

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

**Agreement between the City and County of San Francisco and
SAN FRANCISCO AIDS FOUNDATION**

This Agreement is made this **1st day of September 2011**, in the City and County of San Francisco, State of California, by and between: **SAN FRANCISCO AIDS FOUNDATION, P.O. Box 426182, San Francisco, CA 94142-6182**, hereinafter referred to as "Contractor," and the City and County of San Francisco, a municipal corporation, hereinafter referred to as "City," acting by and through its Director of the Office of Contract Administration or the Director's designated agent, hereinafter referred to as "Purchasing."

Recitals

WHEREAS, the Department of Public Health, **Community Programs – HIV Prevention Services**, ("Department") wishes to secure **HIV Prevention Services**; and,

WHEREAS, a Request for Proposal ("RFP") was issued on November 17, 2010, and City selected Contractor as the highest qualified scorer pursuant to the RFP; and

WHEREAS, Contractor represents and warrants that it is qualified to perform the services required by City as set forth under this Contract; and,

WHEREAS, approval for this Agreement was obtained when the Civil Service Commission approved Contract number 2006-07/08 and 2007-07/08, dated July 7, 2008;

Now, THEREFORE, the parties agree as follows:

I. Certification of Funds; Budget and Fiscal Provisions; Termination in the Event of Non-Appropriation. This Agreement is subject to the budget and fiscal provisions of the City's Charter. Charges will accrue only after prior written authorization certified by the Controller, and the amount of City's obligation hereunder shall not at any time exceed the amount certified for the purpose and period stated in such advance authorization. This Agreement will terminate without penalty, liability or expense of any kind to City at the end of any fiscal year if funds are not appropriated for the next succeeding fiscal year. If funds are appropriated for a portion of the fiscal year, this Agreement will terminate, without penalty, liability or expense of any kind at the end of the term for which funds are appropriated. City has no obligation to make appropriations for this Agreement in lieu of appropriations for new or other agreements. City budget decisions are subject to the discretion of the Mayor and the Board of Supervisors. Contractor's assumption of risk of possible non-appropriation is part of the consideration for this Agreement.

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

2. **Term of the Agreement.** Subject to Section 1, the term of this Agreement shall be from **September 1, 2011 to June 30, 2013.**

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

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

3. **Effective Date of Agreement.** This Agreement shall become effective when the Controller has certified to the availability of funds and Contractor has been notified in writing.

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

5. **Compensation.** Compensation shall be made in monthly payments on or before the 30th day of each month for work, as set forth in Section 4 of this Agreement, that the **Director of the Public Health Department**, in his or her sole discretion, concludes has been performed as of the last day of the immediately preceding month. In no event shall the amount of this Agreement exceed **Six Million Five Hundred Twenty-Five Thousand Four Hundred Forty Seven DOLLARS (\$6,525,447)**. The breakdown of costs associated with this Agreement appears in Appendix B, "Calculation of Charges," attached hereto and incorporated by reference as though fully set forth herein. No charges shall be incurred under this Agreement nor shall any payments become due to Contractor until reports, services, or both, required under this Agreement are received from Contractor and approved by **Department of Public Health** as being in accordance with this Agreement. City may withhold payment to Contractor in any instance in which Contractor has failed or refused to satisfy any material obligation provided for under this Agreement.

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

6. **Guaranteed Maximum Costs.** The City's obligation hereunder shall not at any time exceed the amount certified by the Controller for the purpose and period stated in such certification. Except as may be provided by laws governing emergency procedures, officers and employees of the City are not authorized to request, and the City is not required to reimburse the Contractor for, Commodities or Services beyond the agreed upon contract scope unless the changed scope is authorized by amendment and approved as required by law. Officers and employees of the City are not authorized to offer or promise, nor is the City required to honor, any offered or promised additional funding in excess of the maximum amount of funding for which the contract is certified without certification of the additional amount by the Controller. The Controller is not authorized to make payments on any contract for which funds have not been certified as available in the budget or by supplemental appropriation.

7. **Payment; Invoice Format.** Invoices furnished by Contractor under this Agreement must be in a form acceptable to the Controller, and must include a unique invoice number and must conform to Appendix F. All amounts paid by City to Contractor shall be subject to audit by City. Payment shall be made by City to Contractor at the address specified in the section entitled "Notices to the Parties."

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

9. **Disallowance.** If Contractor claims or receives payment from City for a service, reimbursement for which is later disallowed by the State of California or United States Government, Contractor shall promptly refund the disallowed amount to City upon City's request. At its option, City may offset the amount disallowed from any payment due or to become due to Contractor under this Agreement or any other Agreement. By executing this Agreement, Contractor certifies that Contractor is not suspended, debarred or otherwise excluded from participation in federal assistance programs. Contractor acknowledges that this certification of eligibility to receive federal funds is a material terms of the Agreement.

10. **Taxes.** Payment of any taxes, including possessory interest taxes and California sales and use taxes, levied upon or as a result of this Agreement, or the services delivered pursuant hereto, shall be the obligation of Contractor. Contractor recognizes and understands that this Agreement may create a "possessory interest" for property tax purposes. Generally, such a possessory interest is not created unless the Agreement entitles the Contractor to possession, occupancy, or use of City property for private gain. If such a possessory interest is created, then the following shall apply:

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

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

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

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

11. Payment Does Not Imply Acceptance of Work. The granting of any payment by City, or the receipt thereof by Contractor, shall in no way lessen the liability of Contractor to replace unsatisfactory work, equipment, or materials, although the unsatisfactory character of such work, equipment or materials may not have been apparent or detected at the time such payment was made. Materials, equipment, components, or workmanship that do not conform to the requirements of this Agreement may be rejected by City and in such case must be replaced by Contractor without delay.

12. Qualified Personnel. Work under this Agreement shall be performed only by competent personnel under the supervision of and in the employment of Contractor. Contractor will comply with City's reasonable requests regarding assignment of personnel, but all personnel, including those assigned at City's request, must be supervised by Contractor. Contractor shall commit adequate resources to complete the project within the project schedule specified in this Agreement.

13. Responsibility for Equipment. City shall not be responsible for any damage to persons or property as a result of the use, misuse or failure of any equipment used by Contractor, or by any of its employees, even though such equipment be furnished, rented or loaned to Contractor by City.

14. Independent Contractor; Payment of Taxes and Other Expenses

a. Independent Contractor. Contractor or any agent or employee of Contractor shall be deemed at all times to be an independent contractor and is wholly responsible for the manner in which it performs the services and work requested by City under this Agreement. Contractor or any agent or employee of Contractor shall not have employee status with City, nor be entitled to participate in any plans, arrangements, or distributions by City pertaining to or in connection with any retirement, health or other benefits that City may offer its employees. Contractor or any agent or employee of Contractor is liable for the acts and omissions of itself, its employees and its agents. Contractor shall be responsible for all obligations and payments, whether imposed by federal, state or local law, including, but not limited to, FICA, income tax withholdings, unemployment compensation, insurance, and other similar responsibilities related to Contractor's performing services and work, or any agent or employee of Contractor providing same. Nothing in this Agreement shall be construed as creating an employment or agency relationship between City and Contractor or any agent or employee of Contractor. Any terms in this Agreement referring to direction from City shall be construed as providing for direction as to policy and the result of Contractor's work only, and not as to the means by which such a result is obtained. City

does not retain the right to control the means or the method by which Contractor performs work under this Agreement.

b. Payment of Taxes and Other Expenses. Should City, in its discretion, or a relevant taxing authority such as the Internal Revenue Service or the State Employment Development Division, or both, determine that Contractor is an employee for purposes of collection of any employment taxes, the amounts payable under this Agreement shall be reduced by amounts equal to both the employee and employer portions of the tax due (and offsetting any credits for amounts already paid by Contractor which can be applied against this liability). City shall then forward those amounts to the relevant taxing authority. Should a relevant taxing authority determine a liability for past services performed by Contractor for City, upon notification of such fact by City, Contractor shall promptly remit such amount due or arrange with City to have the amount due withheld from future payments to Contractor under this Agreement (again, offsetting any amounts already paid by Contractor which can be applied as a credit against such liability). A determination of employment status pursuant to the preceding two paragraphs shall be solely for the purposes of the particular tax in question, and for all other purposes of this Agreement, Contractor shall not be considered an employee of City. Notwithstanding the foregoing, should any court, arbitrator, or administrative authority determine that Contractor is an employee for any other purpose, then Contractor agrees to a reduction in City's financial liability so that City's total expenses under this Agreement are not greater than they would have been had the court, arbitrator, or administrative authority determined that Contractor was not an employee.

15. Insurance

a. Without in any way limiting Contractor's liability pursuant to the "Indemnification" section of this Agreement, Contractor must maintain in force, during the full term of the Agreement, insurance in the following amounts and coverages:

(1) Workers' Compensation, in statutory amounts, with Employers' Liability Limits not less than \$1,000,000 each accident, injury, or illness; and

(2) Commercial General Liability Insurance with limits not less than \$1,000,000 each occurrence Combined Single Limit for Bodily Injury and Property Damage, including Contractual Liability, Personal Injury, Products and Completed Operations; and

(3) Commercial Automobile Liability Insurance with limits not less than \$1,000,000 each occurrence Combined Single Limit for Bodily Injury and Property Damage, including Owned, Non-Owned and Hired auto coverage, as applicable.

b. Commercial General Liability and Commercial Automobile Liability Insurance policies must be endorsed to provide the following:

(1) Name as Additional Insured the City and County of San Francisco, its Officers, Agents, and Employees.

(2) That such policies are primary insurance to any other insurance available to the Additional Insureds, with respect to any claims arising out of this Agreement, and that insurance applies separately to each insured against whom claim is made or suit is brought.

c. Regarding Workers' Compensation, Contractor hereby agrees to waive subrogation which any insurer of Contractor may acquire from Contractor by virtue of the payment of any loss. Contractor

agrees to obtain any endorsement that may be necessary to effect this waiver of subrogation. The Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of the City for all work performed by the Contractor, its employees, agents and subcontractors.

d. All policies shall provide thirty (30) days' advance written notice to City of reduction or nonrenewal of coverages or cancellation of coverages for any reason. Notices shall be sent to the City address in the "Notices to the Parties" section:

e. Should any of the required insurance be provided under a claims-made form, Contractor shall maintain such coverage continuously throughout the term of this Agreement and, without lapse, for a period of three years beyond the expiration of this Agreement, to the effect that, should occurrences during the contract term give rise to claims made after expiration of the Agreement, such claims shall be covered by such claims-made policies.

f. Should any of the required insurance be provided under a form of coverage that includes a general annual aggregate limit or provides that claims investigation or legal defense costs be included in such general annual aggregate limit, such general annual aggregate limit shall be double the occurrence or claims limits specified above.

g. Should any required insurance lapse during the term of this Agreement, requests for payments originating after such lapse shall not be processed until the City receives satisfactory evidence of reinstated coverage as required by this Agreement, effective as of the lapse date. If insurance is not reinstated, the City may, at its sole option, terminate this Agreement effective on the date of such lapse of insurance.

h. Before commencing any operations under this Agreement, Contractor shall furnish to City certificates of insurance and additional insured policy endorsements with insurers with ratings comparable to A-, VIII or higher, that are authorized to do business in the State of California, and that are satisfactory to City, in form evidencing all coverages set forth above. Failure to maintain insurance shall constitute a material breach of this Agreement.

i. Approval of the insurance by City shall not relieve or decrease the liability of Contractor hereunder.

j. If a subcontractor will be used to complete any portion of this agreement, the Contractor shall ensure that the subcontractor shall provide all necessary insurance and shall name the City and County of San Francisco, its officers, agents and employees and the Contractor listed as additional insureds.

16. Indemnification

Contractor shall indemnify and save harmless City and its officers, agents and employees from, and, if requested, shall defend them against any and all loss, cost, damage, injury, liability, and claims thereof for injury to or death of a person, including employees of Contractor or loss of or damage to property, arising directly or indirectly from Contractor's performance of this Agreement, including, but not limited to, Contractor's use of facilities or equipment provided by City or others, regardless of the negligence of, and regardless of whether liability without fault is imposed or sought to be imposed on City, except to the extent that such indemnity is void or otherwise unenforceable under applicable law in effect on or validly retroactive to the date of this Agreement, and except where such loss, damage, injury, liability or claim is the result of the active negligence or willful misconduct of City and is not contributed to by any act of, or by any omission to perform some duty imposed by law or agreement on Contractor, its subcontractors or either's agent or employee. The foregoing indemnity shall include, without

limitation, reasonable fees of attorneys, consultants and experts and related costs and City's costs of investigating any claims against the City. In addition to Contractor's obligation to indemnify City, Contractor specifically acknowledges and agrees that it has an immediate and independent obligation to defend City from any claim which actually or potentially falls within this indemnification provision, even if the allegations are or may be groundless, false or fraudulent, which obligation arises at the time such claim is tendered to Contractor by City and continues at all times thereafter. Contractor shall indemnify and hold City harmless from all loss and liability, including attorneys' fees, court costs and all other litigation expenses for any infringement of the patent rights, copyright, trade secret or any other proprietary right or trademark, and all other intellectual property claims of any person or persons in consequence of the use by City, or any of its officers or agents, of articles or services to be supplied in the performance of this Agreement.

17. Incidental and Consequential Damages. Contractor shall be responsible for incidental and consequential damages resulting in whole or in part from Contractor's acts or omissions. Nothing in this Agreement shall constitute a waiver or limitation of any rights that City may have under applicable law.

18. Liability of City. CITY'S PAYMENT OBLIGATIONS UNDER THIS AGREEMENT SHALL BE LIMITED TO THE PAYMENT OF THE COMPENSATION PROVIDED FOR IN SECTION 5 OF THIS AGREEMENT. NOTWITHSTANDING ANY OTHER PROVISION OF THIS AGREEMENT, IN NO EVENT SHALL CITY BE LIABLE, REGARDLESS OF WHETHER ANY CLAIM IS BASED ON CONTRACT OR TORT, FOR ANY SPECIAL, CONSEQUENTIAL, INDIRECT OR INCIDENTAL DAMAGES, INCLUDING, BUT NOT LIMITED TO, LOST PROFITS, ARISING OUT OF OR IN CONNECTION WITH THIS AGREEMENT OR THE SERVICES PERFORMED IN CONNECTION WITH THIS AGREEMENT.

19. Left blank by agreement of the parties. (Liquidated damages)

20. Default; Remedies

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

(1) Contractor fails or refuses to perform or observe any term, covenant or condition contained in any of the following Sections of this Agreement:

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|---|---------------------------------------|
| 8. Submitting false claims | 37. Drug-free workplace policy, |
| 10. Taxes | 53. Compliance with laws |
| 15. Insurance | 55. Supervision of minors |
| 24. Proprietary or confidential information of City | 57. Protection of private information |
| 30. Assignment | 58. Graffiti removal |
- And, item 1 of Appendix D attached to this Agreement

(2) Contractor fails or refuses to perform or observe any other term, covenant or condition contained in this Agreement, and such default continues for a period of ten days after written notice thereof from City to Contractor.

(3) Contractor (a) is generally not paying its debts as they become due, (b) files, or consents by answer or otherwise to the filing against it of, a petition for relief or reorganization or arrangement or any other petition in bankruptcy or for liquidation or to take advantage of any bankruptcy, insolvency or other debtors' relief law of any jurisdiction, (c) makes an assignment for the benefit of its creditors, (d) consents to the appointment of a custodian, receiver, trustee or other officer with similar powers of

Contractor or of any substantial part of Contractor's property or (e) takes action for the purpose of any of the foregoing.

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

b. On and after any Event of Default, City shall have the right to exercise its legal and equitable remedies, including, without limitation, the right to terminate this Agreement or to seek specific performance of all or any part of this Agreement. In addition, City shall have the right (but no obligation) to cure (or cause to be cured) on behalf of Contractor any Event of Default; Contractor shall pay to City on demand all costs and expenses incurred by City in effecting such cure, with interest thereon from the date of incurrence at the maximum rate then permitted by law. City shall have the right to offset from any amounts due to Contractor under this Agreement or any other agreement between City and Contractor all damages, losses, costs or expenses incurred by City as a result of such Event of Default and any liquidated damages due from Contractor pursuant to the terms of this Agreement or any other agreement.

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

21. Termination for Convenience

a. City shall have the option, in its sole discretion, to terminate this Agreement, at any time during the term hereof, for convenience and without cause. City shall exercise this option by giving Contractor written notice of termination. The notice shall specify the date on which termination shall become effective.

b. Upon receipt of the notice, Contractor shall commence and perform, with diligence, all actions necessary on the part of Contractor to effect the termination of this Agreement on the date specified by City and to minimize the liability of Contractor and City to third parties as a result of termination. All such actions shall be subject to the prior approval of City. Such actions shall include, without limitation:

(1) Halting the performance of all services and other work under this Agreement on the date(s) and in the manner specified by City.

(2) Not placing any further orders or subcontracts for materials, services, equipment or other items.

(3) Terminating all existing orders and subcontracts.

(4) At City's direction, assigning to City any or all of Contractor's right, title, and interest under the orders and subcontracts terminated. Upon such assignment, City shall have the right, in its sole discretion, to settle or pay any or all claims arising out of the termination of such orders and subcontracts.

(5) Subject to City's approval, settling all outstanding liabilities and all claims arising out of the termination of orders and subcontracts.

(6) Completing performance of any services or work that City designates to be completed prior to the date of termination specified by City.

(7) Taking such action as may be necessary, or as the City may direct, for the protection and preservation of any property related to this Agreement which is in the possession of Contractor and in which City has or may acquire an interest.

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

(1) The reasonable cost to Contractor, without profit, for all services and other work City directed Contractor to perform prior to the specified termination date, for which services or work City has not already tendered payment. Reasonable costs may include a reasonable allowance for actual overhead, not to exceed a total of 10% of Contractor's direct costs for services or other work. Any overhead allowance shall be separately itemized. Contractor may also recover the reasonable cost of preparing the invoice.

