service center; ensuring group and individual therapy rooms are clean, to code & available for use when needed; building/maintaining evaluation databases, pt satisfaction surveys & record keeping; typing correspondence, maintaining files, coordinating/setting up group space arrangements; data entry. Will work front reception desk as needed.

Minimum qualifications: High school graduation and 3 yrs related administrative/clerical experience as well as knowledge of computer word processing and excellent typing skills, ex[perience with diverse populations and HIV service delivery system.

Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$79,320.96	0.50	4	0	\$ 13,220

Staff Position 30: Administrator 2

Brief description of job duties: Provides financial reporting and reconciliation monitoring of clinical/contract-related expenditures. Assists with post-award management of the contract at UCSF.

Minimum qualifications: Bachelors in accounting or finance or related area and minimum of 2 years experience in general accounting.

Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$69,133.68	0.30	4	0	\$ 6,913

Staff Position 31: Administrator 2

Brief description of job duties: Provides invoicing of clinical/contract-related expenditures using CCSF templates & instructions. Also assists with clinical-related procurement.

Minimum qualifications: Bachelors in accounting or finance or related area and minimum of 2 years experience in

Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$71,994.24	0.15	4	0	\$ 3,600

Staff Position 32: Program Manager

Brief description of job duties: Provides support to program and program leadership, including managing program assistant and analysts and coverage of duties when necessary. Monitors contract and ensures fiscal and administrative compliance under funder. Coordinates invoicing and billing procedures

Minimum qualifications: Bachelors or masters in accounting or finance; 3 years experience working with programs delivering publically funded services to vulnerable populations.

Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$140,000.00	0.10	4	0	\$ 4,667

Staff Position 33: Quality Manager

Brief description of job duties: Provides billing support to program leadership, includes monitoring accuracy & completion of billing data; developing/implementing changes to billing system to improve productivity, tracking/quality control; reconciliation of ARIES billing data/clinical documentation; production of program UOS reports/projections; production of staff productivity reports/projections; design data collection, storage & reporting systems; communication with program leadership/staff;

Master's degree or equivalent combination of education and experience in public health svcs delivery & systems integration/maintenance, as well as knowledge of HIV & mental health
Minimum qualifications: svcs, exp with ARIES & serving diverse populations.

Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$94,721.04	0.05	4	0	\$ 1,579

Total FTE: 13.49

Total Salaries: \$ 425,438

1b) EMPLOYEE FRINGE BENEFITS:

(Components provided below are samples only. The budgeted components should reflect the contractor's ledger accounts.)

Component	Cost
Social Security	\$ 10,810
Retirement	\$ 50,448
Medical	\$ 69,096
Dental	\$ 7,207
Unemployment Insurance	\$ 360
Disability Insurance	\$ 14,414
Paid Time Off	\$ 27,837
Other (specify):	\$ -

Total Fringe Benefit: 180,173

Fringe Benefit %: 42.35%

TOTAL SALARIES & EMPLOYEE FRINGE BENEFITS:	605,611
---	----------------

2) OPERATING EXPENSES:

Occupancy:

Expense Item	Brief Description	Rate	Cost
Rent	Monthly expense for the proportion of clinic space utilized by program.	\$6.56/sq. ft. x 1860 sq. ft = \$12,201.60 x 4 months	48,806
Utilities	Monthly phone expenses for proportionate program utilization .	\$43.57/mo x 13.49 FTE x 4 mos	2,351
Total Occupancy:			51,157

Materials & Supplies:

Expense Item	Brief Description	Rate	Cost
Office Supplies & Postage	Pens, paper, medical chart supplies, postage for client communication, proportionate to program utilization.	\$140.38/mo x 13.49 FTE x 4 mos	7,575
Computer Hardware & Software	Regular replacement of computers and peripherals for contract staff	\$185.32/mo x 13.49 FTE x 4 mos	10,000
Total Materials & Supplies:			17,575

General Operating:

Expense Item	Brief Description	Rate	Cost
Staff Training	Registration fees for work-related conferences and related expenses to train career staff to stay current in knowledge and skills necessary to perform their jobs.	\$100 per training x 13.49 FTE	1,349
Rental of Equipment	Equipment used to run services, like photocopiers, network printers and scanners.	\$14.10/mo x 13.49 FTE x 4 mos	761
Total General Operating:			2,110

Other:

Expense Item	Brief Description	Rate	Cost
Data Network Recharge	Use of the UCSF data network	\$44/FTE x 13.49 FTE x 4 months	2,374
CCDSS: Computing and Communication Device Support Services	IT Desktop support services (Basic Support level)	\$59/FTE x 13.49 FTE x 4 months	3,184
Gael: General Automobile and Employee Liability Charges	Liability insurance charges associated with payroll	\$0.82/\$100 of payroll x 13.49 FTE x 4 mos	3,489
Total Other:			9,046

TOTAL OPERATING EXPENSES:	79,888
----------------------------------	---------------

TOTAL DIRECT COSTS:	685,499
----------------------------	----------------

4) INDIRECT COSTS

Describe method and basis for Indirect Cost Allocation (i.e., FTE, square footage, or other)	Amount
9% on Total Direct Costs	61,695

Indirect Rate:	9%
TOTAL INDIRECT COSTS:	61,695

TOTAL EXPENSES:	747,193
------------------------	----------------

UOS COST ALLOCATION BY SERVICE MODE

Personnel Expenses	FTE	SERVICE MODES								Contract Totals	Totals From
		Crisis Intervention Hours		Substance Counseling/ Case Mgmt Hours		Psychiatry Encounters		Mental Health Services Hours			
		Salaries	% FTE	Salaries	% FTE	Salaries	% FTE	Salaries	% FTE		
Program Director	0.20	2,293	20%	566	5%	5,152	45%	3,448	30%	11,448	\$ 11,448
Psychiatrist/Medical Director	0.70	17,696	40%	-	0%	26,544	60%	-	0%	44,240	\$ 44,240
Psychiatrist	0.42	10,618	40%	-	0%	15,926	60%	-	0%	26,544	\$ 26,544
Psychiatrist - Intern (PGY2)	0.07	552	40%	-	0%	828	60%	-	0%	1,380	\$ 1,380
Psychiatrist - Intern (PGY3)	0.07	574	40%	-	0%	860	60%	-	0%	1,434	\$ 1,434
Psychiatrist - Intern (PGY4)	0.10	852	40%	-	0%	1,277	60%	-	0%	2,129	\$ 2,129
Nurse Practitioner	0.29	1,799	10%	-	0%	-	0%	16,190	90%	17,989	\$ 17,989
Nurse Practitioner	0.26	1,519	10%	-	0%	-	0%	13,669	90%	15,188	\$ 15,188
Registered Nurse	0.60	3,289	10%	-	0%	-	0%	29,601	90%	32,890	\$ 32,890
Psychologist	0.60	-	0%	-	0%	-	0%	18,215	100%	18,215	\$ 18,215
Psychologist	0.60	-	0%	-	0%	-	0%	22,757	100%	22,757	\$ 22,757
Psychologist	0.59	-	0%	-	0%	-	0%	18,643	100%	18,643	\$ 18,643
Supervisor - Clinical Social Worker	0.10	392	10%	314	8%	-	0%	3,214	82%	3,920	\$ 3,920
Clinical Social Worker-Lead	0.55	-	0%	1,148	8%	-	0%	13,198	92%	14,346	\$ 14,346
Clinical Social Worker	0.50	1,197	10%	957	8%	-	0%	9,813	82%	11,967	\$ 11,967
Clinical Social Worker	0.55	-	0%	-	0%	-	0%	12,903	100%	12,903	\$ 12,903
Clinical Social Worker	0.60	-	0%	1,149	8%	-	0%	13,211	92%	14,360	\$ 14,360
Clinical Social Worker	0.60	1,408	10%	1,126	8%	-	0%	11,543	82%	14,077	\$ 14,077
Clinical Social Worker	0.60	-	0%	1,148	8%	-	0%	13,208	92%	14,356	\$ 14,356
Clinical Social Worker	0.50	-	0%	1,115	8%	-	0%	12,817	92%	13,932	\$ 13,932
Clinical Social Worker	0.50	-	0%	1,230	8%	-	0%	14,150	92%	15,380	\$ 15,380
Clinical Social Worker	0.47	-	0%	950	8%	-	0%	10,919	92%	11,869	\$ 11,869
Clinical Social Worker	0.58	-	0%	1,510	8%	-	0%	17,361	92%	18,871	\$ 18,871
Social Work Associate	0.55	-	0%	979	8%	-	0%	11,262	92%	12,241	\$ 12,241
Receptionist	0.28	807	15%	215	4%	1,884	35%	2,476	46%	5,383	\$ 5,383
Receptionist	0.60	1,430	15%	381	4%	3,336	35%	4,385	46%	9,532	\$ 9,532
Receptionist	0.44	1,004	15%	268	4%	2,343	35%	3,079	46%	6,693	\$ 6,693
Receptionist-Lead	0.20	561	15%	150	4%	1,308	35%	1,719	46%	3,738	\$ 3,738
Program Coordinator	0.50	681	5%	545	4%	4,766	35%	7,626	56%	13,617	\$ 13,617
Administrator 2	0.30	356	5%	214	3%	1,780	25%	4,771	67%	7,121	\$ 7,121
Administrator 2	0.10	124	5%	74	3%	618	25%	1,656	67%	2,472	\$ 2,472
Program Manager	0.10	240	5%	144	3%	1,202	25%	3,221	67%	4,807	\$ 4,807
Quality Manager	0.05	61	5%	49	3%	407	25%	1,089	67%	1,626	\$ 1,626
Total FTE & Total Salaries	13.17	47,471	11%	14,221	3%	68,231	16%	296,145	70%	426,068	\$ 426,068
Fringe Benefits	42.4%	20,104	11%	6,022	3%	28,896	16%	125,418	70%	180,440	\$ 180,440
Total Personnel Expenses		67,575	11%	20,243	3%	97,127	16%	421,563	70%	606,508	\$ 606,508
Operating Expenses	Expenditure	%	Expenditure	%	Expenditure	%	Expenditure	%	Contract Total		
Total Occupancy	5,700	11%	1,707	3%	8,192	16%	35,557	70%	51,157	\$ 51,157	
Total Materials and Supplies	1,866	11%	559	3%	2,683	16%	11,643	70%	16,751	\$ 16,751	
Total General Operating	232	11%	69	3%	333	16%	1,444	70%	2,078	\$ 2,078	
Total Staff Travel	-	11%	-	3%	-	16%	-	70%	-	\$ -	
Consultants/Subcontractor:	-	11%	-	3%	-	16%	-	70%	-	\$ -	
Other (specify):	1,003	11%	301	3%	1,442	16%	6,259	70%	9,005	\$ 9,005	
Total Operating Expenses	8,801	11%	2,636	3%	12,650	16%	54,904	70%	78,991	\$ 78,991	
Capital Expenses	Expenditure	%	Expenditure	%	Expenditure	%	Expenditure	%	Contract Total		
Capital Expenditure 1	-	0%	-	0%	-	0%	-	0%	-	\$ -	
Capital Expenditure 2	-	0%	-	0%	-	0%	-	0%	-	\$ -	
Total Capital Expenses	-	0%	-	0%	-	0%	-	0%	-	\$ -	
Total Direct Expenses	76,376	11%	22,879	3%	109,777	16%	476,467	70%	685,499	\$ 685,499	
Indirect Expenses 9%	6,874	11%	2,059	3%	9,880	16%	42,882	70%	61,695	\$ 61,695	
TOTAL EXPENSES	83,250	11%	24,938	3%	119,657	16%	519,349	70%	747,193	\$ 747,193	
Units of Service (UOS) per Service Mode	333		276		368		3,711		4,688		
Cost Per Unit of Service by Service Mode	\$250.00		\$90.00		\$325.00		\$140.00				
Unduplicated Clients (UDC) per Service Mode	56		44		31		271		350		

BUDGET JUSTIFICATION

Contractor Name UCSF - Alliance Health Project
Program Name: HHS COUNTY GF

Appendix #: A-1/B-1b
 Fiscal Year: 2019

1a) SALARIES

Staff Position 1: Program Director				
Brief description of job duties: Responsible for programmatic, budget/fiscal oversight of program; responsible for all personnel issues within UC, providing guidance and support to all personnel actions, including hiring and disciplinary actions.				
Minimum qualifications: bachelors with an appropriate major and 4 yrs experience in program management, or equivalent combination of ed and exp; at least 5 yrs exp in HIV service sector.				
Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$171,718.72	0.20	4	0	\$ 11,448

Staff Position 2: Psychiatrist/Medical Director				
Brief description of job duties: Provides psychiatric evaluation, consultation, medication evaluation & pt management svcs, pt crisis intervention/triage svcs as required; clinical supervision to the Psychiatric RN & Nurse Practitioner; oversees medical policies/procedures at clinic.				
Minimum qualifications: Licensure in CA as a psychiatrist and 5 yrs clinical experience in an HIV mental health environment.				
Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$189,600.00	0.70	4	0	\$ 44,240

Staff Position 3: Psychiatrist				
Brief description of job duties: Will provide psychiatric assessment, evaluation and consultation services.				
Minimum qualifications: licensure in the State of California as a psychiatrist; must be Board eligible; and proven experience with the medical aspects of HIV and psychiatry.				
Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$189,600.00	0.42	4	0	\$ 26,544

Staff Position 4: Psychiatrist - Intern (PGY2)				
Brief description of job duties: Will provide psychiatric assessment, evaluation and consultation services.				
Minimum qualifications: Licensure or license eligible in the State of California as a physician, currently in an accredited psychiatric residence.				
Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$59,130.24	0.07	4	0	\$ 1,380

Staff Position 5: Psychiatrist - Intern (PGY3)				
Brief description of job duties: Will provide psychiatric assessment, evaluation and consultation services.				
Minimum qualifications: Licensure or license eligible in the State of California as a physician, currently in an accredited psychiatric residence.				
Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$61,452.93	0.07	4	0	\$ 1,434

Staff Position 6: Psychiatrist - Intern (PGY4)				
Brief description of job duties: Will provide psychiatric assessment, evaluation and consultation services.				

Licensure or license eligible in the State of California as a physician, currently in an accredited
 Minimum qualifications: psychiatric residence.

Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$63,878.58	0.10	4	0	\$ 2,129

Staff Position 7: Nurse Practitioner

Brief description of job duties: Provides psych medication monitoring, follow-up secondary to assessment/evaluation by Psychiatrist; client assessment, crisis intervention/ triage.

Minimum qualifications: NP CA state license;. Bachelors in Nursing desired; 2 yrs supervisory exp in medical setting preferably HIV; 2 yrs exp in a mental hlth or subs abuse/recovery oriented tx setting; 5 yrs clinical exp in HIV mental hlth.

Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$186,087.99	0.29	4	0	\$ 17,989

Staff Position 8: Nurse Practitioner

Brief description of job duties: Provides psych medication monitoring, follow-up secondary to assessment/evaluation by Psychiatrist; client assessment, crisis intervention/ triage.

Minimum qualifications: NP CA state license;. Bachelors in Nursing desired; 2 yrs supervisory exp in medical setting preferably HIV; 2 yrs exp in a mental hlth or subs abuse/recovery oriented tx setting; 5 yrs clinical exp in HIV mental hlth.

Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$175,246.66	0.26	4	0	\$ 15,188

Staff Position 9: Registered Nurse

Brief description of job duties: Provides psych medication monitoring, follow-up secondary to assessment/evaluation by Psychiatrist; client assessment, crisis intervention/ triage.

Minimum qualifications: Licensure in the State of California as a Registered Nurse. Bachelors degree in Nursing desired; two years supervision experience in medical setting preferably HIV oriented; and two years experience in a mental health or substance abuse/recovery oriented treatment setting, and five years clinical experience in an HIV mental health environment.

Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$164,448.35	0.60	4	0	\$ 32,890

Staff Position 10: Psychologist

Brief description of job duties: Provides clinical services including neuropsychological testing assessments and evaluation to referred clients. Will supervise clinical interns and co-facilitate groups.

Minimum qualifications: Doctoral in psychology; 3 yrs clinical counseling experience; 3 yrs neuropsychological testing experience; experience with diverse populations; and licensed clinician.

Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$91,075.78	0.60	4	0	\$ 18,215

Staff Position 11: Psychologist

Brief description of job duties: Provides clinical services including neuropsychological testing assessments and evaluation to referred clients. Will supervise clinical interns and co-facilitate groups.

Minimum qualifications: Doctoral in psychology; 3 yrs clinical counseling experience; 3 yrs neuropsychological testing experience; experience with diverse populations; and licensed clinician.

Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$113,787.40	0.60	4	0	\$ 22,757

Staff Position 12: Psychologist				
Brief description of job duties: Provides clinical services including neuropsychological testing assessments and evaluation to referred clients. Will supervise clinical interns and co-facilitate groups.				
Minimum qualifications: Doctoral in psychology; 3 yrs clinical counseling experience; 3 yrs neuropsychological testing experience; experience with diverse populations; and licensed clinician.				
Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$94,797.11	0.59	4	0	\$ 18,643

Staff Position 13: Supervisor - Clinical Social Worker				
Brief description of job duties: Responsible for oversight of program clinical activities; provides clinical supervision to clinical staff as well as program assistant; reviews protocols, assures appropriate staffing; generates programmatic contract compliance functions; liaison with community agencies as needed; participation or coordination of staff in ISM case conference.				
Minimum qualifications: Masters in social work, psychology or other related area. Licensed MFCC/LCSW as well as exp with diverse populations; proven crisis intervention exp; 5 yrs exp working with HIV/AIDS clients				
Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$117,586.37	0.10	4	0	\$ 3,920

Staff Position 14: Clinical Social Worker-Lead				
Brief description of job duties: Responsible for oversight of program clinical activities; provides clinical supervision to clinical staff as well as program assistant; reviews protocols, assures appropriate staffing; generates programmatic contract compliance functions; liaison with community agencies as needed; participation or coordination of staff in ISM case conference.				
Minimum qualifications: Masters in social work, psychology or other related area. Licensed MFCC/LCSW as well as exp with diverse populations; proven crisis intervention exp; 5 yrs exp working with HIV/AIDS clients				
Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$78,249.43	0.55	4	0	\$ 14,346

Staff Position 15: Clinical Social Worker				
Brief description of job duties: Provides mental health/substance abuse assessments of clients; consultation to providers on the assessment/management of clients; back-up to intake team at Svcs Center as needed.				
Minimum qualifications: Masters in social work, psychology or other related area; 3 yrs clinical counseling exp. Preferred: licensed LMFT/LCSW & exp with diverse populations; 1 yr exp working with HIV/AIDS clients				
Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$71,802.30	0.50	4	0	\$ 11,967

Staff Position 16: Clinical Social Worker				
Brief description of job duties: Provides mental health/substance abuse assessments of clients; consultation to providers on the assessment/management of clients; back-up to intake team at Svcs Center as needed.				
Minimum qualifications: Masters in social work, psychology or other related area; 3 yrs clinical counseling exp. Preferred: licensed LMFT/LCSW & exp with diverse populations; 1 yr exp working with HIV/AIDS clients				
Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$70,382.60	0.55	4	0	\$ 12,903

Staff Position 17: Clinical Social Worker				
Brief description of job duties: Provides mental health/substance abuse assessments of clients; consultation to providers on the assessment/management of clients; back-up to intake team at Svcs Center as needed.				

Masters in social work, psychology or other related area; 3 yrs clinical counseling exp.
 Preferred: licensed LMFT/LCSW & exp with diverse populations; 1 yr exp working with
 Minimum qualifications: HIV/AIDS clients

Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$71,802.30	0.60	4	0	\$ 14,360

Staff Position 18: Clinical Social Worker

Brief description of job duties: Provides mental health/substance abuse assessments of clients; consultation to providers on the assessment/management of clients; back-up to intake team at Svcs Center as needed.

Minimum qualifications: Masters in social work, psychology or other related area; 3 yrs clinical counseling exp.
 Preferred: licensed LMFT/LCSW & exp with diverse populations; 1 yr exp working with
 HIV/AIDS clients

Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$70,382.60	0.60	4	0	\$ 14,077

Staff Position 19: Clinical Social Worker

Brief description of job duties: Provides mental health/substance abuse assessments of clients; consultation to providers on the assessment/management of clients; back-up to intake team at Svcs Center as needed.

Minimum qualifications: Masters in social work, psychology or other related area; 3 yrs clinical counseling exp.
 Preferred: licensed LMFT/LCSW & exp with diverse populations; 1 yr exp working with
 HIV/AIDS clients

Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$71,780.79	0.60	4	0	\$ 14,356

Staff Position 20: Clinical Social Worker

Brief description of job duties: Provides mental health/substance abuse assessments of clients; consultation to providers on the assessment/management of clients; back-up to intake team at Svcs Center as needed.

Minimum qualifications: Masters in social work, psychology or other related area; 3 yrs clinical counseling exp.
 Preferred: licensed LMFT/LCSW & exp with diverse populations; 1 yr exp working with
 HIV/AIDS clients

Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$83,590.10	0.50	4	0	\$ 13,932

Staff Position 21: Clinical Social Worker

Brief description of job duties: Provides mental health/substance abuse assessments of clients; consultation to providers on the assessment/management of clients; back-up to intake team at Svcs Center as needed.

Minimum qualifications: Masters in social work, psychology or other related area; 3 yrs clinical counseling exp.
 Preferred: licensed LMFT/LCSW & exp with diverse populations; 1 yr exp working with
 HIV/AIDS clients

Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$92,280.37	0.50	4	0	\$ 15,380

Staff Position 22: Clinical Social Worker

Brief description of job duties: Provides mental health/substance abuse assessments of clients; consultation to providers on the assessment/management of clients; back-up to intake team at Svcs Center as needed.

Minimum qualifications: Preferred: licensed LMFT/LCSW & exp with diverse populations; 1 yr exp working with
 HIV/AIDS clients

Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$75,760.25	0.47	4	0	\$ 11,869

Staff Position 23: Clinical Social Worker

<p>Brief description of job duties: Provides mental health/substance abuse assessments of clients; consultation to providers on the assessment/management of clients; back-up to intake team at Svcs Center as needed.</p>				
<p>Minimum qualifications: Masters in social work, psychology or other related area; 3 yrs clinical counseling exp. Preferred: licensed LMFT/LCSW & exp with diverse populations; 1 yr exp working with HIV/AIDS clients</p>				
Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$97,608.03	0.58	4	0	\$ 18,871

<p>Staff Position 24: Social Work Associate</p>				
<p>Brief description of job duties: Will provide case manager services and maintain linkages with providers.</p>				
<p>Minimum qualifications: Bachelor's degree in social work, psychology, or counseling experience in substance abuse settings and or an equivalent of education experience; proven ability to work independently in a multi-disciplinary setting; experience working with medically ill populations; strong writing and verbal skills required.</p>				
Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$66,768.83	0.55	4	0	\$ 12,241

<p>Staff Position 25: Receptionist</p>				
<p>Brief description of job duties: Provides program support services including maintaining evaluation databases, participant satisfaction surveys and record keeping; typing correspondences, maintaining files, coordinating and setting up group space arrangements; data entry.</p>				
<p>Minimum qualifications: High school graduation and 3 yrs related administrative/clerical experience as well as knowledge of computer word processing and excellent typing skills, experience with diverse populations and HIV service delivery system.</p>				
Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$57,680.16	0.28	4	0	\$ 5,383

<p>Staff Position 26: Receptionist</p>				
<p>Brief description of job duties: Provides program support services including maintaining evaluation databases, participant satisfaction surveys and record keeping; typing correspondences, maintaining files, coordinating and setting up group space arrangements; data entry.</p>				
<p>Minimum qualifications: High school graduation and 3 yrs related administrative/clerical experience as well as knowledge of computer word processing and excellent typing skills, experience with diverse populations and HIV service delivery system.</p>				
Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$47,658.18	0.60	4	0	\$ 9,532

<p>Staff Position 27: Receptionist</p>				
<p>Brief description of job duties: Provides program support services including maintaining evaluation databases, participant satisfaction surveys and record keeping; typing correspondences, maintaining files, coordinating and setting up group space arrangements; data entry.</p>				
<p>Minimum qualifications: High school graduation and 3 yrs related administrative/clerical experience as well as knowledge of computer word processing and excellent typing skills, experience with diverse populations and HIV service delivery system.</p>				
Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$45,636.58	0.44	4	0	\$ 6,693

<p>Staff Position 28: Receptionist-Lead</p>				
<p>Brief description of job duties: Provides program support services including maintaining evaluation databases, participant satisfaction surveys and record keeping; typing correspondences, maintaining files, coordinating and setting up group space arrangements; data entry.</p>				

High school graduation and 3 yrs related administrative/clerical experience as well as knowledge of computer word processing and excellent typing skills, experience with diverse populations and HIV service delivery system.

Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$55,163.92	0.20	4	0	\$ 3,738

Staff Position 29: Program Coordinator

Brief description of job duties: Provides program support including coordinating building maintenance/scheduling activity for service center; ensuring group and individual therapy rooms are clean, to code & available for use when needed; building/maintaining evaluation databases, pt satisfaction surveys & record keeping; typing correspondence, maintaining files, coordinating/setting up group space arrangements; data entry. Will work front reception desk as needed.

Minimum qualifications: High school graduation and 3 yrs related administrative/clerical experience as well as knowledge of computer word processing and excellent typing skills, ex[perience with diverse populations and HIV service delivery system.

Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$81,700.59	0.50	4	0	\$ 13,617

Staff Position 30: Research Administrator 2

Brief description of job duties: Provides financial reporting and reconciliation monitoring of clinical/contract-related expenditures. Assists with post-award management of the contract at UCSF.

Minimum qualifications: Bachelors in accounting or finance or related area and minimum of 2 years experience in general accounting.

Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$71,207.69	0.30	4	0	\$ 7,121

Staff Position 31: Research Administrator 2

Brief description of job duties: Provides invoicing of clinical/contract-related expenditures using CCSF templates & instructions. Also assists with clinical-related procurement.

Minimum qualifications: Bachelors in accounting or finance or related area and minimum of 2 years experience in

Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$74,154.07	0.10	4	0	\$ 2,472

Staff Position 32: Program Manager

Brief description of job duties: Provides support to program and program leadership, including managing program assistant and analysts and coverage of duties when necessary. Monitors contract and ensures fiscal and administrative compliance under funder. Coordinates invoicing and billing procedures

Minimum qualifications: Bachelors or masters in accounting or finance; 3 years experience working with programs delivering publically funded services to vulnerable populations.

Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$144,200.00	0.10	4	0	\$ 4,807

Staff Position 33: Quality Manager

Brief description of job duties: Provides billing support to program leadership, includes monitoring accuracy & completion of billing data; developing/implementing changes to billing system to improve productivity, tracking/quality control; reconciliation of ARIES billing data/clinical documentation; production of program UOS reports/projections; production of staff productivity reports/projections; design data collection, storage & reporting systems; communication with program leadership/staff;

Other: _____

Expense Item	Brief Description	Rate	Cost
Data Network Recharge	Use of the UCSF data network	\$44/FTE x 13.17 FTE x 4 months	2,318
CCDSS: Computing and Communication Device Support Services	IT Desktop support services (Basic Support level)	\$59/FTE x 13.17 FTE x 4 months	3,108
GAEL: General Automobile and Employee Liability Charges	Liability insurance charges associated with payroll	\$.84/\$100 of payroll x 13.17 FTE x 4 mos	3,579
Total Other:			9,005

TOTAL OPERATING EXPENSES: 78,991

TOTAL DIRECT COSTS: 685,499

4) INDIRECT COSTS

Describe method and basis for Indirect Cost Allocation (i.e., FTE, square footage, or other)	Amount
9% on Total Direct Costs	61,695

Indirect Rate: 9%
TOTAL INDIRECT COSTS: 61,695

TOTAL EXPENSES: 747,193

UOS COST ALLOCATION BY SERVICE MODE

Personnel Expenses	FTE	SERVICE MODES								Contract Totals	Totals From
		Crisis Intervention Hours		Substance Counseling/ Case Mgmt Hours		Psychiatry Encounters		Mental Health Services Hours			
		Salaries	% FTE	Salaries	% FTE	Salaries	% FTE	Salaries	% FTE		
Program Director	0.20	2,362	20%	825	7%	5,306	45%	3,298	28%	11,791	\$ 11,791
Psychiatrist/Medical Director	0.70	17,696	40%	-	0%	26,544	60%	-	0%	44,240	\$ 44,240
Psychiatrist	0.42	10,618	40%	-	0%	15,926	60%	-	0%	26,544	\$ 26,544
Psychiatrist - Intern (PGY2)	0.07	588	40%	-	0%	853	60%	-	0%	1,421	\$ 1,421
Psychiatrist - Intern (PGY3)	0.07	591	40%	-	0%	886	60%	-	0%	1,477	\$ 1,477
Psychiatrist - Intern (PGY4)	0.10	877	40%	-	0%	1,316	60%	-	0%	2,193	\$ 2,193
Nurse Practitioner	0.29	1,833	10%	-	0%	-	0%	16,495	90%	18,328	\$ 18,328
Nurse Practitioner	0.26	1,565	10%	-	0%	-	0%	14,082	90%	15,647	\$ 15,647
Registered Nurse	0.60	3,388	10%	-	0%	-	0%	30,495	90%	33,883	\$ 33,883
Psychologist	0.60	-	0%	-	0%	-	0%	18,765	100%	18,765	\$ 18,765
Psychologist	0.60	-	0%	-	0%	-	0%	23,440	100%	23,440	\$ 23,440
Psychologist	0.59	-	0%	-	0%	-	0%	19,206	100%	19,206	\$ 19,206
Supervisor - Clinical Social Worker	0.05	202	10%	162	8%	-	0%	1,656	82%	2,019	\$ 2,019
Clinical Social Worker-Lead	0.55	-	0%	1,182	8%	-	0%	13,594	92%	14,776	\$ 14,776
Clinical Social Worker	0.55	1,356	10%	1,085	8%	-	0%	11,120	82%	13,561	\$ 13,561
Clinical Social Worker	0.55	-	0%	-	0%	-	0%	13,293	100%	13,293	\$ 13,293
Clinical Social Worker	0.55	-	0%	1,085	8%	-	0%	12,476	92%	13,561	\$ 13,561
Clinical Social Worker	0.55	1,329	10%	1,063	8%	-	0%	10,900	82%	13,293	\$ 13,293
Clinical Social Worker	0.55	-	0%	1,085	8%	-	0%	12,472	92%	13,557	\$ 13,557
Clinical Social Worker	0.50	-	0%	1,148	8%	-	0%	13,204	92%	14,352	\$ 14,352
Clinical Social Worker	0.50	-	0%	1,268	8%	-	0%	14,577	92%	15,845	\$ 15,845
Clinical Social Worker	0.50	-	0%	1,041	8%	-	0%	11,967	92%	13,008	\$ 13,008
Clinical Social Worker	0.50	-	0%	1,340	8%	-	0%	15,416	92%	16,756	\$ 16,756
Social Work Associate	0.50	-	0%	917	8%	-	0%	10,547	92%	11,464	\$ 11,464
Receptionist	0.28	832	15%	222	4%	1,941	35%	2,551	46%	5,545	\$ 5,545
Receptionist	0.50	1,227	15%	327	4%	2,863	35%	3,763	46%	8,181	\$ 8,181
Receptionist	0.44	1,034	15%	276	4%	2,413	35%	3,171	46%	6,894	\$ 6,894
Receptionist-Lead	0.20	578	15%	154	4%	1,348	35%	1,771	46%	3,850	\$ 3,850
Program Coordinator	0.50	701	5%	561	4%	4,909	35%	7,854	56%	14,025	\$ 14,025
Administrator 2	0.30	367	5%	220	3%	1,834	25%	4,914	67%	7,334	\$ 7,334
Administrator 2	0.10	127	5%	76	3%	637	25%	1,706	67%	2,546	\$ 2,546
Program Manager	0.10	248	5%	149	3%	1,238	25%	3,317	67%	4,951	\$ 4,951
Quality Manager	0.05	84	5%	50	3%	419	25%	1,122	67%	1,675	\$ 1,675
Total FTE & Total Salaries	12.82	47,582	11%	14,236	3%	68,431	16%	297,173	70%	427,421	\$ 427,421
Fringe Benefits	42.4%	20,151	11%	6,029	3%	28,980	16%	125,853	70%	181,013	\$ 181,013
Total Personnel Expenses		67,733	11%	20,265	3%	97,411	16%	423,025	70%	608,434	\$ 608,434
Operating Expenses	Expenditure	%	Expenditure	%	Expenditure	%	Expenditure	%	Contract Total		
Total Occupancy	5,695	11%	1,704	3%	8,190	16%	35,568	70%	51,157	\$ 51,157	
Total Materials and Supplies	1,655	11%	495	3%	2,380	16%	10,335	70%	14,865	\$ 14,865	
Total General Operating	227	11%	68	3%	327	16%	1,420	70%	2,043	\$ 2,043	
Total Staff Travel	-	11%	-	3%	-	16%	-	70%	-	\$ -	
Consultants/Subcontractor:	-	11%	-	3%	-	16%	-	70%	-	\$ -	
Other (specify):	1,002	11%	300	3%	1,441	16%	6,258	70%	9,000	\$ 9,000	
Total Operating Expenses	8,579	11%	2,567	3%	12,338	16%	53,581	70%	77,065	\$ 77,065	
Capital Expenses	Expenditure	%	Expenditure	%	Expenditure	%	Expenditure	%	Contract Total		
Capital Expenditure 1	-	0%	-	0%	-	0%	-	0%	-	\$ -	
Capital Expenditure 2	-	0%	-	0%	-	0%	-	0%	-	\$ -	
Total Capital Expenses	-	0%	-	0%	-	0%	-	0%	-	\$ -	
Total Direct Expenses	76,312	11%	22,831	3%	109,749	16%	476,607	70%	685,499	\$ 685,499	
Indirect Expenses	6,868	11%	2,055	3%	9,877	16%	42,895	70%	61,695	\$ 61,695	
TOTAL EXPENSES	83,180	11%	24,886	3%	119,626	16%	519,502	70%	747,193	\$ 747,193	
Units of Service (UOS) per Service Mode	333		276		368		3,711		4,688		
Cost Per Unit of Service by Service Mode	\$250.00		\$80.00		\$325.00		\$140.00				
Unduplicated Clients (UDC) per Service Mode	56		44		31		271		350		

BUDGET JUSTIFICATION

Contractor Name UCSF - Alliance Health Project
Program Name: HHS COUNTY GF

Appendix #: A-1/B-1c
 Fiscal Year: 2020

1a) SALARIES

Staff Position 1: Program Director				
Brief description of job duties: Responsible for programmatic, budget/fiscal oversight of program; responsible for all personnel issues within UC, providing guidance and support to all personnel actions, including hiring and disciplinary actions.				
Minimum qualifications: bachelors with an appropriate major and 4 yrs experience in program management, or equivalent combination of ed and exp; at least 5 yrs exp in HIV service sector.				
Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$176,870.28	0.20	4	0	\$ 11,791

Staff Position 2: Psychiatrist/Medical Director				
Brief description of job duties: Provides psychiatric evaluation, consultation, medication evaluation & pt management svcs, pt crisis intervention/triage svcs as required; clinical supervision to the Psychiatric RN & Nurse Practitioner; oversees medical policies/procedures at clinic.				
Minimum qualifications: Licensure in CA as a psychiatrist and 5 yrs clinical experience in an HIV mental health environment.				
Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$189,600.00	0.70	4	0	\$ 44,240

Staff Position 3: Psychiatrist				
Brief description of job duties: Will provide psychiatric assessment, evaluation and consultation services.				
Minimum qualifications: licensure in the State of California as a psychiatrist; must be Board eligible; and proven experience with the medical aspects of HIV and psychiatry.				
Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$189,600.00	0.42	4	0	\$ 26,544

Staff Position 4: Psychiatrist - Intern (PGY2)				
Brief description of job duties: Will provide psychiatric assessment, evaluation and consultation services.				
Minimum qualifications: Licensure or license eligible in the State of California as a physician, currently in an accredited psychiatric residence.				
Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$60,904.15	0.07	4	0	\$ 1,421

Staff Position 5: Psychiatrist - Intern (PGY3)				
Brief description of job duties: Will provide psychiatric assessment, evaluation and consultation services.				
Minimum qualifications: Licensure or license eligible in the State of California as a physician, currently in an accredited psychiatric residence.				
Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$63,296.52	0.07	4	0	\$ 1,477

Staff Position 6: Psychiatrist - Intern (PGY4)				
Brief description of job duties: Will provide psychiatric assessment, evaluation and consultation services.				

Minimum qualifications: Licensure or license eligible in the State of California as a physician, currently in an accredited psychiatric residence.

Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$65,794.94	0.10	4	0	\$ 2,193

Staff Position 7: Nurse Practitioner

Brief description of job duties: Provides psych medication monitoring, follow-up secondary to assessment/evaluation by Psychiatrist; client assessment, crisis intervention/ triage.

Minimum qualifications: NP CA state license;. Bachelors in Nursing desired; 2 yrs supervisory exp in medical setting preferably HIV; 2 yrs exp in a mental hlth or subs abuse/recovery oriented tx setting; 5 yrs clinical exp in HIV mental hlth.

Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$189,600.00	0.29	4	0	\$ 18,328

Staff Position 8: Nurse Practitioner

Brief description of job duties: Provides psych medication monitoring, follow-up secondary to assessment/evaluation by Psychiatrist; client assessment, crisis intervention/ triage.

Minimum qualifications: NP CA state license;. Bachelors in Nursing desired; 2 yrs supervisory exp in medical setting preferably HIV; 2 yrs exp in a mental hlth or subs abuse/recovery oriented tx setting; 5 yrs clinical exp in HIV mental hlth.

Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$180,539.11	0.26	4	0	\$ 15,647

Staff Position 9: Registered Nurse

Brief description of job duties: Provides psych medication monitoring, follow-up secondary to assessment/evaluation by Psychiatrist; client assessment, crisis intervention/ triage.

Minimum qualifications: Licensure in the State of California as a Registered Nurse. Bachelors degree in Nursing desired; two years supervision experience in medical setting preferably HIV oriented; and two years experience in a mental health or substance abuse/recovery oriented treatment setting, and five years clinical experience in an HIV mental health environment.

Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$169,414.69	0.60	4	0	\$ 33,883

Staff Position 10: Psychologist

Brief description of job duties: Provides clinical services including neuropsychological testing assessments and evaluation to referred clients. Will supervise clinical interns and co-facilitate groups.

Minimum qualifications: Doctoral in psychology; 3 yrs clinical counseling experience; 3 yrs neuropsychological testing experience; experience with diverse populations; and licensed clinician.

Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$93,826.27	0.60	4	0	\$ 18,765

Staff Position 11: Psychologist

Brief description of job duties: Provides clinical services including neuropsychological testing assessments and evaluation to referred clients. Will supervise clinical interns and co-facilitate groups.

Minimum qualifications: Doctoral in psychology; 3 yrs clinical counseling experience; 3 yrs neuropsychological testing experience; experience with diverse populations; and licensed clinician.

Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$117,201.02	0.60	4	0	\$ 23,440

Staff Position 12: Psychologist				
Brief description of job duties: Provides clinical services including neuropsychological testing assessments and evaluation to referred clients. Will supervise clinical interns and co-facilitate groups.				
Minimum qualifications: Doctoral in psychology; 3 yrs clinical counseling experience; 3 yrs neuropsychological testing experience; experience with diverse populations; and licensed clinician.				
Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$97,659.98	0.59	4	0	\$ 19,206

Staff Position 13: Supervisor - Clinical Social Worker				
Brief description of job duties: Responsible for oversight of program clinical activities; provides clinical supervision to clinical staff as well as program assistant; reviews protocols, assures appropriate staffing; generates programmatic contract compliance functions; liaison with community agencies as needed; participation or coordination of staff in ISM case conference.				
Minimum qualifications: Masters in social work, psychology or other related area. Licensed MFCC/LCSW as well as exp with diverse populations; proven crisis intervention exp; 5 yrs exp working with HIV/AIDS clients				
Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$121,113.96	0.05	4	0	\$ 2,019

Staff Position 14: Clinical Social Worker-Lead				
Brief description of job duties: Responsible for oversight of program clinical activities; provides clinical supervision to clinical staff as well as program assistant; reviews protocols, assures appropriate staffing; generates programmatic contract compliance functions; liaison with community agencies as needed; participation or coordination of staff in ISM case conference.				
Minimum qualifications: Masters in social work, psychology or other related area. Licensed MFCC/LCSW as well as exp with diverse populations; proven crisis intervention exp; 5 yrs exp working with HIV/AIDS clients				
Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$80,596.91	0.55	4	0	\$ 14,776

Staff Position 15: Clinical Social Worker				
Brief description of job duties: Provides mental health/substance abuse assessments of clients; consultation to providers on the assessment/management of clients; back-up to intake team at Svcs Center as needed.				
Minimum qualifications: Masters in social work, psychology or other related area; 3 yrs clinical counseling exp. Preferred: licensed LMFT/LCSW & exp with diverse populations; 1 yr exp working with HIV/AIDS clients				
Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$73,970.73	0.55	4	0	\$ 13,561

Staff Position 16: Clinical Social Worker				
Brief description of job duties: Provides mental health/substance abuse assessments of clients; consultation to providers on the assessment/management of clients; back-up to intake team at Svcs Center as needed.				
Minimum qualifications: Masters in social work, psychology or other related area; 3 yrs clinical counseling exp. Preferred: licensed LMFT/LCSW & exp with diverse populations; 1 yr exp working with HIV/AIDS clients				
Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$72,508.16	0.55	4	0	\$ 13,293

Staff Position 17: Clinical Social Worker				
Brief description of job duties: Provides mental health/substance abuse assessments of clients; consultation to providers on the assessment/management of clients; back-up to intake team at Svcs Center as needed.				

Masters in social work, psychology or other related area; 3 yrs clinical counseling exp.
 Preferred: licensed LMFT/LCSW & exp with diverse populations; 1 yr exp working with
 Minimum qualifications: HIV/AIDS clients

Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$73,970.73	0.55	4	0	\$ 13,561

Staff Position 18: Clinical Social Worker

Brief description of job duties: Provides mental health/substance abuse assessments of clients; consultation to providers on the assessment/management of clients; back-up to intake team at Svcs Center as needed.

Minimum qualifications: Masters in social work, psychology or other related area; 3 yrs clinical counseling exp.
 Preferred: licensed LMFT/LCSW & exp with diverse populations; 1 yr exp working with
 Minimum qualifications: HIV/AIDS clients

Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$72,508.16	0.55	4	0	\$ 13,293

Staff Position 19: Clinical Social Worker

Brief description of job duties: Provides mental health/substance abuse assessments of clients; consultation to providers on the assessment/management of clients; back-up to intake team at Svcs Center as needed.

Minimum qualifications: Masters in social work, psychology or other related area; 3 yrs clinical counseling exp.
 Preferred: licensed LMFT/LCSW & exp with diverse populations; 1 yr exp working with
 Minimum qualifications: HIV/AIDS clients

Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$73,948.57	0.55	4	0	\$ 13,557

Staff Position 20: Clinical Social Worker

Brief description of job duties: Provides mental health/substance abuse assessments of clients; consultation to providers on the assessment/management of clients; back-up to intake team at Svcs Center as needed.

Minimum qualifications: Masters in social work, psychology or other related area; 3 yrs clinical counseling exp.
 Preferred: licensed LMFT/LCSW & exp with diverse populations; 1 yr exp working with
 Minimum qualifications: HIV/AIDS clients

Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$86,114.52	0.50	4	0	\$ 14,352

Staff Position 21: Clinical Social Worker

Brief description of job duties: Provides mental health/substance abuse assessments of clients; consultation to providers on the assessment/management of clients; back-up to intake team at Svcs Center as needed.

Minimum qualifications: Masters in social work, psychology or other related area; 3 yrs clinical counseling exp.
 Preferred: licensed LMFT/LCSW & exp with diverse populations; 1 yr exp working with

Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$95,067.24	0.50	4	0	\$ 15,845

Staff Position 22: Clinical Social Worker

Brief description of job duties: Provides mental health/substance abuse assessments of clients; consultation to providers on the assessment/management of clients; back-up to intake team at Svcs Center as needed.

Minimum qualifications: Preferred: licensed LMFT/LCSW & exp with diverse populations; 1 yr exp working with
 Minimum qualifications: HIV/AIDS clients

Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$78,048.21	0.50	4	0	\$ 13,008

Staff Position 23: Clinical Social Worker

Brief description of job duties: Provides mental health/substance abuse assessments of clients; consultation to providers on the assessment/management of clients; back-up to intake team at Svcs Center as needed.				
Minimum qualifications: Masters in social work, psychology or other related area; 3 yrs clinical counseling exp. Preferred: licensed LMFT/LCSW & exp with diverse populations; 1 yr exp working with HIV/AIDS clients				
Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$100,536.27	0.50	4	0	\$ 16,756

Staff Position 24: Social Work Associate				
Brief description of job duties: Will provide case manager services and maintain linkages with providers.				
Minimum qualifications: Bachelor's degree in social work, psychology, or counseling experience in substance abuse settings and or an equivalent of education experience; proven ability to work independently in a multi-disciplinary setting; experience working with medically ill populations; strong writing and verbal skills required.				
Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$68,785.25	0.50	4	0	\$ 11,464

Staff Position 25: Receptionist				
Brief description of job duties: Provides program support services including maintaining evaluation databases, participant satisfaction surveys and record keeping; typing correspondences, maintaining files, coordinating and setting up group space arrangements; data entry.				
Minimum qualifications: High school graduation and 3 yrs related administrative/clerical experience as well as knowledge of computer word processing and excellent typing skills, experience with diverse populations and HIV service delivery system.				
Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$59,410.57	0.28	4	0	\$ 5,545

Staff Position 26: Receptionist				
Brief description of job duties: Provides program support services including maintaining evaluation databases, participant satisfaction surveys and record keeping; typing correspondences, maintaining files, coordinating and setting up group space arrangements; data entry.				
Minimum qualifications: High school graduation and 3 yrs related administrative/clerical experience as well as knowledge of computer word processing and excellent typing skills, experience with diverse populations and HIV service delivery system.				
Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$49,087.93	0.50	4	0	\$ 8,181

Staff Position 27: Receptionist				
Brief description of job duties: Provides program support services including maintaining evaluation databases, participant satisfaction surveys and record keeping; typing correspondences, maintaining files, coordinating and setting up group space arrangements; data entry.				
Minimum qualifications: High school graduation and 3 yrs related administrative/clerical experience as well as knowledge of computer word processing and excellent typing skills, experience with diverse populations and HIV service delivery system.				
Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$47,005.68	0.44	4	0	\$ 6,894

Staff Position 28: Receptionist-Lead				
Brief description of job duties: Provides program support services including maintaining evaluation databases, participant satisfaction surveys and record keeping; typing correspondences, maintaining files, coordinating and setting up group space arrangements; data entry.				

High school graduation and 3 yrs related administrative/clerical experience as well as knowledge of computer word processing and excellent typing skills, experience with diverse populations and HIV service delivery system.

Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$56,818.83	0.20	4	0	\$ 3,850

Staff Position 29: Program Coordinator

Brief description of job duties: Provides program support including coordinating building maintenance/scheduling activity for service center; ensuring group and individual therapy rooms are clean, to code & available for use when needed; building/maintaining evaluation databases, pt satisfaction surveys & record keeping; typing correspondence, maintaining files, coordinating/setting up group space arrangements; data entry. Will work front reception desk as needed.

Minimum qualifications: High school graduation and 3 yrs related administrative/clerical experience as well as knowledge of computer word processing and excellent typing skills, ex[perience with diverse populations and HIV service delivery system.

Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$84,151.61	0.50	4	0	\$ 14,025

Staff Position 30: Research Administrator 2

Brief description of job duties: Provides financial reporting and reconciliation monitoring of clinical/contract-related expenditures. Assists with post-award management of the contract at UCSF.

Minimum qualifications: Bachelors in accounting or finance or related area and minimum of 2 years experience in general accounting.

Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$73,343.92	0.30	4	0	\$ 7,334

Staff Position 31: Research Administrator 2

Brief description of job duties: Provides invoicing of clinical/contract-related expenditures using CCSF templates & instructions. Also assists with clinical-related procurement.

Minimum qualifications: Bachelors in accounting or finance or related area and minimum of 2 years experience in

Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$76,378.69	0.10	4	0	\$ 2,546

Staff Position 32: Program Manager

Brief description of job duties: Provides support to program and program leadership, including managing program assistant and analysts and coverage of duties when necessary. Monitors contract and ensures fiscal and administrative compliance under funder. Coordinates invoicing and billing procedures

Minimum qualifications: Bachelors or masters in accounting or finance; 3 years experience working with programs delivering publically funded services to vulnerable populations.

Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$148,526.00	0.10	4	0	\$ 4,951

Staff Position 33: Quality Manager

Brief description of job duties: Provides billing support to program leadership, includes monitoring accuracy & completion of billing data; developing/implementing changes to billing system to improve productivity, tracking/quality control; reconciliation of ARIES billing data/clinical documentation; production of program UOS reports/projections; production of staff productivity reports/projections; design data collection, storage & reporting systems; communication with program leadership/staff; data entry.

Other: _____

Expense Item	Brief Description	Rate	Cost
Data Network Recharge	Use of the UCSF data network	\$44/FTE x 12.82 FTE x 4 months	2,256
CCDSS: Computing and Communication Device Support Services	IT Desktop support services (Basic Support level)	\$59/FTE x 12.82 FTE x 4 months	3,026
GAEL: General Automobile and Employee Liability Charges	Liability insurance charges associated with payroll	\$0.87/\$100 of payroll x 12.82 FTE x 4 mos	3,719
Total Other:			9,000

TOTAL OPERATING EXPENSES: 77,065

TOTAL DIRECT COSTS: 685,499

4) INDIRECT COSTS

Describe method and basis for Indirect Cost Allocation (i.e., FTE, square footage, or other)	Amount
9% on Total Direct Costs	61,695

Indirect Rate: 9%
TOTAL INDIRECT COSTS: 61,695

TOTAL EXPENSES: 747,193

Contractor Name **UCSF - Alliance Health Project**
 Contract Term (mm/dd/yyyy) **7/1/2018-9/29/2018**
 Funding Source **HHS STATE SAM - HCAO16, CFDA #93.917**

Appendix # **A-1/B-2**
 Page # **1**
 Fiscal Year(s) **2017-2021**
 Funding Notification Date **2/8/2018**

UOS COST ALLOCATION BY SERVICE MODE

Personnel Expenses	FTE	Mental Health Services Hours		Contract Totals	Totals From
		Salaries	% FTE		
Nurse Practitioner	0.10	4,516	100%	4,516	\$ 4,516
Psychologist	0.18	4,099	100%	4,099	\$ 4,099
Clinical Social Worker	0.15	3,013	100%	3,013	\$ 3,013
Clinical Social Worker	0.25	4,520	100%	4,520	\$ 4,520
Clinical Social Worker	0.25	4,551	100%	4,551	\$ 4,551
Clinical Social Worker	0.16	3,680	100%	3,680	\$ 3,680
Receptionist	0.20	2,215	100%	2,215	\$ 2,215
Total FTE & Total Salaries	1.29	26,594	100%	26,594	\$ 26,594
Fringe Benefits	42.4%	11,263	100%	11,263	\$ 11,263
Total Personnel Expenses		37,857	100%	37,857	\$ 37,857
Operating Expenses					
		Expenditure	%	Contract Total	
Total Occupancy		2,496	100%	2,496	\$ 2,496
Total Materials and Supplies		314	100%	314	\$ 314
Total General Operating		-	100%	-	\$ -
Total Staff Travel		-	100%	-	\$ -
Consultants/Subcontractor:		-	100%	-	\$ -
Other (specify):		617	100%	617	\$ 617
			0%	-	\$ -
Total Operating Expenses		3,427	100%	3,427	\$ 3,427
Capital Expenses					
		Expenditure	%	Contract Total	
Capital Expenditure 1		-	0%	-	\$ -
Capital Expenditure 2		-	0%	-	\$ -
Total Capital Expenses		-	0%	-	\$ -
Total Direct Expenses		41,284	100%	41,284	\$ 41,284
Indirect Expenses	9%	3,716	100%	3,716	\$ 3,716
TOTAL EXPENSES		45,000	100%	45,000	\$ 45,000
Units of Service (UOS) per Service Mode		321		321	
Cost Per Unit of Service by Service Mode		140.00			
Unduplicated Clients (UDC) per Service Mode		30		30	

BUDGET JUSTIFICATION

Contractor Name UCSF - Alliance Health Project
Program Name: HHS STATE SAM - HCAO16, CFDA #93.917

Appendix #: A-1/B-2
Fiscal Year: 2017

1a) SALARIES

Staff Position 1: Nurse Practitioner				
Brief description of job duties:		Provides psych medication monitoring, follow-up secondary to assessment/evaluation by Psychiatrist; client assessment, crisis intervention/ triage.		
Minimum qualifications:		NP CA state license; Bachelors in Nursing desired; 2 yrs supervisory exp in medical setting preferably HIV; 2 yrs exp in a mental hlth or subs abuse/recovery oriented tx setting; 5 yrs clinical exp in HIV mental hlth.		
Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$180,625.57	0.10	3	0	\$ 4,516

Staff Position 2: Psychologist				
Brief description of job duties:		Provides clinical services including neuropsychological testing assessments and evaluation to referred clients. Will supervise clinical interns and co-facilitate groups.		
Minimum qualifications:		Doctoral in psychology; 3 yrs clinical counseling experience; 3 yrs neuropsychological testing experience; experience with diverse populations; and licensed clinician.		
Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$91,099.44	0.18	3	0	\$ 4,099

Staff Position 3: Clinical Social Worker				
Brief description of job duties:		Provides mental health/substance abuse assessments of clients; consultation to providers on the assessment/management of clients; back-up to intake team at Svcs Center as needed.		
Minimum qualifications:		Masters in social work, psychology or other related area; 3 yrs clinical counseling exp. Preferred: licensed LMFT/LCSW & exp with diverse populations; 1 yr exp working with HIV/AIDS clients		
Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$80,346.24	0.15	3	0	\$ 3,013

Staff Position 4: Clinical Social Worker				
Brief description of job duties:		Provides mental health/substance abuse assessments of clients; consultation to providers on the assessment/management of clients; back-up to intake team at Svcs Center as needed.		
Minimum qualifications:		Preferred: licensed LMFT/LCSW & exp with diverse populations; 1 yr exp working with HIV/AIDS clients		
Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$72,325.08	0.25	3	0	\$ 4,520

Staff Position 6: Clinical Social Worker				
Brief description of job duties:		Provides mental health/substance abuse assessments of clients; consultation to providers on the assessment/management of clients; back-up to intake team at Svcs Center as needed.		
Minimum qualifications:		Masters in social work, psychology or other related area; 3 yrs clinical counseling exp. Preferred: licensed LMFT/LCSW & exp with diverse populations; 1 yr exp working with HIV/AIDS clients		
Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$72,808.56	0.25	3	0	\$ 4,551

Staff Position 7: Clinical Social Worker				
Brief description of job duties: Provides mental health/substance abuse assessments of clients; consultation to providers on the assessment/management of clients; back-up to intake team at Svcs Center as needed.				
Minimum qualifications: Masters in social work, psychology or other related area; 3 yrs clinical counseling exp. Preferred: licensed LMFT/LCSW & exp with diverse populations; 1 yr exp working with HIV/AIDS clients				
Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$92,004.96	0.16	3	0	\$ 3,680

Staff Position 8: Receptionist				
Brief description of job duties: Provides program support services including maintaining evaluation databases, participant satisfaction surveys and record keeping; typing correspondences, maintaining files, coordinating and setting up group space arrangements; data entry.				
Minimum qualifications: High school graduation and 3 yrs related administrative/clerical experience as well as knowledge of computer word processing and excellent typing skills, experience with diverse populations and HIV service delivery system.				
Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$44,307.36	0.20	3	0	\$ 2,215

Total FTE: 1.29

Total Salaries: \$ 26,594

1b) EMPLOYEE FRINGE BENEFITS:

(Components provided below are samples only. The budgeted components should reflect the contractor's ledger accounts.)