(2) A reasonable allowance for profit on the cost of the services and other work described in the immediately preceding subsection (1), provided that Contractor can establish, to the satisfaction of City, that Contractor would have made a profit had all services and other work under this Agreement been completed, and provided further, that the profit allowed shall in no event exceed 5% of such cost.

(3) The reasonable cost to Contractor of handling material or equipment returned to the vendor, delivered to the City or otherwise disposed of as directed by the City.

(4) A deduction for the cost of materials to be retained by Contractor, amounts realized from the sale of materials and not otherwise recovered by or credited to City, and any other appropriate credits to City against the cost of the services or other work.

d. In no event shall City be liable for costs incurred by Contractor or any of its subcontractors after the termination date specified by City, except for those costs specifically enumerated and described in the immediately preceding subsection (c). Such non-recoverable costs include, but are not limited to, anticipated profits on this Agreement, post-termination employee salaries, post-termination administrative expenses, post-termination overhead or unabsorbed overhead, attorneys' fees or other costs relating to the prosecution of a claim or lawsuit, prejudgment interest, or any other expense which is not reasonable or authorized under such subsection (c).

e. In arriving at the amount due to Contractor under this Section, City may deduct: (1) all payments previously made by City for work or other services covered by Contractor's final invoice; (2) any claim which City may have against Contractor in connection with this Agreement; (3) any invoiced costs or expenses excluded pursuant to the immediately preceding subsection (d); and (4) in instances in which, in the opinion of the City, the cost of any service or other work performed under this Agreement is excessively high due to costs incurred to remedy or replace defective or rejected services or other work, the difference between the invoiced amount and City's estimate of the reasonable cost of performing the invoiced services or other work in compliance with the requirements of this Agreement.

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

22. Rights and Duties upon Termination or Expiration. This Section and the following Sections of this Agreement shall survive termination or expiration of this Agreement:

8. Submitting false claims

26. Ownership of Results

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| 9. Disallowance | 27. Works for Hire |
| 10. Taxes | 28. Audit and Inspection of Records |
| 11. Payment does not imply acceptance of work | 48. Modification of Agreement. |
| 13. Responsibility for equipment | 49. Administrative Remedy for Agreement Interpretation. |
| 14. Independent Contractor; Payment of Taxes and Other Expenses | 50. Agreement Made in California; Venue |
| 15. Insurance | 51. Construction |
| 16. Indemnification | 52. Entire Agreement |
| 17. Incidental and Consequential Damages | 56. Severability |
| 18. Liability of City | 57. Protection of private information |
| 24. Proprietary or confidential information of City | And, item 1 of Appendix D attached to this Agreement. |

Subject to the immediately preceding subsection sentence, upon termination of this Agreement prior to expiration of the term specified in Section 2, this Agreement shall terminate and be of no further force or effect. Contractor shall transfer title to City, and deliver in the manner, at the times, and to the extent, if any, directed by City, any work in progress, completed work, supplies, equipment, and other materials produced as a part of, or acquired in connection with the performance of this Agreement, and any completed or partially completed work which, if this Agreement had been completed, would have been required to be furnished to City. This subsection shall survive termination of this Agreement.

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

24. Proprietary or Confidential Information of City

a. Contractor understands and agrees that, in the performance of the work or services under this Agreement or in contemplation thereof, Contractor may have access to private or confidential information which may be owned or controlled by City and that such information may contain proprietary or confidential details, the disclosure of which to third parties may be damaging to City. Contractor agrees that all information disclosed by City to Contractor shall be held in confidence and used only in performance of the Agreement. Contractor shall exercise the same standard of care to protect such information as a reasonably prudent contractor would use to protect its own proprietary data.

b. Contractor shall maintain the usual and customary records for persons receiving Services under this Agreement. Contractor agrees that all private or confidential information concerning persons receiving Services under this Agreement, whether disclosed by the City or by the individuals themselves, shall be held in the strictest confidence, shall be used only in performance of this Agreement, and shall be disclosed to third parties only as authorized by law. Contractor understands and agrees that this duty of care shall extend to confidential information contained or conveyed in any form, including but not limited to documents, files, patient or client records, facsimiles, recordings, telephone calls, telephone answering machines, voice mail or other telephone voice recording systems, computer files, e-mail or other computer network communications, and computer backup files, including disks and hard copies. The City reserves the right to terminate this Agreement for default if Contractor violates the terms of this section.

c. Contractor shall maintain its books and records in accordance with the generally accepted standards for such books and records for five years after the end of the fiscal year in which Services are

furnished under this Agreement. Such access shall include making the books, documents and records available for inspection, examination or copying by the City, the California Department of Health Services or the U.S. Department of Health and Human Services and the Attorney General of the United States at all reasonable times at the Contractor's place of business or at such other mutually agreeable location in California. This provision shall also apply to any subcontract under this Agreement and to any contract between a subcontractor and related organizations of the subcontractor, and to their books, documents and records. The City acknowledges its duties and responsibilities regarding such records under such statutes and regulations.

d. The City owns all records of persons receiving Services and all fiscal records funded by this Agreement if Contractor goes out of business. Contractor shall immediately transfer possession of all these records if Contractor goes out of business. If this Agreement is terminated by either party, or expires, records shall be submitted to the City upon request.

e. All of the reports, information, and other materials prepared or assembled by Contractor under this Agreement shall be submitted to the Department of Public Health Contract Administrator and shall not be divulged by Contractor to any other person or entity without the prior written permission of the Contract Administrator listed in Appendix A.

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

To City: Department of Public Health
Contracts Unit
101 Grove Street, Room 402
San Francisco, California 94102
FAX: (415) 431-1100
e-mail: Diana.Cheung@sfdph.org

and: Grant Colfax, M.D.
Contract Administrator
San Francisco Department of Public Health
25 Van Ness Avenue, Suite 500
San Francisco, CA 94102
FAX: (415) 431-7547
e-mail: grant.colfax@sfdph.org

To Contractor: **San Francisco AIDS Foundation**
For Notices: **P.O. Box 426182**
San Francisco, CA 94142-6182
FAX: 415-487-3009
e-mail: ngiuliano@sfaf.org

File#72635
P.O. Box 60000
For Payments: San Francisco, CA 94160-2635

Any notice of default must be sent by registered mail.

26. Ownership of Results. Any interest of Contractor or its Subcontractors, in drawings, plans, specifications, blueprints, studies, reports, memoranda, computation sheets, computer files and media or other documents prepared by Contractor or its subcontractors in connection with services to be performed under this Agreement, shall become the property of and will be transmitted to City. However, Contractor may retain and use copies for reference and as documentation of its experience and capabilities.

27. Works for Hire. If, in connection with services performed under this Agreement, Contractor or its subcontractors create artwork, copy, posters, billboards, photographs, videotapes, audiotapes, systems designs, software, reports, diagrams, surveys, blueprints, source codes or any other original works of

authorship, such works of authorship shall be works for hire as defined under Title 17 of the United States Code, and all copyrights in such works are the property of the City. If it is ever determined that any works created by Contractor or its subcontractors under this Agreement are not works for hire under U.S. law, Contractor hereby assigns all copyrights to such works to the City, and agrees to provide any material and execute any documents necessary to effectuate such assignment. With the approval of the City, Contractor may retain and use copies of such works for reference and as documentation of its experience and capabilities.

28. Audit and Inspection of Records

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

b. Contractor shall annually have its books of accounts audited by a Certified Public Accountant and a copy of said audit report and the associated management letter(s) shall be transmitted to the Director of Public Health or his /her designee within one hundred eighty (180) calendar days following Contractor's fiscal year end date. If Contractor expends \$500,000 or more in Federal funding per year, from any and all Federal awards, said audit shall be conducted in accordance with OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations. Said requirements can be found at the following website address: <http://www.whitehouse.gov/omb/circulars/a133/a133.html>. If Contractor expends less than \$500,000 a year in Federal awards, Contractor is exempt from the single audit requirements for that year, but records must be available for review or audit by appropriate officials of the Federal Agency, pass-through entity and General Accounting Office. Contractor agrees to reimburse the City any cost adjustments necessitated by this audit report. Any audit report which addresses all or part of the period covered by this Agreement shall treat the service components identified in the detailed descriptions attached to Appendix A and referred to in the Program Budgets of Appendix B as discrete program entities of the Contractor.

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

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

29. Subcontracting. Contractor is prohibited from subcontracting this Agreement or any part of it unless such subcontracting is first approved by City in writing. Neither party shall, on the basis of this Agreement, contract on behalf of or in the name of the other party. An agreement made in violation of this provision shall confer no rights on any party and shall be null and void.

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

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

32. Earned Income Credit (EIC) Forms. Administrative Code section 12O requires that employers provide their employees with IRS Form W-5 (The Earned Income Credit Advance Payment Certificate) and the IRS EIC Schedule, as set forth below. Employers can locate these forms at the IRS Office, on the Internet, or anywhere that Federal Tax Forms can be found. Contractor shall provide EIC Forms to each Eligible Employee at each of the following times: (i) within thirty days following the date on which this Agreement becomes effective (unless Contractor has already provided such EIC Forms at least once during the calendar year in which such effective date falls); (ii) promptly after any Eligible Employee is hired by Contractor; and (iii) annually between January 1 and January 31 of each calendar year during the term of this Agreement. Failure to comply with any requirement contained in subparagraph (a) of this Section shall constitute a material breach by Contractor of the terms of this Agreement. If, within thirty days after Contractor receives written notice of such a breach, Contractor fails to cure such breach or, if such breach cannot reasonably be cured within such period of thirty days, Contractor fails to commence efforts to cure within such period or thereafter fails to diligently pursue such cure to completion, the City may pursue any rights or remedies available under this Agreement or under applicable law. Any Subcontract entered into by Contractor shall require the subcontractor to comply, as to the subcontractor's Eligible Employees, with each of the terms of this section. Capitalized terms used in this Section and not defined in this Agreement shall have the meanings assigned to such terms in Section 12O of the San Francisco Administrative Code.

33. Local Business Enterprise Utilization; Liquidated Damages

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

b. Compliance and Enforcement

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

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

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

34. Nondiscrimination; Penalties

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

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

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

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

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

35. MacBride Principles—Northern Ireland. Pursuant to San Francisco Administrative Code §12F.5, the City and County of San Francisco urges companies doing business in Northern Ireland to move towards resolving employment inequities, and encourages such companies to abide by the MacBride Principles. The City and County of San Francisco urges San Francisco companies to do business with corporations that abide by the MacBride Principles. By signing below, the person executing this agreement on behalf of Contractor acknowledges and agrees that he or she has read and understood this section.

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

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

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

39. Compliance with Americans with Disabilities Act. Contractor acknowledges that, pursuant to the Americans with Disabilities Act (ADA), programs, services and other activities provided by a public entity to the public, whether directly or through a contractor, must be accessible to the disabled public. Contractor shall provide the services specified in this Agreement in a manner that complies with the ADA and any and all other applicable federal, state and local disability rights legislation. Contractor agrees not to discriminate against disabled persons in the provision of services, benefits or activities provided under this Agreement and further agrees that any violation of this prohibition on the part of Contractor, its employees, agents or assigns will constitute a material breach of this Agreement.

40. Sunshine Ordinance. In accordance with San Francisco Administrative Code §67.24(e), contracts, contractors’ bids, responses to solicitations and all other records of communications between City and persons or firms seeking contracts, shall be open to inspection immediately after a contract has been awarded. Nothing in this provision requires the disclosure of a private person or organization’s net worth or other proprietary financial data submitted for qualification for a contract or other benefit until and

unless that person or organization is awarded the contract or benefit. Information provided which is covered by this paragraph will be made available to the public upon request.

41. Public Access to Meetings and Records. If the Contractor receives a cumulative total per year of at least \$250,000 in City funds or City-administered funds and is a non-profit organization as defined in Chapter 12L of the San Francisco Administrative Code, Contractor shall comply with and be bound by all the applicable provisions of that Chapter. By executing this Agreement, the Contractor agrees to open its meetings and records to the public in the manner set forth in §§12L.4 and 12L.5 of the Administrative Code. Contractor further agrees to make-good faith efforts to promote community membership on its Board of Directors in the manner set forth in §12L.6 of the Administrative Code. The Contractor acknowledges that its material failure to comply with any of the provisions of this paragraph shall constitute a material breach of this Agreement. The Contractor further acknowledges that such material breach of the Agreement shall be grounds for the City to terminate and/or not renew the Agreement, partially or in its entirety.

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

43. Requiring Minimum Compensation for Covered Employees

a. Contractor agrees to comply fully with and be bound by all of the provisions of the Minimum Compensation Ordinance (MCO), as set forth in San Francisco Administrative Code Chapter 12P (Chapter 12P), including the remedies provided, and implementing guidelines and rules. The provisions of Sections 12P.5 and 12P.5.1 of Chapter 12P are incorporated herein by reference and made a part of this Agreement as though fully set forth. The text of the MCO is available on the web at www.sfgov.org/olse/mco. A partial listing of some of Contractor's obligations under the MCO is set forth in this Section. Contractor is required to comply with all the provisions of the MCO, irrespective of the listing of obligations in this Section.

b. The MCO requires Contractor to pay Contractor's employees a minimum hourly gross compensation wage rate and to provide minimum compensated and uncompensated time off. The minimum wage rate may change from year to year and Contractor is obligated to keep informed of the then-current requirements. Any subcontract entered into by Contractor shall require the subcontractor to comply with the requirements of the MCO and shall contain contractual obligations substantially the

same as those set forth in this Section. It is Contractor's obligation to ensure that any subcontractors of any tier under this Agreement comply with the requirements of the MCO. If any subcontractor under this Agreement fails to comply, City may pursue any of the remedies set forth in this Section against Contractor.

c. Contractor shall not take adverse action or otherwise discriminate against an employee or other person for the exercise or attempted exercise of rights under the MCO. Such actions, if taken within 90 days of the exercise or attempted exercise of such rights, will be rebuttably presumed to be retaliation prohibited by the MCO.

d. Contractor shall maintain employee and payroll records as required by the MCO. If Contractor fails to do so, it shall be presumed that the Contractor paid no more than the minimum wage required under State law.

e. The City is authorized to inspect Contractor's job sites and conduct interviews with employees and conduct audits of Contractor

f. Contractor's commitment to provide the Minimum Compensation is a material element of the City's consideration for this Agreement. The City in its sole discretion shall determine whether such a breach has occurred. The City and the public will suffer actual damage that will be impractical or extremely difficult to determine if the Contractor fails to comply with these requirements. Contractor agrees that the sums set forth in Section 12P.6.1 of the MCO as liquidated damages are not a penalty, but are reasonable estimates of the loss that the City and the public will incur for Contractor's noncompliance. The procedures governing the assessment of liquidated damages shall be those set forth in Section 12P.6.2 of Chapter 12P.

g. Contractor understands and agrees that if it fails to comply with the requirements of the MCO, the City shall have the right to pursue any rights or remedies available under Chapter 12P (including liquidated damages), under the terms of the contract, and under applicable law. If, within 30 days after receiving written notice of a breach of this Agreement for violating the MCO, Contractor fails to cure such breach or, if such breach cannot reasonably be cured within such period of 30 days, Contractor fails to commence efforts to cure within such period, or thereafter fails diligently to pursue such cure to completion, the City shall have the right to pursue any rights or remedies available under applicable law, including those set forth in Section 12P.6(c) of Chapter 12P. Each of these remedies shall be exercisable individually or in combination with any other rights or remedies available to the City.

h. Contractor represents and warrants that it is not an entity that was set up, or is being used, for the purpose of evading the intent of the MCO.

i. If Contractor is exempt from the MCO when this Agreement is executed because the cumulative amount of agreements with this department for the fiscal year is less than \$25,000, but Contractor later enters into an agreement or agreements that cause contractor to exceed that amount in a fiscal year, Contractor shall thereafter be required to comply with the MCO under this Agreement. This obligation arises on the effective date of the agreement that causes the cumulative amount of agreements between the Contractor and this department to exceed \$25,000 in the fiscal year.

44. Requiring Health Benefits for Covered Employees. Contractor agrees to comply fully with and be bound by all of the provisions of the Health Care Accountability Ordinance (HCAO), as set forth in San Francisco Administrative Code Chapter 12Q, including the remedies provided, and implementing regulations, as the same may be amended from time to time. The provisions of section 12Q.5.a of Chapter 12Q are incorporated by reference and made a part of this Agreement as though fully set forth

herein. The text of the HCAO is available on the web at www.sfgov.org/olse. Capitalized terms used in this Section and not defined in this Agreement shall have the meanings assigned to such terms in Chapter 12Q.

a. For each Covered Employee, Contractor shall provide the appropriate health benefit set forth in Section 12Q.3 of the HCAO. If Contractor chooses to offer the health plan option, such health plan shall meet the minimum standards set forth by the San Francisco Health Commission.

b. Notwithstanding the above, if the Contractor is a small business as defined in Section 12Q.3(e) of the HCAO, it shall have no obligation to comply with part (a) above.

c. Contractor's failure to comply with the HCAO shall constitute a material breach of this agreement. City shall notify Contractor if such a breach has occurred. If, within 30 days after receiving City's written notice of a breach of this Agreement for violating the HCAO, Contractor fails to cure such breach or, if such breach cannot reasonably be cured within such period of 30 days, Contractor fails to commence efforts to cure within such period, or thereafter fails diligently to pursue such cure to completion, City shall have the right to pursue the remedies set forth in 12Q.5.1 and 12Q.5(f)(1-6). Each of these remedies shall be exercisable individually or in combination with any other rights or remedies available to City.

d. Any Subcontract entered into by Contractor shall require the Subcontractor to comply with the requirements of the HCAO and shall contain contractual obligations substantially the same as those set forth in this Section. Contractor shall notify City's Office of Contract Administration when it enters into such a Subcontract and shall certify to the Office of Contract Administration that it has notified the Subcontractor of the obligations under the HCAO and has imposed the requirements of the HCAO on Subcontractor through the Subcontract. Each Contractor shall be responsible for its Subcontractors' compliance with this Chapter. If a Subcontractor fails to comply, the City may pursue the remedies set forth in this Section against Contractor based on the Subcontractor's failure to comply, provided that City has first provided Contractor with notice and an opportunity to obtain a cure of the violation.

e. Contractor shall not discharge, reduce in compensation, or otherwise discriminate against any employee for notifying City with regard to Contractor's noncompliance or anticipated noncompliance with the requirements of the HCAO, for opposing any practice proscribed by the HCAO, for participating in proceedings related to the HCAO, or for seeking to assert or enforce any rights under the HCAO by any lawful means.

f. Contractor represents and warrants that it is not an entity that was set up, or is being used, for the purpose of evading the intent of the HCAO.

g. Contractor shall maintain employee and payroll records in compliance with the California Labor Code and Industrial Welfare Commission orders, including the number of hours each employee has worked on the City Contract.

h. Contractor shall keep itself informed of the current requirements of the HCAO.

i. Contractor shall provide reports to the City in accordance with any reporting standards promulgated by the City under the HCAO, including reports on Subcontractors and Subtenants, as applicable.

j. Contractor shall provide City with access to records pertaining to compliance with HCAO after receiving a written request from City to do so and being provided at least ten business days to respond.

k. Contractor shall allow City to inspect Contractor's job sites and have access to Contractor's employees in order to monitor and determine compliance with HCAO.

l. City may conduct random audits of Contractor to ascertain its compliance with HCAO. Contractor agrees to cooperate with City when it conducts such audits.

m. If Contractor is exempt from the HCAO when this Agreement is executed because its amount is less than \$25,000 (\$50,000 for nonprofits), but Contractor later enters into an agreement or agreements that cause Contractor's aggregate amount of all agreements with City to reach \$75,000, all the agreements shall be thereafter subject to the HCAO. This obligation arises on the effective date of the agreement that causes the cumulative amount of agreements between Contractor and the City to be equal to or greater than \$75,000 in the fiscal year.

45. First Source Hiring Program

a. **Incorporation of Administrative Code Provisions by Reference.** The provisions of Chapter 83 of the San Francisco Administrative Code are incorporated in this Section by reference and made a part of this Agreement as though fully set forth herein. Contractor shall comply fully with, and be bound by, all of the provisions that apply to this Agreement under such Chapter, including but not limited to the remedies provided therein. Capitalized terms used in this Section and not defined in this Agreement shall have the meanings assigned to such terms in Chapter 83.

b. **First Source Hiring Agreement.** As an essential term of, and consideration for, any contract or property contract with the City, not exempted by the FSHA, the Contractor shall enter into a first source hiring agreement ("agreement") with the City, on or before the effective date of the contract or property contract. Contractors shall also enter into an agreement with the City for any other work that it performs in the City. Such agreement shall:

(1) Set appropriate hiring and retention goals for entry level positions. The employer shall agree to achieve these hiring and retention goals, or, if unable to achieve these goals, to establish good faith efforts as to its attempts to do so, as set forth in the agreement. The agreement shall take into consideration the employer's participation in existing job training, referral and/or brokerage programs. Within the discretion of the FSHA, subject to appropriate modifications, participation in such programs maybe certified as meeting the requirements of this Chapter. Failure either to achieve the specified goal, or to establish good faith efforts will constitute noncompliance and will subject the employer to the provisions of Section 83.10 of this Chapter.

(2) Set first source interviewing, recruitment and hiring requirements, which will provide the San Francisco Workforce Development System with the first opportunity to provide qualified economically disadvantaged individuals for consideration for employment for entry level positions. Employers shall consider all applications of qualified economically disadvantaged individuals referred by the System for employment; provided however, if the employer utilizes nondiscriminatory screening criteria, the employer shall have the sole discretion to interview and/or hire individuals referred or certified by the San Francisco Workforce Development System as being qualified economically disadvantaged individuals. The duration of the first source interviewing requirement shall be determined by the FSHA and shall be set forth in each agreement, but shall not exceed 10 days. During that period, the employer may publicize the entry level positions in accordance with the agreement. A need for urgent or temporary hires must be evaluated, and appropriate provisions for such a situation must be made in the agreement.

(3) Set appropriate requirements for providing notification of available entry level positions to the San Francisco Workforce Development System so that the System may train and refer an adequate pool of qualified economically disadvantaged individuals to participating employers. Notification should include such information as employment needs by occupational title, skills, and/or experience required, the hours required, wage scale and duration of employment, identification of entry level and training positions, identification of English language proficiency requirements, or absence thereof, and the projected schedule and procedures for hiring for each occupation. Employers should provide both long-term job need projections and notice before initiating the interviewing and hiring process. These notification requirements will take into consideration any need to protect the employer's proprietary information.

(4) Set appropriate record keeping and monitoring requirements. The First Source Hiring Administration shall develop easy-to-use forms and record keeping requirements for documenting compliance with the agreement. To the greatest extent possible, these requirements shall utilize the employer's existing record keeping systems, be nonduplicative, and facilitate a coordinated flow of information and referrals.

(5) Establish guidelines for employer good faith efforts to comply with the first source hiring requirements of this Chapter. The FSHA will work with City departments to develop employer good faith effort requirements appropriate to the types of contracts and property contracts handled by each department. Employers shall appoint a liaison for dealing with the development and implementation of the employer's agreement. In the event that the FSHA finds that the employer under a City contract or property contract has taken actions primarily for the purpose of circumventing the requirements of this Chapter, that employer shall be subject to the sanctions set forth in Section 83.10 of this Chapter.

(6) Set the term of the requirements.

(7) Set appropriate enforcement and sanctioning standards consistent with this Chapter.

(8) Set forth the City's obligations to develop training programs, job applicant referrals, technical assistance, and information systems that assist the employer in complying with this Chapter.

(9) Require the developer to include notice of the requirements of this Chapter in leases, subleases, and other occupancy contracts.

c. Hiring Decisions. Contractor shall make the final determination of whether an Economically Disadvantaged Individual referred by the System is "qualified" for the position.

d. Exceptions. Upon application by Employer, the First Source Hiring Administration may grant an exception to any or all of the requirements of Chapter 83 in any situation where it concludes that compliance with this Chapter would cause economic hardship.

e. Liquidated Damages. Contractor agrees:

(1) To be liable to the City for liquidated damages as provided in this section;

(2) To be subject to the procedures governing enforcement of breaches of contracts based on violations of contract provisions required by this Chapter as set forth in this section;

(3) That the contractor's commitment to comply with this Chapter is a material element of the City's consideration for this contract; that the failure of the contractor to comply with the contract provisions required by this Chapter will cause harm to the City and the public which is significant and

substantial but extremely difficult to quantify; that the harm to the City includes not only the financial cost of funding public assistance programs but also the insidious but impossible to quantify harm that this community and its families suffer as a result of unemployment; and that the assessment of liquidated damages of up to \$5,000 for every notice of a new hire for an entry level position improperly withheld by the contractor from the first source hiring process, as determined by the FSHA during its first investigation of a contractor, does not exceed a fair estimate of the financial and other damages that the City suffers as a result of the contractor's failure to comply with its first source referral contractual obligations.

(4) That the continued failure by a contractor to comply with its first source referral contractual obligations will cause further significant and substantial harm to the City and the public, and that a second assessment of liquidated damages of up to \$10,000 for each entry level position improperly withheld from the FSHA, from the time of the conclusion of the first investigation forward, does not exceed the financial and other damages that the City suffers as a result of the contractor's continued failure to comply with its first source referral contractual obligations;

(5) That in addition to the cost of investigating alleged violations under this Section, the computation of liquidated damages for purposes of this section is based on the following data:

A. The average length of stay on public assistance in San Francisco's County Adult Assistance Program is approximately 41 months at an average monthly grant of \$348 per month, totaling approximately \$14,379; and

B. In 2004, the retention rate of adults placed in employment programs funded under the Workforce Investment Act for at least the first six months of employment was 84.4%. Since qualified individuals under the First Source program face far fewer barriers to employment than their counterparts in programs funded by the Workforce Investment Act, it is reasonable to conclude that the average length of employment for an individual whom the First Source Program refers to an employer and who is hired in an entry level position is at least one year;

therefore, liquidated damages that total \$5,000 for first violations and \$10,000 for subsequent violations as determined by FSHA constitute a fair, reasonable, and conservative attempt to quantify the harm caused to the City by the failure of a contractor to comply with its first source referral contractual obligations.

(6) That the failure of contractors to comply with this Chapter, except property contractors, may be subject to the debarment and monetary penalties set forth in Sections 6.80 et seq. of the San Francisco Administrative Code, as well as any other remedies available under the contract or at law; and

Violation of the requirements of Chapter 83 is subject to an assessment of liquidated damages in the amount of \$5,000 for every new hire for an Entry Level Position improperly withheld from the first source hiring process. The assessment of liquidated damages and the evaluation of any defenses or mitigating factors shall be made by the FSHA.

f. Subcontracts. Any subcontract entered into by Contractor shall require the subcontractor to comply with the requirements of Chapter 83 and shall contain contractual obligations substantially the same as those set forth in this Section.

46. Prohibition on Political Activity with City Funds. In accordance with San Francisco Administrative Code Chapter 12.G, Contractor may not participate in, support, or attempt to influence any political campaign for a candidate or for a ballot measure (collectively, "Political Activity") in the performance of the services provided under this Agreement. Contractor agrees to comply with San

Francisco Administrative Code Chapter 12.G and any implementing rules and regulations promulgated by the City's Controller. The terms and provisions of Chapter 12.G are incorporated herein by this reference. In the event Contractor violates the provisions of this section, the City may, in addition to any other rights or remedies available hereunder, (i) terminate this Agreement, and (ii) prohibit Contractor from bidding on or receiving any new City contract for a period of two (2) years. The Controller will not consider Contractor's use of profit as a violation of this section.

47. Preservative-treated Wood Containing Arsenic. Contractor may not purchase preservative-treated wood products containing arsenic in the performance of this Agreement unless an exemption from the requirements of Chapter 13 of the San Francisco Environment Code is obtained from the Department of the Environment under Section 1304 of the Code. The term "preservative-treated wood containing arsenic" shall mean wood treated with a preservative that contains arsenic, elemental arsenic, or an arsenic copper combination, including, but not limited to, chromated copper arsenate preservative, ammoniacal copper zinc arsenate preservative, or ammoniacal copper arsenate preservative. Contractor may purchase preservative-treated wood products on the list of environmentally preferable alternatives prepared and adopted by the Department of the Environment. This provision does not preclude Contractor from purchasing preservative-treated wood containing arsenic for saltwater immersion. The term "saltwater immersion" shall mean a pressure-treated wood that is used for construction purposes or facilities that are partially or totally immersed in saltwater.

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

49. Administrative Remedy for Agreement Interpretation – DELETED BY MUTUAL AGREEMENT OF THE PARTIES

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

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

52. Entire Agreement. This contract sets forth the entire Agreement between the parties, and supersedes all other oral or written provisions. This contract may be modified only as provided in Section 48, "Modification of Agreement".

53. Compliance with Laws. Contractor shall keep itself fully informed of the City's Charter, codes, ordinances and regulations of the City and of all state, and federal laws in any manner affecting the performance of this Agreement, and must at all times comply with such local codes, ordinances, and regulations and all applicable laws as they may be amended from time to time.

54. Services Provided by Attorneys. Any services to be provided by a law firm or attorney must be reviewed and approved in writing in advance by the City Attorney. No invoices for services provided by law firms or attorneys, including, without limitation, as subcontractors of Contractor, will be paid unless the provider received advance written approval from the City Attorney.

55. Supervision of Minors. Contractor, and any subcontractors, shall comply with California Penal Code section 11105.3 and request from the Department of Justice records of all convictions or any arrest pending adjudication involving the offenses specified in Welfare and Institution Code section 15660(a) of

any person who applies for employment or volunteer position with Contractor, or any subcontractor, in which he or she would have supervisory or disciplinary power over a minor under his or her care. If Contractor, or any subcontractor, is providing services at a City park, playground, recreational center or beach (separately and collectively, "Recreational Site"), Contractor shall not hire, and shall prevent its subcontractors from hiring, any person for employment or volunteer position to provide those services if that person has been convicted of any offense that was listed in former Penal Code section 11105.3 (h)(1) or 11105.3(h)(3). If Contractor, or any of its subcontractors, hires an employee or volunteer to provide services to minors at any location other than a Recreational Site, and that employee or volunteer has been convicted of an offense specified in Penal Code section 11105.3(c), then Contractor shall comply, and cause its subcontractors to comply with that section and provide written notice to the parents or guardians of any minor who will be supervised or disciplined by the employee or volunteer not less than ten (10) days prior to the day the employee or volunteer begins his or her duties or tasks. Contractor shall provide, or cause its subcontractors to provide City with a copy of any such notice at the same time that it provides notice to any parent or guardian. Contractor shall expressly require any of its subcontractors with supervisory or disciplinary power over a minor to comply with this section of the Agreement as a condition of its contract with the subcontractor. Contractor acknowledges and agrees that failure by Contractor or any of its subcontractors to comply with any provision of this section of the Agreement shall constitute an Event of Default. Contractor further acknowledges and agrees that such Event of Default shall be grounds for the City to terminate the Agreement, partially or in its entirety, to recover from Contractor any amounts paid under this Agreement, and to withhold any future payments to Contractor. The remedies provided in this Section shall not limited any other remedy available to the City hereunder, or in equity or law for an Event of Default, and each remedy may be exercised individually or in combination with any other available remedy. The exercise of any remedy shall not preclude or in any way be deemed to waive any other remedy.

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

57. Protection of Private Information. Contractor has read and agrees to the terms set forth in San Francisco Administrative Code Sections 12M.2, "Nondisclosure of Private Information," and 12M.3, "Enforcement" of Administrative Code Chapter 12M, "Protection of Private Information," which are incorporated herein as if fully set forth. Contractor agrees that any failure of Contractor to comply with the requirements of Section 12M.2 of this Chapter shall be a material breach of the Contract. In such an event, in addition to any other remedies available to it under equity or law, the City may terminate the Contract, bring a false claim action against the Contractor pursuant to Chapter 6 or Chapter 21 of the Administrative Code, or debar the Contractor.

58. Graffiti Removal. Graffiti is detrimental to the health, safety and welfare of the community in that it promotes a perception in the community that the laws protecting public and private property can be disregarded with impunity. This perception fosters a sense of disrespect of the law that results in an increase in crime; degrades the community and leads to urban blight; is detrimental to property values, business opportunities and the enjoyment of life; is inconsistent with the City's property maintenance goals and aesthetic standards; and results in additional graffiti and in other properties becoming the target of graffiti unless it is quickly removed from public and private property. Graffiti results in visual pollution and is a public nuisance. Graffiti must be abated as quickly as possible to avoid detrimental impacts on the City and County and its residents, and to prevent the further spread of graffiti. Contractor shall remove all graffiti from any real property owned or leased by Contractor in the City and County of San Francisco within forty eight (48) hours of the earlier of Contractor's (a) discovery or notification of

the graffiti or (b) receipt of notification of the graffiti from the Department of Public Works. This section is not intended to require a Contractor to breach any lease or other agreement that it may have concerning its use of the real property. The term "graffiti" means any inscription, word, figure, marking or design that is affixed, marked, etched, scratched, drawn or painted on any building, structure, fixture or other improvement, whether permanent or temporary, including by way of example only and without limitation, signs, banners, billboards and fencing surrounding construction sites, whether public or private, without the consent of the owner of the property or the owner's authorized agent, and which is visible from the public right-of-way. "Graffiti" shall not include: (1) any sign or banner that is authorized by, and in compliance with, the applicable requirements of the San Francisco Public Works Code, the San Francisco Planning Code or the San Francisco Building Code; or (2) any mural or other painting or marking on the property that is protected as a work of fine art under the California Art Preservation Act (California Civil Code Sections 987 et seq.) or as a work of visual art under the Federal Visual Artists Rights Act of 1990 (17 U.S.C. §§ 101 et seq.).

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

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

60. Left blank by agreement of the parties. (Slavery era disclosure)

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

62. Dispute Resolution Procedure. A Dispute Resolution Procedure is attached under the Appendix G to address issues that have not been resolved administratively by other departmental remedies.

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

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

CITY

CONTRACTOR

Recommended by:

San Francisco AIDS Foundation

BARBARA A. GARCIA, M.P.A.
Director of Health

11/16/11
Date

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

Approved as to Form:

Dennis J. Herrera
City Attorney

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

By:
Aleeta Van Runkle
Deputy City Attorney

11/17/11
Date

Neil Giuliano
Executive Director
Street Address
City, State Zip

11/14/11
Date

Approved:

Naomi Kelly
Director Office of Contract
Administration and Purchaser

12/12/11
Date

City vendor number: 16252

Appendices

- A: Services to be provided by Contractor
- B: Calculation of Charges
- C: Reserved
- D: Additional Terms
- E: HIPAA Business Associate Agreement
- F: Invoice
- G: Dispute Resolution

11/17/11 3:53:53
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PURCHASING DEPARTMENT
11 NOV 18 PM 4: 23

Appendix A
Services to be provided by Contractor

1. Terms

A. Contract Administrator:

In performing the Services hereunder, Contractor shall report to Grant Colfax, M.D., Contract Administrator for the City, or his / her designee.

B. Reports:

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

C. Evaluation:

Contractor shall participate as requested with the City, State and/or Federal government in evaluative studies designed to show the effectiveness of Contractor's Services. Contractor agrees to meet the requirements of and participate in the evaluation program and management information systems of the City. The City agrees that any final written reports generated through the evaluation program shall be made available to Contractor within thirty (30) working days. Contractor may submit a written response within thirty working days of receipt of any evaluation report and such response will become part of the official report.

D. Possession of Licenses/Permits:

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

E. Adequate Resources:

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

F. Admission Policy:

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

G. San Francisco Residents Only:

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

H. Grievance Procedure:

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

I. Infection Control, Health and Safety:

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

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

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

(4) Contractor is responsible for site conditions, equipment, health and safety of their employees, and all other persons who work or visit the job site.