Component	Cost
Social Security	\$ 2,271
Retirement	\$ 10,600
Medical	\$ 14,518
Dental	\$ 1,514
Unemployment Insurance	\$ 76
Disability Insurance	\$ 3,029
Paid Time Off	\$ 5,849
Other (specify):	\$ -
Total Fringe Benefit:	11,263
Fringe Benefit %:	42.35%

TOTAL SALARIES & EMPLOYEE FRINGE BENEFITS: 37,857

2) OPERATING EXPENSES:

Occupancy:

Expense Item	Brief Description	Rate	Cost
Rent	Monthly expense for the proportion of clinic space utilized by program.	6.56/sq. ft. x 120 sq. ft = \$787/month x 3 months	2,361
Telephone	Phones for clinic personnel	Telephones at \$35/line/month x 1.29 FTE x 3 months	135.45
Total Occupancy:			2,496

Materials & Supplies:

Expense Item	Brief Description	Rate	Cost
--------------	-------------------	------	------

Supplies	General office supplies such as pens, paper, medical chart supplies, and postage expenses for client communication, proportionate to program utilization.	\$81.14/month x 1.29 FTE x 3 mos	314
Total Materials & Supplies:			314

Other: _____

Expense Item	Brief Description	Rate	Cost
Data Network Recharge	Use of the UCSF data network	\$44/FTE x 1.29 FTE x 3 months	170
CCDSS: Computing and Communication Device Support Services	IT Desktop support services (Basic Support level)	\$59/FTE x 1.29 FTE x 3 months	228
GAEL: General Automobile and Employee Liability Charges	Liability insurance charges associated with payroll	\$0.82/\$100 of payroll x 1.29 FTE x 3 months	218
Total Other:			617

TOTAL OPERATING EXPENSES: 3,427

TOTAL DIRECT COSTS: 41,284

4) INDIRECT COSTS

Describe method and basis for Indirect Cost Allocation (i.e., FTE, square footage, or other)	Amount
9% on Total Direct Costs	3,716

Indirect Rate: 9%
TOTAL INDIRECT COSTS: 3,716

TOTAL EXPENSES: 45,000

UOS COST ALLOCATION BY SERVICE MODE

Personnel Expenses	FTE	Crisis Intervention Hours		Substance Counseling/ Case Mgmt Hours		Psychiatry Encounters		Mental Health Services Hours		Contract Totals	Totals From
		Salaries	% FTE	Salaries	% FTE	Salaries	% FTE	Salaries	% FTE		
Program Director	0.20	4,001	18%	3,557	16%	11,337	51%	3,334	15%	22,229	\$ 22,229
Psychiatrist/Medical Director	0.70	35,392	40%	-	0%	53,088	60%	-	0%	88,480	\$ 88,480
Psychiatrist	0.42	21,235	40%	-	0%	31,853	60%	-	0%	53,088	\$ 53,088
Psychiatrist - Intern (PGY2)	0.07	1,072	40%	-	0%	1,607	60%	-	0%	2,679	\$ 2,679
Psychiatrist - Intern (PGY3)	0.07	1,114	40%	-	0%	1,670	60%	-	0%	2,784	\$ 2,784
Psychiatrist - Intern (PGY4)	0.10	1,654	40%	-	0%	2,481	60%	-	0%	4,135	\$ 4,135
Nurse Practitioner	0.29	3,492	10%	-	0%	-	0%	31,430	90%	34,922	\$ 34,922
Nurse Practitioner	0.26	2,949	10%	-	0%	-	0%	26,537	90%	29,486	\$ 29,486
Registered Nurse	0.65	6,917	10%	-	0%	-	0%	62,255	90%	69,172	\$ 69,172
Psychologist	0.65	-	0%	-	0%	-	0%	38,309	100%	38,309	\$ 38,309
Psychologist	0.65	-	0%	-	0%	-	0%	47,872	100%	47,872	\$ 47,872
Psychologist	0.59	-	0%	-	0%	-	0%	36,194	100%	36,194	\$ 36,194
Supervisor - Clinical Social Worker	0.05	381	10%	304	8%	-	0%	3,120	82%	3,805	\$ 3,805
Clinical Social Worker-Lead	0.58	-	0%	2,350	8%	-	0%	27,025	92%	29,375	\$ 29,375
Clinical Social Worker	0.55	2,556	10%	2,044	8%	-	0%	20,956	82%	25,556	\$ 25,556
Clinical Social Worker	0.55	-	0%	-	0%	-	0%	25,050	100%	25,050	\$ 25,050
Clinical Social Worker	0.55	-	0%	2,044	8%	-	0%	23,512	92%	25,556	\$ 25,556
Clinical Social Worker	0.55	2,505	10%	2,004	8%	-	0%	20,541	82%	25,050	\$ 25,050
Clinical Social Worker	0.55	-	0%	2,044	8%	-	0%	23,504	92%	25,548	\$ 25,548
Clinical Social Worker	0.50	-	0%	2,164	8%	-	0%	24,883	92%	27,047	\$ 27,047
Clinical Social Worker	0.50	-	0%	2,389	8%	-	0%	27,469	92%	29,858	\$ 29,858
Clinical Social Worker	0.42	-	0%	1,647	8%	-	0%	18,944	92%	20,591	\$ 20,591
Clinical Social Worker	0.58	-	0%	2,931	8%	-	0%	33,711	92%	36,642	\$ 36,642
Social Work Associate	0.30	-	0%	1,037	8%	-	0%	11,925	92%	12,962	\$ 12,962
Receptionist	0.28	1,882	18%	418	4%	3,659	35%	4,495	43%	10,453	\$ 10,453
Receptionist	0.60	3,331	18%	740	4%	6,478	35%	7,958	43%	18,508	\$ 18,508
Receptionist	0.44	2,339	18%	520	4%	4,549	35%	5,589	43%	12,997	\$ 12,997
Receptionist-Lead	0.20	1,307	18%	290	4%	2,541	35%	3,121	43%	7,259	\$ 7,259
Program Coordinator	0.60	1,322	5%	1,058	4%	9,254	35%	14,806	56%	26,440	\$ 26,440
Administrator 2	0.30	691	5%	415	3%	4,148	30%	8,573	62%	13,827	\$ 13,827
Administrator 2	0.15	360	5%	216	3%	2,160	30%	4,463	62%	7,199	\$ 7,199
Quality Manager	0.05	158	5%	95	3%	947	30%	1,957	62%	3,157	\$ 3,157
Total FTE & Total Salaries	12.85	94,657	12%	28,268	3%	135,771	17%	557,534	68%	816,230	\$ 816,230
Fringe Benefits	42.4%	40,087	12%	11,971	3%	57,499	17%	236,116	68%	345,673	\$ 345,673
Total Personnel Expenses		134,744	12%	40,239	3%	193,270	17%	793,649	68%	1,161,903	\$ 1,161,903
Operating Expenses	Expenditure	%	Expenditure	%	Expenditure	%	Expenditure	%	Contract Total		
Total Occupancy	11,865	12%	3,543	3%	17,019	17%	69,887	68%	102,314	\$ 102,314	
Total Materials and Supplies	3,960	12%	1,183	3%	5,680	17%	23,323	68%	34,145	\$ 34,145	
Total General Operating	326	12%	97	3%	467	17%	1,917	68%	2,807	\$ 2,807	
Total Staff Travel	-	12%	-	3%	-	17%	-	68%	-	\$ -	
Consultants/Subcontractor:	-	12%	-	3%	-	17%	-	68%	-	\$ -	
Other (specify):	2,004	12%	598	3%	2,875	17%	11,804	68%	17,281	\$ 17,281	
						0%		0%		\$ -	
Total Operating Expenses	18,155	12%	5,422	3%	26,040	17%	106,931	68%	156,547	\$ 156,547	
Capital Expenses	Expenditure	%	Expenditure	%	Expenditure	%	Expenditure	%	Contract Total		
Capital Expenditure 1	-	0%	-	0%	-	0%	-	0%	-	\$ -	
Capital Expenditure 2	-	0%	-	0%	-	0%	-	0%	-	\$ -	
Total Capital Expenses	-	0%	-	0%	-	0%	-	0%	-	\$ -	
Total Direct Expenses		152,899	12%	45,660	3%	219,310	17%	900,581	68%	1,318,450	\$ 1,318,450
Indirect Expenses	9%	13,761	12%	4,109	3%	19,738	17%	81,053	68%	118,661	\$ 118,661
TOTAL EXPENSES		166,660	12%	49,769	3%	239,048	17%	981,634	68%	1,437,110	\$ 1,437,110
Units of Service (UOS) per Service Mode		667		552		736		7,011		8,966	
Cost Per Unit of Service by Service Mode		\$250.00		\$90.00		\$325.00		\$140.00			
Unduplicated Clients (UDC) per Service Mode		88		50		90		400		575	

BUDGET JUSTIFICATION

Contractor Name UCSF - Alliance Health Project
 Program Name: HHS FED CARE Part A - PD13, CFDA #93.914

Appendix #: A-1/B-3
 Fiscal Year: 2018

1a) SALARIES

Staff Position 1: Program Director				
Brief description of job duties: Responsible for programmatic, budget/fiscal oversight of program; responsible for all personnel issues within UC, providing guidance and support to all personnel actions, including hiring and disciplinary actions.				
Minimum qualifications: bachelors with an appropriate major and 4 yrs experience in program management, or equivalent combination of ed and exp; at least 5 yrs exp in HIV service sector.				
Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$166,717.20	0.20	8	1	\$ 22,229

Staff Position 2: Psychiatrist/Medical Director				
Brief description of job duties: Provides psychiatric evaluation, consultation, medication evaluation & pt management svcs, pt crisis intervention/triage svcs as required; clinical supervision to the Psychiatric RN & Nurse Practitioner; oversees medical policies/procedures at clinic.				
Minimum qualifications: Licensure in CA as a psychiatrist and 5 yrs clinical experience in an HIV mental health environment.				
Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$189,600.00	0.70	8	1	\$ 88,480

Staff Position 3: Psychiatrist				
Brief description of job duties: Will provide psychiatric assessment, evaluation and consultation services.				
Minimum qualifications: licensure in the State of California as a psychiatrist; must be Board eligible; and proven experience with the medical aspects of HIV and psychiatry.				
Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$189,600.00	0.42	8	1	\$ 53,088

Staff Position 4: Psychiatrist - Intern (PGY2)				
Brief description of job duties: Will provide psychiatric assessment, evaluation and consultation services.				
Minimum qualifications: Licensure or license eligible in the State of California as a physician, currently in an accredited psychiatric residence.				
Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$57,408.00	0.07	8	1	\$ 2,679

Staff Position 5: Psychiatrist - Intern (PGY3)				
Brief description of job duties: Will provide psychiatric assessment, evaluation and consultation services.				
Minimum qualifications: Licensure or license eligible in the State of California as a physician, currently in an accredited psychiatric residence.				
Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$59,663.04	0.07	8	1	\$ 2,784

Staff Position 6: Psychiatrist - Intern (PGY4)				
Brief description of job duties: Will provide psychiatric assessment, evaluation and consultation services.				

Licensure or license eligible in the State of California as a physician, currently in an accredited
 Minimum qualifications: psychiatric residence.

Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$62,018.04	0.10	8	1	\$ 4,135

Staff Position 7: Nurse Practitioner

Brief description of job duties: Provides psych medication monitoring, follow-up secondary to assessment/evaluation by Psychiatrist; client assessment, crisis intervention/ triage.

Minimum qualifications: NP CA state license;. Bachelors in Nursing desired; 2 yrs supervisory exp in medical setting preferably HIV; 2 yrs exp in a mental hlth or subs abuse/recovery oriented tx setting; 5 yrs clinical exp in HIV mental hlth.

Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$180,632.88	0.29	8	1	\$ 34,922

Staff Position 8: Nurse Practitioner

Brief description of job duties: Provides psych medication monitoring, follow-up secondary to assessment/evaluation by Psychiatrist; client assessment, crisis intervention/ triage.

Minimum qualifications: NP CA state license;. Bachelors in Nursing desired; 2 yrs supervisory exp in medical setting preferably HIV; 2 yrs exp in a mental hlth or subs abuse/recovery oriented tx setting; 5 yrs clinical exp in HIV mental hlth.

Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$170,109.36	0.26	8	1	\$ 29,486

Staff Position 9: Registered Nurse

Brief description of job duties: Provides psych medication monitoring, follow-up secondary to assessment/evaluation by Psychiatrist; client assessment, crisis intervention/ triage.

Minimum qualifications: Licensure in the State of California as a Registered Nurse. Bachelors degree in Nursing desired; two years supervision experience in medical setting preferably HIV oriented; and two years experience in a mental health or substance abuse/recovery oriented treatment setting, and five years clinical experience in an HIV mental health environment.

Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$159,627.60	0.65	8	1	\$ 69,172

Staff Position 10: Psychologist

Brief description of job duties: Provides clinical services including neuropsychological testing assessments and evaluation to referred clients. Will supervise clinical interns and co-facilitate groups.

Minimum qualifications: Doctoral in psychology; 3 yrs clinical counseling experience; 3 yrs neuropsychological testing experience; experience with diverse populations; and licensed clinician.

Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$88,405.92	0.65	8	1	\$ 38,309

Staff Position 11: Psychologist

Brief description of job duties: Provides clinical services including neuropsychological testing assessments and evaluation to referred clients. Will supervise clinical interns and co-facilitate groups.

Minimum qualifications: Doctoral in psychology; 3 yrs clinical counseling experience; 3 yrs neuropsychological testing experience; experience with diverse populations; and licensed clinician.

Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$110,473.20	0.65	8	1	\$ 47,872

Staff Position 12: Psychologist				
Brief description of job duties: Provides clinical services including neuropsychological testing assessments and evaluation to referred clients. Will supervise clinical interns and co-facilitate groups.				
Minimum qualifications: Doctoral in psychology; 3 yrs clinical counseling experience; 3 yrs neuropsychological testing experience; experience with diverse populations; and licensed clinician.				
Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$92,018.16	0.59	8	1	\$ 36,194

Staff Position 13: Supervisor - Clinical Social Worker				
Brief description of job duties: Responsible for oversight of program clinical activities; provides clinical supervision to clinical staff as well as program assistant; reviews protocols, assures appropriate staffing; generates programmatic contract compliance functions; liaison with community agencies as needed; participation or coordination of staff in ISM case conference.				
Minimum qualifications: Masters in social work, psychology or other related area. Licensed MFCC/LCSW as well as exp with diverse populations; proven crisis intervention exp; 5 yrs exp working with HIV/AIDS clients				
Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$114,161.52	0.05	8	1	\$ 3,805

Staff Position 14: Clinical Social Worker-Lead				
Brief description of job duties: Responsible for oversight of program clinical activities; provides clinical supervision to clinical staff as well as program assistant; reviews protocols, assures appropriate staffing; generates programmatic contract compliance functions; liaison with community agencies as needed; participation or coordination of staff in ISM case conference.				
Minimum qualifications: Masters in social work, psychology or other related area. Licensed MFCC/LCSW as well as exp with diverse populations; proven crisis intervention exp; 5 yrs exp working with HIV/AIDS clients				
Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$75,970.32	0.58	8	1	\$ 29,375

Staff Position 15: Clinical Social Worker				
Brief description of job duties: Provides mental health/substance abuse assessments of clients; consultation to providers on the assessment/management of clients; back-up to intake team at Svcs Center as needed.				
Minimum qualifications: Masters in social work, psychology or other related area; 3 yrs clinical counseling exp. Preferred: licensed LMFT/LCSW & exp with diverse populations; 1 yr exp working with HIV/AIDS clients				
Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$69,697.44	0.55	8	1	\$ 25,556

Staff Position 16: Clinical Social Worker				
Brief description of job duties: Provides mental health/substance abuse assessments of clients; consultation to providers on the assessment/management of clients; back-up to intake team at Svcs Center as needed.				
Minimum qualifications: Masters in social work, psychology or other related area; 3 yrs clinical counseling exp. Preferred: licensed LMFT/LCSW & exp with diverse populations; 1 yr exp working with HIV/AIDS clients				
Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$68,319.36	0.55	8	1	\$ 25,050

Staff Position 17: Clinical Social Worker				
Brief description of job duties: Provides mental health/substance abuse assessments of clients; consultation to providers on the assessment/management of clients; back-up to intake team at Svcs Center as needed.				

Masters in social work, psychology or other related area; 3 yrs clinical counseling exp.
 Preferred: licensed LMFT/LCSW & exp with diverse populations; 1 yr exp working with
 Minimum qualifications: HIV/AIDS clients

Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$69,697.44	0.55	8	1	\$ 25,556

Staff Position 18: Clinical Social Worker

Brief description of job duties: Provides mental health/substance abuse assessments of clients; consultation to providers on the assessment/management of clients; back-up to intake team at Svcs Center as needed.

Minimum qualifications: Masters in social work, psychology or other related area; 3 yrs clinical counseling exp.
 Preferred: licensed LMFT/LCSW & exp with diverse populations; 1 yr exp working with
 Minimum qualifications: HIV/AIDS clients

Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$68,319.36	0.55	8	1	\$ 25,050

Staff Position 19: Clinical Social Worker

Brief description of job duties: Provides mental health/substance abuse assessments of clients; consultation to providers on the assessment/management of clients; back-up to intake team at Svcs Center as needed.

Minimum qualifications: Masters in social work, psychology or other related area; 3 yrs clinical counseling exp.
 Preferred: licensed LMFT/LCSW & exp with diverse populations; 1 yr exp working with
 Minimum qualifications: HIV/AIDS clients

Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$69,676.56	0.55	8	1	\$ 25,548

Staff Position 20: Clinical Social Worker

Brief description of job duties: Provides mental health/substance abuse assessments of clients; consultation to providers on the assessment/management of clients; back-up to intake team at Svcs Center as needed.

Minimum qualifications: Masters in social work, psychology or other related area; 3 yrs clinical counseling exp.
 Preferred: licensed LMFT/LCSW & exp with diverse populations; 1 yr exp working with
 Minimum qualifications: HIV/AIDS clients

Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$81,139.68	0.50	8	1	\$ 27,047

Staff Position 21: Clinical Social Worker

Brief description of job duties: Provides mental health/substance abuse assessments of clients; consultation to providers on the assessment/management of clients; back-up to intake team at Svcs Center as needed.

Minimum qualifications: Masters in social work, psychology or other related area; 3 yrs clinical counseling exp.
 Preferred: licensed LMFT/LCSW & exp with diverse populations; 1 yr exp working with

Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$89,575.20	0.50	8	1	\$ 29,858

Staff Position 22: Clinical Social Worker

Brief description of job duties: Provides mental health/substance abuse assessments of clients; consultation to providers on the assessment/management of clients; back-up to intake team at Svcs Center as needed.

Minimum qualifications: Preferred: licensed LMFT/LCSW & exp with diverse populations; 1 yr exp working with
 Minimum qualifications: HIV/AIDS clients

Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$73,539.36	0.42	8	1	\$ 20,591

Staff Position 23: Clinical Social Worker

Brief description of job duties: Provides mental health/substance abuse assessments of clients; consultation to providers on the assessment/management of clients; back-up to intake team at Svcs Center as needed.				
Minimum qualifications: Masters in social work, psychology or other related area; 3 yrs clinical counseling exp. Preferred: licensed LMFT/LCSW & exp with diverse populations; 1 yr exp working with HIV/AIDS clients				
Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$94,765.08	0.58	8	1	\$ 36,642

Staff Position 24: Social Work Associate				
Brief description of job duties: Will provide case manager services and maintain linkages with providers.				
Minimum qualifications: Bachelor's degree in social work, psychology, or counseling experience in substance abuse settings and or an equivalent of education experience; proven ability to work independently in a multi-disciplinary setting; experience working with medically ill populations; strong writing and verbal skills required.				
Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$64,811.52	0.30	8	1	\$ 12,962

Staff Position 25: Receptionist				
Brief description of job duties: Provides program support services including maintaining evaluation databases, participant satisfaction surveys and record keeping; typing correspondences, maintaining files, coordinating and setting up group space arrangements; data entry.				
Minimum qualifications: High school graduation and 3 yrs related administrative/clerical experience as well as knowledge of computer word processing and excellent typing skills, experience with diverse populations and HIV service delivery system.				
Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$56,000.16	0.28	8	1	\$ 10,453

Staff Position 26: Receptionist				
Brief description of job duties: Provides program support services including maintaining evaluation databases, participant satisfaction surveys and record keeping; typing correspondences, maintaining files, coordinating and setting up group space arrangements; data entry.				
Minimum qualifications: High school graduation and 3 yrs related administrative/clerical experience as well as knowledge of computer word processing and excellent typing skills, experience with diverse populations and HIV service delivery system.				
Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$46,270.08	0.60	8	1	\$ 18,508

Staff Position 27: Receptionist				
Brief description of job duties: Provides program support services including maintaining evaluation databases, participant satisfaction surveys and record keeping; typing correspondences, maintaining files, coordinating and setting up group space arrangements; data entry.				
Minimum qualifications: High school graduation and 3 yrs related administrative/clerical experience as well as knowledge of computer word processing and excellent typing skills, experience with diverse populations and HIV service delivery system.				
Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$44,307.36	0.44	8	1	\$ 12,997

Staff Position 28: Receptionist-Lead				
Brief description of job duties: Provides program support services including maintaining evaluation databases, participant satisfaction surveys and record keeping; typing correspondences, maintaining files, coordinating and setting up group space arrangements; data entry.				

High school graduation and 3 yrs related administrative/clerical experience as well as knowledge of computer word processing and excellent typing skills, experience with diverse populations and HIV service delivery system.

Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$53,557.20	0.20	8	1	\$ 7,259

Staff Position 29: Program Coordinator

Brief description of job duties: Provides program support including coordinating building maintenance/scheduling activity for service center; ensuring group and individual therapy rooms are clean, to code & available for use when needed; building/maintaining evaluation databases, pt satisfaction surveys & record keeping; typing correspondence, maintaining files, coordinating/setting up group space arrangements; data entry. Will work front reception desk as needed.

Minimum qualifications: High school graduation and 3 yrs related administrative/clerical experience as well as knowledge of computer word processing and excellent typing skills, experience with diverse populations and HIV service delivery system.

Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$79,320.96	0.50	8	1	\$ 26,440

Staff Position 30: Research Administrator 2

Brief description of job duties: Provides financial reporting and reconciliation monitoring of clinical/contract-related expenditures. Assists with post-award management of the contract at UCSF.

Minimum qualifications: Bachelors in accounting or finance or related area and minimum of 2 years experience in general accounting.

Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$69,133.68	0.30	8	1	\$ 13,827

Staff Position 31: Research Administrator 2

Brief description of job duties: Provides invoicing of clinical/contract-related expenditures using CCSF templates & instructions. Also assists with clinical-related procurement.

Minimum qualifications: Bachelors in accounting or finance or related area and minimum of 2 years experience in

Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$71,994.24	0.15	8	1	\$ 7,199

Staff Position 32: Quality Manager

Brief description of job duties: Provides billing support to program leadership, includes monitoring accuracy & completion of billing data; developing/implementing changes to billing system to improve productivity, tracking/quality control; reconciliation of ARIES billing data/clinical documentation; production of program UOS reports/projections; production of staff productivity reports/projections; design data collection, storage & reporting systems; communication with program leadership/staff; data entry.

Minimum qualifications: Master's degree or equivalent combination of education and experience in public health svcs delivery & systems integration/maintenance, as well as knowledge of HIV & mental health svcs, exp with ARIES & serving diverse populations.

Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$94,721.04	0.05	8	1	\$ 3,157

Total FTE: 12.85 Total Salaries: \$816,230

1b) EMPLOYEE FRINGE BENEFITS:

(Components provided below are samples only. The budgeted components should reflect the contractor's ledger accounts.)

Component	Cost
Social Security	\$ 20,740

Retirement	\$	96,789
Medical	\$	132,566
Dental	\$	13,827
Unemployment Insurance	\$	691
Disability Insurance	\$	27,654
Paid Time Off	\$	53,407
Other (specify):	\$	-

Total Fringe Benefit: 345,673

Fringe Benefit %: 42.35%

TOTAL SALARIES & EMPLOYEE FRINGE BENEFITS: 1,161,903

2) OPERATING EXPENSES:

Occupancy:

Expense Item	Brief Description	Rate	Cost
Rent	Monthly expense for the proportion of clinic space utilized by program.	\$6.56/sq. ft. x 1860 sq. ft = \$12,201.60 x 8 months	97,613
Utilities	Monthly phone expenses for proportionate program utilization .	\$45.74/mo x 12.85 FTE x 8 mos	4,702
Total Occupancy:			102,314

Materials & Supplies:

Expense Item	Brief Description	Rate	Cost
Office Supplies & Postage	Pens, paper, medical chart supplies, postage for client communication, proportionate to program utilization.	\$137.60/mo x 12.85 FTE x 8 mos	14,145
Computer Hardware & Software	Regular replacement of computers and peripherals for contract staff	\$194.55/mo x 12.85 FTE x 8 mos	20,000
Total Materials & Supplies:			34,145

General Operating:

Expense Item	Brief Description	Rate	Cost
Staff Training	Registration fees for work-related conferences and related expenses to train career staff to stay current in knowledge and skills necessary to perform their jobs.	\$100 per training x 12.85 FTE	1,285
Rental of Equipment	Equipment used to run services, like photocopiers, network printers and scanners.	\$14.81 x 12.85 FTE x 8 mos	1,522
Total General Operating:			2,807

Other:

Expense Item	Brief Description	Rate	Cost
Data Network Recharge	Use of the UCSF data network	\$44/FTE x 12.85 FTE x 8 months	4,523
CCDSS: Computing and Communication Device Support Services	IT Desktop support services (Basic Support level)	\$59/FTE x 12.85 FTE x 8 months	6,065
GAEL: General Automobile and Employee Liability Charges	Liability insurance charges associated with payroll	\$0.82/\$100 of payroll x 12.85 FTE x 8 mos	6,693
Total Other:			17,281

TOTAL OPERATING EXPENSES: 156,547

TOTAL DIRECT COSTS: 1,318,450

4) INDIRECT COSTS

Describe method and basis for Indirect Cost Allocation (i.e., FTE, square footage, or other)	Amount
9% on Total Direct Costs	118,661

Indirect Rate: 9%
TOTAL INDIRECT COSTS: 118,661

TOTAL EXPENSES: 1,437,110

UOS COST ALLOCATION BY SERVICE MODE

Personnel Expenses	Position Titles	FTE	SERVICE MODES								Contract Totals	Totals From
			Crisis Intervention Hours		Substance Counseling/ Case Mgmt Hours		Psychiatry Encounters		Mental Health Services Hours			
			Salaries	% FTE	Salaries	% FTE	Salaries	% FTE	Salaries	% FTE		
	Program Director	0.20	4,121	18%	3,434	15%	9,158	40%	6,182	27%	22,896	\$ 22,896
	Psychiatrist/Medical Director	0.70	35,392	40%	-	0%	53,088	60%	-	0%	88,480	\$ 88,480
	Psychiatrist	0.42	21,235	40%	-	0%	31,853	60%	-	0%	53,088	\$ 53,088
	Psychiatrist - Intern (PGY2)	0.07	1,104	40%	-	0%	1,655	60%	-	0%	2,759	\$ 2,759
	Psychiatrist - Intern (PGY3)	0.07	1,147	40%	-	0%	1,721	60%	-	0%	2,868	\$ 2,868
	Psychiatrist - Intern (PGY4)	0.10	1,704	40%	-	0%	2,555	60%	-	0%	4,259	\$ 4,259
	Nurse Practitioner	0.29	3,527	10%	-	0%	-	0%	31,745	90%	35,272	\$ 35,272
	Nurse Practitioner	0.26	2,978	10%	-	0%	-	0%	26,802	90%	29,780	\$ 29,780
	Registered Nurse	0.60	6,449	10%	-	0%	-	0%	58,041	90%	64,490	\$ 64,490
	Psychologist	0.60	-	0%	-	0%	-	0%	35,716	100%	35,716	\$ 35,716
	Psychologist	0.60	-	0%	-	0%	-	0%	45,515	100%	45,515	\$ 45,515
	Psychologist	0.60	-	0%	-	0%	-	0%	37,175	100%	37,175	\$ 37,175
	Supervisor - Clinical Social Worker	0.05	392	10%	314	8%	-	0%	3,214	82%	3,920	\$ 3,920
	Clinical Social Worker-Lead	0.55	-	0%	2,295	8%	-	0%	26,396	92%	28,691	\$ 28,691
	Clinical Social Worker	0.55	2,581	10%	2,065	8%	-	0%	21,165	82%	25,811	\$ 25,811
	Clinical Social Worker	0.55	-	0%	-	0%	-	0%	25,301	100%	25,301	\$ 25,301
	Clinical Social Worker	0.55	-	0%	2,065	8%	-	0%	23,746	92%	25,811	\$ 25,811
	Clinical Social Worker	0.55	2,530	10%	2,024	8%	-	0%	20,747	82%	25,301	\$ 25,301
	Clinical Social Worker	0.50	-	0%	1,877	8%	-	0%	21,581	92%	23,458	\$ 23,458
	Clinical Social Worker	0.50	-	0%	2,185	8%	-	0%	25,132	92%	27,317	\$ 27,317
	Clinical Social Worker	0.50	-	0%	2,413	8%	-	0%	27,744	92%	30,157	\$ 30,157
	Clinical Social Worker	0.47	-	0%	1,862	8%	-	0%	21,411	92%	23,273	\$ 23,273
	Clinical Social Worker	0.55	-	0%	2,863	8%	-	0%	32,927	92%	35,790	\$ 35,790
	Social Work Associate	0.30	-	0%	1,047	8%	-	0%	12,045	92%	13,092	\$ 13,092
	Receptionist	0.28	1,938	18%	431	4%	3,768	35%	4,630	43%	10,767	\$ 10,767
	Receptionist	0.50	2,859	18%	635	4%	5,560	35%	6,831	43%	15,886	\$ 15,886
	Receptionist	0.44	2,410	18%	535	4%	4,685	35%	5,756	43%	13,387	\$ 13,387
	Receptionist-Lead	0.20	1,346	18%	299	4%	2,617	35%	3,215	43%	7,477	\$ 7,477
	Program Coordinator	0.50	1,362	5%	1,089	4%	9,532	35%	15,251	56%	27,234	\$ 27,234
	Administrator 2	0.30	712	5%	427	3%	4,273	30%	8,830	62%	14,242	\$ 14,242
	Administrator 2	0.10	247	5%	148	3%	1,483	30%	3,065	62%	4,944	\$ 4,944
	Program Manager	0.10	481	5%	288	3%	2,884	30%	5,960	62%	9,613	\$ 9,613
	Quality Manager	0.05	163	5%	98	3%	976	30%	2,016	62%	3,252	\$ 3,252
	Total FTE & Total Salaries	12.60	94,678	12%	28,396	3%	135,809	17%	558,140	68%	817,022	\$ 817,022
	Fringe Benefits	42.4%	40,096	12%	12,026	3%	57,515	17%	236,372	68%	346,009	\$ 346,009
	Total Personnel Expenses		134,774	12%	40,421	3%	193,324	17%	794,512	68%	1,163,031	\$ 1,163,031
Operating Expenses		Expenditure	%	Expenditure	%	Expenditure	%	Expenditure	%	Contract Total		
Total Occupancy		11,856	12%	3,556	3%	17,007	17%	69,895	68%	102,314	\$ 102,314	
Total Materials and Supplies		3,833	12%	1,150	3%	5,498	17%	22,597	68%	33,078	\$ 33,078	
Total General Operating		322	12%	97	3%	462	17%	1,900	68%	2,782	\$ 2,782	
Total Staff Travel		-	12%	-	3%	-	17%	-	68%	-	\$ -	
Consultants/Subcontractor:		-	12%	-	3%	-	17%	-	68%	-	\$ -	
Other (specify):		1,998	12%	599	3%	2,867	17%	11,781	68%	17,245	\$ 17,245	
										0%	\$ -	
										0%	\$ -	
Total Operating Expenses		18,010	12%	5,402	3%	25,834	17%	106,173	68%	155,419	\$ 155,419	
Capital Expenses		Expenditure	%	Expenditure	%	Expenditure	%	Expenditure	%	Contract Total		
Capital Expenditure 1		-	0%	-	0%	-	0%	-	0%	-	\$ -	
Capital Expenditure 2		-	0%	-	0%	-	0%	-	0%	-	\$ -	
Total Capital Expenses		-	0%	-	0%	-	0%	-	0%	-	\$ -	
Total Direct Expenses		152,784	12%	45,823	3%	219,159	17%	900,685	68%	1,318,450	\$ 1,318,450	
Indirect Expenses	9%	13,751	12%	4,124	3%	19,724	17%	81,062	68%	118,661	\$ 118,661	
TOTAL EXPENSES		166,535	12%	49,947	3%	238,883	17%	981,747	68%	1,437,110	\$ 1,437,110	
Units of Service (UOS) per Service Mode		667		552		736		7,011		8,966		
Cost Per Unit of Service by Service Mode		\$250.00		\$90.00		\$325.00		\$140.00				
Unduplicated Clients (UDC) per Service Mode		88		50		90		400		575		

BUDGET JUSTIFICATION

Contractor Name UCSF - Alliance Health Project
Program Name: HHS FED CARE Part A - PD13, CFDA #93.914

Appendix #: A-1/B-3a
Fiscal Year: 2019

1a) SALARIES

Staff Position 1: Program Director					
Brief description of job duties: Responsible for programmatic, budget/fiscal oversight of program; responsible for all personnel issues within UC, providing guidance and support to all personnel actions, including hiring and disciplinary actions.					
Minimum qualifications: bachelors with an appropriate major and 4 yrs experience in program management, or equivalent combination of ed and exp; at least 5 yrs exp in HIV service sector.					
Annual Salary:		x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
	\$171,718.72	0.20	8	1	\$ 22,896

Staff Position 2: Psychiatrist/Medical Director					
Brief description of job duties: Provides psychiatric evaluation, consultation, medication evaluation & pt management svcs, pt crisis intervention/triage svcs as required; clinical supervision to the Psychiatric RN & Nurse Practitioner; oversees medical policies/procedures at clinic.					
Minimum qualifications: Licensure in CA as a psychiatrist and 5 yrs clinical experience in an HIV mental health environment.					
Annual Salary:		x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
	\$189,600.00	0.70	8	1	\$ 88,480

Staff Position 3: Psychiatrist					
Brief description of job duties: Will provide psychiatric assessment, evaluation and consultation services.					
Minimum qualifications: licensure in the State of California as a psychiatrist; must be Board eligible; and proven experience with the medical aspects of HIV and psychiatry.					
Annual Salary:		x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
	\$189,600.00	0.42	8	1	\$ 53,088

Staff Position 4: Psychiatrist - Intern (PGY2)					
Brief description of job duties: Will provide psychiatric assessment, evaluation and consultation services.					
Minimum qualifications: Licensure or license eligible in the State of California as a physician, currently in an accredited psychiatric residence.					
Annual Salary:		x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
	\$59,130.24	0.07	8	1	\$ 2,759

Staff Position 5: Psychiatrist - Intern (PGY3)					
Brief description of job duties: Will provide psychiatric assessment, evaluation and consultation services.					
Minimum qualifications: Licensure or license eligible in the State of California as a physician, currently in an accredited psychiatric residence.					
Annual Salary:		x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
	\$61,452.93	0.07	8	1	\$ 2,868

Staff Position 6: Psychiatrist - Intern (PGY4)				
Brief description of job duties: Will provide psychiatric assessment, evaluation and consultation services.				

Minimum qualifications: Licensure or license eligible in the State of California as a physician, currently in an accredited psychiatric residence.

Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$63,878.58	0.10	8	1	\$ 4,259

Staff Position 7: Nurse Practitioner

Brief description of job duties: Provides psych medication monitoring, follow-up secondary to assessment/evaluation by Psychiatrist; client assessment, crisis intervention/ triage.

Minimum qualifications: NP CA state license;. Bachelors in Nursing desired; 2 yrs supervisory exp in medical setting preferably HIV; 2 yrs exp in a mental hlth or subs abuse/recovery oriented tx setting; 5 yrs clinical exp in HIV mental hlth.

Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$182,439.21	0.29	8	1	\$ 35,272

Staff Position 8: Nurse Practitioner

Brief description of job duties: Provides psych medication monitoring, follow-up secondary to assessment/evaluation by Psychiatrist; client assessment, crisis intervention/ triage.

Minimum qualifications: NP CA state license;. Bachelors in Nursing desired; 2 yrs supervisory exp in medical setting preferably HIV; 2 yrs exp in a mental hlth or subs abuse/recovery oriented tx setting; 5 yrs clinical exp in HIV mental hlth.

Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$171,810.45	0.26	8	1	\$ 29,780

Staff Position 9: Registered Nurse

Brief description of job duties: Provides psych medication monitoring, follow-up secondary to assessment/evaluation by Psychiatrist; client assessment, crisis intervention/ triage.

Minimum qualifications: Licensure in the State of California as a Registered Nurse. Bachelors degree in Nursing desired; two years supervision experience in medical setting preferably HIV oriented; and two years experience in a mental health or substance abuse/recovery oriented treatment setting, and five years clinical experience in an HIV mental health environment.

Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$161,223.88	0.60	8	1	\$ 64,490

Staff Position 10: Psychologist

Brief description of job duties: Provides clinical services including neuropsychological testing assessments and evaluation to referred clients. Will supervise clinical interns and co-facilitate groups.

Minimum qualifications: Doctoral in psychology; 3 yrs clinical counseling experience; 3 yrs neuropsychological testing experience; experience with diverse populations; and licensed clinician.

Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$89,289.98	0.60	8	1	\$ 35,716

Staff Position 11: Psychologist

Brief description of job duties: Provides clinical services including neuropsychological testing assessments and evaluation to referred clients. Will supervise clinical interns and co-facilitate groups.

Minimum qualifications: Doctoral in psychology; 3 yrs clinical counseling experience; 3 yrs neuropsychological testing experience; experience with diverse populations; and licensed clinician.

Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$113,787.40	0.60	8	1	\$ 45,515

Staff Position 12: Psychologist				
Brief description of job duties: Provides clinical services including neuropsychological testing assessments and evaluation to referred clients. Will supervise clinical interns and co-facilitate groups.				
Minimum qualifications: Doctoral in psychology; 3 yrs clinical counseling experience; 3 yrs neuropsychological testing experience; experience with diverse populations; and licensed clinician.				
Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$92,938.34	0.60	8	1	\$ 37,175

Staff Position 13: Supervisor - Clinical Social Worker				
Brief description of job duties: Responsible for oversight of program clinical activities; provides clinical supervision to clinical staff as well as program assistant; reviews protocols, assures appropriate staffing; generates programmatic contract compliance functions; liaison with community agencies as needed; participation or coordination of staff in ISM case conference.				
Minimum qualifications: Masters in social work, psychology or other related area. Licensed MFCC/LCSW as well as exp with diverse populations; proven crisis intervention exp; 5 yrs exp working with HIV/AIDS clients				
Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$117,586.37	0.05	8	1	\$ 3,920

Staff Position 14: Clinical Social Worker-Lead				
Brief description of job duties: Responsible for oversight of program clinical activities; provides clinical supervision to clinical staff as well as program assistant; reviews protocols, assures appropriate staffing; generates programmatic contract compliance functions; liaison with community agencies as needed; participation or coordination of staff in ISM case conference.				
Minimum qualifications: Masters in social work, psychology or other related area. Licensed MFCC/LCSW as well as exp with diverse populations; proven crisis intervention exp; 5 yrs exp working with HIV/AIDS clients				
Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$78,249.43	0.55	8	1	\$ 28,691

Staff Position 15: Clinical Social Worker				
Brief description of job duties: Provides mental health/substance abuse assessments of clients; consultation to providers on the assessment/management of clients; back-up to intake team at Svcs Center as needed.				
Minimum qualifications: Masters in social work, psychology or other related area; 3 yrs clinical counseling exp. Preferred: licensed LMFT/LCSW & exp with diverse populations; 1 yr exp working with HIV/AIDS clients				
Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$70,394.41	0.55	8	1	\$ 25,811

Staff Position 16: Clinical Social Worker				
Brief description of job duties: Provides mental health/substance abuse assessments of clients; consultation to providers on the assessment/management of clients; back-up to intake team at Svcs Center as needed.				
Minimum qualifications: Masters in social work, psychology or other related area; 3 yrs clinical counseling exp. Preferred: licensed LMFT/LCSW & exp with diverse populations; 1 yr exp working with HIV/AIDS clients				
Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$69,002.55	0.55	8	1	\$ 25,301

Staff Position 17: Clinical Social Worker				
Brief description of job duties: Provides mental health/substance abuse assessments of clients; consultation to providers on the assessment/management of clients; back-up to intake team at Svcs Center as needed.				

Masters in social work, psychology or other related area; 3 yrs clinical counseling exp.
 Preferred: licensed LMFT/LCSW & exp with diverse populations; 1 yr exp working with
 Minimum qualifications: HIV/AIDS clients

Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$70,394.41	0.55	8	1	\$ 25,811

Staff Position 18: Clinical Social Worker

Brief description of job duties: Provides mental health/substance abuse assessments of clients; consultation to providers on the assessment/management of clients; back-up to intake team at Svcs Center as needed.

Minimum qualifications: Masters in social work, psychology or other related area; 3 yrs clinical counseling exp.
 Preferred: licensed LMFT/LCSW & exp with diverse populations; 1 yr exp working with
 Minimum qualifications: HIV/AIDS clients

Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$69,002.55	0.55	8	1	\$ 25,301

Staff Position 19: Clinical Social Worker

Brief description of job duties: Provides mental health/substance abuse assessments of clients; consultation to providers on the assessment/management of clients; back-up to intake team at Svcs Center as needed.

Minimum qualifications: Masters in social work, psychology or other related area; 3 yrs clinical counseling exp.
 Preferred: licensed LMFT/LCSW & exp with diverse populations; 1 yr exp working with
 Minimum qualifications: HIV/AIDS clients

Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$70,373.33	0.50	8	1	\$ 23,458

Staff Position 20: Clinical Social Worker

Brief description of job duties: Provides mental health/substance abuse assessments of clients; consultation to providers on the assessment/management of clients; back-up to intake team at Svcs Center as needed.

Minimum qualifications: Masters in social work, psychology or other related area; 3 yrs clinical counseling exp.
 Preferred: licensed LMFT/LCSW & exp with diverse populations; 1 yr exp working with
 Minimum qualifications: HIV/AIDS clients

Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$81,951.08	0.50	8	1	\$ 27,317

Staff Position 21: Clinical Social Worker

Brief description of job duties: Provides mental health/substance abuse assessments of clients; consultation to providers on the assessment/management of clients; back-up to intake team at Svcs Center as needed.

Minimum qualifications: Masters in social work, psychology or other related area; 3 yrs clinical counseling exp.
 Preferred: licensed LMFT/LCSW & exp with diverse populations; 1 yr exp working with

Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$90,470.95	0.50	8	1	\$ 30,157

Staff Position 22: Clinical Social Worker

Brief description of job duties: Provides mental health/substance abuse assessments of clients; consultation to providers on the assessment/management of clients; back-up to intake team at Svcs Center as needed.

Minimum qualifications: Preferred: licensed LMFT/LCSW & exp with diverse populations; 1 yr exp working with
 Minimum qualifications: HIV/AIDS clients

Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$74,274.75	0.47	8	1	\$ 23,273

Staff Position 23: Clinical Social Worker

<p>Brief description of job duties: Provides mental health/substance abuse assessments of clients; consultation to providers on the assessment/management of clients; back-up to intake team at Svcs Center as needed.</p>				
<p>Minimum qualifications: Masters in social work, psychology or other related area; 3 yrs clinical counseling exp. Preferred: licensed LMFT/LCSW & exp with diverse populations; 1 yr exp working with HIV/AIDS clients</p>				
Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$97,608.03	0.55	8	1	\$ 35,790

<p>Staff Position 24: Social Work Associate</p>				
<p>Brief description of job duties: Will provide case manager services and maintain linkages with providers.</p>				
<p>Minimum qualifications: Bachelor's degree in social work, psychology, or counseling experience in substance abuse settings and or an equivalent of education experience; proven ability to work independently in a multi-disciplinary setting; experience working with medically ill populations; strong writing and verbal skills required.</p>				
Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$65,459.64	0.30	8	1	\$ 13,092

<p>Staff Position 25: Receptionist</p>				
<p>Brief description of job duties: Provides program support services including maintaining evaluation databases, participant satisfaction surveys and record keeping; typing correspondences, maintaining files, coordinating and setting up group space arrangements; data entry.</p>				
<p>Minimum qualifications: High school graduation and 3 yrs related administrative/clerical experience as well as knowledge of computer word processing and excellent typing skills, experience with diverse populations and HIV service delivery system.</p>				
Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$57,680.16	0.28	8	1	\$ 10,767

<p>Staff Position 26: Receptionist</p>				
<p>Brief description of job duties: Provides program support services including maintaining evaluation databases, participant satisfaction surveys and record keeping; typing correspondences, maintaining files, coordinating and setting up group space arrangements; data entry.</p>				
<p>Minimum qualifications: High school graduation and 3 yrs related administrative/clerical experience as well as knowledge of computer word processing and excellent typing skills, experience with diverse populations and HIV service delivery system.</p>				
Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$47,658.18	0.50	8	1	\$ 15,886

<p>Staff Position 27: Receptionist</p>				
<p>Brief description of job duties: Provides program support services including maintaining evaluation databases, participant satisfaction surveys and record keeping; typing correspondences, maintaining files, coordinating and setting up group space arrangements; data entry.</p>				
<p>Minimum qualifications: High school graduation and 3 yrs related administrative/clerical experience as well as knowledge of computer word processing and excellent typing skills, experience with diverse populations and HIV service delivery system.</p>				
Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$45,636.58	0.44	8	1	\$ 13,387

<p>Staff Position 28: Receptionist-Lead</p>				
<p>Brief description of job duties: Provides program support services including maintaining evaluation databases, participant satisfaction surveys and record keeping; typing correspondences, maintaining files, coordinating and setting up group space arrangements; data entry.</p>				

High school graduation and 3 yrs related administrative/clerical experience as well as knowledge of computer word processing and excellent typing skills, experience with diverse populations and HIV service delivery system.

Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$55,163.92	0.20	8	1	\$ 7,477

Staff Position 29: Program Coordinator

Brief description of job duties: Provides program support including coordinating building maintenance/scheduling activity for service center; ensuring group and individual therapy rooms are clean, to code & available for use when needed; building/maintaining evaluation databases, pt satisfaction surveys & record keeping; typing correspondence, maintaining files, coordinating/setting up group space arrangements; data entry. Will work front reception desk as needed.

Minimum qualifications: High school graduation and 3 yrs related administrative/clerical experience as well as knowledge of computer word processing and excellent typing skills, ex[perience with diverse populations and HIV service delivery system.

Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$81,700.59	0.50	8	1	\$ 27,234

Staff Position 30: Research Administrator 2

Brief description of job duties: Provides financial reporting and reconciliation monitoring of clinical/contract-related expenditures. Assists with post-award management of the contract at UCSF.

Minimum qualifications: Bachelors in accounting or finance or related area and minimum of 2 years experience in general accounting.

Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$71,207.69	0.30	8	1	\$ 14,242

Staff Position 31: Research Administrator 2

Brief description of job duties: Provides invoicing of clinical/contract-related expenditures using CCSF templates & instructions. Also assists with clinical-related procurement.

Minimum qualifications: Bachelors in accounting or finance or related area and minimum of 2 years experience in

Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$74,154.07	0.10	8	1	\$ 4,944

Staff Position 32: Program Manager

Brief description of job duties: Provides support to program and program leadership, including managing program assistant and analysts and coverage of duties when necessary. Monitors contract and ensures fiscal and administrative compliance under funder. Coordinates invoicing and billing procedures

Minimum qualifications: Bachelors or masters in accounting or finance; 3 years experience working with programs delivering publically funded services to vulnerable populations.

Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$144,200.00	0.10	8	1	\$ 9,613

Staff Position 33: Quality Manager

Brief description of job duties: Provides billing support to program leadership, includes monitoring accuracy & completion of billing data; developing/implementing changes to billing system to improve productivity, tracking/quality control; reconciliation of ARIES billing data/clinical documentation; production of program UOS reports/projections; production of staff productivity reports/projections; design data collection, storage & reporting systems; communication with program leadership/staff; data entry.