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

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

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

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

J. Acknowledgment of Funding:

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

K. Client Fees and Third Party Revenue:

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

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

L. Patients Rights:

All applicable Patients Rights laws and procedures shall be implemented.

M. Under-Utilization Reports:

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

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

N. Quality Assurance:

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

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

O. Compliance With Grant Award Notices:

If any portion of funding for this Agreement is provided to the City through federal, state or private foundation awards, Contractor agrees to comply with the provisions of the City's agreements with said funding sources, which agreements are incorporated by reference as though fully set forth.

P. Aerosol Transmissible Disease Program, Health and Safety:

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

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

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

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

Q. Research Study Records:

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

2. Description of Services

Detailed descriptions of services supporting the period 09/01/11-06/30/13 may be found in the following Appendixes:

Appendix A, 09/01/11 –06/30/13, Page 1-8	Program Summary
Appendix A-1, 09/01/11 –06/14/13, Pages 1-2	HIV Testing – STOP Study
Appendix A-2, 09/01/11 –12/31/12, Pages 1-3	Community Based HIV Testing
Appendix A-3, 09/01/11 – 06/30/13, Pages 1-4	The Stonewall Project
Appendix A-4, 09/01/11-12/31/12, Pages 1-4	African American Prevention Initiative
Appendix A-5, 09/01/11 –06/30/13, Pages 1-5	Stonewall Castro/ LIFE Program
Appendix A-6, 09/01/11 –06/30/13, Pages 1-3	Syringe Access Services

SUMMARY

Service Provider(s): San Francisco AIDS Foundation
Fiscal Agency: San Francisco AIDS Foundation
Total Contract Amount: \$5,826,291
System of Care: HIV Prevention Section (HPS)
Provider Address: 1035 Market Street, Suite 400, San Francisco, CA 94103
Provider Phone: 415-487-3000 **Provider Fax:** 415-487-3094
Contact Person: Richard Hill, Director, Government Contracts **Direct Phone #:** 415- 487-8042
email: rhill@sfaf.org

Appendix A-1
Program Name: HIV Testing – STOP Study
System of Care: HPS
Program Code: N/A **Funding Source:** Center for Disease Control
Year One:
Amount: \$26,583
Term: 9.01.11 – 6.14.12
Definition and # of UOS: A Unit of Service (UOS) is equivalent to 1 month of Support Activities)
 STOP Study Support Activities 9.5
Number of UDC/NOC: N/A
Year Two:
Amount: \$26,583
Term: 6.15.12-6.14.13
Definition and # of UOS: A Unit of Service (UOS) is equivalent to 1 month of Support Activities
 STOP Study Support Activities 12
Number of UDC/NOC: N/A
Target Population: There is no target population; the study will use specimens collected from clients who already present for testing at the four sites who have agreed to participate.
Description of Service: To support the "Screening Targeted Populations to Interrupt On-going Chains of Transmission with Enhanced Partner Notification" (STOP) Study will evaluate the yield, cost-effectiveness, and feasibility of screening for Acute HIV Infection (AHI) with a fourth-generation enzyme immunoassay (EIA) in high-risk/high-incidence settings compared to pooled Nucleic Acid Amplification Test (NAAT), and will evaluate the yield, cost-effectiveness, and feasibility of enhanced partner notification/contact tracing techniques linked to AHI screening.

Appendix A-2
Program Name: Community- Based HIV Testing
System of Care: HPS
Program Code: N/A **Funding Source:** Center for Disease Control
Year One
Amount: \$ 290,298
Term: 9.01.11 – 12.31.11
Definition and # of UOS: A Unit of Service (UOS) is equivalent to 1 test for 1 client
 Numbers of test during this period 2587
Number of UDC/NOC: 2587
Year Two
Amount: \$870,894
Term: 1.01.12-12.31.12
Definition and # of UOS: A Unit of Service (UOS) is equivalent to 1 test for 1 client

Number of UDC/NOC:	Numbers of test during this period	8,406
	8,406	
Target Population:	Gay men and other MSM, IDUs, and TFMSM in the Castro and Tenderloin.	
Description of Service:	The program will expand SFAF's HIV testing services for a wide range of gay men and other MSM, IDUs, and TFMSM in the Castro and Tenderloin, to ensure that HIV testing and linkage to care are readily accessible for the largest number of people at high risk. Additional testing will be done at a variety of venues that are frequented by the hardest-to-reach MSM, IDUs, and TFMSM.	

Appendix A-3		
Program Name:	The Stonewall Project	
System of Care:	HPS	
Program Code:	N/A	Funding Source: General Fund
Year One:		
Amount:	\$294,639	
Term:	9.01.11 – 6.30.12	
Definition and # of UOS:	A Unit of Service (UOS) is equivalent to 1 of Condom distribution, 1 event, 1 group hour, 1 month of Social Marketing or 1 hour of Risk Reduction Counseling, Prevention CM, Training	
	Condom Distribution	8
	Events	23
	Groups	276
	Individual Risk Reduction Counseling	160
	Prevention Case management	240
	Recruitment & Linkages	480
	Training	16
	Social Marketing	8
Number of UDC/NOC:	Condom Distribution	n/a
	Events	1,265
	Groups	920
	Individual Risk Reduction Counseling	320
	Prevention Case Management	288
	Recruitment & Linkages	1,920
	Training	80
	Social Marketing	n/a
Year Two:		
Amount:	\$353,567	
Term:	7.01.12-6.30.13	
Definition and # of UOS:	A Unit of Service (UOS) is equivalent to 1 of Condom distribution, 1 event, 1 group hour, 1 month of Social Marketing or 1 hour of Risk Reduction Counseling, Prevention CM, Training	
	Condom Distribution	12
	Events	33
	Groups	400
	Individual Risk Reduction Counseling	232
	Prevention Case Management	348
	Recruitment & Linkages	696
	Training	23
	Social Marketing	12
Number of UDC/NOC:	Condom Distribution	n/a
	Events	1,815

Groups	1,334
Individual Risk Reduction Counseling	464
Prevention Case Management	418
Recruitment & Linkages	2,784
Training	116
Social Marketing	n/a

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

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

Appendix A-4

Program Name: African American Prevention Initiative
Program Code: N/A
Funding Source: Center for Disease Control

Year One
Amount: \$166,339
Term: 9.01.11 – 12.31.11

Definition and # of UOS: A Unit of Service (UOS) is equivalent to 1 HIV test per 1 client, 1event, 1 group hour, 1 hour of Individual risk Reduction Counseling or 1linkage to PHAST Program

Events	7
Groups	223
HIV Testing	160
Individual Risk Reduction Counseling	128
Linkages	20

Number of UDC/NOC:

Events	287
Groups	1,198
HIV Testing	160
Individual Risk Reduction Counseling	128
Linkages	20

Year Two:
Amount: \$499,017
Term: 1.01.12-12.31.12

Definition and # of UOS: A Unit of Service (UOS) is equivalent to 1 HIV test per 1 client, 1event, 1 group hour, 1 hour of Individual risk Reduction Counseling or 1linkage to PHAST Program

Events	23
Groups	725
HIV Testing	520
Individual Risk Reduction Counseling	416
Linkages	65

Number of UDC/NOC:

Events	1,107
Groups	3,893
HIV Testing	520
Individual Risk Reduction Counseling	416
Linkages	65

Target Population: African-American gay men and other MSM (G/MSM) who reside in San Francisco,

Description of Service: with a focus on the Tenderloin and Castro neighborhoods. This Initiative is collaboration with STOP AIDS Project to deliver a comprehensive set of HIV prevention services to African American G/MSM with diverse backgrounds and prevention needs. The new effort will build on the strengths of SFAF's BBE and SAP's Our Love, both long-standing and successful programs designed specifically to serve African American G/MSM in San Francisco.

Appendix A-5	
Program Name:	Stonewall Castro/LIFE Program
System of Care:	HPS
Program Code:	N/A
Year One:	
Amount:	\$520,385
Term:	9.01.11 – 6.30.12
Definition and # of UOS:	A Unit of Service (UOS) is equivalent to 1 HIV test per 1 client, 1 group hour, 1 hour of Individual Risk Reduction Counseling ,Prevention Case Management, or 1 hour of Recruitment and Linkage
	HIV Testing 400
	Individual Risk Reduction Counseling 96
	Prevention Case Management 320
	Groups 207
	Shanti LIFE Program - Individual Risk Reduction Counseling 107
	Shanti LIFE Program - Prevention Case Management 800
	Shanti LIFE Program – Group 403
	Shanti LIFE Program – Recruitment & Linkage 200
Number of UDC/NOC:	
	HIV Testing 400
	Individual Risk Reduction Counseling 192
	Prevention Case Management 320
	Groups 690
	Shanti LIFE Program - Individual Risk Reduction Counseling 107
	Shanti LIFE Program - Prevention Case Management 640
	Shanti LIFE Program – Group 1,423
	Shanti LIFE Program – Recruitment & Linkage 400
Year Two	
Amount	\$581,862
Term:	7.01.12-6.30.13
Definition and # of UOS:	A Unit of Service (UOS) is equivalent to 1 HIV test per 1 client, 1 group hour, 1 hour of Individual Risk Reduction Counseling ,Prevention Case Management, or 1 hour of Recruitment and Linkage
	HIV Testing 580
	Individual Risk Reduction Counseling 139
	Prevention Case Management 464
	Groups 300
	Shanti LIFE Program - Individual Risk Reduction Counseling 155
	Shanti LIFE Program - Prevention Case Management 1,160
	Shanti LIFE Program – Group 584
	Shanti LIFE Program – Recruitment & Linkage 290
Number of UDC/NOC:	
	HIV Testing 580

Individual Risk Reduction Counseling	278
Prevention Case Management	464
Groups	1,000
Shanti LIFE Program - Individual Risk Reduction Counseling	155
Shanti LIFE Program - Prevention Case Management	928
Shanti LIFE Program – Group	2,062
Shanti LIFE Program – Recruitment & Linkage	580

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

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

Appendix A-6	
Program Name:	Syringe Access Services
System of Care:	HPS
Program Code:	N/A
Year One	Funding Source: General Fund
Amount	\$998,238
Term:	9.01.11 – 6.30.12
Definition and # of UOS:	A Unit of Service (UOS) is equivalent to 1 hour of service or 1 month of Program Coordination
	Syringe Access Services 2,083
	Program Coordination 8
Number of UDC/NOC:	Syringe Access Services 20,000
	Program Coordination n/a
Year Two	
Amount	\$1,197,886
Term:	7.01.12-6.30.13
Definition and # of UOS:	A Unit of Service (UOS) is equivalent to 1 hour of service or 1 month of Program Coordination
	Syringe Access Services 3,020
	Program Coordination 12
Number of UDC/NOC:	Syringe Access Services 29,000
	Program Coordination n/a
Target Population:	Intravenous drug users (IDUs) throughout San Francisco
Description of Service:	Provides access to sterile syringes and safer injection supplies thus ensuring IDUs have clean syringes, and reducing the likelihood of syringe sharing and the risk of HIV transmission among the target population. SFAF will serve as the lead agency for all syringe access and disposal services in the city, with partners St. James Infirmary, Glide, the Asian & Pacific Islander Wellness Center, and Homeless Youth Alliance.

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

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

- New Renewal Modification

3) **Goal Statement**

The “Screening Targeted Populations to Interrupt On-going Chains of Transmission with Enhanced Partner Notification” (STOP) Study aims are:

1. To evaluate the yield, cost-effectiveness, and feasibility of screening for Acute HIV Infection (AHI) with a fourth-generation enzyme immunoassay (EIA) in high-risk/high-incidence settings compared to pooled Nucleic Acid Amplification Test (NAAT).
2. To evaluate the yield, cost-effectiveness, and feasibility of enhanced partner notification/contact tracing techniques linked to AHI screening.

4) **Target Population**

There is no target population; the study will use specimens collected from clients who already present for testing at the four sites who have agreed to participate. Site participation involves additional support to implement the goals above.

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

09/01/2011 – 06/14/2012

Units of Service (UOS) Description	Units of Service (UOS)	Number of Contacts (NOC)
STOP Study 1 UOS = 1 month of STOP Study support activities	9.5 months	n/a
Total for this period	9.5	n/a

06/15/2012 – 06/14/2013

Units of Service (UOS) Description	Units of Service (UOS)	Number of Contacts (NOC)
STOP Study 1 UOS = 1 month of STOP Study support activities	12 months	n/a
Total for this period	12	n/a
Total for this contract	21.5	n/a

6) **Methodology**

The San Francisco AIDS Foundation will develop a Program Plan with the HIV Prevention Section which will reflect program requirements of RFP 21-2010 and community planning priorities. This

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

7) Objectives and Measurements

There are no outcome objectives for providers funded under the STOP Study; participation only requires providing additional resources to collect, handle and process specimens and/or enhance partner notification services.

8) Continuous Quality Improvement

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

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

Contractor: San Francisco AIDS Foundation
 Program: Community-Based HIV Testing
 Fiscal Year: 2011 – 2012
 2012 - 2013
 CMS#: 7164

Appendix A-2
 Contract Term: 09/01/11 through 12/31/12
 Funding Source: CDC

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

2. **Nature of Document**

New Renewal Modification

3. **Goal Statement**

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

4. **Target Population**

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

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

09/01/2011 – 12/31/2011

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

01/01/2012 – 12/31/2012

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

6. Methodology

The San Francisco AIDS Foundation will develop a Program Plan with the HIV Prevention Section which will reflect program requirements of RFP 21-2010 and community planning priorities. This Plan will provide a justification for the UOS and NOC in the grid above, will be reviewed with the HIV Prevention Section and changes to it will be allowed if it is agreed that clients will be more appropriately served and priorities continue to be addressed.

7. Objectives and Measurements

A. Required Objectives

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

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

Community-Based HIV Testing	
Citywide Goal	System of Prevention Objective
Increase status awareness	<ul style="list-style-type: none"> By 2013, HPS-supported programs will conduct a total of 30,000* HIV tests annually. By 2013, HPS-supported programs will identify a total of 400* new HIV cases annually. By 2017, 80% of HIV-negative/unknown status MSM, IDU, and TFMSM clients of HPS-supported programs will report having had an HIV test in the prior 6 months, as measured by self-report and the HIV-prevention names-based system. By 2017, 90% of people testing HIV-positive at HPS-supported programs will be <u>offered</u> partner services.**
Increase viral load suppression	<ul style="list-style-type: none"> By 2017, 90% of people testing HIV-positive at HPS-supported programs will be <u>offered</u> linkage to care.**
Maintain or increase levels of protected sex	<ul style="list-style-type: none"> By 2012, HPS-supported programs will distribute at least 1.6 million condoms annually.
Increase access to safer injection supplies	<ul style="list-style-type: none"> By 2012, HPS-supported programs will provide at least 2.5 million syringes annually.

*Includes tests provided and new HIV cases identified by programs funded under Categories 1 and 4 – 7, and by other SFDPH-supported testing programs.

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

8. Continuous Quality Improvement

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

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

Contractor: San Francisco AIDS Foundation
 Program: The Stonewall Project
 Fiscal Year: 2011-2012
 2012-2013
 CMS#: 7164

Appendix A-3
 Contract Term: 09/01/11 through 06/30/13
 Funding Source: General Fund

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

2. **Nature of Document**

New Renewal Modification

3. **Goal Statement**

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

4. **Target Population**

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

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

09/01/2011 – 06/30/2012

Units of Service (UOS) Description	Units of Service (UOS)	Number of Contacts (NOC)
Condom Distribution 1 UOS = 1 month 10 months of condom & lube distribution x 80% = 8 UOS.	8	n/a
Events 1 UOS = 1 event 34 events annually for 10 months x 80% = 23 UOS. Average of 55 contacts/event = 1,568 NOC.	23	1,265
Groups 1 UOS = 1 hour 276 groups annually for 10 months x 1.5 hour/group x 80% = 276 UOS. 276 groups annually for 10 months x 5 clients/group x 80% = 920 NOC.	276	920
Individual Risk Reduction Counseling 1 UOS = 1 hour 480 sessions annually for 10 months x 0.5 hour/session x 80% = 160 UOS. 480 sessions annually for 10 months x 1 client/session x 80% =	160	320

320 NOC.		
Prevention Case Management 1 UOS = 1 hour 432 sessions annually for 10 months x 0.83 hour/session x 80% = 240 UOS. 432 sessions annually for 10 months x 1 client/session x 80% = 288 NOC.	240	288
Recruitment & Linkages 1 UOS = 1 hour 720 hours annually for 10 months x 80% = 480 UOS. 4 contacts/hour x 720 hours annually for 10 months x 80% = 1,920 NOC.	480	1,920
Training 1 UOS = 1 hour 1 training/month x 10 months x 2 hours each x 80% = 16 UOS. 1 training/month x 10 months x 10 attendees/training x 80% = 80 NOC.	16	80
Social Marketing 1 UOS = 1 month 10 months of social marketing x 80% = 8 UOS.	8	n/a

07/01/2012 – 06/30/2013

Units of Service (UOS) Description	Units of Service (UOS)	Number of Contacts (NOC)
Condom Distribution 1 UOS = 1 month 2 months of condom & lube distribution x 80% = 2 UOS. 10 months of condom & lube distribution x 100% = 10 UOS.	12	n/a
Events 1 UOS = 1 event 34 events annually for 2 months x 80% = 5 UOS. 34 events annually for 10 months x 100% = 28 UOS. Average of 55 contacts/event = 1,815 NOC.	33	1,815
Groups 1 UOS = 1 hour 276 groups annually for 2 months x 1.5 hour/group x 80% = 55 UOS. 276 groups annually for 10 months x 1.5 hour/group x 100% = 345 UOS. 276 groups annually for 2 months x 5 clients/group x 80% = 184 NOC. 276 groups annually for 10 months x 5 clients/group x 100% = 1,150 NOC.	400	1,334
Individual Risk Reduction Counseling 1 UOS = 1 hour 480 sessions annually for 2 months x 0.5 hour/session x 80% = 32 UOS.	232	464

<p>480 sessions annually for 10 months x 0.5 hour/session x 100% = 200 UOS. 480 sessions annually for 2 months x 1 client/session x 80% = 64 NOC. 480 sessions annually for 10 months x 1 client/session x 100% = 400 NOC.</p>		
<p>Prevention Case Management 1 UOS = 1 hour 432 sessions annually for 2 months x 0.83 hour/session x 80% = 48 UOS. 432 sessions annually for 10 months x 0.83 hour/session x 100% = 300 UOS. 432 sessions annually for 2 months x 1 client/session x 80% = 58 NOC. 432 sessions annually for 10 months x 1 client/session x 100% = 360 NOC.</p>	348	418
<p>Recruitment & Linkages 1 UOS = 1 hour 720 hours annually for 2 months x 80% = 96 UOS. 720 hours annually for 10 months x 100% = 600 UOS. 4 contacts/hour x 720 hours annually for 2 months x 80% = 384 NOC. 4 contacts/hour x 720 hours annually for 10 months x 100% = 2,400 NOC.</p>	696	2,784
<p>Training 1 UOS = 1 hour 1 training/month x 2 months x 2 hours each x 80% = 3 UOS. 1 training/month x 10 months x 2 hours each x 100% = 20 UOS. 1 training/month x 2 months x 10 attendees/training x 80% = 16 NOC. 1 training/month x 10 months x 10 attendees/training x 100% = 100 NOC.</p>	23	116
<p>Social Marketing 1 UOS = 1 month 2 months of social marketing x 80% = 2 UOS. 10 months of social marketing x 100% = 10 UOS.</p>	12	n/a

6. Methodology

Please see Appendix A-2, Section 6.