Other: _____

Expense Item	Brief Description	Rate	Cost
Data Network Recharge	Use of the UCSF data network	\$44/FTE x 12.60 FTE x 8 months	4,435
CCDSS: Computing and Communication Device Support Services	IT Desktop support services (Basic Support level)	\$59/FTE x 12.60 FTE x 8 months	5,947
GAEL: General Automobile and Employee Liability Charges	Liability insurance charges associated with payroll	\$.84/\$100 of payroll x 12.60 FTE x 8 mos	6,863
Total Other:			17,245

TOTAL OPERATING EXPENSES: 155,419

TOTAL DIRECT COSTS: 1,318,450

4) INDIRECT COSTS

Describe method and basis for Indirect Cost Allocation (i.e., FTE, square footage, or other)	Amount
9% on Total Direct Costs	118,661

Indirect Rate: 9%
TOTAL INDIRECT COSTS: 118,661

TOTAL EXPENSES: 1,437,110

UOS COST ALLOCATION BY SERVICE MODE

Personnel Expenses	Position Titles	FTE	SERVICE MODES								Contract Totals	Totals From
			Crisis Intervention Hours		Substance Counseling/ Case Mgmt Hours		Psychiatry Encounters		Mental Health Services Hours			
			Salaries	% FTE	Salaries	% FTE	Salaries	% FTE	Salaries	% FTE		
	Program Director	0.20	4,245	18%	3,066	13%	8,726	37%	7,547	32%	23,583	\$ 23,583
	Psychiatrist/Medical Director	0.70	35,392	40%	-	0%	53,088	60%	-	0%	88,480	\$ 88,480
	Psychiatrist	0.42	21,235	40%	-	0%	31,853	60%	-	0%	53,088	\$ 53,088
	Psychiatrist - Intern (PGY2)	0.07	1,137	40%	-	0%	1,705	60%	-	0%	2,842	\$ 2,842
	Psychiatrist - Intern (PGY3)	0.07	1,182	40%	-	0%	1,772	60%	-	0%	2,954	\$ 2,954
	Psychiatrist - Intern (PGY4)	0.10	1,754	40%	-	0%	2,632	60%	-	0%	4,386	\$ 4,386
	Nurse Practitioner	0.29	3,634	10%	-	0%	-	0%	32,703	90%	36,337	\$ 36,337
	Nurse Practitioner	0.26	3,068	10%	-	0%	-	0%	27,612	90%	30,680	\$ 30,680
	Registered Nurse	0.55	6,090	10%	-	0%	-	0%	54,811	90%	60,901	\$ 60,901
	Psychologist	0.55	-	0%	-	0%	-	0%	33,728	100%	33,728	\$ 33,728
	Psychologist	0.59	-	0%	-	0%	-	0%	46,099	100%	46,099	\$ 46,099
	Psychologist	0.53	-	0%	-	0%	-	0%	33,830	100%	33,830	\$ 33,830
	Supervisor - Clinical Social Worker	0.05	404	10%	323	8%	-	0%	3,310	82%	4,037	\$ 4,037
	Clinical Social Worker-Lead	0.50	-	0%	2,149	8%	-	0%	24,717	92%	26,866	\$ 26,866
	Clinical Social Worker	0.55	2,659	10%	2,127	8%	-	0%	21,805	82%	26,591	\$ 26,591
	Clinical Social Worker	0.55	-	0%	-	0%	-	0%	26,065	100%	26,065	\$ 26,065
	Clinical Social Worker	0.55	-	0%	2,127	8%	-	0%	24,464	92%	26,591	\$ 26,591
	Clinical Social Worker	0.55	2,607	10%	2,085	8%	-	0%	21,373	82%	26,065	\$ 26,065
	Clinical Social Worker	0.55	-	0%	2,127	8%	-	0%	24,456	92%	26,583	\$ 26,583
	Clinical Social Worker	0.50	-	0%	2,251	8%	-	0%	25,891	92%	28,142	\$ 28,142
	Clinical Social Worker	0.50	-	0%	2,485	8%	-	0%	28,583	92%	31,068	\$ 31,068
	Clinical Social Worker	0.47	-	0%	1,918	8%	-	0%	22,058	92%	23,976	\$ 23,976
	Clinical Social Worker	0.50	-	0%	2,681	8%	-	0%	30,831	92%	33,512	\$ 33,512
	Social Work Associate	0.30	-	0%	1,079	8%	-	0%	12,408	92%	13,487	\$ 13,487
	Receptionist	0.28	1,996	18%	444	4%	3,882	35%	4,769	43%	11,090	\$ 11,090
	Receptionist	0.50	2,945	18%	655	4%	5,727	35%	7,036	43%	16,363	\$ 16,363
	Receptionist	0.44	2,482	18%	552	4%	4,826	35%	5,929	43%	13,788	\$ 13,788
	Receptionist-Lead	0.20	1,386	18%	308	4%	2,695	35%	3,311	43%	7,701	\$ 7,701
	Program Coordinator	0.50	1,403	5%	1,122	4%	9,818	35%	15,709	58%	28,051	\$ 28,051
	Administrator 2	0.30	733	5%	440	3%	4,401	30%	9,095	62%	14,669	\$ 14,669
	Administrator 2	0.10	255	5%	153	3%	1,528	30%	3,157	62%	5,092	\$ 5,092
	Program Manager	0.10	495	5%	297	3%	2,971	30%	6,139	62%	9,902	\$ 9,902
	Quality Manager	0.05	168	5%	101	3%	1,005	30%	2,077	62%	3,350	\$ 3,350
	Total FTE & Total Salaries	12.37	95,269	12%	28,489	3%	136,627	17%	559,512	68%	819,897	\$ 819,897
	Fringe Benefits	42.4%	40,346	12%	12,065	3%	57,862	17%	236,953	68%	347,226	\$ 347,226
	Total Personnel Expenses		135,615	12%	40,555	3%	194,489	17%	796,466	68%	1,167,123	\$ 1,167,123
Operating Expenses			Expenditure	%	Expenditure	%	Expenditure	%	Expenditure	%	Contract Total	
	Total Occupancy		11,888	12%	3,555	3%	17,050	17%	69,821	68%	102,314	\$ 102,314
	Total Materials and Supplies		3,361	12%	1,005	3%	4,821	17%	19,741	68%	28,928	\$ 28,928
	Total General Operating		321	12%	96	3%	460	17%	1,883	68%	2,759	\$ 2,759
	Total Staff Travel		-	12%	-	3%	-	17%	-	68%	-	\$ -
	Consultants/Subcontractor:		-	12%	-	3%	-	17%	-	68%	-	\$ -
	Other (specify):		2,013	12%	602	3%	2,887	17%	11,824	68%	17,326	\$ 17,326
	Total Operating Expenses		17,584	12%	5,258	3%	25,217	17%	103,268	68%	151,327	\$ 151,327
Capital Expenses			Expenditure	%	Expenditure	%	Expenditure	%	Expenditure	%	Contract Total	
	Capital Expenditure 1		-	0%	-	0%	-	0%	-	0%	-	\$ -
	Capital Expenditure 2		-	0%	-	0%	-	0%	-	0%	-	\$ -
	Total Capital Expenses		-	0%	-	0%	-	0%	-	0%	-	\$ -
	Total Direct Expenses		153,199	12%	45,813	3%	219,706	17%	899,734	68%	1,318,450	\$ 1,318,450
	Indirect Expenses	9%	13,788	12%	4,123	3%	19,774	17%	80,976	68%	118,661	\$ 118,661
	TOTAL EXPENSES		166,987	12%	49,936	3%	239,480	17%	980,710	68%	1,437,110	\$ 1,437,110
	Units of Service (UOS) per Service Mode		867		552		736		7,011		8,966	
	Cost Per Unit of Service by Service Mode		\$250.00		\$90.00		\$325.00		\$140.00			
	Unduplicated Clients (UDC) per Service Mode		88		50		90		400		575	

BUDGET JUSTIFICATION

Contractor Name UCSF - Alliance Health Project
Program Name: HHS FED CARE Part A - PD13, CFDA #93.914

Appendix #: A-1/B-3b
Fiscal Year: 2020

1a) SALARIES

Staff Position 1: Program Director				
Brief description of job duties: Responsible for programmatic, budget/fiscal oversight of program; responsible for all personnel issues within UC, providing guidance and support to all personnel actions, including hiring and disciplinary actions.				
Minimum qualifications: bachelors with an appropriate major and 4 yrs experience in program management, or equivalent combination of ed and exp; at least 5 yrs exp in HIV service sector.				
Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$176,870.28	0.20	8	1	\$ 23,583

Staff Position 2: Psychiatrist/Medical Director				
Brief description of job duties: Provides psychiatric evaluation, consultation, medication evaluation & pt management svcs, pt crisis intervention/triage svcs as required; clinical supervision to the Psychiatric RN & Nurse Practitioner; oversees medical policies/procedures at clinic.				
Minimum qualifications: Licensure in CA as a psychiatrist and 5 yrs clinical experience in an HIV mental health environment.				
Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$189,600.00	0.70	8	1	\$ 88,480

Staff Position 3: Psychiatrist				
Brief description of job duties: Will provide psychiatric assessment, evaluation and consultation services.				
Minimum qualifications: licensure in the State of California as a psychiatrist; must be Board eligible; and proven experience with the medical aspects of HIV and psychiatry.				
Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$189,600.00	0.42	8	1	\$ 53,088

Staff Position 4: Psychiatrist - Intern (PGY2)				
Brief description of job duties: Will provide psychiatric assessment, evaluation and consultation services.				
Minimum qualifications: Licensure or license eligible in the State of California as a physician, currently in an accredited psychiatric residence.				
Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$60,904.15	0.07	8	1	\$ 2,842

Staff Position 5: Psychiatrist - Intern (PGY3)				
Brief description of job duties: Will provide psychiatric assessment, evaluation and consultation services.				
Minimum qualifications: Licensure or license eligible in the State of California as a physician, currently in an accredited psychiatric residence.				
Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$63,296.52	0.07	8	1	\$ 2,954

Staff Position 6: Psychiatrist - Intern (PGY4)				
Brief description of job duties: Will provide psychiatric assessment, evaluation and consultation services.				

Licensure or license eligible in the State of California as a physician, currently in an accredited
 Minimum qualifications: psychiatric residence.

Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$65,794.94	0.10	8	1	\$ 4,386

Staff Position 7: Nurse Practitioner

Brief description of job duties: Provides psych medication monitoring, follow-up secondary to assessment/evaluation by Psychiatrist; client assessment, crisis intervention/ triage.

Minimum qualifications: NP CA state license;. Bachelors in Nursing desired; 2 yrs supervisory exp in medical setting preferably HIV; 2 yrs exp in a mental hlth or subs abuse/recovery oriented tx setting; 5 yrs clinical exp in HIV mental hlth.

Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$187,948.87	0.29	8	1	\$ 36,337

Staff Position 8: Nurse Practitioner

Brief description of job duties: Provides psych medication monitoring, follow-up secondary to assessment/evaluation by Psychiatrist; client assessment, crisis intervention/ triage.

Minimum qualifications: NP CA state license;. Bachelors in Nursing desired; 2 yrs supervisory exp in medical setting preferably HIV; 2 yrs exp in a mental hlth or subs abuse/recovery oriented tx setting; 5 yrs clinical exp in HIV mental hlth.

Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$176,999.13	0.26	8	1	\$ 30,680

Staff Position 9: Registered Nurse

Brief description of job duties: Provides psych medication monitoring, follow-up secondary to assessment/evaluation by Psychiatrist; client assessment, crisis intervention/ triage.

Minimum qualifications: Licensure in the State of California as a Registered Nurse. Bachelors degree in Nursing desired; two years supervision experience in medical setting preferably HIV oriented; and two years experience in a mental health or substance abuse/recovery oriented treatment setting, and five years clinical experience in an HIV mental health environment.

Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$166,092.84	0.55	8	1	\$ 60,901

Staff Position 10: Psychologist

Brief description of job duties: Provides clinical services including neuropsychological testing assessments and evaluation to referred clients. Will supervise clinical interns and co-facilitate groups.

Minimum qualifications: Doctoral in psychology; 3 yrs clinical counseling experience; 3 yrs neuropsychological testing experience; experience with diverse populations; and licensed clinician.

Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$91,986.54	0.55	8	1	\$ 33,728

Staff Position 11: Psychologist

Brief description of job duties: Provides clinical services including neuropsychological testing assessments and evaluation to referred clients. Will supervise clinical interns and co-facilitate groups.

Minimum qualifications: Doctoral in psychology; 3 yrs clinical counseling experience; 3 yrs neuropsychological testing experience; experience with diverse populations; and licensed clinician.

Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$117,201.02	0.59	8	1	\$ 46,099

Staff Position 12: Psychologist				
Brief description of job duties: Provides clinical services including neuropsychological testing assessments and evaluation to referred clients. Will supervise clinical interns and co-facilitate groups.				
Minimum qualifications: Doctoral in psychology; 3 yrs clinical counseling experience; 3 yrs neuropsychological testing experience; experience with diverse populations; and licensed clinician.				
Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$95,745.08	0.53	8	1	\$ 33,830

Staff Position 13: Supervisor - Clinical Social Worker				
Brief description of job duties: Responsible for oversight of program clinical activities; provides clinical supervision to clinical staff as well as program assistant; reviews protocols, assures appropriate staffing; generates programmatic contract compliance functions; liaison with community agencies as needed; participation or coordination of staff in ISM case conference.				
Minimum qualifications: Masters in social work, psychology or other related area. Licensed MFCC/LCSW as well as exp with diverse populations; proven crisis intervention exp; 5 yrs exp working with HIV/AIDS clients				
Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$121,113.96	0.05	8	1	\$ 4,037

Staff Position 14: Clinical Social Worker-Lead				
Brief description of job duties: Responsible for oversight of program clinical activities; provides clinical supervision to clinical staff as well as program assistant; reviews protocols, assures appropriate staffing; generates programmatic contract compliance functions; liaison with community agencies as needed; participation or coordination of staff in ISM case conference.				
Minimum qualifications: Masters in social work, psychology or other related area. Licensed MFCC/LCSW as well as exp with diverse populations; proven crisis intervention exp; 5 yrs exp working with HIV/AIDS clients				
Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$80,596.91	0.50	8	1	\$ 26,866

Staff Position 15: Clinical Social Worker				
Brief description of job duties: Provides mental health/substance abuse assessments of clients; consultation to providers on the assessment/management of clients; back-up to intake team at Svcs Center as needed.				
Minimum qualifications: Masters in social work, psychology or other related area; 3 yrs clinical counseling exp. Preferred: licensed LMFT/LCSW & exp with diverse populations; 1 yr exp working with HIV/AIDS clients				
Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$72,520.33	0.55	8	1	\$ 26,591

Staff Position 16: Clinical Social Worker				
Brief description of job duties: Provides mental health/substance abuse assessments of clients; consultation to providers on the assessment/management of clients; back-up to intake team at Svcs Center as needed.				
Minimum qualifications: Masters in social work, psychology or other related area; 3 yrs clinical counseling exp. Preferred: licensed LMFT/LCSW & exp with diverse populations; 1 yr exp working with HIV/AIDS clients				
Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$71,086.43	0.55	8	1	\$ 26,065

Staff Position 17: Clinical Social Worker				
Brief description of job duties: Provides mental health/substance abuse assessments of clients; consultation to providers on the assessment/management of clients; back-up to intake team at Svcs Center as needed.				

Masters in social work, psychology or other related area; 3 yrs clinical counseling exp.
 Preferred: licensed LMFT/LCSW & exp with diverse populations; 1 yr exp working with
 Minimum qualifications: HIV/AIDS clients

Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$72,520.33	0.55	8	1	\$ 26,591

Staff Position 18: Clinical Social Worker

Brief description of job duties: Provides mental health/substance abuse assessments of clients; consultation to providers on the assessment/management of clients; back-up to intake team at Svcs Center as needed.

Minimum qualifications: Masters in social work, psychology or other related area; 3 yrs clinical counseling exp.
 Preferred: licensed LMFT/LCSW & exp with diverse populations; 1 yr exp working with
 Minimum qualifications: HIV/AIDS clients

Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$71,086.43	0.55	8	1	\$ 26,065

Staff Position 19: Clinical Social Worker

Brief description of job duties: Provides mental health/substance abuse assessments of clients; consultation to providers on the assessment/management of clients; back-up to intake team at Svcs Center as needed.

Minimum qualifications: Masters in social work, psychology or other related area; 3 yrs clinical counseling exp.
 Preferred: licensed LMFT/LCSW & exp with diverse populations; 1 yr exp working with
 Minimum qualifications: HIV/AIDS clients

Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$72,498.60	0.55	8	1	\$ 26,583

Staff Position 20: Clinical Social Worker

Brief description of job duties: Provides mental health/substance abuse assessments of clients; consultation to providers on the assessment/management of clients; back-up to intake team at Svcs Center as needed.

Minimum qualifications: Masters in social work, psychology or other related area; 3 yrs clinical counseling exp.
 Preferred: licensed LMFT/LCSW & exp with diverse populations; 1 yr exp working with
 Minimum qualifications: HIV/AIDS clients

Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$84,426.00	0.50	8	1	\$ 28,142

Staff Position 21: Clinical Social Worker

Brief description of job duties: Provides mental health/substance abuse assessments of clients; consultation to providers on the assessment/management of clients; back-up to intake team at Svcs Center as needed.

Minimum qualifications: Masters in social work, psychology or other related area; 3 yrs clinical counseling exp.
 Preferred: licensed LMFT/LCSW & exp with diverse populations; 1 yr exp working with

Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$93,203.17	0.50	8	1	\$ 31,068

Staff Position 22: Clinical Social Worker

Brief description of job duties: Provides mental health/substance abuse assessments of clients; consultation to providers on the assessment/management of clients; back-up to intake team at Svcs Center as needed.

Minimum qualifications: Preferred: licensed LMFT/LCSW & exp with diverse populations; 1 yr exp working with
 Minimum qualifications: HIV/AIDS clients

Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$76,517.85	0.47	8	1	\$ 23,976

Staff Position 23: Clinical Social Worker

Brief description of job duties: Provides mental health/substance abuse assessments of clients; consultation to providers on the assessment/management of clients; back-up to intake team at Svcs Center as needed.				
Minimum qualifications: Masters in social work, psychology or other related area; 3 yrs clinical counseling exp. Preferred: licensed LMFT/LCSW & exp with diverse populations; 1 yr exp working with HIV/AIDS clients				
Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$100,536.27	0.50	8	1	\$ 33,512

Staff Position 24: Social Work Associate				
Brief description of job duties: Will provide case manager services and maintain linkages with providers.				
Minimum qualifications: Bachelor's degree in social work, psychology, or counseling experience in substance abuse settings and or an equivalent of education experience; proven ability to work independently in a multi-disciplinary setting; experience working with medically ill populations; strong writing and verbal skills required.				
Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$67,436.52	0.30	8	1	\$ 13,487

Staff Position 25: Receptionist				
Brief description of job duties: Provides program support services including maintaining evaluation databases, participant satisfaction surveys and record keeping; typing correspondences, maintaining files, coordinating and setting up group space arrangements; data entry.				
Minimum qualifications: High school graduation and 3 yrs related administrative/clerical experience as well as knowledge of computer word processing and excellent typing skills, experience with diverse populations and HIV service delivery system.				
Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$59,410.57	0.28	8	1	\$ 11,090

Staff Position 26: Receptionist				
Brief description of job duties: Provides program support services including maintaining evaluation databases, participant satisfaction surveys and record keeping; typing correspondences, maintaining files, coordinating and setting up group space arrangements; data entry.				
Minimum qualifications: High school graduation and 3 yrs related administrative/clerical experience as well as knowledge of computer word processing and excellent typing skills, experience with diverse populations and HIV service delivery system.				
Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$49,087.93	0.50	8	1	\$ 16,363

Staff Position 27: Receptionist				
Brief description of job duties: Provides program support services including maintaining evaluation databases, participant satisfaction surveys and record keeping; typing correspondences, maintaining files, coordinating and setting up group space arrangements; data entry.				
Minimum qualifications: High school graduation and 3 yrs related administrative/clerical experience as well as knowledge of computer word processing and excellent typing skills, experience with diverse populations and HIV service delivery system.				
Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$47,005.68	0.44	8	1	\$ 13,788

Staff Position 28: Receptionist-Lead				
Brief description of job duties: Provides program support services including maintaining evaluation databases, participant satisfaction surveys and record keeping; typing correspondences, maintaining files, coordinating and setting up group space arrangements; data entry.				

High school graduation and 3 yrs related administrative/clerical experience as well as knowledge of computer word processing and excellent typing skills, experience with diverse populations and HIV service delivery system.

Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$56,818.83	0.20	8	1	\$ 7,701

Staff Position 29: Program Coordinator

Brief description of job duties: Provides program support including coordinating building maintenance/scheduling activity for service center; ensuring group and individual therapy rooms are clean, to code & available for use when needed; building/maintaining evaluation databases, pt satisfaction surveys & record keeping; typing correspondence, maintaining files, coordinating/setting up group space arrangements; data entry. Will work front reception desk as needed.

Minimum qualifications: High school graduation and 3 yrs related administrative/clerical experience as well as knowledge of computer word processing and excellent typing skills, ex[perience with diverse populations and HIV service delivery system.

Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$84,151.61	0.50	8	1	\$ 28,051

Staff Position 30: Research Administrator 2

Brief description of job duties: Provides financial reporting and reconciliation monitoring of clinical/contract-related expenditures. Assists with post-award management of the contract at UCSF.

Minimum qualifications: Bachelors in accounting or finance or related area and minimum of 2 years experience in general accounting.

Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$73,343.92	0.30	8	1	\$ 14,669

Staff Position 31: Research Administrator 2

Brief description of job duties: Provides invoicing of clinical/contract-related expenditures using CCSF templates & instructions. Also assists with clinical-related procurement.

Minimum qualifications: Bachelors in accounting or finance or related area and minimum of 2 years experience in

Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$76,378.69	0.10	8	1	\$ 5,092

Staff Position 32: Program Manager

Brief description of job duties: Provides support to program and program leadership, including managing program assistant and analysts and coverage of duties when necessary. Monitors contract and ensures fiscal and administrative compliance under funder. Coordinates invoicing and billing procedures

Minimum qualifications: Bachelors or masters in accounting or finance; 3 years experience working with programs delivering publically funded services to vulnerable populations.

Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$148,526.00	0.10	8	1	\$ 9,902

Staff Position 33: Quality Manager

Brief description of job duties: Provides billing support to program leadership, includes monitoring accuracy & completion of billing data; developing/implementing changes to billing system to improve productivity, tracking/quality control; reconciliation of ARIES billing data/clinical documentation; production of program UOS reports/projections; production of staff productivity reports/projections; design data collection, storage & reporting systems; communication with program leadership/staff; data entry.

Master's degree or equivalent combination of education and experience in public health svcs delivery & systems integration/maintenance, as well as knowledge of HIV & mental health
 Minimum qualifications: svcs, exp with ARIES & serving diverse populations.

Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$100,489.55	0.05	8	1	\$ 3,350

Total FTE: 12.37 Total Salaries: \$819,897

1b) EMPLOYEE FRINGE BENEFITS:

(Components provided below are samples only. The budgeted components should reflect the contractor's ledger accounts.)

Component	Cost
Social Security	\$ 20,834
Retirement	\$ 97,223
Medical	\$ 133,161
Dental	\$ 13,889
Unemployment Insurance	\$ 694
Disability Insurance	\$ 27,778
Paid Time Off	\$ 53,646
Other (specify):	\$ -

Total Fringe Benefit: 347,226

Fringe Benefit %: 42.35%

TOTAL SALARIES & EMPLOYEE FRINGE BENEFITS: 1,167,123

2) OPERATING EXPENSES:

Occupancy:

Expense Item	Brief Description	Rate	Cost
Rent	Monthly expense for the proportion of clinic space utilized by program.	\$6.56/sq. ft. x 1860 sq. ft = \$12,201.60 x 8 months	97,613
Utilities	Monthly phone expenses for proportionate program utilization .	\$47.51/mo x 12.37 FTE x 8 mos	4,702
Total Occupancy:			102,314

Materials & Supplies:

Expense Item	Brief Description	Rate	Cost
Office Supplies & Postage	Pens, paper, medical chart supplies, postage for client communication, proportionate to program utilization.	\$90.22/mo x 12.37 FTE x 8 mos	8,928
Computer Hardware & Software	Regular replacement of computers and peripherals for contract staff	\$202.10/mo x 12.37 FTE x 8 mos	20,000
Total Materials & Supplies:			28,928

General Operating:

Expense Item	Brief Description	Rate	Cost
Staff Training	Registration fees for work-related conferences and related expenses to train career staff to stay current in knowledge and skills necessary to perform their jobs.	\$100 per training x 12.37 FTE	1,237
Rental of Equipment	Equipment used to run services, like photocopiers, network printers and scanners.	.38/mo x 12.37 FTE x 8	1,522
Total General Operating:			2,759

Other: _____

Expense Item	Brief Description	Rate	Cost
Data Network Recharge	Use of the UCSF data network	\$44/FTE x 12.37 FTE x 8 months	4,354
CCDSS: Computing and Communication Device Support Services	IT Desktop support services (Basic Support level)	\$59/FTE x 12.37 FTE x 8 months	5,839
GAEL: General Automobile and Employee Liability Charges	Liability insurance charges associated with payroll	\$.87/\$100 of payroll x 12.37 FTE x 8 mos	7,133
Total Other:			17,326

TOTAL OPERATING EXPENSES: 151,327

TOTAL DIRECT COSTS: 1,318,450

4) INDIRECT COSTS

Describe method and basis for Indirect Cost Allocation (i.e., FTE, square footage, or other)	Amount
9% on Total Direct Costs	118,661

Indirect Rate: 9%
TOTAL INDIRECT COSTS: 118,661

TOTAL EXPENSES: 1,437,110

UOS COST ALLOCATION BY SERVICE MODE

Personnel Expenses	FTE	SERVICE MODES								Contract Totals	Totals From
		Crisis Intervention Hours		Substance Counseling/ Case Mgmt Hours		Psychiatry Encounters		Mental Health Services Hours			
		Salaries	% FTE	Salaries	% FTE	Salaries	% FTE	Salaries	% FTE		
Program Director	0.20	3,644	15%	2,915	12%	7,287	30%	10,445	43%	24,290	\$ 24,290
Psychiatrist/Medical Director	0.70	35,392	40%	-	0%	53,088	60%	-	0%	88,480	\$ 88,480
Psychiatrist	0.42	21,235	40%	-	0%	31,853	60%	-	0%	53,088	\$ 53,088
Psychiatrist - Intern (PGY2)	0.07	1,171	40%	-	0%	1,756	60%	-	0%	2,927	\$ 2,927
Psychiatrist - Intern (PGY3)	0.07	1,217	40%	-	0%	1,825	60%	-	0%	3,042	\$ 3,042
Psychiatrist - Intern (PGY4)	0.10	1,807	40%	-	0%	2,711	60%	-	0%	4,518	\$ 4,518
Nurse Practitioner	0.29	3,666	10%	-	0%	-	0%	32,990	90%	36,656	\$ 36,656
Nurse Practitioner	0.26	3,161	10%	-	0%	-	0%	28,445	90%	31,606	\$ 31,606
Registered Nurse	0.55	6,274	10%	-	0%	-	0%	56,466	90%	62,740	\$ 62,740
Psychologist	0.55	-	0%	-	0%	-	0%	34,747	100%	34,747	\$ 34,747
Psychologist	0.51	-	0%	-	0%	-	0%	41,044	100%	41,044	\$ 41,044
Psychologist	0.50	-	0%	-	0%	-	0%	32,879	100%	32,879	\$ 32,879
Supervisor - Clinical Social Worker	0.05	416	10%	333	8%	-	0%	3,410	82%	4,158	\$ 4,158
Clinical Social Worker-Lead	0.50	-	0%	2,214	8%	-	0%	25,458	92%	27,672	\$ 27,672
Clinical Social Worker	0.50	2,490	10%	1,992	8%	-	0%	20,420	82%	24,903	\$ 24,903
Clinical Social Worker	0.50	-	0%	-	0%	-	0%	24,411	100%	24,411	\$ 24,411
Clinical Social Worker	0.50	-	0%	1,992	8%	-	0%	22,911	92%	24,903	\$ 24,903
Clinical Social Worker	0.50	2,441	10%	1,953	8%	-	0%	20,017	82%	24,411	\$ 24,411
Clinical Social Worker	0.50	-	0%	1,992	8%	-	0%	22,904	92%	24,896	\$ 24,896
Clinical Social Worker	0.50	-	0%	2,319	8%	-	0%	26,673	92%	28,992	\$ 28,992
Clinical Social Worker	0.50	-	0%	2,560	8%	-	0%	29,446	92%	32,006	\$ 32,006
Clinical Social Worker	0.50	-	0%	2,102	8%	-	0%	24,174	92%	26,276	\$ 26,276
Clinical Social Worker	0.50	-	0%	2,761	8%	-	0%	31,756	92%	34,517	\$ 34,517
Social Work Associate	0.30	-	0%	1,112	8%	-	0%	12,783	92%	13,895	\$ 13,895
Receptionist	0.28	2,056	18%	457	4%	3,998	35%	4,912	43%	11,423	\$ 11,423
Receptionist	0.50	3,034	18%	674	4%	5,899	35%	7,247	43%	16,854	\$ 16,854
Receptionist	0.44	2,556	18%	568	4%	4,971	35%	6,107	43%	14,202	\$ 14,202
Receptionist-Lead	0.20	1,428	18%	317	4%	2,776	35%	3,411	43%	7,932	\$ 7,932
Program Coordinator	0.50	1,445	5%	1,156	4%	10,112	35%	16,180	56%	28,892	\$ 28,892
Administrator 2	0.30	755	5%	453	3%	4,533	30%	9,368	62%	15,109	\$ 15,109
Administrator 2	0.10	262	5%	157	3%	1,574	30%	3,252	62%	5,245	\$ 5,245
Program Manager	0.10	510	5%	306	3%	3,060	30%	6,323	62%	10,199	\$ 10,199
Quality Manager	0.05	173	5%	104	3%	1,035	30%	2,139	62%	3,450	\$ 3,450
Total FTE & Total Salaries	12.04	95,132	12%	28,437	3%	136,477	17%	560,317	68%	820,363	\$ 820,363
Fringe Benefits	42.4%	40,288	12%	12,043	3%	57,798	17%	237,294	68%	347,424	\$ 347,424
Total Personnel Expenses		135,420	12%	40,481	3%	194,275	17%	797,612	68%	1,167,787	\$ 1,167,787
Operating Expenses		Expenditure	%	Expenditure	%	Expenditure	%	Expenditure	%	Contract Total	
Total Occupancy		11,865	12%	3,547	3%	17,021	17%	69,882	68%	102,314	\$ 102,314
Total Materials and Supplies		3,284	12%	982	3%	4,711	17%	19,342	68%	28,319	\$ 28,319
Total General Operating		316	12%	94	3%	454	17%	1,862	68%	2,726	\$ 2,726
Total Staff Travel		-	12%	-	3%	-	17%	-	68%	-	\$ -
Consultants/Subcontractor:		-	12%	-	3%	-	17%	-	68%	-	\$ -
Other (specify):		2,007	12%	600	3%	2,879	17%	11,819	68%	17,304	\$ 17,304
								0%	0%		\$ -
Total Operating Expenses		17,471	12%	5,223	3%	25,065	17%	102,905	68%	150,663	\$ 150,663
Capital Expenses		Expenditure	%	Expenditure	%	Expenditure	%	Expenditure	%	Contract Total	
Capital Expenditure 1		-	0%	-	0%	-	0%	-	0%	-	\$ -
Capital Expenditure 2		-	0%	-	0%	-	0%	-	0%	-	\$ -
Total Capital Expenses		-	0%	-	0%	-	0%	-	0%	-	\$ -
Total Direct Expenses		152,891	12%	45,703	3%	219,340	17%	900,516	68%	1,318,450	\$ 1,318,450
Indirect Expenses	9%	13,760	12%	4,113	3%	19,741	17%	81,047	68%	118,661	\$ 118,661
TOTAL EXPENSES		166,651	12%	49,816	3%	239,081	17%	981,563	68%	1,437,110	\$ 1,437,110
Units of Service (UOS) per Service Mode		667		552		736		7,011		8,966	
Cost Per Unit of Service by Service Mode		\$250.00		\$90.00		\$325.00		\$140.00			
Unduplicated Clients (UDC) per Service Mode		88		50		90		400		575	