7. Objectives and Measurements

A. Required Objectives

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

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

HERR to Address Drivers	
Citywide Goal	System of Prevention Objective
Increase status awareness	<ul style="list-style-type: none"> By 2017, 90% of HIV-negative/unknown status clients of HPS-supported programs will be <u>offered</u> an HIV test. By 2017, 80% of HIV-negative/unknown status MSM, IDU, and TFMSM clients of HPS-supported programs will report having had an HIV test in the prior 6 months, as measured by self-report and data on linkage to testing.
Increase viral load suppression	<ul style="list-style-type: none"> By 2017, 90% of HIV-positive clients in HPS-supported programs who have not seen an HIV primary care provider in the prior 6 months will be <u>offered</u> linkage to care.* By 2017, 90% of HIV-positive clients in HPS-supported programs will have had at least 2 HIV primary medical care visits in the prior 12 months, at least 3 months apart, as measured by the AIDS Regional Information and Evaluation System (ARIES) and the HIV/AIDS Reporting System (HARS).
Maintain or increase levels of protected sex	<ul style="list-style-type: none"> By 2012, HPS-supported programs that address drivers will reduce drivers among clients. By 2012, HPS-supported programs will distribute at least 1.6 million condoms annually. (Optional) By 2012, HPS-supported programs aiming to increase protected sex among clients will show at least a 10% increase.
Increase access to safer injection supplies	<ul style="list-style-type: none"> By 2012, HPS-supported programs will provide at least 2.5 million syringes annually.

8. Continuous Quality Improvement

Please see Appendix A-2, Section 8.

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

2. **Nature of Document**
 New Renewal Modification

3. **Goal Statement**

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

4. **Target Population**

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

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

09/01/2011 – 12/31/2011

Units of Service (UOS) Description	Units of Service (UOS)	Number of Contacts (NOC)
Events 1 UOS = 1 event 27 events annually for 4 months x 80% = 7 UOS. Average 41 contacts/event x 7 events = 287 NOC.	7	287
Groups 1 UOS = 1 hour 279 groups annually for 4 months x 3 hour/group x 80% = 223 UOS. 279 groups annually for 4 months x average of 16.1 clients/group x 80% = 1,198 NOC.	223	1,198
HIV Testing 1 UOS = 1 test for 1 client. 600 tests annually for 4 months x 80% = 160 tests. 160 tests = 160 UOS and 160 contacts.	160	160
Individual Risk Reduction Counseling 1 UOS = 1 hour. 480 sessions annually for 4 months x 1 hour/session x 80% = 128 UOS. 480 sessions annually for 4 months x 1 client/session x 80% = 128 NOC.	128	128
Linkage	20	20

1 UOS = 1 linkage to PHAST Program 75 linkages annually for 4 months x 80% = 20 linkages. 20 linkages = 20 UOS and 20 NOC.		
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01/01/2012 – 12/31/2012

Units of Service (UOS) Description	Units of Service (UOS)	Number of Contacts (NOC)
Events 1 UOS = 1 event 27 events annually for 8 months x 80% = 14 UOS. 27 events annually for 4 months x 100% = 9 UOS. Average 41 contacts/event x 27 events = 1,107 NOC.	23	1,107
Groups 1 UOS = 1 hour 279 groups annually for 8 months x 3 hour/group x 80% = 446 UOS. 279 groups annually for 4 months x 3 hour/group x 100% = 279 UOS. 279 groups annually for 8 months x average of 16.1 clients/group x 80% = 2,396 NOC. 279 groups annually for 4 months x average of 16.1 clients/group x 100% = 1,497 NOC.	725	3,893
HIV Testing 1 UOS = 1 test for 1 client. 600 tests annually for 8 months x 80% = 320 tests. 600 tests annually for 4 months x 100% = 200 tests. 520 tests = 520 UOS and 520 contacts.	520	520
Individual Risk Reduction Counseling 1 UOS = 1 hour. 480 sessions annually for 8 months x 1 hour/session x 80% = 256 UOS. 480 sessions annually for 4 months x 1 hour/session x 100% = 160 UOS. 480 sessions annually for 8 months x 1 client/session x 80% = 256 NOC. 480 sessions annually for 4 months x 1 client/session x 100% = 160 NOC.	416	416
Linkage 1 UOS = 1 linkage to PHAST Program 75 linkages annually for 8 months x 80% = 40 linkages. 75 linkages annually for 4 months x 100% = 25 linkages. 65 linkages = 65 UOS and 65 NOC.	65	65

6. **Methodology** - Please see Appendix A-2, Section 6.

7. Objectives and Measurements

A. Required Objectives

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

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

Community-Based HIV Testing	
Citywide Goal	System of Prevention Objective
Increase status awareness	<ul style="list-style-type: none"> By 2013, HPS-supported programs will conduct a total of 30,000* HIV tests annually. By 2013, HPS-supported programs will identify a total of 400* new HIV cases annually. By 2017, 80% of HIV-negative/unknown status MSM, IDU, and TFMSM clients of HPS-supported programs will report having had an HIV test in the prior 6 months, as measured by self-report and the HIV-prevention names-based system. By 2017, 90% of people testing HIV-positive at HPS-supported programs will be <u>offered</u> partner services.**
Increase viral load suppression	<ul style="list-style-type: none"> By 2017, 90% of people testing HIV-positive at HPS-supported programs will be <u>offered</u> linkage to care.**
Maintain or increase levels of protected sex	<ul style="list-style-type: none"> By 2012, HPS-supported programs will distribute at least 1.6 million condoms annually.
Increase access to safer injection supplies	<ul style="list-style-type: none"> By 2012, HPS-supported programs will provide at least 2.5 million syringes annually.

HERR to Address Drivers	
Citywide Goal	System of Prevention Objective
Increase status awareness	<ul style="list-style-type: none"> By 2017, 90% of HIV-negative/unknown status clients of HPS-supported programs will be <u>offered</u> an HIV test. By 2017, 80% of HIV-negative/unknown status MSM, IDU, and TFMSM clients of HPS-supported programs will report having had an HIV test in the prior 6 months, as measured by self-report and data on linkage to testing.
Increase viral load suppression	<ul style="list-style-type: none"> By 2017, 90% of HIV-positive clients in HPS-supported programs who have not seen an HIV primary care provider in the prior 6 months will be <u>offered</u> linkage to care.* By 2017, 90% of HIV-positive clients in HPS-supported programs will have had at least 2 HIV primary medical care visits in the prior 12 months, at least 3 months apart, as measured by the AIDS Regional Information and Evaluation System (ARIES) and the HIV/AIDS Reporting System (HARS).
Maintain or increase levels of protected sex	<ul style="list-style-type: none"> By 2012, HPS-supported programs that address drivers will reduce drivers among clients.

HERR to Address Drivers	
Citywide Goal	System of Prevention Objective
	<ul style="list-style-type: none"> By 2012, HPS-supported programs will distribute at least 1.6 million condoms annually. (Optional) By 2012, HPS-supported programs aiming to increase protected sex among clients will show at least a 10% increase.
Increase access to safer injection supplies	<ul style="list-style-type: none"> By 2012, HPS-supported programs will provide at least 2.5 million syringes annually.

Category 3: PWP	
Citywide Goal	System of Prevention Objective
Increase status awareness	<ul style="list-style-type: none"> No required objectives for Category 3. Providers should link HIV-negative/unknown status sexual partners of clients to HIV testing as appropriate, but specific objectives are not required.
Increase viral load suppression	<ul style="list-style-type: none"> By 2017, 90% of HIV-positive clients in HPS-supported programs who have not seen an HIV primary care provider in the prior 6 months will be <u>offered</u> linkage to care.* By 2017, 90% of HIV-positive clients in HPS-supported programs will have had at least 2 HIV primary medical care visits in the prior 12 months, at least 3 months apart, as measured by the AIDS Regional Information and Evaluation System (ARIES) and the HIV/AIDS Reporting System (HARS). By 2013, all clients with unsuppressed viral load in HPS-supported PWP programs will receive at least one treatment adherence intervention. By 2017, 90% of clients in PWP programs taking HIV medications will have suppressed viral load 6 months after enrollment in PWP (or if not on treatment at the time of enrollment, 6 months after initiation of treatment), as measured by client charts, ARIES, or HARS.
Maintain or increase levels of protected sex	<ul style="list-style-type: none"> By 2012, HPS-supported programs will distribute at least 1.6 million condoms annually.
Increase access to safer injection supplies	<ul style="list-style-type: none"> By 2012, HPS-supported programs will provide at least 2.5 million syringes annually.

*Includes tests provided and new HIV cases identified by programs funded under Categories 1 and 4 – 7, and by other SFDPH-supported testing programs.

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

8. Continuous Quality Improvement - Please see Appendix A-2, Section 8.

Contractor: San Francisco AIDS Foundation
 Program: Stonewall Castro/LIFE Program
 Fiscal Year: 2011-2012
 2012-2013
 CMS#: 7164

Appendix A-5
 Contract Term: 09/01/11 through 06/30/13
 Funding Source: General Fund

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

2. **Nature of Document**

New Renewal Modification

3. **Goal Statement**

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

4. **Target Population**

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

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

YEAR ONE: 09/01/2011 – 06/30/2012

Units of Service (UOS) Description	Units of Service (UOS)	Number of Contacts (NOC)
HIV Testing 1 UOS = 1 test for 1 client 600 tests annually for 10 months x 80% = 400 tests. 400 tests = 400 UOS and 400 contacts	400	400
Individual Risk Reduction Counseling 1 UOS = 1 hour 288 sessions annually for 10 mos. x 0.5 hr./session x 80% = UOS 288 sessions annually for 10 mos. x 1 client/session x 80% = NOC	96	192
Prevention Case Management 1 UOS = 1 hour 480 sessions annually for 10 mos. x 1 hr./session x 80% = UOS 480 sessions annually for 10 mos. x 1 client/session x 80% = NOC	320	320
Groups 1 UOS = 1 hour 207 groups annually for 10 mos. x 1.5 hr./group x 80% = UOS. 207 groups annually for 10 mos. x 5 clients/group x 80% = NOC.	207	690
Shanti L.I.F.E. Program – Individual Risk Reduction	107	107

Contractor: San Francisco AIDS Foundation
 Program: Stonewall Castro/LIFE Program
 Fiscal Year: 2011-2012
 2012-2013
 CMS#: 7164

Appendix A-5
 Contract Term: 09/01/11 through 06/30/13
 Funding Source: General Fund

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

YEAR TWO: 07/01/2012 – 06/30/2013

Units of Service (UOS) Description	Units of Service (UOS)	Number of Contacts (NOC)
HIV Testing 1 UOS = 1 test for 1 client 600 tests annually for 2 mos. x 80% = 80 tests. 80 tests = 80 UOS and 80 contacts 600 tests annually for 10 mos. x 100% = 500 tests. 500 tests = 500 UOS and 500 contacts	580	580
Individual Risk Reduction Counseling 1 UOS = 1 hour 288 sessions annually for 2 mos. x 0.5 hr./session x 80% = UOS 288 sessions annually for 10 mos. x 0.5 hr./session x 100% = UOS 288 sessions annually for 2 mos. x 1 client/session x 80% = NOC 288 sessions annually for 10 mos. x 1 client/session x 100% = NOC	139	278
Prevention Case Management 1 UOS = 1 hour 480 sessions annually for 2 mos. x 1 hr./session x 80% = UOS 480 sessions annually for 10 mos. x 1 hr./session x 100% = UOS 480 sessions annually for 2 mos. x 1 client/session x 80% = NOC 480 sessions annually for 10 mos. x 1 client/session x 100% = NOC	464	464
Groups 1 UOS = 1 hour 207 groups annually for 2 mos. x 1.5 hr./group x 80% = UOS	300	1,000

207 groups annually for 10 mos. x 1.5 hr./group x 100% = UOS 207 groups annually for 2 mos. x 5 clients/group x 80% = NOC 207 groups annually for 10 mos. x 5 clients/group x 100% = NOC		
Shanti L.I.F.E. Program – Individual Risk Reduction Counseling 1 UOS = 1 hour 160 sessions annually for 2 mos. x 1 hr./session x 80% = UOS 160 sessions annually for 10 mos. x 1 hr./session x 100% = UOS 160 sessions annually for 2 mos. x 1 client/session x 80% = NOC 160 sessions annually for 10 mos. x 1 client/session x 100% = NOC	155	155
Shanti L.I.F.E. Program – Prevention Case Management 1 UOS = 1 hour 960 sessions annually for 2 mos. x 1.25 hr./session x 80% = UOS 960 sessions annually for 10 mos. x 1.25 hr./session x 100% = UOS 960 sessions annually for 2 mos. x 1 client/session x 80% = NOC 960 sessions annually for 10 mos. x 1 client/session x 100% = NOC	1,160	928
Shanti L.I.F.E. Program – Groups 1 UOS = 1 hour 45 groups annually for 2 mos. x 4 hrs./group x 80% = 24 UOS. 45 groups annually for 10 mos. x 4 hrs./group x 100% = 150 UOS. 5 groups annually for 2 mos. x 8 hrs./group x 80% = 5 UOS. 5 groups annually for 10 mos. x 8 hrs./group x 100% = 33 UOS. 48 groups annually for 2 mos. x 3.5 hrs./group x 80% = 22 UOS. 48 groups annually for 10 mos. x 3.5 hrs./group x 100% = 140 UOS 48 groups annually for 2 mos. x 2 hrs./group x 80% = 13 UOS. 48 groups annually for 10 mos. x 2 hrs./group x 100% = 80 UOS 48 groups annually for 2 mos. x 2.5 hrs./group x 80% = 16 UOS. 48 groups annually for 10 mos. x 2.5 hrs./group x 100% = 100 UOS 194 groups annually for 2 mos. x avg. 11 clients/group x 80% = NOC 194 groups annually for 10 mos. x avg. 11 clients/group x 100% = NOC	584	2,062
Shanti L.I.F.E. Program – Recruitment and Linkage 1 UOS = 1 hour 600 sessions annually for 2 mos. x .5 hr./session x 80% = UOS 600 sessions annually for 10 mos. x .5 hr./session x 100% = UOS 600 sessions annually for 2 mos. x 1 client/session x 80% = NOC 600 sessions annually for 10 mos. x 1 client/session x 100% = NOC	290	580

6. **Methodology** - Please see Appendix A-2, Section 6.

7. **Objectives and Measurements**

A. **Required Objectives**

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

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

Community-Based HIV Testing	
Citywide Goal	System of Prevention Objective
Increase status awareness	<ul style="list-style-type: none"> By 2013, HPS-supported programs will conduct a total of 30,000* HIV tests annually. By 2013, HPS-supported programs will identify a total of 400* new HIV cases annually. By 2017, 80% of HIV-negative/unknown status MSM, IDU, and TFMSM clients of HPS-supported programs will report having had an HIV test in the prior 6 months, as measured by self-report and the HIV-prevention names-based system. By 2017, 90% of people testing HIV-positive at HPS-supported programs will be offered partner services.**
Increase viral load suppression	<ul style="list-style-type: none"> By 2017, 90% of people testing HIV-positive at HPS-supported programs will be offered linkage to care.**
Maintain or increase levels of protected sex	<ul style="list-style-type: none"> By 2012, HPS-supported programs will distribute at least 1.6 million condoms annually.
Increase access to safer injection supplies	<ul style="list-style-type: none"> By 2012, HPS-supported programs will provide at least 2.5 million syringes annually.

HERR to Address Drivers	
Citywide Goal	System of Prevention Objective
Increase status awareness	<ul style="list-style-type: none"> By 2017, 90% of HIV-negative/unknown status clients of HPS-supported programs will be offered an HIV test. By 2017, 80% of HIV-negative/unknown status MSM, IDU, and TFMSM clients of HPS-supported programs will report having had an HIV test in the prior 6 months, as measured by self-report and data on linkage to testing.
Increase viral load suppression	<ul style="list-style-type: none"> By 2017, 90% of HIV-positive clients in HPS-supported programs who have not seen an HIV primary care provider in the prior 6 months will be offered linkage to care.* By 2017, 90% of HIV-positive clients in HPS-supported programs will have had at least 2 HIV primary medical care visits in the prior 12 months, at least 3 months apart, as measured by the AIDS Regional Information and Evaluation System (ARIES) and the HIV/AIDS Reporting System (HARS).
Maintain or increase levels of protected sex	<ul style="list-style-type: none"> By 2012, HPS-supported programs that address drivers will reduce drivers among clients. By 2012, HPS-supported programs will distribute at least 1.6 million condoms annually. (Optional) By 2012, HPS-supported programs aiming to increase protected sex among clients will show at least a 10% increase.
Increase access to safer	<ul style="list-style-type: none"> By 2012, HPS-supported programs will provide at least 2.5 million syringes annually.