BUDGET JUSTIFICATION

Contractor Name UCSF - Alliance Health Project
Program Name: HHS FED CARE Part A - PD13, CFDA #93.914

Appendix #: A-1/B-3c
 Fiscal Year: 2021

1a) SALARIES

Staff Position 1: Program Director				
Brief description of job duties: Responsible for programmatic, budget/fiscal oversight of program; responsible for all personnel issues within UC, providing guidance and support to all personnel actions, including hiring and disciplinary actions.				
Minimum qualifications: bachelors with an appropriate major and 4 yrs experience in program management, or equivalent combination of ed and exp; at least 5 yrs exp in HIV service sector.				
Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$182,176.39	0.20	8	1	\$ 24,290

Staff Position 2: Psychiatrist/Medical Director				
Brief description of job duties: Provides psychiatric evaluation, consultation, medication evaluation & pt management svcs, pt crisis intervention/triage svcs as required; clinical supervision to the Psychiatric RN & Nurse Practitioner; oversees medical policies/procedures at clinic.				
Minimum qualifications: Licensure in CA as a psychiatrist and 5 yrs clinical experience in an HIV mental health environment.				
Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$189,600.00	0.70	8	1	\$ 88,480

Staff Position 3: Psychiatrist				
Brief description of job duties: Will provide psychiatric assessment, evaluation and consultation services.				
Minimum qualifications: licensure in the State of California as a psychiatrist; must be Board eligible; and proven experience with the medical aspects of HIV and psychiatry.				
Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$189,600.00	0.42	8	1	\$ 53,088

Staff Position 4: Psychiatrist - Intern (PGY2)				
Brief description of job duties: Will provide psychiatric assessment, evaluation and consultation services.				
Minimum qualifications: Licensure or license eligible in the State of California as a physician, currently in an accredited psychiatric residence.				
Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$62,731.27	0.07	8	1	\$ 2,927

Staff Position 5: Psychiatrist - Intern (PGY3)				
Brief description of job duties: Will provide psychiatric assessment, evaluation and consultation services.				
Minimum qualifications: Licensure or license eligible in the State of California as a physician, currently in an accredited psychiatric residence.				
Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$65,195.41	0.07	8	1	\$ 3,042

Staff Position 6: Psychiatrist - Intern (PGY4)				
Brief description of job duties: Will provide psychiatric assessment, evaluation and consultation services.				

Licensure or license eligible in the State of California as a physician, currently in an accredited
 Minimum qualifications: psychiatric residence.

Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$67,768.79	0.10	8	1	\$ 4,518

Staff Position 7: Nurse Practitioner

Brief description of job duties: Provides psych medication monitoring, follow-up secondary to assessment/evaluation by Psychiatrist; client assessment, crisis intervention/ triage.

Minimum qualifications: NP CA state license; Bachelors in Nursing desired; 2 yrs supervisory exp in medical setting preferably HIV; 2 yrs exp in a mental hlth or subs abuse/recovery oriented tx setting; 5 yrs clinical exp in HIV mental hlth.

Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$189,600.00	0.29	8	1	\$ 36,656

Staff Position 8: Nurse Practitioner

Brief description of job duties: Provides psych medication monitoring, follow-up secondary to assessment/evaluation by Psychiatrist; client assessment, crisis intervention/ triage.

Minimum qualifications: NP CA state license; Bachelors in Nursing desired; 2 yrs supervisory exp in medical setting preferably HIV; 2 yrs exp in a mental hlth or subs abuse/recovery oriented tx setting; 5 yrs clinical exp in HIV mental hlth.

Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$182,344.50	0.26	8	1	\$ 31,606

Staff Position 9: Registered Nurse

Brief description of job duties: Provides psych medication monitoring, follow-up secondary to assessment/evaluation by Psychiatrist; client assessment, crisis intervention/ triage.

Minimum qualifications: Licensure in the State of California as a Registered Nurse. Bachelors degree in Nursing desired; two years supervision experience in medical setting preferably HIV oriented; and two years experience in a mental health or substance abuse/recovery oriented treatment setting, and five years clinical experience in an HIV mental health environment.

Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$171,108.84	0.55	8	1	\$ 62,740

Staff Position 10: Psychologist

Brief description of job duties: Provides clinical services including neuropsychological testing assessments and evaluation to referred clients. Will supervise clinical interns and co-facilitate groups.

Minimum qualifications: Doctoral in psychology; 3 yrs clinical counseling experience; 3 yrs neuropsychological testing experience; experience with diverse populations; and licensed clinician.

Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$94,764.53	0.55	8	1	\$ 34,747

Staff Position 11: Psychologist

Brief description of job duties: Provides clinical services including neuropsychological testing assessments and evaluation to referred clients. Will supervise clinical interns and co-facilitate groups.

Minimum qualifications: Doctoral in psychology; 3 yrs clinical counseling experience; 3 yrs neuropsychological testing experience; experience with diverse populations; and licensed clinician.

Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$120,717.05	0.51	8	1	\$ 41,044

Staff Position 12: Psychologist				
Brief description of job duties: Provides clinical services including neuropsychological testing assessments and evaluation to referred clients. Will supervise clinical interns and co-facilitate groups.				
Minimum qualifications: Doctoral in psychology; 3 yrs clinical counseling experience; 3 yrs neuropsychological testing experience; experience with diverse populations; and licensed clinician.				
Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$98,636.58	0.50	8	1	\$ 32,879

Staff Position 13: Supervisor - Clinical Social Worker				
Brief description of job duties: Responsible for oversight of program clinical activities; provides clinical supervision to clinical staff as well as program assistant; reviews protocols, assures appropriate staffing; generates programmatic contract compliance functions; liaison with community agencies as needed; participation or coordination of staff in ISM case conference.				
Minimum qualifications: Masters in social work, psychology or other related area. Licensed MFCC/LCSW as well as exp with diverse populations; proven crisis intervention exp; 5 yrs exp working with HIV/AIDS clients				
Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$124,747.38	0.05	8	1	\$ 4,158

Staff Position 14: Clinical Social Worker-Lead				
Brief description of job duties: Responsible for oversight of program clinical activities; provides clinical supervision to clinical staff as well as program assistant; reviews protocols, assures appropriate staffing; generates programmatic contract compliance functions; liaison with community agencies as needed; participation or coordination of staff in ISM case conference.				
Minimum qualifications: Masters in social work, psychology or other related area. Licensed MFCC/LCSW as well as exp with diverse populations; proven crisis intervention exp; 5 yrs exp working with HIV/AIDS clients				
Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$83,014.82	0.50	8	1	\$ 27,672

Staff Position 15: Clinical Social Worker				
Brief description of job duties: Provides mental health/substance abuse assessments of clients; consultation to providers on the assessment/management of clients; back-up to intake team at Svcs Center as needed.				
Minimum qualifications: Masters in social work, psychology or other related area; 3 yrs clinical counseling exp. Preferred: licensed LMFT/LCSW & exp with diverse populations; 1 yr exp working with HIV/AIDS clients				
Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$74,710.44	0.50	8	1	\$ 24,903

Staff Position 16: Clinical Social Worker				
Brief description of job duties: Provides mental health/substance abuse assessments of clients; consultation to providers on the assessment/management of clients; back-up to intake team at Svcs Center as needed.				
Minimum qualifications: Masters in social work, psychology or other related area; 3 yrs clinical counseling exp. Preferred: licensed LMFT/LCSW & exp with diverse populations; 1 yr exp working with HIV/AIDS clients				
Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$73,233.24	0.50	8	1	\$ 24,411

Staff Position 17: Clinical Social Worker				
Brief description of job duties: Provides mental health/substance abuse assessments of clients; consultation to providers on the assessment/management of clients; back-up to intake team at Svcs Center as needed.				

Masters in social work, psychology or other related area; 3 yrs clinical counseling exp.
 Preferred: licensed LMFT/LCSW & exp with diverse populations; 1 yr exp working with
 Minimum qualifications: HIV/AIDS clients

Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$74,710.44	0.50	8	1	\$ 24,903

Staff Position 18: Clinical Social Worker

Brief description of job duties: Provides mental health/substance abuse assessments of clients; consultation to providers on the assessment/management of clients; back-up to intake team at Svcs Center as needed.

Minimum qualifications: Masters in social work, psychology or other related area; 3 yrs clinical counseling exp.
 Preferred: licensed LMFT/LCSW & exp with diverse populations; 1 yr exp working with
 HIV/AIDS clients

Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$73,233.24	0.50	8	1	\$ 24,411

Staff Position 19: Clinical Social Worker

Brief description of job duties: Provides mental health/substance abuse assessments of clients; consultation to providers on the assessment/management of clients; back-up to intake team at Svcs Center as needed.

Minimum qualifications: Masters in social work, psychology or other related area; 3 yrs clinical counseling exp.
 Preferred: licensed LMFT/LCSW & exp with diverse populations; 1 yr exp working with
 HIV/AIDS clients

Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$74,688.06	0.50	8	1	\$ 24,896

Staff Position 20: Clinical Social Worker

Brief description of job duties: Provides mental health/substance abuse assessments of clients; consultation to providers on the assessment/management of clients; back-up to intake team at Svcs Center as needed.

Minimum qualifications: Masters in social work, psychology or other related area; 3 yrs clinical counseling exp.
 Preferred: licensed LMFT/LCSW & exp with diverse populations; 1 yr exp working with
 HIV/AIDS clients

Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$86,975.66	0.50	8	1	\$ 28,992

Staff Position 21: Clinical Social Worker

Brief description of job duties: Provides mental health/substance abuse assessments of clients; consultation to providers on the assessment/management of clients; back-up to intake team at Svcs Center as needed.

Minimum qualifications: Masters in social work, psychology or other related area; 3 yrs clinical counseling exp.
 Preferred: licensed LMFT/LCSW & exp with diverse populations; 1 yr exp working with
 HIV/AIDS clients

Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$96,017.91	0.50	8	1	\$ 32,006

Staff Position 22: Clinical Social Worker

Brief description of job duties: Provides mental health/substance abuse assessments of clients; consultation to providers on the assessment/management of clients; back-up to intake team at Svcs Center as needed.

Minimum qualifications: Masters in social work, psychology or other related area; 3 yrs clinical counseling exp.
 Preferred: licensed LMFT/LCSW & exp with diverse populations; 1 yr exp working with
 HIV/AIDS clients

Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$78,828.69	0.50	8	1	\$ 26,276

Staff Position 23: Clinical Social Worker

Brief description of job duties: Provides mental health/substance abuse assessments of clients; consultation to providers on the assessment/management of clients; back-up to intake team at Svcs Center as needed.				
Minimum qualifications: Masters in social work, psychology or other related area; 3 yrs clinical counseling exp. Preferred: licensed LMFT/LCSW & exp with diverse populations; 1 yr exp working with HIV/AIDS clients				
Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$103,552.36	0.50	8	1	\$ 34,517

Staff Position 24: Social Work Associate				
Brief description of job duties: Will provide case manager services and maintain linkages with providers.				
Minimum qualifications: Bachelor's degree in social work, psychology, or counseling experience in substance abuse settings and or an equivalent of education experience; proven ability to work independently in a multi-disciplinary setting; experience working with medically ill populations; strong writing and verbal skills required.				
Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$69,473.10	0.30	8	1	\$ 13,895

Staff Position 25: Receptionist				
Brief description of job duties: Provides program support services including maintaining evaluation databases, participant satisfaction surveys and record keeping; typing correspondences, maintaining files, coordinating and setting up group space arrangements; data entry.				
Minimum qualifications: High school graduation and 3 yrs related administrative/clerical experience as well as knowledge of computer word processing and excellent typing skills, experience with diverse populations and HIV service delivery system.				
Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$61,192.89	0.28	8	1	\$ 11,423

Staff Position 26: Receptionist				
Brief description of job duties: Provides program support services including maintaining evaluation databases, participant satisfaction surveys and record keeping; typing correspondences, maintaining files, coordinating and setting up group space arrangements; data entry.				
Minimum qualifications: High school graduation and 3 yrs related administrative/clerical experience as well as knowledge of computer word processing and excellent typing skills, experience with diverse populations and HIV service delivery system.				
Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$50,560.57	0.50	8	1	\$ 16,854

Staff Position 27: Receptionist				
Brief description of job duties: Provides program support services including maintaining evaluation databases, participant satisfaction surveys and record keeping; typing correspondences, maintaining files, coordinating and setting up group space arrangements; data entry.				
Minimum qualifications: High school graduation and 3 yrs related administrative/clerical experience as well as knowledge of computer word processing and excellent typing skills, experience with diverse populations and HIV service delivery system.				
Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$48,415.85	0.44	8	1	\$ 14,202

Staff Position 28: Receptionist-Lead				
Brief description of job duties: Provides program support services including maintaining evaluation databases, participant satisfaction surveys and record keeping; typing correspondences, maintaining files, coordinating and setting up group space arrangements; data entry.				

High school graduation and 3 yrs related administrative/clerical experience as well as knowledge of computer word processing and excellent typing skills, experience with diverse populations and HIV service delivery system.

Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$58,523.40	0.20	8	1	\$ 7,932

Staff Position 29: Program Coordinator

Brief description of job duties: Provides program support including coordinating building maintenance/scheduling activity for service center; ensuring group and individual therapy rooms are clean, to code & available for use when needed; building/maintaining evaluation databases, pt satisfaction surveys & record keeping; typing correspondence, maintaining files, coordinating/setting up group space arrangements; data entry. Will work front reception desk as needed.

Minimum qualifications: High school graduation and 3 yrs related administrative/clerical experience as well as knowledge of computer word processing and excellent typing skills, ex[perience with diverse populations and HIV service delivery system.

Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$86,676.15	0.50	8	1	\$ 28,892

Staff Position 30: Research Administrator 2

Brief description of job duties: Provides financial reporting and reconciliation monitoring of clinical/contract-related expenditures. Assists with post-award management of the contract at UCSF.

Minimum qualifications: Bachelors in accounting or finance or related area and minimum of 2 years experience in general accounting.

Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$75,544.24	0.30	8	1	\$ 15,109

Staff Position 31: Research Administrator 2

Brief description of job duties: Provides invoicing of clinical/contract-related expenditures using CCSF templates & instructions. Also assists with clinical-related procurement.

Minimum qualifications: Bachelors in accounting or finance or related area and minimum of 2 years experience in

Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$78,670.05	0.10	8	1	\$ 5,245

Staff Position 32: Program Manager

Brief description of job duties: Provides support to program and program leadership, including managing program assistant and analysts and coverage of duties when necessary. Monitors contract and ensures fiscal and and administrative compliance under funder. Coordinates invoicing and billing procedures

Minimum qualifications: Bachelors or masters in accounting or finance; 3 years experience working with programs delivering publically funded services to vulnerable populations.

Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$152,981.78	0.10	8	1	\$ 10,199

Staff Position 33: Quality Manager

Brief description of job duties: Provides billing support to program leadership, includes monitoring accuracy & completion of billing data; developing/implementing changes to billing system to improve productivity, tracking/quality control; reconciliation of ARIES billing data/clinical documentation; production of program UOS reports/projections; production of staff productivity reports/projections; design data collection, storage & reporting systems; communication with program leadership/staff;

Master's degree or equivalent combination of education and experience in public health svcs delivery & systems integration/maintenance, as well as knowledge of HIV & mental health
 Minimum qualifications: svcs, exp with ARIES & serving diverse populations.

Annual Salary:	x FTE:	x Months per Year:	Annualized (if less than 12 months):	Total
\$103,504.24	0.05	8	1	\$ 3,450

Total FTE: 12.04 Total Salaries: \$820,363

1b) EMPLOYEE FRINGE BENEFITS:

(Components provided below are samples only. The budgeted components should reflect the contractor's ledger accounts.)

Component	Cost
Social Security	\$ 20,845
Retirement	\$ 97,279
Medical	\$ 133,237
Dental	\$ 13,897
Unemployment Insurance	\$ 695
Disability Insurance	\$ 27,794
Paid Time Off	\$ 53,677
Other (specify):	\$ -
Total Fringe Benefit:	347,424
Fringe Benefit %:	42.35%

TOTAL SALARIES & EMPLOYEE FRINGE BENEFITS: 1,167,787

2) OPERATING EXPENSES:

Occupancy:

Expense Item	Brief Description	Rate	Cost
Rent	Monthly expense for the proportion of clinic space utilized by program.	\$6.56/sq. ft. x 1860 sq. ft = \$12,201.60 x 8 months	97,613
Utilities	Monthly phone expenses for proportionate program utilization	\$48.81/mo x 12.04 FTE x 8 mos	4,702
Total Occupancy:			102,314

Materials & Supplies:

Expense Item	Brief Description	Rate	Cost
Office Supplies & Postage	Pens, paper, medical chart supplies, postage for client communication, proportionate to program utilization.	\$86.37/mo x 12.04 x 8 mos	8,319
Computer Hardware & Software	Regular replacement of computers and peripherals for contract staff	\$207.64/mo x 12.04 FTE x 8 mos	20,000
Total Materials & Supplies:			28,319

General Operating:

Expense Item	Brief Description	Rate	Cost
Staff Training	Registration fees for work-related conferences and related expenses to train career staff to stay current in knowledge and skills necessary to perform their jobs.	\$100 per training x 12.04 FTE	1,204
Rental of Equipment	Equipment used to run services, like photocopiers, network printers and scanners.	.80/mo x 12.04 FTE x 8	1,522
Total General Operating:			2,726

Other:

Expense Item	Brief Description	Rate	Cost
Data Network Recharge	Use of the UCSF data network	\$44/FTE x 12.04 FTE x 8 months	4,238
CCDSS: Computing and Communication Device Support Services	IT Desktop support services (Basic Support level)	\$59/FTE x 12.04 FTE x 8 months	5,683
GAEL: General Automobile and Employee Liability Charges	Liability insurance charges associated with payroll	\$0.90/\$100 of payroll x 12.04 FTE x 8 mos	7,383
Total Other:			17,304

TOTAL OPERATING EXPENSES: 150,663

TOTAL DIRECT COSTS: 1,318,450

4) INDIRECT COSTS

Describe method and basis for Indirect Cost Allocation (i.e., FTE, square footage, or other)	Amount
9% on Total Direct Costs	118,661

Indirect Rate: 9%

TOTAL INDIRECT COSTS: 118,661

TOTAL EXPENSES: 1,437,110

Appendix C
Insurance Waiver
Regents UCSF Self Insured

UNIVERSITY OF CALIFORNIA

PROOF OF SELF-INSURANCE COVERAGE

The Regents of the University of California are often requested by outside parties to provide evidence of the University's self-insurance coverage in conjunction with agreements and contracts negotiated by its employees on UC campuses and medical centers. Examples of situations where the University may be required to provide evidence of insurance include:

- Using an off-campus location to host an event, ceremony, athletic event, theatre production, practice space, job fair, educational outreach event, etc.
- Leasing or renting equipment, motor vehicle(s), or real estate
- Research grant sub-awards
- Affiliation (non-healthcare/medical related) and Professional Services Agreements

The University of California self-funds its liability exposures, so does not issue individual certificates of insurance. The UC Office of Risk Services has developed a Certificate of Self-Insurance Coverage document (COC) to illustrate the self-funded retention levels maintained for each liability program. The COC is available on-line for use by entities conducting business with the university as evidence of the self-funded retention levels, coverage terms, and limits routinely requested. The self-insurance limits accepted in each specific written agreement or contract shall be the limits that apply should a loss arise, regardless of the limits provided in the on-line Certificate of Self-Insurance Coverage document.

The UC COC Site is solely for the use and benefit of the vendors and organizations which contract with the University of California and not for resale or other transfer to or use by or for the benefit of any other person or entity. You may print copies for use within your organization, provided that you do not modify the COC in any way, nor distribute any copies outside your organization. You may not use any of the University of California's names or marks in any manner that creates the impression such names or marks belong to or are associated with you or imply any endorsement by the University of California, and you acknowledge that you have no ownership rights in and to any of these names or marks. You will not use the Site, the information contained therein or any of the University's names or marks in unsolicited mailings or spam material. You may not link directly to the COC ("deep link") or bring up or present the COC or other content of this site within another web site ("frame").

Official Correspondence must be sent via postal mail to:

Chief Risk Officer
Office of Risk Services
Office of the President
University of California
1111 Franklin St., 10th Floor
Oakland, CA 94607-5200
510-987-9832
riskmgt@ucop.edu

Please contact the local Risk Manager at the specific University of California location where you are contracting if you have insurance coverage questions:

- [Campus Risk Managers Directory](#)
- [Hospital Risk Managers Directory](#)

CERTIFICATE OF SELF-INSURANCE COVERAGE

Date: June 12, 2017

PRODUCER/INSURED

The Regents of the University of California
Office of the President
Office of Risk Services
1111 Franklin St., 10th Floor
Oakland, CA 94607-5200
510-987-9832

This Certificate is issued as a matter of information only to authorized viewers for their internal use only and confers no rights upon any viewer of this Certificate. The Certificate does not amend, extend or alter the coverage described below. This Certificate may only be copied, printed and distributed by an authorized viewer for its internal use. Any other use, duplication or distribution of the Certificate without the written consent of the Regents of the University of California is prohibited.

ENTITIES AFFORDING COVERAGE

PARTICIPATION
COMPANY LETTER A The Regents of the University of California 100 %

COVERAGES

THIS IS TO CERTIFY THAT THE REGENTS OF THE UNIVERSITY OF CALIFORNIA IS A GOVERNMENTAL ENTITY THAT HAS A SELF-FUNDED RETENTION FOR LIABILITIES DESCRIBED BELOW, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY WRITTEN CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY PERTAIN. THIS SELF-FUNDED PROGRAM IS SUBJECT TO ALL PROVISIONS OF THE BYLAWS AND STANDING ORDERS OF THE REGENTS OF THE UNIVERSITY OF CALIFORNIA, WHICH DOES NOT PERMIT ANY ASSUMPTION OF LIABILITY WHICH DOES NOT RESULT FROM THE NEGLIGENT ACTS OR OMISSIONS OF ITS OFFICERS, AGENTS OR EMPLOYEES.

CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE	POLICY EXPIRATION DATE	LIMITS
A	GENERAL LIABILITY	Self-Insured	July 1, 2017	June 30, 2018	GENERAL AGGREGATE \$ Not applicable
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY				PRODUCTS-COMP/OP AGG \$ 5,000,000
	<input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCURRENCE				PERSONAL & ADV INJURY \$ 5,000,000
					CONTRACTUAL LIABILITY \$ 5,000,000
					EACH OCCURRENCE \$ 5,000,000
					\$
A	AUTOMOBILE LIABILITY	Self-Insured	July 1, 2017	June 30, 2018	COMBINED SINGLE LIMIT \$ Not applicable
	<input type="checkbox"/> ANY AUTO				BODILY INJURY (PER PERSON) \$ 5,000,000
	<input checked="" type="checkbox"/> ALL OWNED AUTOS				BODILY INJURY (PER ACCIDENT) \$ 5,000,000
	<input type="checkbox"/> SCHEDULED AUTOS				PROPERTY DAMAGE \$ 5,000,000
	<input checked="" type="checkbox"/> HIRED AUTOS				
<input checked="" type="checkbox"/> NON-OWNED AUTOS					
	<input type="checkbox"/> GARAGE LIABILITY				
A	PROPERTY	Self-Insured	July 1, 2017	June 30, 2018	EACH OCCURRENCE \$ 7,500,000
	<input checked="" type="checkbox"/> FIRE & EXTENDED PERILS				AGGREGATE \$ Not applicable
					\$
A	WORKERS' COMPENSATION AND EMPLOYERS LIABILITY	Self-Insured	July 1, 2017	June 30, 2018	STATUTORY LIMITS
	EACH ACCIDENT \$ As required by California Law				
	DISEASE - POLICY LIMIT \$ As required by California Law				
					DISEASE - EACH EMPLOYEE \$ As required by California Law

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS

ADDITIONAL COVERED PARTY - AS REQUIRED BY WRITTEN CONTRACT OR AGREEMENT WITH RESPECT TO GENERAL LIABILITY AND AUTOMOBILE LIABILITY

LOSS PAYEE - AS REQUIRED BY WRITTEN CONTRACT OR AGREEMENT WITH RESPECT TO PROPERTY COVERAGE

**CERTIFICATE HOLDER
APPLICABLE PARTY AS REQUIRED BY WRITTEN CONTRACT OR AGREEMENT**

CANCELLATION
SHOULD THE REGENTS ELECT TO DISCONTINUE SELF-INSURING ITS LIABILITIES, THE REGENTS WILL UPDATE PROOF OF SELF-INSURANCE ON ITS WEBSITE. THE REGENTS SHALL NOT BE OBLIGATED TO PROVIDE INDIVIDUAL NOTICE TO VENDORS OR OTHERS.

By:



CHERYL A. LLOYD, CHIEF RISK OFFICER

**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. CERTIFICATION REGARDING LOBBYING: Reserved

4. MATERIALS REVIEW

Except for production or distribution pursuant to a valid Public Records Act request, Contractor agrees that all materials, including print, audio, video, and electronic materials, developed, produced, or distributed in accordance with Appendix A and with funding under this Agreement shall be subject to a thirty (30) working day review and approval by the Contract Administrator prior to such production, development or distribution. A failure by the City to notify Contractor of objections to the materials within said thirty- (30) working day period shall be deemed approval of the materials.

5. CALIFORNIA STATE ENTITY

Notwithstanding anything to the contrary in this Agreement, the provisions of Sections 8, 23, 36, 38, 42, 46, 57, and 59 of this Agreement are enforceable only to the extent such provisions are applicable to a California state entity and constitutional corporation and are required by applicable law.

**Appendix E
Reserved**

**Appendix F
Invoice**

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

APPENDIX F-1
3/01/18-6/30/18
PAGE A

Contractor: **Regents UCSF AHP**
Address: **UCSF AHP MCB Box 0884**
SF, CA 94143

Contract ID # **100008646** Invoice Number **A-1MAR18**

Contract Purchase Order No: _____

Telephone: _____
Fax: _____



Funding Source: **General Fund**

Grant Code/Detail: _____

Program Name: **HIV OPMH**

Project Code/Detail: _____

ACE Control #: _____

Invoice Period: **03/1/18 - 03/31/18**

FINAL Invoice (check if Yes)

DELIVERABLES	TOTAL CONTRACTED		DELIVERED THIS PERIOD		DELIVERED TO DATE		% OF TOTAL		REMAINING DELIVERABLES	
	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC
Crisis Intervention Hours	317	56							317	56
Substance Counseling CM Hours	278	44							278	44
Psych Encounters	368	31							368	31
Mental Health Svcs Hours	3,612	271							3,612	271

	UDC	UDC	UDC	UDC	UDC
Unduplicated Clients for Appendix	350				350

EXPENDITURES

	BUDGET	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Total Salaries (See Page B)	\$411,614				\$411,614.00
Fringe Benefits	\$174,319				\$174,319.00
Total Personnel Expenses	\$585,933				\$585,933.00
Operating Expenses:					
Occupancy -(e.g., Rental of Property, Utilities, Building Maintenance Supplies and Repairs)	\$51,157				\$51,157.00
Materials and Supplies -(e.g., Office, Postage, Printing and Repro., Program Supplies)	\$21,386				\$21,386.00
General Operating -(e.g., Insurance, Staff Training, Equipment Rental/Maintenance)	\$2,043				\$2,043.00
Staff Travel - (e.g., Local & Out of Town)					
Consultant/Subcontractor					
Other -	\$8,657				\$8,657.00
Total Operating Expenses	\$83,243				\$83,243.00
Capital Expenditures					
TOTAL DIRECT EXPENSES	\$669,176				\$669,176.00
Indirect Expenses	\$60,226				\$60,226.00
TOTAL EXPENSES	\$729,402				\$729,402.00
LESS: Initial Payment Recovery					
Other Adjustments (Enter as negative, if appropriate)					

NOTES:

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

Signature: _____ Date: _____

Title: _____

Send to: SFDPH Fiscal / Invoice Processing 1380 Howard Street, 4th Floor, Suite 423 San Francisco, CA 94103 Attn: Contract Payments	By: _____ (DPH Authorized Signatory)	Date: _____
---	---	-------------

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

APPENDIX F-1
3/01/18-6/30/18
PAGE B

Contractor: Regents UCSF AHP	Invoice Number
Address: UCSF AHP MCB Box 0884	A-1MAR18
SF, CA 94143	Contract Purchase Order No: _____
Telephone: _____	Fund Source: General Fund
Fax: _____	Grant Code/Detail: _____
Program Name: HIV OPMH	Project Code/Detail: _____
ACE Control #: _____	Invoice Period: 03/1/18 - 03/31/18
	FINAL Invoice <input type="checkbox"/> (check if Yes)

DETAIL PERSONNEL EXPENDITURES

PERSONNEL	FTE	BUDGETED SALARY	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Program Director	0.35	\$18,884				\$18,884.00
Psych / Med Director	0.70	\$44,240				\$44,240.00
Psychiatrist	0.42	\$26,544				\$26,544.00
Psychiatrist Intern (PGY2)	0.02	\$383				\$383.00
Psychiatrist Intern (PGY3)	0.03	\$597				\$597.00
Psychiatrist Intern (PGY4)	0.03	\$620				\$620.00
Nurse Practitioner	0.27	\$16,095				\$16,095.00
Nurse Practitioner	0.26	\$14,596				\$14,596.00
Registered Nurse	0.65	\$34,242				\$34,242.00
Psychologist	0.65	\$18,965				\$18,965.00
Psychologist	0.65	\$23,239				\$23,239.00
Psychologist	0.47	\$14,272				\$14,272.00
Supervisor - Clinical Social Worker	0.05	\$1,847				\$1,847.00
Clinical Social Worker Lead	0.60	\$15,044				\$15,044.00
Clinical Social Worker	0.55	\$12,652				\$12,652.00
Clinical Social Worker	0.55	\$12,403				\$12,403.00
Clinical Social Worker	0.65	\$14,952				\$14,952.00
Clinical Social Worker	0.65	\$14,658				\$14,658.00
Clinical Social Worker	0.55	\$12,403				\$12,403.00
Clinical Social Worker	0.74	\$19,819				\$19,819.00
Clinical Social Worker	0.50	\$14,783				\$14,783.00
Clinical Social Worker	0.50	\$15,334				\$15,334.00
Social Work Associate	0.60	\$12,833				\$12,833.00
Receptionist	0.28	\$5,075				\$5,075.00
Receptionist	0.65	\$9,731				\$9,731.00
Receptionist	0.05	\$717				\$717.00
Receptionist Lead	0.20	\$3,523				\$3,523.00
Program Coordinator	0.60	\$15,402				\$15,402.00
Project Analyst 2	0.10	\$2,310				\$2,310.00
Administrator 2	0.40	\$8,951				\$8,951.00
Administrator 2	0.15	\$3,495				\$3,495.00
Visual Communications Specialist 4	0.05	\$1,472				\$1,472.00
Quality Manager	0.05	\$1,533				\$1,533.00
TOTAL SALARIES	12.97	\$411,614				\$411,614.00

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

Certified By: _____

Date: _____

Title: _____

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

APPENDIX F-1a
3/01/19-6/30/19
PAGE A

Contractor: Regents UCSF AHP
Address: UCSF AHP MCB Box 0884
SF, CA 94143

Contract ID # Invoice Number

Contract Purchase Order No:

Telephone:
Fax:



Funding Source:

Grant Code/Detail:

Program Name: HIV OPMH

Project Code/Detail:

ACE Control #:

Invoice Period:

FINAL Invoice (check if Yes)

DELIVERABLES	TOTAL CONTRACTED		DELIVERED THIS PERIOD		DELIVERED TO DATE		% OF TOTAL		REMAINING DELIVERABLES	
	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC
Crisis Intervention Hours	333	56							333	56
Substance Counseling CM Hours	276	44							276	44
Psych Encounters	368	31							368	31
Mental Health Svcs Hours	3,711	271							3,711	271

	UDC	UDC	UDC	UDC	UDC
Unduplicated Clients for Appendix		350			350

EXPENDITURES	BUDGET	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Total Salaries (See Page B)	\$425,438				\$425,438.00
Fringe Benefits	\$180,173				\$180,173.00
Total Personnel Expenses	\$605,611				\$605,611.00
Operating Expenses:					
Occupancy -(e.g., Rental of Property, Utilities, Building Maintenance Supplies and Repairs)	\$51,157				\$51,157.00
Materials and Supplies -(e.g., Office, Postage, Printing and Repro., Program Supplies)	\$17,575				\$17,575.00
General Operating -(e.g., Insurance, Staff Training, Equipment Rental/Maintenance)	\$2,110				\$2,110.00
Staff Travel - (e.g., Local & Out of Town)					
Consultant/Subcontractor					
Other -	\$9,046				\$9,046.00
Total Operating Expenses	\$79,888				\$79,888.00
Capital Expenditures					
TOTAL DIRECT EXPENSES	\$685,499				\$685,499.00
Indirect Expenses	\$81,694				\$81,694.00
TOTAL EXPENSES	\$747,193				\$747,193.00
LESS: Initial Payment Recovery					
Other Adjustments (Enter as negative if appropriate)					

NOTES:

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

Signature: _____ Date: _____

Title: _____

Send to:	SFDPH Fiscal / Invoice Processing 1380 Howard Street, 4th Floor, Suite 423 San Francisco, CA 94103 Attn: Contract Payments	By: _____ (DPH Authorized Signatory)	Date: _____
----------	---	---	-------------

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

APPENDIX F-1a
3/01/19-6/30/19
PAGE B

Contractor: Regents UCSF AHP	Invoice Number A-1MAR19
Address: UCSF AHP MCB Box 0884	Contract Purchase Order No: _____
SF, CA 94143	Fund Source: General Fund
Telephone: _____	Grant Code/Detail: _____
Fax: _____	Project Code/Detail: _____
Program Name: HIV OPMH	Invoice Period: 03/1/19 - 03/31/19
ACE Control #: _____	FINAL Invoice <input type="checkbox"/> (check if Yes)

DETAIL PERSONNEL EXPENDITURES

PERSONNEL	FTE	BUDGETED SALARY	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Program Director	0.20	\$11,114				\$11,114.00
Psych / Med Director	0.70	\$44,240				\$44,240.00
Psychiatrist	0.42	\$26,544				\$26,544.00
Psychiatrist Intern (PGY2)	0.07	\$1,340				\$1,340.00
Psychiatrist Intern (PGY3)	0.07	\$1,392				\$1,392.00
Psychiatrist Intern (PGY4)	0.10	\$2,067				\$2,067.00
Nurse Practitioner	0.29	\$17,461				\$17,461.00
Nurse Practitioner	0.26	\$14,743				\$14,743.00
Registered Nurse	0.65	\$34,586				\$34,586.00
Psychologist	0.60	\$17,681				\$17,681.00
Psychologist	0.60	\$22,095				\$22,095.00
Psychologist	0.59	\$18,097				\$18,097.00
Supervisor - Clinical Social Worker	0.15	\$5,708				\$5,708.00
Clinical Social Worker Lead	0.50	\$15,194				\$15,194.00
Clinical Social Worker	0.62	\$11,616				\$11,616.00
Clinical Social Worker	0.65	\$14,119				\$14,119.00
Clinical Social Worker	0.65	\$15,101				\$15,101.00
Clinical Social Worker	0.55	\$14,803				\$14,803.00
Clinical Social Worker	0.50	\$12,774				\$12,774.00
Clinical Social Worker	0.50	\$13,523				\$13,523.00
Clinical Social Worker	0.50	\$14,929				\$14,929.00
Clinical Social Worker	0.47	\$11,521				\$11,521.00
Clinical Social Worker	0.58	\$18,321				\$18,321.00
Social Work Associate	0.55	\$11,882				\$11,882.00
Receptionist	0.28	\$5,227				\$5,227.00
Receptionist	0.60	\$9,254				\$9,254.00
Receptionist	0.44	\$6,498				\$6,498.00
Receptionist Lead	0.20	\$3,629				\$3,629.00
Program Coordinator	0.50	\$13,220				\$13,220.00
Administrator 2	0.30	\$6,913				\$6,913.00
Administrator 2	0.15	\$3,600				\$3,600.00
Program Manager	0.10	\$4,667				\$4,667.00
Quality Manager	0.05	\$1,579				\$1,579.00
TOTAL SALARIES	13.39	\$425,438				\$425,438.00

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

Certified By: _____
Title: _____

Date: _____

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

APPENDIX F-1b
3/01/20-6/30/20
PAGE A

Contractor: Regents UCSF AHP
Address: UCSF AHP MCB Box 0884
SF, CA 94143

Contract ID #
1000008646

Invoice Number
A-1MAR20

Contract Purchase Order No: _____

Telephone:
Fax:



Funding Source: General Fund

Grant Code/Detail: _____

Program Name: HIV OPMH

Project Code/Detail: _____

ACE Control #: _____

Invoice Period: 03/1/20 - 03/31/20

FINAL Invoice (check if Yes)

DELIVERABLES	TOTAL CONTRACTED		DELIVERED THIS PERIOD		DELIVERED TO DATE		% OF TOTAL		REMAINING DELIVERABLES	
	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC
Crisis Intervention Hours	333	56							333	56
Substance Counseling CM Hours	276	44							276	44
Psych Encounters	368	31							368	31
Mental Health Svcs Hours	3,711	271							3,711	271

	UDC	UDC	UDC	UDC	UDC
Unduplicated Clients for Appendix	350				350

EXPENDITURES

	BUDGET	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Total Salaries (See Page B)	\$426,068				\$426,068.00
Fringe Benefits	\$180,440				\$180,440.00
Total Personnel Expenses	\$606,508				\$606,508.00
Operating Expenses:					
Occupancy -(e.g., Rental of Property, Utilities, Building Maintenance Supplies and Repairs)	\$51,157				\$51,157.00
Materials and Supplies -(e.g., Office, Postage, Printing and Repro., Program Supplies)	\$16,751				\$16,751.00
General Operating -(e.g., Insurance, Staff Training, Equipment Rental/Maintenance)	\$2,078				\$2,078.00
Staff Travel - (e.g., Local & Out of Town)					
Consultant/Subcontractor					
Other -	\$9,005				\$9,005.00
Total Operating Expenses	\$78,991				\$78,991.00
Capital Expenditures					
TOTAL DIRECT EXPENSES	\$685,499				\$685,499.00
Indirect Expenses	\$61,694				\$61,694.00
TOTAL EXPENSES	\$747,193				\$747,193.00
LESS: Initial Payment Recovery					
Other Adjustments (Enter as negative, if appropriate)					
REIMBURSEMENT					

NOTES:

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

Signature: _____ Date: _____

Title: _____

Send to:	SFDPH Fiscal / Invoice Processing 1380 Howard Street, 4th Floor, Suite 423 San Francisco, CA 94103 Attn: Contract Payments	By: _____ (DPH Authorized Signatory)	Date: _____
----------	---	---	-------------

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

APPENDIX F-1b
3/01/20-6/30/20
PAGE B

Contractor: Regents UCSF AHP	Invoice Number A-1MAR20
Address: UCSF AHP MCB Box 0884 SF, CA 94143	Contract Purchase Order No: _____
Telephone: _____	Fund Source: General Fund
Fax: _____	Grant Code/Detail: _____
Program Name: HIV OPMH	Project Code/Detail: _____
ACE Control #: _____	Invoice Period: 03/1/20 - 03/31/20
	FINAL Invoice <input type="checkbox"/> (check if Yes)

DETAIL PERSONNEL EXPENDITURES

PERSONNEL	FTE	BUDGETED SALARY	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Program Director	0.20	\$11,448				\$11,448.00
Psych / Med Director	0.70	\$44,240				\$44,240.00
Psychiatrist	0.42	\$26,544				\$26,544.00
Psychiatrist Intern (PGY2)	0.07	\$1,380				\$1,380.00
Psychiatrist Intern (PGY3)	0.07	\$1,434				\$1,434.00
Psychiatrist Intern (PGY4)	0.10	\$2,129				\$2,129.00
Nurse Practitioner	0.29	\$17,989				\$17,989.00
Nurse Practitioner	0.26	\$15,188				\$15,188.00
Registered Nurse	0.60	\$32,890				\$32,890.00
Psychologist	0.60	\$18,215				\$18,215.00
Psychologist	0.60	\$22,757				\$22,757.00
Psychologist	0.59	\$18,643				\$18,643.00
Supervisor - Clinical Social Worker	0.10	\$3,920				\$3,920.00
Clinical Social Worker Lead	0.55	\$14,346				\$14,346.00
Clinical Social Worker	0.50	\$11,967				\$11,967.00
Clinical Social Worker	0.55	\$12,903				\$12,903.00
Clinical Social Worker	0.60	\$14,360				\$14,360.00
Clinical Social Worker	0.60	\$14,077				\$14,077.00
Clinical Social Worker	0.60	\$14,356				\$14,356.00
Clinical Social Worker	0.50	\$13,932				\$13,932.00
Clinical Social Worker	0.50	\$15,380				\$15,380.00
Clinical Social Worker	0.47	\$11,869				\$11,869.00
Clinical Social Worker	0.58	\$18,871				\$18,871.00
Social Work Associate	0.55	\$12,241				\$12,241.00
Receptionist	0.26	\$5,383				\$5,383.00
Receptionist	0.60	\$9,532				\$9,532.00
Receptionist	0.44	\$6,693				\$6,693.00
Receptionist Lead	0.20	\$3,738				\$3,738.00
Program Coordinator	0.50	\$13,617				\$13,617.00
Administrator 2	0.30	\$7,121				\$7,121.00
Administrator 2	0.10	\$2,472				\$2,472.00
Program Manager	0.10	\$4,807				\$4,807.00
Quality Manager	0.05	\$1,626				\$1,626.00
TOTAL SALARIES	13.17	\$426,068				\$426,068.00

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

Certified By: _____

Date: _____

Title: _____

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

APPENDIX F-1c
3/01/21-6/30/21
PAGE A

Contractor: Regents UCSF AHP
Address: UCSF AHP MCB Box 0884
SF, CA 94143

Contract ID #
100008646

Invoice Number
A-1MAR21

Contract Purchase Order No: _____

Telephone: _____
Fax: _____



Funding Source: General Fund

Grant Code/Detail: _____

Program Name: HIV OPMH

Project Code/Detail: _____

ACE Control #: _____

Invoice Period: 03/1/21 - 03/31/21

FINAL Invoice (check if Yes)

DELIVERABLES	TOTAL CONTRACTED		DELIVERED THIS PERIOD		DELIVERED TO DATE		% OF TOTAL		REMAINING DELIVERABLES	
	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC
Crisis Intervention Hours	333	56							333	56
Substance Counseling CM Hours	276	44							276	44
Psych Encounters	368	31							368	31
Mental Health Svcs Hours	3,711	271							3,711	271

	UDC	UDC	UDC	UDC	UDC
Unduplicated Clients for Appendix	350				350

EXPENDITURES

	BUDGET	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Total Salaries (See Page B)	\$427,421				\$427,421.00
Fringe Benefits	\$181,013				\$181,013.00
Total Personnel Expenses	\$608,434				\$608,434.00
Operating Expenses:					
Occupancy -(e.g., Rental of Property, Utilities, Building Maintenance Supplies and Repairs)	\$51,157				\$51,157.00
Materials and Supplies -(e.g., Office, Postage, Printing and Repro., Program Supplies)	\$14,865				\$14,865.00
General Operating -(e.g., Insurance, Staff Training, Equipment Rental/Maintenance)	\$2,043				\$2,043.00
Staff Travel - (e.g., Local & Out of Town)					
Consultant/Subcontractor					
Other -	\$9,000				\$9,000.00
Total Operating Expenses	\$77,065				\$77,065.00
Capital Expenditures					
TOTAL DIRECT EXPENSES	\$685,499				\$685,499.00
Indirect Expenses	\$61,694				\$61,694.00
TOTAL EXPENSES	\$747,193				\$747,193.00
LESS: Initial Payment Recovery					
Other Adjustments (Enter as negative, if appropriate)					
REIMBURSEMENT					

NOTES:

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

Signature: _____ Date: _____

Title: _____

Send to:	SFDPH Fiscal / Invoice Processing 1380 Howard Street, 4th Floor, Suite 423 San Francisco, CA 94103 Attn: Contract Payments	By: _____ (DPH Authorized Signatory)	Date: _____
----------	---	---	-------------

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

APPENDIX F-1c
3/01/21-6/30/21
PAGE B

Contractor: Regents UCSF AHP
Address: UCSF AHP MCB Box 0884
SF, CA 94143

Invoice Number

A-1MAR21

Contract Purchase Order No:

Telephone:
Fax:

Fund Source: General Fund

Grant Code/Detail:

Program Name: HIV OPMH

Project Code/Detail:

ACE Control #:

Invoice Period: 03/1/21 - 03/31/21

FINAL Invoice (check if Yes)

DETAIL PERSONNEL EXPENDITURES

PERSONNEL	FTE	BUDGETED SALARY	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Program Director	0.20	\$11,791				\$11,791.00
Psych / Med Director	0.70	\$44,240				\$44,240.00
Psychiatrist	0.42	\$26,544				\$26,544.00
Psychiatrist Intern (PGY2)	0.07	\$1,421				\$1,421.00
Psychiatrist Intern (PGY3)	0.07	\$1,477				\$1,477.00
Psychiatrist Intern (PGY4)	0.10	\$2,193				\$2,193.00
Nurse Practitioner	0.29	\$18,328				\$18,328.00
Nurse Practitioner	0.26	\$15,647				\$15,647.00
Registered Nurse	0.60	\$33,883				\$33,883.00
Psychologist	0.60	\$18,765				\$18,765.00
Psychologist	0.60	\$23,440				\$23,440.00
Psychologist	0.59	\$19,206				\$19,206.00
Supervisor - Clinical Social Worker	0.05	\$2,019				\$2,019.00
Clinical Social Worker Lead	0.55	\$14,776				\$14,776.00
Clinical Social Worker	0.55	\$13,561				\$13,561.00
Clinical Social Worker	0.55	\$13,293				\$13,293.00
Clinical Social Worker	0.55	\$13,561				\$13,561.00
Clinical Social Worker	0.55	\$13,293				\$13,293.00
Clinical Social Worker	0.55	\$13,557				\$13,557.00
Clinical Social Worker	0.50	\$14,352				\$14,352.00
Clinical Social Worker	0.50	\$15,845				\$15,845.00
Clinical Social Worker	0.50	\$13,008				\$13,008.00
Clinical Social Worker	0.50	\$16,756				\$16,756.00
Social Work Associate	0.50	\$11,464				\$11,464.00
Receptionist	0.28	\$5,545				\$5,545.00
Receptionist	0.50	\$8,181				\$8,181.00
Receptionist	0.44	\$6,894				\$6,894.00
Receptionist Lead	0.20	\$3,850				\$3,850.00
Program Coordinator	0.50	\$14,025				\$14,025.00
Administrator 2	0.30	\$7,334				\$7,334.00
Administrator 2	0.10	\$2,546				\$2,546.00
Program Manager	0.10	\$4,951				\$4,951.00
Quality Manager	0.05	\$1,675				\$1,675.00
TOTAL SALARIES	12.82	\$427,421				\$427,421.00

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

Certified By: _____

Date: _____

Title: _____

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

APPENDIX F-2
7/01/18-9/29/18
PAGE A

Contractor: Regents UCSF AHP
Address: UCSF AHP MCB Box 0884
SF, CA 94143

Contract ID # 100008646	Invoice Number A-1JUL18
-----------------------------------	-----------------------------------

Contract Purchase Order No: _____

Telephone: _____
Fax: _____

HHS

Funding Source: General Fund

Grant Code/Detail: _____

Program Name: HIV OPMH

Project Code/Detail: _____

ACE Control #: _____

Invoice Period: 07/1/18 - 07/31/18

FINAL Invoice (check if Yes)

DELIVERABLES	TOTAL CONTRACTED		DELIVERED THIS PERIOD		DELIVERED TO DATE		% OF TOTAL		REMAINING DELIVERABLES	
	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC
Mental Health Svcs Hours	321	30							321	30
UDC										UDC
Unduplicated Clients for Appendix		30								30

EXPENDITURES	BUDGET	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Total Salaries (See Page B)	\$26,594				\$26,594.00
Fringe Benefits	\$11,263				\$11,263.00
Total Personnel Expenses	\$37,857				\$37,857.00
Operating Expenses:					
Occupancy -(e.g., Rental of Property, Utilities, Building Maintenance Supplies and Repairs)	\$2,496				\$2,496.00
Materials and Supplies -(e.g., Office, Postage, Printing and Repro., Program Supplies)	\$314				\$314.00
General Operating -(e.g., Insurance, Staff Training, Equipment Rental/Maintenance)					
Staff Travel - (e.g., Local & Out of Town)					
Consultant/Subcontractor					
Other -	\$617				\$617.00
Total Operating Expenses	\$3,427				\$3,427.00
Capital Expenditures					
TOTAL DIRECT EXPENSES	\$41,284				\$41,284.00
Indirect Expenses	\$3,716				\$3,716.00
TOTAL EXPENSES	\$45,000				\$45,000.00
LESS: Initial Payment Recovery					
Other Adjustments (Enter as negative, if appropriate)					
REIMBURSEMENT					

NOTES:

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

Signature: _____ **Date:** _____

Title: _____

Send to: SFDPH Fiscal / Invoice Processing 1380 Howard Street, 4th Floor, Suite 423 San Francisco, CA 94103 Attn: Contract Payments	By: _____ (DPH Authorized Signatory)	Date: _____
--	--	--------------------

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

APPENDIX F-3
7/01/18-2/28/19
PAGE A

Contractor: Regents UCSF AHP
Address: UCSF AHP MCB Box 0884
SF, CA 94143

Contract ID #
1000008646

Invoice Number
A-1JUL18

Contract Purchase Order No: _____

Telephone: _____
Fax: _____



Funding Source: RWPA

Grant Code/Detail: _____

Program Name: HIV OPMH

Project Code/Detail: _____

ACE Control #: _____

Invoice Period: 07/1/18 - 07/31/18

FINAL Invoice (check if Yes)

DELIVERABLES	TOTAL CONTRACTED		DELIVERED THIS PERIOD		DELIVERED TO DATE		% OF TOTAL		REMAINING DELIVERABLES	
	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC
Crisis Intervention Hours	667	88							667	88
Substance Counseling CM Hours	552	50							552	50
Psych Encounters	736	90							736	90
Mental Health Svcs Hours	7,011	400							7,011	400

	UDC	UDC	UDC	UDC	UDC
Unduplicated Clients for Appendix	575				575

EXPENDITURES

	BUDGET	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Total Salaries (See Page B)	\$816,230				\$816,230.00
Fringe Benefits	\$345,673				\$345,673.00
Total Personnel Expenses	\$1,161,903				\$1,161,903.00
Operating Expenses:					
Occupancy -(e.g., Rental of Property, Utilities, Building Maintenance Supplies and Repairs)	\$102,314				\$102,314.00
Materials and Supplies -(e.g., Office, Postage, Printing and Repro., Program Supplies)	\$34,145				\$34,145.00
General Operating -(e.g., Insurance, Staff Training, Equipment Rental/Maintenance)	\$2,807				\$2,807.00
Staff Travel - (e.g., Local & Out of Town)					
Consultant/Subcontractor					
Other -	\$17,281				\$17,281.00
Total Operating Expenses	\$156,547				\$156,547.00
Capital Expenditures					
TOTAL DIRECT EXPENSES	\$1,318,450				\$1,318,450.00
Indirect Expenses	\$118,660				\$118,660.00
TOTAL EXPENSES	\$1,437,110				\$1,437,110.00
LESS: Initial Payment Recovery					
Other Adjustments (Enter as negative, if appropriate)					
REIMBURSEMENT					