HERR to Address Drivers	
Citywide Goal	System of Prevention Objective
injection supplies	

Category 3: PWP	
Citywide Goal	System of Prevention Objective
Increase status awareness	<ul style="list-style-type: none"> No required objectives for Category 3. Providers should link HIV-negative/unknown status sexual partners of clients to HIV testing as appropriate, but specific objectives are not required.
Increase viral load suppression	<ul style="list-style-type: none"> By 2017, 90% of HIV-positive clients in HPS-supported programs who have not seen an HIV primary care provider in the prior 6 months will be <u>offered</u> linkage to care.* By 2017, 90% of HIV-positive clients in HPS-supported programs will have had at least 2 HIV primary medical care visits in the prior 12 months, at least 3 months apart, as measured by the AIDS Regional Information and Evaluation System (ARIES) and the HIV/AIDS Reporting System (HARS). By 2013, all clients with unsuppressed viral load in HPS-supported PWP programs will receive at least one treatment adherence intervention. By 2017, 90% of clients in PWP programs taking HIV medications will have suppressed viral load 6 months after enrollment in PWP (or if not on treatment at the time of enrollment, 6 months after initiation of treatment), as measured by client charts, ARIES, or HARS.
Maintain or increase levels of protected sex	<ul style="list-style-type: none"> By 2012, HPS-supported programs will distribute at least 1.6 million condoms annually.
Increase access to safer injection supplies	<ul style="list-style-type: none"> By 2012, HPS-supported programs will provide at least 2.5 million syringes annually.

*Includes tests provided and new HIV cases identified by programs funded under Categories 1 and 4 – 7, and by other SFDPH-supported testing programs.

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

8. Continuous Quality Improvement - Please see Appendix A-2, Section 8.

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

2. **Nature of Document**

New Renewal Modification

3. **Goal Statement**

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

4. **Target Population**

The Syringe Access Collaborative (SAC) will provide syringe access and disposal services to intravenous drug users (IDUs) throughout San Francisco, regardless of gender, race/ethnicity, age, socioeconomic status, or geography. Each member agency of SAC has expertise with different populations within the broad category of IDUs. SFAF's Syringe Access Services (SAS) provides a high volume of services for a general adult IDU population; St. James Infirmary (SJI) provides services for sex workers of all genders including a transgender clinic; Asian & Pacific Islander Wellness Center (A&PIWC) provides exchange services at TRANS:THRIVE for transgender IDUs (who inject hormones as well as drugs); the Homeless Youth Alliance (HYA) offers services for young adults aged 13-29 living on the street in the Haight and female-identified IDUs in the Mission; and Glide's program will cover homeless and marginally housed people in the Tenderloin.

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

09/01/2011 – 06/30/2012

Units of Service (UOS) Description	Units of Service (UOS)	Number of Contacts (NOC)
Syringe Access Services 1 UOS = 1 hour 3,124 hours annually for 10 months x 80% = 2,083 UOS. 30,000 contacts annually for 10 months x 80% = 20,000 NOC.	2,083	20,000
Program Coordination/Bulk Purchase 1 UOS = 1 month of Program Coordination/Bulk Purchase services. 10 months x 80% = 8 UOS.	8	n/a

[Note: All UOS for 09/01/2011 – 06/30/2012 are allocated to Appendix B-6.]

07/01/2012 – 06/30/2013

Units of Service (UOS) Description	Units of Service (UOS)	Number of Contacts (NOC)
Syringe Access Services 1 UOS = 1 hour 3,124 hours annually for 2 months x 80% = 417 UOS. 3,124 hours annually for 10 months x 100% = 2,603 UOS. 30,000 contacts annually for 2 months x 80% = 4,000 NOC. 30,000 contacts annually for 10 months x 100% = 25,000 NOC.	3,020	29,000
Program Coordination/Bulk Purchase 1 UOS = 1 month of Program Coordination/Bulk Purchase services. 2 months x 80% = 2 UOS. 10 months x 100% = 10 UOS.	12	n/a

[Note: All UOS for 07/01/2012 – 06/30/2013 are allocated to Appendix B-6d.]

6. **Methodology** - Please see Appendix A-2, Section 6.

7. **Objectives and Measurements**

A. Required Objectives

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

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

Syringe Access Services	
System of Prevention Objective	SAC Objective
By 2012, HPS-supported programs will provide at least 2.5 million syringes annually.	<ul style="list-style-type: none"> ▪ By 2012, SAC will provide syringe access and disposal services to at least 30,000 contacts per year, as measured by the syringe access site data form, collected individually by each program at each exchange shift and synthesized by SFAF. ▪ By 2012, SAC will provide at least 2.3 million syringes annually, as measured by the syringe access site data form, collected individually by each program at each exchange shift and synthesized by SFAF.
By 2012, HPS-supported programs will distribute at	<ul style="list-style-type: none"> ▪ By 2012, SAC will distribute at least 100,000 condoms annually, as measured by the number condoms that are handed out by SFAF

Contractor: San Francisco AIDS Foundation

Appendix A-6

Program: Syringe Access Services

Contract Term: 09/01/11 through 06/30/13

Fiscal Year: 2011-2012

Funding Source: General Fund

2012-2013

CMS#: 7164

Syringe Access Services	
<i>least 1.6 mil. condoms annually.</i>	to SAC agencies each month.

8. Continuous Quality Improvement - Please see Appendix A-2, Section 8.

Appendix B
Calculation of Charges

1. Method of Payment

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

Contractor shall submit monthly invoices by the fifteenth (15th) working day of each month, in the format attached in Appendix F, based upon the number of units of service that were delivered in the immediately preceding month. All deliverables associated with the Services listed in Section 2 of Appendix A, times the unit rate as shown in the Program Budgets listed in Section 2 of Appendix B shall be reported on the invoice(s) each month. All charges under this Agreement shall be due and payable only after Services have been rendered and in no case in advance of such Services.

2. Program Budgets and Final Invoice

A. Program Budgets supporting the period 09/01/2011 –06/30/2013 may be found in the following Appendixes:

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

B. Contractor understands that, of the maximum dollar obligation listed in Section 5 of this Agreement, \$699,155 is included as a contingency amount and is neither to be used in Program Budgets attached to this Appendix, or available to Contractor without a modification to this Agreement executed in the same manner as this Agreement or a revision to the Program Budgets of Appendix B, which has been approved by Contract Administrator. Contractor further understands that no payment of any portion of this contingency amount will be made unless and until such modification or budget revision has been fully approved and executed in accordance with applicable City and Department of Public Health laws, regulations and policies/procedures and certification as to the availability of funds by Controller. Contractor agrees to fully comply with these laws, regulations, and policies/procedures.

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

Original Agreement	Federal CDC	\$53,166	09/01/11-06/14/12
Original Agreement	Federal CDC	\$1,826,548	09/01/11-12/31/12
Original Agreement	CCSF General Fund	\$3,619,919	09/01/11-06/30/13
Original Agreement	CCSF General Fund Childrens Fund	\$326,659	09/01/11-06/30/13
		<u>\$5,826,292</u>	
	Contingency	<u>\$699,155</u>	
		<u>\$6,525,447</u>	

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

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

D. A final closing invoice, clearly marked "FINAL," shall be submitted no later than forty-five (45) calendar days following the closing date of the Agreement, and shall include only those Services rendered during the referenced period of performance. If Services are not invoiced during this period, all unexpended funding set aside for this Agreement will revert to City. City's final reimbursement to the Contractor at the close of the Agreement period shall be adjusted to conform to actual units certified multiplied by the unit rates identified in the Program Budgets attached hereto, and shall not exceed the total amount authorized and certified for this Agreement.

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

A	B	C	D	E	F	G	H	I	J	K		
1	Check one:						Appendix B Page 3					
2	<input checked="" type="checkbox"/> New		<input type="checkbox"/> Renewal		<input type="checkbox"/> Modification		Appendix Term: 9/1/11 - 6/30/13					
3	If modification, Effective Date of Mod.				No. of Mod.							
4	FISCAL YEAR: 2011-12									DPH1		
5	LEGAL ENTITY/ ORGANIZATION NAME: San Francisco AIDS Foundation						VENDOR ID (DPH USE ONLY):					
6	LEGAL ENTITY CODE: (CBHS Only)											
7	CONTRACTOR/ PROVIDER NAME: San Francisco AIDS Foundation											
8	PROGRAM/ PROVIDER NAME: San Francisco AIDS Foundation											
9												
10	APPENDIX NUMBER (Narrative/ Budget)				A-1/B-1	A-1/B-1a	A-2/B-2	A-2/B-2a	A-3/B-3			
11	APPENDIX TERM:				9/1/2011- 6/14/2013	6/15/2012- 6/14/2013	9/1/2011- 12/31-2011	1/1/2012- 12/31/2012	9/1/2011- 6/30/2012	TOTALS		
12	EXPENSES:											
13	SALARIES & EMPLOYEE BENEFITS				21,274	21,243	169,097	507,289	207,512	926,415		
14	OPERATING EXPENSE				\$ 2,892	2,923	94,810	284,433	60,342	445,400		
15	CAPITAL OUTLAY (COST \$5,000 AND OVER)				0	0	0	0	0	0		
16	SUBTOTAL DIRECT COSTS				24,166	24,166	263,907	791,722	267,854	1,371,815		
17	INDIRECT COST AMOUNT:				2,417	2,417	26,391	79,172	26,785	137,182		
18	INDIRECT RATE :				10.0%	10.0%	10.0%	10.0%	10.0%			
19	TOTAL EXPENSES:				26,583	26,583	290,298	870,894	294,639	1,508,997		
20												
21	REVENUES:											
22												
23	HOUSING & URBAN DEVELOPMENT FUNDING SOURCES:											
33	TOTAL HOUSING & URBAN DEVELOPMENT FUNDING SOURCES											
34												
35	HIV PREVENTION SECTION (HPS) FUNDING SOURCES:											
36	CDC Grant (HIV Prevention Project)				26,583	26,583	290,298	870,894				
37	General Fund									294,639	294,639	
38	Other Funding Source (identify by name)											0
39	Children General Fund											0
40	TOTAL HIV PREVENTION SECTION FUNDING SOURCES				26,583	26,583	290,298	870,894	294,639	1,508,997		
41												
42	HIV HEALTH SERVICES (HHS) FUNDING SOURCES:											
49												
50	TOTAL HIV HEALTH SERVICES FUNDING SOURCES											
51												
52	CHPP FUNDING SOURCES:											
61	TOTAL CHPP FUNDING SOURCES											
62												
63	MCAH FUNDING SOURCES:											
80	TOTAL MCAH FUNDING SOURCES											
81												
82	TOTAL DPH REVENUES				26,583	26,583	290,298	870,894	294,639	1,508,997		
89	TOTAL OTHER/ NON-DPH REVENUE											0
90												
91	TOTAL REVENUES (DPH AND NON-DPH)				26,583	26,583	290,298	870,894	294,639	1,508,997		
92	Prepared by/Phone # Larry Zaparka / 415-487-3055											

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

A	B	C	D	E	F	G	H	I	J	K	
1	Check one:						Appendix B Page 4				
2	<input checked="" type="checkbox"/> New		<input type="checkbox"/> Renewal		<input type="checkbox"/> Modification		Appendix Term: 9/1/11 - 6/30/13				
3	If modification, Effective Date of Mod.				No. of Mod.						
4	FISCAL YEAR: 2011-12									DPH1	
5	LEGAL ENTITY/ ORGANIZATION NAME: San Francisco AIDS Foundation						VENDOR ID (DPH USE ONLY):				
6	LEGAL ENTITY CODE: (CBHS Only)										
7	CONTRACTOR/ PROVIDER NAME: San Francisco AIDS Foundation										
8	PROGRAM/ PROVIDER NAME: San Francisco AIDS Foundation										
9											
10	APPENDIX NUMBER (Narrative/ Budget)				A-3/B-3a	A-4/B-4	A-4/B-4a	A-5/B-5	A-5/B-5a		
11	APPENDIX TERM:				7/1/2012- 6/30/2013	9/1/2011- 12/31/2011	1/1/2012- 12/31/2012	9/1/2011- 6/30/2012	7/1/2012- 6/30/2013	TOTALS	
12	EXPENSES:										
13	SALARIES & EMPLOYEE BENEFITS				249,014	72,708	218,123	120,563	144,675	1,731,498	
14	OPERATING EXPENSE				72,411	\$ 78,509	235,529	338,335	368,958	1,539,142	
15	CAPITAL OUTLAY (COST \$5,000 AND OVER)				0	0	0	0	0	0	
16	SUBTOTAL DIRECT COSTS				321,425	151,217	453,652	458,898	513,633	4,642,455	
17	INDIRECT COST AMOUNT:				32,142	15,122	45,365	61,487	68,229	359,527	
18	INDIRECT RATE :				10.0%	10.0%	10.0%	13.4%	13.3%		
19	TOTAL EXPENSES:				353,567	166,339	499,017	520,385	581,862	3,630,167	
20											
21	REVENUES:										
22											
23											
24											
25											
26											
27											
28											
29											
30											
31											
32											
33											
34											
35	HIV PREVENTION SECTION (HPS) FUNDING SOURCES:										
36	CDC Grant (HIV Prevention Project)					166,339	499,017			1,879,714	
37	General Fund				353,567			520,385	581,862	1,750,453	
38	Other Funding Source (identify by name)									0	
39	Children General Fund									0	
40	TOTAL HIV PREVENTION SECTION FUNDING SOURCES				353,567	166,339	499,017	520,385	581,862	3,630,167	
41											
42	HIV HEALTH SERVICES (HHS) FUNDING SOURCES:										
43											
44											
45											
46											
47											
48											
49											
50	TOTAL HIV HEALTH SERVICES FUNDING SOURCES										
51											
52	CHPP FUNDING SOURCES:										
53											
54											
55											
56											
57											
58											
59											
60											
61	TOTAL CHPP FUNDING SOURCES										
62											
63	MCAH FUNDING SOURCES:										
64											
65											
66											
67											
68											
69											
70											
71											
72											
73											
74											
75											
76											
77											
78											
79											
80											
81											
82	TOTAL DPH REVENUES				353,567	166,339	499,017	520,385	581,862	3,630,167	
83	TOTAL OTHER/ NON-DPH REVENUE					0				0	
84											
85											
86											
87											
88											
89											
90											
91	TOTAL REVENUES (DPH AND NON-DPH)				353,567	166,339	499,017	520,385	581,862	3,630,167	
92	Prepared by/Phone # Larry Zapatka / 415-487-3055										

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

	A	B	C	D	E	F	G	H	I	J	K	
1	Check one:							Appendix B Page 5				
2	<input checked="" type="checkbox"/> New		<input type="checkbox"/> Renewal		<input type="checkbox"/> Modification			Appendix Term: 9/1/11 - 6/30/13				
3	If modification, Effective Date of Mod.				No. of Mod.							
4	FISCAL YEAR: 2011-12										DPH1	
5	LEGAL ENTITY/ ORGANIZATION NAME: San Francisco AIDS Foundation							VENDOR ID (DPH USE ONLY):				
6	LEGAL ENTITY CODE: (CBHS Only)											
7	CONTRACTOR/ PROVIDER NAME: San Francisco AIDS Foundation											
8	PROGRAM/ PROVIDER NAME: San Francisco AIDS Foundation											
9												
10	APPENDIX NUMBER (Narrative/ Budget)					A-6/B-6	A-6/B-6a	A/6/B-6b	A-6/B-6c	A-6/B-6d		
11	APPENDIX TERM:					9/1/2011-6/30/2012	9/1/2011-6/30/2012	9/1/2011-6/30/2012	9/1/2011-6/30/2012	7/1/2012-6/30/2013	TOTALS	
12	EXPENSES:											
13	SALARIES & EMPLOYEE BENEFITS					208,074	0	0	0	249,690	2,189,262	
14	OPERATING EXPENSE					\$ 564,432	68,665	60,407	5,912	677,318	2,915,876	
15	CAPITAL OUTLAY (COST \$5,000 AND OVER)					0	0	0	0	0	0	
16	SUBTOTAL DIRECT COSTS					772,506	68,665	60,407	5,912	927,008	9,747,593	
17	INDIRECT COST AMOUNT:					77,251	6,866	6,041	591	92,701	542,977	
18	INDIRECT RATE :					10.0%	10.0%	10.0%	10.0%	10.0%		
19	TOTAL EXPENSES:					849,757	75,531	66,448	6,503	1,019,709	5,648,115	
20												
21	REVENUES:											
22												
23	TOTAL HOUSING REVENUE FROM HOUSING SOURCES											
33	TOTAL HOUSING REVENUE FROM HOUSING SOURCES											
34												
35	HIV PREVENTION SECTION (HPS) FUNDING SOURCES:											
36	CDC Grant (HIV Prevention Project)					849,757				1,019,709	3,749,180	
37	General Fund										1,750,453	
38	Other Funding Source (identify by name)										0	
39	Children General Fund					75,531	66,448	6,503			148,482	
40	TOTAL HIV PREVENTION SECTION FUNDING SOURCES					849,757	75,531	66,448	6,503	1,019,709	5,648,115	
41												
42	HIV HEALTH SERVICES (HHS) FUNDING SOURCES:											
49												
50	TOTAL HIV HEALTH SERVICES FUNDING SOURCES						0				0	
51												
52	CHPP FUNDING SOURCES:											
61	TOTAL CHPP FUNDING SOURCES						0				0	
62												
63	MCAH FUNDING SOURCES:											
80	TOTAL MCAH FUNDING SOURCES						0				0	
81												
82	TOTAL DPH REVENUES					849,757	75,531	66,448	6,503	1,019,709	5,648,115	
89	TOTAL OTHER/ NON-DPH REVENUE						0				0	
90												
91	TOTAL REVENUES (DPH AND NON-DPH)					849,757	75,531	66,448	6,503	1,019,709	5,648,115	
92	Prepared by/Phone # Larry Zapatka / 415-487-3055											