NOTES:

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

Signature: _____

Date: _____

Title: _____

Send to:	SFDPH Fiscal / Invoice Processing 1380 Howard Street, 4th Floor, Suite 423 San Francisco, CA 94103 Attn: Contract Payments	By: _____ (DPH Authorized Signatory)	Date: _____
----------	---	---	-------------

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

APPENDIX F-3
7/01/18-2/28/19
PAGE B

<p>Contractor: Regents UCSF AHP Address: UCSF AHP MCB Box 0884 SF, CA 94143</p> <p>Telephone: Fax:</p> <p>Program Name: HIV OPMH</p> <p>ACE Control #: <input style="width: 200px;" type="text"/></p>	<p align="right">Invoice Number <input style="width: 150px;" type="text" value="A-1JUL18"/></p> <p>Contract Purchase Order No: <input style="width: 150px;" type="text"/></p> <p>Fund Source: <input style="width: 150px;" type="text" value="RWPA"/></p> <p>Grant Code/Detail: <input style="width: 150px;" type="text"/></p> <p>Project Code/Detail: <input style="width: 150px;" type="text"/></p> <p>Invoice Period: <input style="width: 150px;" type="text" value="07/1/18 - 07/31/18"/></p> <p>FINAL Invoice <input style="width: 50px;" type="checkbox"/> (check if Yes)</p>
--	---

DETAIL PERSONNEL EXPENDITURES

PERSONNEL	FTE	BUDGETED SALARY	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Program Director	0.20	\$22,229				\$22,229.00
Psych / Med Director	0.70	\$88,480				\$88,480.00
Psychiatrist	0.42	\$53,088				\$53,088.00
Psychiatrist Intern (PGY2)	0.07	\$2,679				\$2,679.00
Psychiatrist Intern (PGY3)	0.07	\$2,784				\$2,784.00
Psychiatrist Intern (PGY4)	0.10	\$4,135				\$4,135.00
Nurse Practitioner	0.29	\$34,922				\$34,922.00
Nurse Practitioner	0.26	\$29,488				\$29,488.00
Registered Nurse	0.65	\$69,172				\$69,172.00
Psychologist	0.65	\$38,309				\$38,309.00
Psychologist	0.65	\$47,872				\$47,872.00
Psychologist	0.59	\$36,194				\$36,194.00
Supervisor - Clinical Social Worker	0.05	\$3,805				\$3,805.00
Clinical Social Worker Lead	0.58	\$29,375				\$29,375.00
Clinical Social Worker	0.55	\$25,556				\$25,556.00
Clinical Social Worker	0.55	\$25,050				\$25,050.00
Clinical Social Worker	0.55	\$25,556				\$25,556.00
Clinical Social Worker	0.55	\$25,050				\$25,050.00
Clinical Social Worker	0.55	\$25,548				\$25,548.00
Clinical Social Worker	0.50	\$27,047				\$27,047.00
Clinical Social Worker	0.50	\$29,858				\$29,858.00
Clinical Social Worker	0.42	\$20,591				\$20,591.00
Clinical Social Worker	0.58	\$36,642				\$36,642.00
Social Work Associate	0.30	\$12,962				\$12,962.00
Receptionist	0.28	\$10,453				\$10,453.00
Receptionist	0.60	\$18,508				\$18,508.00
Receptionist	0.44	\$12,997				\$12,997.00
Receptionist Lead	0.20	\$7,259				\$7,259.00
Program Coordinator	0.50	\$26,440				\$26,440.00
Administrator 2	0.30	\$13,827				\$13,827.00
Administrator 2	0.15	\$7,199				\$7,199.00
Quality Manager	0.05	\$3,157				\$3,157.00
TOTAL SALARIES	12.85	\$816,230				\$816,230.00

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

Certified By: _____

Date: _____

Title: _____

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

APPENDIX F-3a
7/01/19-2/29/20
PAGE A

Contractor: **Regents UCSF AHP**
Address: **UCSF AHP MCB Box 0884**
SF, CA 94143

Contract ID #
1000008646

Invoice Number
A-1JUL19

Contract Purchase Order No:

Telephone:
Fax:



Funding Source: **RWPA**

Grant Code/Detail:

Program Name: **HIV OPMH**

Project Code/Detail:

ACE Control #:

Invoice Period: **07/1/19 - 07/31/19**

FINAL Invoice (check if Yes)

DELIVERABLES	TOTAL CONTRACTED		DELIVERED THIS PERIOD		DELIVERED TO DATE		% OF TOTAL		REMAINING DELIVERABLES	
	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC
Crisis Intervention Hours	667	88							667	88
Substance Counseling CM Hours	552	50							552	50
Psych Encounters	736	90							736	90
Mental Health Svcs Hours	7,011	400							7,011	400

	UDC	UDC	UDC	UDC	UDC
Unduplicated Clients for Appendix	575				575

EXPENDITURES

	BUDGET	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Total Salaries (See Page B)	\$817,022				\$817,022.00
Fringe Benefits	\$348,009				\$348,009.00
Total Personnel Expenses	\$1,163,031				\$1,163,031.00
Operating Expenses:					
Occupancy-(e.g., Rental of Property, Utilities, Building Maintenance Supplies and Repairs)	\$102,314				\$102,314.00
Materials and Supplies-(e.g., Office, Postage, Printing and Repro., Program Supplies)	\$33,078				\$33,078.00
General Operating-(e.g., Insurance, Staff Training, Equipment Rental/Maintenance)	\$2,782				\$2,782.00
Staff Travel - (e.g., Local & Out of Town)					
Consultant/Subcontractor					
Other -	\$17,245				\$17,245.00
Total Operating Expenses	\$155,419				\$155,419.00
Capital Expenditures					
TOTAL DIRECT EXPENSES	\$1,318,450				\$1,318,450.00
Indirect Expenses	\$118,660				\$118,660.00
TOTAL EXPENSES	\$1,437,110				\$1,437,110.00
LESS: Initial Payment Recovery					
Other Adjustments (Enter as negative, if appropriate)					
REIMBURSEMENT					

NOTES:

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

Signature: _____ Date: _____

Title: _____

Send to:	SFDPH Fiscal / Invoice Processing 1380 Howard Street, 4th Floor, Suite 423 San Francisco, CA 94103 Attn: Contract Payments	By: _____ (DPH Authorized Signatory)	Date: _____
----------	--	---	-------------

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

APPENDIX F-3a
7/01/19-2/29/20
PAGE B

Contractor: Regents UCSF AHP	Invoice Number: <input type="text" value="A-1JUL19"/>
Address: UCSF AHP MCB Box 0884 SF, CA 94143	Contract Purchase Order No.: <input type="text"/>
Telephone:	Fund Source: <input type="text" value="RWPA"/>
Fax:	Grant Code/Detail: <input type="text"/>
Program Name: HIV OPMH	Project Code/Detail: <input type="text"/>
ACE Control #: <input type="text"/>	Invoice Period: <input type="text" value="07/1/19 - 07/31/19"/>
	FINAL Invoice <input type="checkbox"/> (check if Yes)

DETAIL PERSONNEL EXPENDITURES

PERSONNEL	FTE	BUDGETED SALARY	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Program Director	0.20	\$22,896				\$22,896.00
Psych / Med Director	0.70	\$88,480				\$88,480.00
Psychiatrist	0.42	\$53,088				\$53,088.00
Psychiatrist Intern (PGY2)	0.07	\$2,759				\$2,759.00
Psychiatrist Intern (PGY3)	0.07	\$2,868				\$2,868.00
Psychiatrist Intern (PGY4)	0.10	\$4,259				\$4,259.00
Nurse Practitioner	0.29	\$35,272				\$35,272.00
Nurse Practitioner	0.26	\$29,780				\$29,780.00
Registered Nurse	0.60	\$64,490				\$64,490.00
Psychologist	0.60	\$35,716				\$35,716.00
Psychologist	0.60	\$45,515				\$45,515.00
Psychologist	0.60	\$37,175				\$37,175.00
Supervisor - Clinical Social Worker	0.05	\$3,920				\$3,920.00
Clinical Social Worker Lead	0.55	\$28,691				\$28,691.00
Clinical Social Worker	0.55	\$25,811				\$25,811.00
Clinical Social Worker	0.55	\$25,301				\$25,301.00
Clinical Social Worker	0.55	\$25,811				\$25,811.00
Clinical Social Worker	0.55	\$25,301				\$25,301.00
Clinical Social Worker	0.55	\$23,458				\$23,458.00
Clinical Social Worker	0.50	\$27,317				\$27,317.00
Clinical Social Worker	0.50	\$30,157				\$30,157.00
Clinical Social Worker	0.47	\$23,273				\$23,273.00
Clinical Social Worker	0.55	\$35,790				\$35,790.00
Social Work Associate	0.30	\$13,092				\$13,092.00
Receptionist	0.28	\$10,767				\$10,767.00
Receptionist	0.50	\$15,886				\$15,886.00
Receptionist	0.44	\$13,387				\$13,387.00
Receptionist Lead	0.20	\$7,477				\$7,477.00
Program Coordinator	0.50	\$27,234				\$27,234.00
Administrator 2	0.30	\$14,242				\$14,242.00
Administrator 2	0.10	\$4,944				\$4,944.00
Program Manager	0.10	\$9,613				\$9,613.00
Quality Manager	0.05	\$3,252				\$3,252.00
TOTAL SALARIES	12.65	\$817,022				\$817,022.00

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

Certified By: _____
Title: _____

Date: _____

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

APPENDIX F-3b
7/01/20-2/28/21
PAGE A

Contractor: Regents UCSF AHP
Address: UCSF AHP MCB Box 0884
SF, CA 94143

Contract ID # 1000008646 **Invoice Number** A-1JUL20

Contract Purchase Order No: _____

Telephone: _____
Fax: _____



Funding Source: RWPA

Grant Code/Detail: _____

Program Name: HIV OPMH

Project Code/Detail: _____

ACE Control #: _____

Invoice Period: 07/1/20 - 07/31/20

FINAL Invoice (check if Yes)

DELIVERABLES	TOTAL CONTRACTED		DELIVERED THIS PERIOD		DELIVERED TO DATE		% OF TOTAL		REMAINING DELIVERABLES	
	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC
Crisis Intervention Hours	667	88							667	88
Substance Counseling CM Hours	552	50							552	50
Psych Encounters	736	90							736	90
Mental Health Svcs Hours	7,011	400							7,011	400

	UDC	UDC	UDC	UDC	UDC
Unduplicated Clients for Appendix	575				575

EXPENDITURES

	BUDGET	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Total Salaries (See Page B)	\$819,897				\$819,897.00
Fringe Benefits	\$347,226				\$347,226.00
Total Personnel Expenses	\$1,167,123				\$1,167,123.00
Operating Expenses:					
Occupancy -(e.g., Rental of Property, Utilities, Building Maintenance Supplies and Repairs)	\$102,314				\$102,314.00
Materials and Supplies -(e.g., Office, Postage, Printing and Repro., Program Supplies)	\$28,928				\$28,928.00
General Operating -(e.g., Insurance, Staff Training, Equipment Rental/Maintenance)	\$2,759				\$2,759.00
Staff Travel - (e.g., Local & Out of Town)					
Consultant/Subcontractor					
Other -	\$17,326				\$17,326.00
Total Operating Expenses	\$151,327				\$151,327.00
Capital Expenditures					
TOTAL DIRECT EXPENSES	\$1,318,450				\$1,318,450.00
Indirect Expenses	\$118,660				\$118,660.00
TOTAL EXPENSES	\$1,437,110				\$1,437,110.00
LESS: Initial Payment Recovery					
Other Adjustments (Enter as negative, if appropriate)					
REIMBURSEMENT					

NOTES:

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

Signature: _____ Date: _____

Title: _____

Send to:	SFDPH Fiscal / Invoice Processing 1380 Howard Street, 4th Floor, Suite 423 San Francisco, CA 94103 Attn: Contract Payments	By: _____ (DPH Authorized Signatory)	Date: _____
----------	---	---	-------------

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

APPENDIX F-3b

7/01/20-2/28/21

PAGE B

Contractor: Regents UCSF AHP	Invoice Number:
Address: UCSF AHP MCB Box 0884	A-1JUL20
SF, CA 94143	
Telephone:	Contract Purchase Order No.:
Fax:	
Program Name: HIV OPMH	Fund Source: RWPA
ACE Control #:	Grant Code/Detail:
	Project Code/Detail:
	Invoice Period: 07/1/20 - 07/31/20
	FINAL Invoice <input type="checkbox"/> (check if Yes)

DETAIL PERSONNEL EXPENDITURES

PERSONNEL	FTE	BUDGETED SALARY	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Program Director	0.20	\$23,583				\$23,583.00
Psych / Med Director	0.70	\$88,480				\$88,480.00
Psychiatrist	0.42	\$53,088				\$53,088.00
Psychiatrist Intern (PGY2)	0.07	\$2,842				\$2,842.00
Psychiatrist Intern (PGY3)	0.07	\$2,954				\$2,954.00
Psychiatrist Intern (PGY4)	0.10	\$4,386				\$4,386.00
Nurse Practitioner	0.29	\$36,337				\$36,337.00
Nurse Practitioner	0.26	\$30,680				\$30,680.00
Registered Nurse	0.55	\$60,901				\$60,901.00
Psychologist	0.55	\$33,728				\$33,728.00
Psychologist	0.59	\$46,099				\$46,099.00
Psychologist	0.53	\$33,830				\$33,830.00
Supervisor - Clinical Social Worker	0.05	\$4,037				\$4,037.00
Clinical Social Worker Lead	0.50	\$26,866				\$26,866.00
Clinical Social Worker	0.55	\$26,591				\$26,591.00
Clinical Social Worker	0.55	\$26,065				\$26,065.00
Clinical Social Worker	0.55	\$26,591				\$26,591.00
Clinical Social Worker	0.55	\$26,065				\$26,065.00
Clinical Social Worker	0.55	\$26,583				\$26,583.00
Clinical Social Worker	0.50	\$28,142				\$28,142.00
Clinical Social Worker	0.50	\$31,068				\$31,068.00
Clinical Social Worker	0.47	\$23,976				\$23,976.00
Clinical Social Worker	0.50	\$33,512				\$33,512.00
Social Work Associate	0.30	\$13,487				\$13,487.00
Receptionist	0.28	\$11,090				\$11,090.00
Receptionist	0.50	\$16,363				\$16,363.00
Receptionist	0.44	\$13,788				\$13,788.00
Receptionist Lead	0.20	\$7,701				\$7,701.00
Program Coordinator	0.50	\$28,051				\$28,051.00
Administrator 2	0.30	\$14,669				\$14,669.00
Administrator 2	0.10	\$5,092				\$5,092.00
Program Manager	0.10	\$9,902				\$9,902.00
Quality Manager	0.05	\$3,350				\$3,350.00
TOTAL SALARIES	12.37	\$819,897				\$819,897.00

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

Certified By: _____

Date: _____

Title: _____

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

APPENDIX F-3c
7/01/21-2/28/22
PAGE A

Contractor: Regents UCSF AHP
Address: UCSF AHP MCB Box 0884
SF, CA 94143

Contract ID #
1000008646

Invoice Number
A-1JUL21

Contract Purchase Order No: _____

Telephone: _____
Fax: _____



Funding Source: RWPA

Grant Code/Detail: _____

Program Name: HIV OPMH

Project Code/Detail: _____

ACE Control #: _____

Invoice Period: 07/1/21 - 07/31/21

FINAL Invoice (check if Yes)

DELIVERABLES	TOTAL CONTRACTED		DELIVERED THIS PERIOD		DELIVERED TO DATE		% OF TOTAL		REMAINING DELIVERABLES	
	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC
Crisis Intervention Hours	667	88							667	88
Substance Counseling CM Hours	552	50							552	50
Psych Encounters	736	90							736	90
Mental Health Svcs Hours	7,011	400							7,011	400

	UDC	UDC	UDC	UDC	UDC
Unduplicated Clients for Appendix	575				575

EXPENDITURES

	BUDGET	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Total Salaries (See Page B)	\$820,363				\$820,363.00
Fringe Benefits	\$347,424				\$347,424.00
Total Personnel Expenses	\$1,167,787				\$1,167,787.00
Operating Expenses:					
Occupancy -(e.g., Rental of Property, Utilities, Building Maintenance Supplies and Repairs)	\$102,314				\$102,314.00
Materials and Supplies -(e.g., Office, Postage, Printing and Repro., Program Supplies)	\$28,319				\$28,319.00
General Operating -(e.g., Insurance, Staff Training, Equipment Rental/Maintenance)	\$2,726				\$2,726.00
Staff Travel - (e.g., Local & Out of Town)					
Consultant/Subcontractor					
Other -	\$17,304				\$17,304.00
Total Operating Expenses	\$150,663				\$150,663.00
Capital Expenditures					
TOTAL DIRECT EXPENSES	\$1,318,450				\$1,318,450.00
Indirect Expenses	\$118,660				\$118,660.00
TOTAL EXPENSES	\$1,437,110				\$1,437,110.00
LESS: Initial Payment Recovery					
Other Adjustments (Enter as negative, if appropriate)					
REIMBURSEMENT					

NOTES:

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

Signature: _____ Date: _____

Title: _____

Send to:	SFDPH Fiscal / Invoice Processing 1380 Howard Street, 4th Floor, Suite 423 San Francisco, CA 94103 Attn: Contract Payments	By: _____ (DPH Authorized Signatory)	Date: _____
----------	---	---	-------------

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

APPENDIX F-3c
7/01/21-2/28/22
PAGE B

Contractor: Regents UCSF AHP
Address: UCSF AHP MCB Box 0884
SF, CA 94143

Invoice Number

A-1JUL21

Contract Purchase Order No:

Telephone:
Fax:

Fund Source: RWPA

Grant Code/Detail:

Program Name: HIV OPMH

Project Code/Detail:

ACE Control #:

Invoice Period: 07/1/21 - 07/31/21

FINAL Invoice (check if Yes)

DETAIL PERSONNEL EXPENDITURES

PERSONNEL	FTE	BUDGETED SALARY	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Program Director	0.20	\$24,290				\$24,290.00
Psych / Med Director	0.70	\$88,480				\$88,480.00
Psychiatrist	0.42	\$53,088				\$53,088.00
Psychiatrist Intern (PGY2)	0.07	\$2,927				\$2,927.00
Psychiatrist Intern (PGY3)	0.07	\$3,042				\$3,042.00
Psychiatrist Intern (PGY4)	0.10	\$4,518				\$4,518.00
Nurse Practitioner	0.29	\$36,656				\$36,656.00
Nurse Practitioner	0.26	\$31,606				\$31,606.00
Registered Nurse	0.55	\$62,740				\$62,740.00
Psychologist	0.55	\$34,747				\$34,747.00
Psychologist	0.51	\$41,044				\$41,044.00
Psychologist	0.50	\$32,879				\$32,879.00
Supervisor - Clinical Social Worker	0.05	\$4,158				\$4,158.00
Clinical Social Worker Lead	0.50	\$27,672				\$27,672.00
Clinical Social Worker	0.50	\$24,903				\$24,903.00
Clinical Social Worker	0.50	\$24,411				\$24,411.00
Clinical Social Worker	0.50	\$24,903				\$24,903.00
Clinical Social Worker	0.50	\$24,411				\$24,411.00
Clinical Social Worker	0.50	\$24,896				\$24,896.00
Clinical Social Worker	0.50	\$28,992				\$28,992.00
Clinical Social Worker	0.50	\$32,006				\$32,006.00
Clinical Social Worker	0.50	\$26,276				\$26,276.00
Clinical Social Worker	0.50	\$34,517				\$34,517.00
Social Work Associate	0.30	\$13,895				\$13,895.00
Receptionist	0.28	\$11,423				\$11,423.00
Receptionist	0.50	\$16,854				\$16,854.00
Receptionist	0.44	\$14,202				\$14,202.00
Receptionist Lead	0.20	\$7,932				\$7,932.00
Program Coordinator	0.50	\$28,892				\$28,892.00
Administrator 2	0.30	\$15,109				\$15,109.00
Administrator 2	0.10	\$5,245				\$5,245.00
Program Manager	0.10	\$10,199				\$10,199.00
Quality Manager	0.05	\$3,450				\$3,450.00
TOTAL SALARIES	12.04	\$820,363				\$820,363.00

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

Certified By: _____

Date: _____

Title: _____

UNIVERSITY OF CALIFORNIA

PROOF OF SELF-INSURANCE COVERAGE

The Regents of the University of California are often requested by outside parties to provide evidence of the University's self-insurance coverage in conjunction with agreements and contracts negotiated by its employees on UC campuses and medical centers. Examples of situations where the University may be required to provide evidence of insurance include:

- Using an off-campus location to host an event, ceremony, athletic event, theatre production, practice space, job fair, educational outreach event, etc.
- Leasing or renting equipment, motor vehicle(s), or real estate
- Research grant sub-awards
- Affiliation (non-healthcare/medical related) and Professional Services Agreements

The University of California self-funds its liability exposures, so does not issue individual certificates of insurance. The UC Office of Risk Services has developed a Certificate of Self-Insurance Coverage document (COC) to illustrate the self-funded retention levels maintained for each liability program. The COC is available on-line for use by entities conducting business with the university as evidence of the self-funded retention levels, coverage terms, and limits routinely requested. The self-insurance limits accepted in each specific written agreement or contract shall be the limits that apply should a loss arise, regardless of the limits provided in the on-line Certificate of Self-Insurance Coverage document.

The UC COC Site is solely for the use and benefit of the vendors and organizations which contract with the University of California and not for resale or other transfer to or use by or for the benefit of any other person or entity. You may print copies for use within your organization, provided that you do not modify the COC in any way, nor distribute any copies outside your organization. You may not use any of the University of California's names or marks in any manner that creates the impression such names or marks belong to or are associated with you or imply any endorsement by the University of California, and you acknowledge that you have no ownership rights in and to any of these names or marks. You will not use the Site, the information contained therein or any of the University's names or marks in unsolicited mailings or spam material. You may not link directly to the COC ("deep link") or bring up or present the COC or other content of this site within another web site ("frame").

Official Correspondence must be sent via postal mail to:

Chief Risk Officer
Office of Risk Services
Office of the President
University of California
1111 Franklin St., 10th Floor
Oakland, CA 94607-5200
510-987-9832
riskmgt@ucop.edu

Please contact the local Risk Manager at the specific University of California location where you are contracting if you have insurance coverage questions:

- [Campus Risk Managers Directory](#)
- [Hospital Risk Managers Directory](#)

CERTIFICATE OF SELF-INSURANCE COVERAGE

Date: June 12, 2017

PRODUCER/INSURED

The Regents of the University of California
Office of the President
Office of Risk Services
1111 Franklin St., 10th Floor
Oakland, CA 94607-5200
510-987-9832

This Certificate is issued as a matter of information only to authorized viewers for their internal use only and confers no rights upon any viewer of this Certificate. The Certificate does not amend, extend or alter the coverage described below. This Certificate may only be copied, printed and distributed by an authorized viewer for its internal use. Any other use, duplication or distribution of the Certificate without the written consent of the Regents of the University of California is prohibited.

ENTITIES AFFORDING COVERAGE

PARTICIPATION
COMPANY LETTER A The Regents of the University of California 100 %

COVERAGES

THIS IS TO CERTIFY THAT THE REGENTS OF THE UNIVERSITY OF CALIFORNIA IS A GOVERNMENTAL ENTITY THAT HAS A SELF-FUNDED RETENTION FOR LIABILITIES DESCRIBED BELOW, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY WRITTEN CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY PERTAIN. THIS SELF-FUNDED PROGRAM IS SUBJECT TO ALL PROVISIONS OF THE BYLAWS AND STANDING ORDERS OF THE REGENTS OF THE UNIVERSITY OF CALIFORNIA, WHICH DOES NOT PERMIT ANY ASSUMPTION OF LIABILITY WHICH DOES NOT RESULT FROM THE NEGLIGENT ACTS OR OMISSIONS OF ITS OFFICERS, AGENTS OR EMPLOYEES.

CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE	POLICY EXPIRATION DATE	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCURRENCE	Self-Insured	July 1, 2017	June 30, 2018	GENERAL AGGREGATE \$ Not applicable PRODUCTS-COMP/OP AGG \$ 5,000,000 PERSONAL & ADV INJURY \$ 5,000,000 CONTRACTUAL LIABILITY \$ 5,000,000 EACH OCCURRENCE \$ 5,000,000 \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> GARAGE LIABILITY	Self-Insured	July 1, 2017	June 30, 2018	COMBINED SINGLE LIMIT \$ Not applicable BODILY INJURY (PER PERSON) \$ 5,000,000 BODILY INJURY (PER ACCIDENT) \$ 5,000,000 PROPERTY DAMAGE \$ 5,000,000
A	PROPERTY <input checked="" type="checkbox"/> FIRE & EXTENDED PERILS	Self-Insured	July 1, 2017	June 30, 2018	EACH OCCURRENCE \$ 7,500,000 AGGREGATE \$ Not applicable \$
A	WORKERS' COMPENSATION AND EMPLOYERS LIABILITY	Self-Insured	July 1, 2017	June 30, 2018	STATUTORY LIMITS EACH ACCIDENT \$ As required by California Law DISEASE - POLICY LIMIT \$ As required by California Law DISEASE - EACH EMPLOYEE \$ As required by California Law

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS

ADDITIONAL COVERED PARTY- AS REQUIRED BY WRITTEN CONTRACT OR AGREEMENT WITH RESPECT TO GENERAL LIABILITY AND AUTOMOBILE LIABILITY

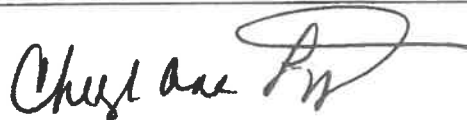
LOSS PAYEE - AS REQUIRED BY WRITTEN CONTRACT OR AGREEMENT WITH RESPECT TO PROPERTY COVERAGE

**CERTIFICATE HOLDER
APPLICABLE PARTY AS REQUIRED BY WRITTEN CONTRACT OR AGREEMENT**

CANCELLATION

SHOULD THE REGENTS ELECT TO DISCONTINUE SELF-INSURING ITS LIABILITIES, THE REGENTS WILL UPDATE PROOF OF SELF-INSURANCE ON ITS WEBSITE. THE REGENTS SHALL NOT BE OBLIGATED TO PROVIDE INDIVIDUAL NOTICE TO VENDORS OR OTHERS.

By:



CHERYL A. LLOYD, CHIEF RISK OFFICER