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

	A	B	C	D	E	F	G	H	I	J	
1	Check one:						Appendix B Page 6				
2	[X] New [] Renewal [] Modif						Appendix Term: 9/1/11-6/30/13				
3	If modification, Effective Date of Mod. No. of Mod.										
4	FISCAL YEAR: 2011-12						DPH1				
5	LEGAL ENTITY/ ORGANIZATION NAME: San Francisco AIDS Foundation						VENDOR ID (DPH USE ONLY):				
6	LEGAL ENTITY CODE: (CBHS Only)										
7	CONTRACTOR/ PROVIDER NAME: San Francisco AIDS Foundation										
8	PROGRAM/ PROVIDER NAME: San Francisco AIDS Foundation										
9											
10	APPENDIX NUMBER (Narrative/ Budget)						A-6/B-6e	A-6/B-6f	A-6/B-6g		
11	APPENDIX TERM:						7/1/12-6/30/13	7/1/12-6/30/13	7/1/12-6/30/13	TOTALS	
12	EXPENSES:										
13	SALARIES & EMPLOYEE BENEFITS						0	0	0	2,189,262	
14	OPERATING EXPENSE						82,397	72,488	7,094	3,077,855	
15	CAPITAL OUTLAY (COST \$5,000 AND OVER)										
16	SUBTOTAL DIRECT COSTS						82,397	72,488	7,094	15,014,710	
17	INDIRECT COST AMOUNT:						8,240	7,249	709	559,175	
18	INDIRECT RATE :						10.0%	10.0%	10.0%		
19	TOTAL EXPENSES:						90,637	79,737	7,803	5,826,292	
20											
21	REVENUES:										
22											
23											
33	TOTAL FUNDING SOURCES										
34											
35	HIV PREVENTION SECTION (HPS) FUNDING SOURCES:										
36	CDC Grant (HIV Prevention Project)									3,749,180	
37	General Fund									1,750,453	
38	Other Funding Source (identify by name)									0	
39	Children General Fund						90,637	79,737	7,803	326,659	
40	TOTAL HIV PREVENTION SECTION FUNDING SOURCES:						90,637	79,737	7,803	5,826,292	
41											
42	HIV HEALTH SERVICES (HHS) FUNDING SOURCES:										
49											
50	TOTAL HIV HEALTH SERVICES FUNDING SOURCES:						0			0	
51											
52	CHPP FUNDING SOURCES:										
61	TOTAL CHPP FUNDING SOURCES						0			0	
62											
63	MCAH FUNDING SOURCES:										
80	TOTAL MCAH FUNDING SOURCES						0			0	
81											
82	TOTAL DPH REVENUES						90,637	79,737	7,803	5,826,292	
89	TOTAL OTHER/ NON-DPH REVENUE										
90											
91	TOTAL REVENUES (DPH AND NON-DPH)						90,637	79,737	7,803	5,826,292	
92	Prepared by/Phone # Larry Zapatka / 415-487-3055										

	A	B	C	D	E	F	G	H	I	
1	Contractor Name: San Francisco AIDS Foundation - Community-Based HIV Testing						Appendix B-1		Page 1	
2	Contract Term: 9/1/11-6/14/13						Appendix Term: 9/1/11-06/14/12			
3	Funding Source: CDC									
4										
5	SFDPH AIDS OFFICE CONTRACT									
6	UOS COST ALLOCATION BY SERVICE MODE									
7										
8	SERVICE MODES									
9	Personnel Expenses		Testing							
10	Position Titles	FTE	Salaries	% FTE	Salaries	% FTE	Salaries	% FTE	Contract Totals	
11	Magnet Director	0.10	6,333	100%					6,333	
12	HIV CTL Services Manager	0.24	10,963	100%					10,963	
13										
14										
15										
16										
17										
18										
19										
20										
21	Total FTE & Total Salaries	0.34	17,296	100%					17,296	
22	Fringe Benefits	23%	3,978	100%					3,978	
23	Total Personnel Expenses		21,274	100%					21,274	
24										
25	Operating Expenses		Expenditure	%	Expenditure	%			Contract Total	
26	Total Occupancy		2,616	100%					2,616	
27	Total Materials and Supplies		113	100%					113	
28	Total General Operating		163	100%					163	
29	Total Staff Travel									
30	Consultants/Subcontractor:									
31										
32	Other:									
33										
34										
35										
36										
37										
38										
39										
40	Total Operating Expenses		\$ 2,892	100%					\$ 2,892	
41										
42	Total Direct Expenses		24,166	100%					24,166	
43	Indirect Expenses 10%		2,417	100%					2,417	
44	TOTAL EXPENSES		\$ 26,583	100%					\$26,583	
45										
46	Number of Units of Service (UOS) per Service Mode		9.50						9.50	
47	Cost Per Unit of Service by Service Mode		\$2,798.21							
48	Number of Unduplicated Clients (UDC) per Service Mode									
49										
50	DPH #1A(1)								Rev. 05/2010	

BUDGET JUSTIFICATION
Community-Based HIV Testing

Salaries and Benefits

Magnet Director

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

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

.10 FTE x \$80,000 = \$8,000 per year/ 12 months = \$666.67/mo. x 9.5 months = \$ 6,333

HIV CTL Services Manager

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

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

.24 FTE x \$ 57,700 = \$51,930 per year/ 12 mo. = \$4,327.50/mo x 9.5 months = \$ 10,963

Total Salaries \$ 17,296

Total Benefits 23% of \$ 17,296 total salaries = \$ 3,978
 Social Security, Worker's Compensation, Health Benefits, Unemployment, State and Federal Taxes, Retirement Plan.

TOTAL SALARIES & BENEFITS \$ 21,274

Operating Expenses

Occupancy:

Rent:

SFAF is requesting reimbursement for rent expense at various locations throughout San Francisco, including the Magnet program location in the Castro district and SFAF's main offices at 1035 Market St. Other locations to be determined. Monthly estimate is based on SFAF's current rate of \$700 per FTE per month x 10.55 FTEs.

\$700 per month x .34 FTE x 9.5 months = \$ 2,261

Utilities:

Telephone expense based on SFAF's experience rate of \$69.00 per FTE per

\$69 per month x .34 FTE x 9.5 months = \$ 223

Maintenance

Building maintenance & repair

\$18.74 per month x 9.5 months = \$ 132

Total Occupancy: \$ 2,616

Materials and Supplies:

Office Supplies/Postage:

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

$$\$35 \text{ per month} \times .34 \text{ FTE} \times 9.5 \text{ months} = \$ 113$$

Total Materials and Supplies: \$ 113

General Operating:

Insurance:

Occupancy insurance expense based on SFAF's experience rate of \$50.00 per FTE per month.

$$\$50.47 \text{ per month} \times .34 \text{ FTE} \times 9.5 \text{ months} = \$ 163$$

Total General Operating: \$ 163

Staff Travel (Local & Out of Town):

Total Staff Travel: \$ -

Consultants/Subcontractors:

Total Consultants/Subcontractors: \$ -

Other:

Total Other: \$ -

TOTAL OPERATING EXPENSES \$ 2,892

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

Total Capital Expenditures: \$ -

TOTAL DIRECT COSTS \$ 24,166

INDIRECT COSTS

Indirect expenses for the San Francisco AIDS Foundation are approximately 17% of operating costs. SFAF requests reimbursement at 12% of the total direct costs in this proposal to cover operating expenses incurred by the Foundation, including finance and administrative staff, building maintenance, equipment rental & maintenance and information technology services.

$$10\% \text{ of Total Expense } \$24,166 = \underline{\underline{\$ 2,417}}$$

TOTAL INDIRECT COSTS	<u>\$</u>	<u>2,417</u>
APPENDIX TOTAL	\$	26,583

	A	B	C	D	E	F	G	H	I
1	Contractor Name: San Francisco AIDS Foundation - Community -Based HIV Testing						Appendix B-1a		Page 1
2	Contract Term: 9/1/11-12/31/12						Appendix Term: 6/15/12-06/14/13		
3	Funding Source: CDC								
4									
5	SFDPH AIDS OFFICE CONTRACT								
6	UOS COST ALLOCATION BY SERVICE MODE								
7									
8	SERVICE MODES								
9	Personnel Expenses		Testing						Contract Totals
10	Position Titles	FTE	Salaries	% FTE	Salaries	% FTE	Salaries	% FTE	
11	Magnet Director	0.05	4,000	100%					4,000
12	HIV CTL Services Manager	0.23	13,271	100%					13,271
13									
14									
15									
16									
17									
18									
19									
20									
21	Total FTE & Total Salaries	0.28	17,271	100%					17,271
22	Fringe Benefits	23%	3,972	100%					3,972
23	Total Personnel Expenses		21,243	100%					21,243
24									
25	Operating Expenses		Expenditure	%	Expenditure	%			Contract Total
26	Total Occupancy		2,584	100%					2,584
27	Total Materials and Supplies		118	100%					118
28	Total General Operating		221	100%					221
29	Total Staff Travel								
30	Consultants/Subcontractor:								
31									
32	Other:								
33									
34									
35									
36									
37									
38									
39									
40	Total Operating Expenses		\$ 2,923	100%					\$ 2,923
41									
42	Total Direct Expenses		24,166	100%					24,166
43	Indirect Expenses 10%		2,417	100%					2,417
44	TOTAL EXPENSES		\$ 26,583	100%					\$26,583
45									
46	Number of Units of Service (UOS) per Service Mode		12						12
47	Cost Per Unit of Service by Service Mode		\$2,215.25						
48	Number of Unduplicated Clients (UDC) per Service Mode								
49									
50	DPH #1A(1)								Rev. 05/2010

BUDGET JUSTIFICATION
Community-Based HIV Testing

Salaries and Benefits

Magnet Director

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

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

.05 FTE x \$80,000 = \$4,000 per year = \$ 4,000

HIV CTL Services Manager

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

Minimum Qualifications: Bachelor's Degree, certified HIV test counselor and State

.23 FTE x \$ 57,700 = \$13,271 = \$ 13,271

Total Salaries \$ 17,271

Total Benefits 23% of \$ 17,271 total salaries = \$ 3,972

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

TOTAL SALARIES & BENEFITS \$ 21,243

Operating Expenses

Occupancy:

Rent:

SFAF is requesting reimbursement for rent expense at various locations throughout San Francisco, including the Magnet program location in the Castro district and SFAF's main offices at 1035 Market St. Other locations to be determined. Monthly estimate is based on SFAF's current rate of \$700 per FTE per month x 10.55 FTEs.

\$700 per month x .28 FTE x 12 months = \$ 2,352

Utilities:

Telephone expense based on SFAF's experience rate of \$69.00 per FTE per

\$69 per month x .28 FTE x 12 months = \$ 232

Total Occupancy: \$ 2,584

Materials and Supplies:

Office Supplies/Postage:

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

\$35 per month x .28 FTE x 12 months = \$ 118

Total Materials and Supplies: \$ 118

General Operating:

Insurance:

Occupancy insurance expense based on SFAF's experience rate of \$50.00 per FTE per month.

\$50.59 per month x .28 FTE x 12 months = \$ 170

Equipment Lease & Maintenance

Equipment leasing & maintenance expense = \$ 51

Total General Operating: \$ 221

Staff Travel (Local & Out of Town):

Total Staff Travel: \$ -

Consultants/Subcontractors:

Total Consultants/Subcontractors: \$ -

Other:

Total Other: \$ -

TOTAL OPERATING EXPENSES \$ 2,923

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

Total Capital Expenditures: \$ -

TOTAL DIRECT COSTS \$ 24,166

INDIRECT COSTS

Indirect expenses for the San Francisco AIDS Foundation are approximately 17% of operating costs. SFAF requests reimbursement at 12% of the total direct costs in this proposal to cover operating expenses incurred by the Foundation, including finance and administrative staff, building maintenance, equipment rental & maintenance and information technology services.

10% of Total Expense \$24,166= \$ 2,417

TOTAL INDIRECT COSTS	\$	2,417
APPENDIX TOTAL	\$	26,583

	A	B	C	D	E	F	G	H	I	
1	Contractor Name: San Francisco AIDS Foundation- Community-Based HIV Testing						Appendix B-2		Page 1	
2	Contract Term: 9/1/11-12/31/12						Appendix Term: 9/1/11-12/31/11			
3	Funding Source: CDC									
4										
5	SFDPH AIDS OFFICE CONTRACT									
6	UOS COST ALLOCATION BY SERVICE MODE									
7										
8	SERVICE MODES									
9	Personnel Expenses		Testing							
10	Position Titles	FTE	Salaries	% FTE	Salaries	% FTE	Salaries	% FTE	Contract Totals	
11	Magnet Director	0.10	2,667	100%					2,667	
12	Director of Government Contracts	0.05	1,333	100%					1,333	
13	Evaluation Director	0.10	2,667	100%					2,667	
14	HIV CTL Services Manager	0.90	17,310	100%					17,310	
15	HIV Coordinator	0.90	12,000	100%					12,000	
16	Receptionist	1.80	21,000	100%					21,000	
17	Phlebotomist	4.00	50,500	100%					50,500	
18	Data Manager	0.90	12,000	100%					12,000	
19	HIV Counselor	0.90	6,000	100%					6,000	
20	Volunteer Coordinator	0.90	12,000	100%					12,000	
21	Total FTE & Total Salaries	10.55	137,477	100%					137,477	
22	Fringe Benefits	23%	31,620	100%					31,620	
23	Total Personnel Expenses		169,097	100%					169,097	
24										
25	Operating Expenses		Expenditure	%	Expenditure	%			Contract Total	
26	Total Occupancy		32,451	100%					32,451	
27	Total Materials and Supplies		14,063	100%					14,063	
28	Total General Operating		6,587	100%					6,587	
29	Total Staff Travel		1,687	100%					1,687	
30	Consultants/Subcontractor:		37,858	100%					37,858	
31										
32	Other:		2,164	100%					2,164	
33										
34										
35										
36										
37										
38										
39										
40	Total Operating Expenses		\$ 94,810	100%					\$ 94,810	
41										
42	Total Direct Expenses		263,907	100%					263,907	
43	Indirect Expenses 10%		26,391	100%					26,391	
44	TOTAL EXPENSES		\$ 290,298	100%					\$290,298	
45										
46	Number of Units of Service (UOS) per Service Mode		2,587						2,587	
47	Cost Per Unit of Service by Service Mode		\$112.21							
48	Number of Unduplicated Clients (UDC) per Service Mode									
49										
50	DPH #1A(1)								Rev. 05/2010	

BUDGET JUSTIFICATION Community-Based HIV Testing

Salaries and Benefits

Magnet Director

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

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

.10 FTE x \$80,000 = \$8,000 per year/ 12 months = \$666.67/mo. x 4 months = \$ 2,667

Director of Government Contracts

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

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

.05 FTE x \$80,000 = \$8,000 per year/ 12 months = \$333.34/mo. x 4 months = \$ 1,333

Evaluation Director

Responsible for the development of monitoring and evaluation systems, processes and tools to ensure foundation programs are rigorously evaluated for process and health outcomes and public health impact. Provides technical expertise and guidance to program and policy staff to design, develop, execute and measure key activities to achieve our strategic goals. Develops and delivers training and technical assistance to, and builds capacity among, program leads for monitoring and evaluating programs.

Minimum Qualifications: Masters in social or health sciences with 5 years experience in program in program evaluation required. Ph.D preferred. Experience with quantitative & qualitative research methods in prevention, health services and policy analysis is essential. Experience in HIV/AIDS or related field is desired

.10 FTE x \$80,000 = \$8,000 per year/ 12 months = \$666.67/mo. x 4 months = \$ 2,667

HIV CTL Services Manager

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

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

.90 FTE x \$ 57,700 = \$51,930 per year/ 12 mo. = \$4,327.50/mo x 4 months = \$ 17,310

HIV Coordinator

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

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

.90 FTE x \$ 40,000 = \$36,000 per year/ 12 mo = \$3,000/mo. x 4 months = \$ 12,000

Receptionist

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

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

1.80 FTE x \$ 35,000 = \$63,000 per year/12 mo. = \$5,250/mo x 4 months = \$ 21,000

Phlebotomist

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

Minimum Qualifications: State certified phlebotomist.

4.0 FTE x \$ 37,875 = \$151,500 per year/12 mo= \$12,625/mo. x 4 months = \$ 50,500

Data Manager

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

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

.90 FTE x \$ 40,000 = \$36,000per year/12 mo. = \$3,000/mo. x 4 months = \$ 12,000

HIV Counselor

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

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

.90 FTE x \$ 20,000 = \$18,000 per year/12 mo. = \$1,500/mo. x 4 months = \$ 6,000

Volunteer Coordinator

Responsible for recruiting, training, and supervising volunteers.

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

Annual Salary \$ 40,000 x 0.90 FTE x 4 months = \$ 12,000

Total Salaries \$ 137,477

Total Benefits 23% of \$ 137,477 total salaries = \$ 31,620

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

TOTAL SALARIES & BENEFITS \$ 169,097

Operating Expenses

Occupancy:

Rent:

SFAF is requesting reimbursement for rent expense at various locations throughout San Francisco, including the Magnet program location in the Castro district and SFAF's main offices at 1035 Market St. Other locations to be determined. Monthly estimate is based on SFAF's current rate of \$700 per FTE

$$\$700 \text{ per month} \times 10.55 \text{ FTE} \times 4 \text{ months} = \$ 29,540$$

Utilities:

Telephone expense based on SFAF's experience rate of \$69.00 per FTE per

$$\$69 \text{ per month} \times 10.55 \text{ FTE} \times 4 \text{ months} = \$ 2,911$$

Total Occupancy: \$ 32,451

Materials and Supplies:

Office Supplies/Postage:

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

$$\$35 \text{ per month} \times 10.55 \text{ FTE} \times 4 \text{ months} = \$ 1,477$$

Program/Medical Supplies:

Condoms and lubricant to distribute to clients.

$$\begin{aligned} 70,662 \text{ condoms} \times \$0.08 \text{ per condom} &= \$ 5,653 \\ 4,000 \text{ Pleasure Plus condoms} \times \$0.60 \text{ per condom} &= \$ 2,400 \\ 3,000 \text{ female condoms} \times \$0.90 \text{ per condom} &= \$ 2,700 \\ 16,663 \text{ lubricant packets} \times \$0.11 \text{ per packet} &= \$ 1,833 \end{aligned}$$

Total Materials and Supplies: \$ 14,063

General Operating:

Insurance:

Occupancy insurance expense based on SFAF's experience rate of \$50.00 per FTE per month.

$$\$50 \text{ per month} \times 10.55 \text{ FTE} \times 4 \text{ months} = \$ 2,110$$

Outside Storage:

Storage expense based on SFAF's experience rate of \$5.10 per FTE per month.

$$\$5.10 \text{ per month} \times 10.55 \text{ FTE} \times 4 \text{ months} = \$ 215$$

Rental/Maintenance of Equipment:

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

$$\begin{aligned} \text{Rental} - \$59 \text{ per month} \times 10.55 \text{ FTE} \times 4 \text{ months} &= \$ 2,490 \\ \text{Maintenance} - \$42 \text{ per month} \times 10.55 \text{ FTE} \times 4 \text{ months} &= \$ 1,772 \end{aligned}$$

Total General Operating: \$ 6,587

Staff Travel (Local & Out of Town):

7 monthly MUNI passes for staff to travel to multiple testing locations plus single trips for other staff when required.

7 monthly passes x \$60 per pass x 4 months = \$ 1,680
 Approximately 4 single trips = \$ 7

Total Staff Travel: \$ 1,687

Consultants/Subcontractors:

St. James Infirmary

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

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

0.5 FTE x \$31,400 per year x 4/12 months = \$ 5,234

Phlebotomist: Certified for specimen collection

.25 FTE x \$47,840 per year x 4/12 months = \$ 3,987

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

20% of \$ 9,221 total salaries = \$ 1,844

Payroll & Accounting Services: Agency expense budgeted at \$30,000 per year. Requesting 8% of annual cost.

approx. 6% x \$30,000 x 4/12 months = \$ 602

Glide

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

0.30 FTE x \$59,216 per year x 4/12 months = \$ 5,922

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

0.15 FTE x \$31,200 per year x 4/12 months = \$ 1,560

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

0.15 FTE x \$31,200 per year x 4/12 months = \$ 1,560

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

25% of \$ 27,125 total salaries x 4/12 months = \$ 2,261

Supplies: Programatic and administrative supplies. \$ 167

Staff Training/Travel: Trainings for staff to keep current on related issues \$ 197

ISIS, Inc.

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

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

0.08 FTE x \$89,663 per year x 4/12 months = \$ 2,391

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

0.18 FTE x \$73,800 per year x 4/12 months = \$ 4,428

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

0.20 FTE x \$32,000 per year x 4/12 months = \$ 2,133

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

25% of \$ 26,857 total salaries x 4/12 months = \$ 2,238

Engineering: For developing text message platform and maintenance. \$ 3,333

Total Consultants/Subcontractors: \$ 37,858

Other:

Advertising & Media:

SFAF will hold two focus groups to gather information regarding the most effective advertising design for testing services. SFAF will use that information to create and place ads in various media outlets.

Print ads in newspapers and magazines 4 ads x \$500 = \$ 2,000

Outreach fliers 1,640 x .10/each = \$ 164

Total Other: \$ 2,164

TOTAL OPERATING EXPENSES \$ 94,810

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

Total Capital Expenditures:

\$ -

TOTAL DIRECT COSTS

\$ 263,907

INDIRECT COSTS

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

10% of Total Expense \$263,907= \$ 26,391

TOTAL INDIRECT COSTS

\$ 26,391

APPENDIX TOTAL

\$ 290,298

	A	B	C	D	E	F	G	H	I	
1	Contractor Name: San Francisco AIDS Foundation - Community						Appendix B-2a		Page 1	
2	Contract Term: 9/1/2011-12/31/12						Appendix Term: 1/1/2012-12/31/2012			
3	Funding Source: CDC									
4										
5	SFDPH AIDS OFFICE CONTRACT									
6	UOS COST ALLOCATION BY SERVICE MODE									
7										
8										

		SERVICE MODES								
Personnel Expenses		Testing								Contract Totals
Position Titles	FTE	Salaries	% FTE	Salaries	% FTE	Salaries	% FTE	Salaries	% FTE	Contract Totals
Magnet Director	0.10	8,000	100%							8,000
Director of Government Contracts	0.05	4,000	100%							4,000
Evaluation Director	0.10	8,000	100%							8,000
HIV CTL Services Manager	0.90	51,930	100%							51,930
HIV Coordinator	0.90	36,000	100%							36,000
Receptionist	1.80	63,000	100%							63,000
Phlebotomist	4.00	151,500	100%							151,500
Data Manager	0.90	36,000	100%							36,000
HIV Counselor	0.90	18,000	100%							18,000
Volunteer Coordinator	0.90	36,000	100%							36,000
Total FTE & Total Salaries	10.55	412,430	100%							412,430
Fringe Benefits	23%	94,859	100%							94,859
Total Personnel Expenses		507,289	100%							507,289
24										
Operating Expenses		Expenditure	%	Expenditure	%					Contract Total
Total Occupancy		97,355	100%							97,355
Total Materials and Supplies		42,191	100%							42,191
Total General Operating		19,762	100%							19,762
Total Staff Travel		5,054	100%							5,054
Consultants/Subcontractor:		113,571	100%							113,571
31										
32 Other:		6,500	100%							6,500
33										
34										
35										
36										
37										
38										
39										
40 Total Operating Expenses		\$ 284,433	100%							\$ 284,433
41										
42 Total Direct Expenses		791,722	100%							791,722
43 Indirect Expenses 10%		79,172	100%							79,172
44 TOTAL EXPENSES		\$ 870,894	100%							\$870,894
45										
46 Number of Units of Service (UOS) per Service Mode		8,406								8,406
47 Cost Per Unit of Service by Service Mode		\$103.60								
48 Number of Unduplicated Clients (UDC) per Service Mode										
49										
50 DPH #1A(1)										Rev. 05/2010

BUDGET JUSTIFICATION Community-Based HIV Testing

Salaries and Benefits

Magnet Director

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

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

Annual Salary \$ 80,000 x 0.10 FTE = \$ 8,000

Director of Government Contracts

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

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

Annual Salary \$ 80,000 x 0.05 FTE = \$ 4,000

Evaluation Director

Responsible for the development of monitoring and evaluation systems, processes and tools to ensure foundation programs are rigorously evaluated for process and health outcomes and public health impact. Provides technical expertise and guidance to program and policy staff to design, develop, execute and measure key activities to achieve our strategic goals. Develops and delivers training and technical assistance to, and builds capacity among, program leads for monitoring and evaluating programs.

Minimum Qualifications: Masters in social or health sciences with 5 years experience in program in program evaluation required. Ph.D preferred. Experience with quantitative & qualitative research methods in prevention, health services and policy analysis is essential. Experience in HIV/AIDS or related field is desired.

Annual Salary \$ 80,000 x 0.10 FTE = \$ 8,000

HIV CTL Services Manager

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

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

Annual Salary \$ 57,700 x 0.90 FTE = \$ 51,930

HIV Coordinator

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

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

Annual Salary \$ 40,000 x 0.90 FTE = \$ 36,000

Receptionist

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

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

Annual Salary \$ 35,000 x 1.80 FTE = \$ 63,000

Phlebotomist

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

Minimum Qualifications: State certified phlebotomist.

Annual Salary \$ 37,875 x 4.00 FTE = \$ 151,500

Data Manager

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

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

Annual Salary \$ 40,000 x 0.90 FTE = \$ 36,000

HIV Counselor

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

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

Annual Salary \$ 20,000 x 0.90 FTE = \$ 18,000

Volunteer Coordinator

Responsible for recruiting, training, and supervising volunteers.

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

Annual Salary \$ 40,000 x 0.90 FTE = \$ 36,000

Total Salaries \$ 412,430

Total Benefits 23% of \$ 412,430 total salaries = \$ 94,859

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

TOTAL SALARIES & BENEFITS \$ 507,289

Operating Expenses

Occupancy:

Rent:

SFAF is requesting reimbursement for rent expense at various locations throughout San Francisco, including the Magnet program location in the Castro district and SFAF's main offices at 1035 Market St. Other locations to be determined. Monthly estimate is based on SFAF's current rate of \$700 per FTE
 $\$700 \text{ per month} \times 10.55 \text{ FTE} \times 12 \text{ months} = \$ 88,620$

Utilities:

Telephone expense based on SFAF's experience rate of \$69.00 per FTE per month.
 $\$69 \text{ per month} \times 10.55 \text{ FTE} \times 12 \text{ months} = \$ 8,735$

Total Occupancy: **\$ 97,355**

Materials and Supplies:

Office Supplies/Postage:

Office supplies/postage expense based on SFAF's experience rate of \$35.00 per FTE per month.
 $\$35 \text{ per month} \times 10.55 \text{ FTE} \times 12 \text{ months} = \$ 4,431$

Program/Medical Supplies:

Condoms and lubricant to distribute to clients.
 $212,000 \text{ condoms} \times \$0.08 \text{ per condom} = \$ 16,960$
 $12,000 \text{ Pleasure Plus condoms} \times \$0.60 \text{ per condom} = \$ 7,200$
 $9,000 \text{ female condoms} \times \$0.90 \text{ per condom} = \$ 8,100$
 $50,000 \text{ lubricant packets} \times \$0.11 \text{ per packet} = \$ 5,500$

Total Materials and Supplies: **\$ 42,191**

General Operating:

Insurance:

Occupancy insurance expense based on SFAF's experience rate of \$50.00 per FTE per month.
 $\$50 \text{ per month} \times 10.55 \text{ FTE} \times 12 \text{ months} = \$ 6,330$

Outside Storage:

Storage expense based on SFAF's experience rate of \$5.10 per FTE per month.
 $\$5.10 \text{ per month} \times 10.55 \text{ FTE} \times 12 \text{ months} = \$ 645$

Rental/Maintenance of Equipment:

Equipment rental expense based on SFAF's experience rate of \$59.00 per FTE per month. Equipment maintenance expense based on SFAF's experience rate of \$42.00 per FTE per month.
 $\text{Rental} - \$59 \text{ per month} \times 10.55 \text{ FTE} \times 12 \text{ months} = \$ 7,469$
 $\text{Maintenance} - \$42 \text{ per month} \times 10.55 \text{ FTE} \times 12 \text{ months} = \$ 5,317$

Total General Operating: **\$ 19,762**

Staff Travel (Local & Out of Town):

7 monthly MUNI passes for staff to travel to multiple testing locations plus single trips for other staff when required.
 $7 \text{ monthly passes} \times \$60 \text{ per pass} \times 12 \text{ months} = \$ 5,040$
 Single trips \$ 14

Total Staff Travel: **\$ 5,054**

Consultants/Subcontractors:

St. James Infirmary

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

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

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

Phlebotomist: Certified for specimen collection

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

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

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

Payroll & Accounting Services: Agency expense budgeted at \$30,000 per year. Requesting 8% of annual cost.

6% x \$30,000 = \$ 1,808

Glide

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

0.30 FTE x \$59,216 per year = \$ 17,765

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

0.15 FTE x \$31,200 per year = \$ 4,680

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

0.15 FTE x \$31,200 per year = \$ 4,680

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

25% of \$ 27,125 total salaries = \$ 6,781

Supplies: Programatic and administrative supplies.

\$ 500

Staff Training/Travel: Trainings for staff to keep current on related issues

\$ 594

ISIS, Inc.

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

Deputy Director: Provides overall leadership and direction and is responsible for project deliverables. *Minimum Qualifications:* Masters in health services.
0.08 FTE x \$89,663 per year = \$ 7,173

Program Manager: Responsible for day to day activities including reporting, managing consultants and text message development. *Minimum Qualifications:* Masters in health services.
0.18 FTE x \$73,800 per year = \$ 13,284

Program Assistant: Responsible for all administrative activities, loading text messages and tech problem solving. *Minimum Qualifications:* High school diploma or equivalency.
0.20 FTE x \$32,000 per year = \$ 6,400

Benefits: Social Security, Worker's Compensation, Health Benefits, Unemployment, State and Federal Taxes, Retirement Plan.
25% of \$ 26,857 total salaries = \$ 6,714

Engineering: For developing text message platform and maintenance. \$ 10,000

Total Consultants/Subcontractors: \$ 113,571

Other:

Advertising & Media:

SFAF will hold two focus groups to gather information regarding the most effective advertising design for testing services. SFAF will use that information to create and place ads in various media outlets.

Print ads in newspapers and magazines 12 ads x \$500/ad = \$ 6,000
Outreach fliers 5,000 x .10/each = \$ 500

Total Other: \$ 6,500

TOTAL OPERATING EXPENSES \$ 284,433

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

Total Capital Expenditures: \$ -

TOTAL DIRECT COSTS \$ 791,722

INDIRECT COSTS

Indirect expenses for the San Francisco AIDS Foundation are approximately 17% of operating costs. SFAF requests reimbursement at 12% of the total direct costs in this proposal to cover operating expenses incurred by the Foundation, including finance and administrative staff, building maintenance, equipment rental & maintenance and information technology services.

\$791,722 x 10% = \$ 79,172

TOTAL INDIRECT COSTS \$ 79,172

APPENDIX TOTAL \$ 870,894

		SERVICE MODES								
Personnel Expenses		Recruitment & Linkages		Events		Groups				Page Total
Position Titles	FTE	Salaries	% FTE	Salaries	% FTE	Salaries	% FTE			
11	Vice-President of Program & Services	0.05	1,333	20%	1,400	21%	933	0.14	3,666	
12	Director of Behavioral Health	0.05	910	23%	910	23%	871	0.22	2,691	
13	Director of Government Contracts	0.05	733	22%	600	18%	767	0.23	2,100	
14	Evaluation Director	0.10	1,067	16%	800	12%	1,533	0.23	3,400	
15	Stonewall Director	0.20	1,595	11%	1,595	11%	2,465	0.17	5,655	
16	Associate Stonewall Director	0.15	788	9%	787	9%	2,188	0.25	3,763	
17	Health Educator	0.80	8,320	26%	8,320	26%	3,200	0.10	19,840	
18	Project Assistant	0.70	3,547	16%	3,547	16%	3,990	0.18	11,084	
19	Speed Project Coordinator	0.90	9,720	27%	9,720	27%	3,600	0.10	23,040	
20	Counselor I/II	0.80	7,973	23%	4,506	13%	11,440	0.33	23,919	
21										
22										
23	Total FTE & Total Salaries	3.80	35,986	21%	32,185	19%	30,987	18%	99,158	
24	Fringe Benefits	23%	8,277	21%	7,403	19%	7,127	18%	22,807	
25	Total Personnel Expenses		44,263	21%	39,588	19%	38,114	18%	121,965	
26										
Operating Expenses		Expenditure	%	Expenditure	%					Page Total
28	Total Occupancy	6,137	21%	5,552	19%	5,260	18%			16,949
29	Total Materials and Supplies	2,249	21%	2,035	19%	1,928	18%			6,212
30	Total General Operating	1,246	21%	1,127	19%	1,068	18%			3,441
31	Total Staff Travel	350	21%	317	19%	300	18%			967
32	Consultants/Subcontractor:	1,067	21%	966	19%	915	18%			2,948
33										
34	Other:	1,623	21%	1,468	19%	1,391	18%			4,482
35										
36										
37										
38										
39										
40										
41										
42	Total Operating Expenses	\$ 12,672	21%	\$ 11,465	19%	10,862	18%	\$		34,999
43										
44	Total Direct Expenses		56,935	21%	51,053	19%	48,976	0.18	156,964	
45	Indirect Expenses	10%	5,693	21%	5,105	19%	4,898	0.18	15,696	
46	TOTAL EXPENSES		\$ 62,628	36%	\$ 56,158	19%	53,874	18%	\$172,660	
47										
48	Number of Units of Service (UOS) per Service Mode		480		23		276		779	
49	Cost Per Unit of Service by Service Mode		\$130.48		2441.65		195.20			
50	Number of Unduplicated Clients (UDC) per Service Mode									

	A	B	C	D	E	F	G	H	I
1	Contractor Name: San Francisco AIDS Foundation - Stonewall Project					Appendix B-3		Page 2	
2	Contract Term: 9/1/11-6/30/13					Appendix Term: 9/1/11-6/30/12			
3	Funding Source: General Fund								
4									
5	SFDPH AIDS OFFICE CONTRACT								
6	UOS COST ALLOCATION BY SERVICE MODE								
7									
8									
9	Personnel Expenses		SERVICE MODES						
10	Position Titles	FTE	IRRC		PCM		Social Marketing		Cumulative Total
11	Vice-President of Program & Services	0.05	Salaries	% FTE	Salaries	% FTE	Salaries	% FTE	
12	Director of Behavioral Health	0.05	600	9%	800	12%	1,267	0.19	6,333
13	Director of Government Contracts	0.05	435	12%	119	3%	515	0.13	3,760
14	Evaluation Director	0.10	300	9%	400	12%	367	0.11	3,167
15	Stonewall Director	0.20	600	9%	800	12%	1,533	0.23	6,333
16	Associate Stonewall Director	0.20	2,320	18%	2,900	20%	2,030	0.14	12,905
17	Health Educator	0.15	1,575	19%	1,750	20%	1,225	0.14	8,313
18	Project Assistant	0.80	1,920	6%	0	0%	8,000	0.25	29,760
19	Speed Project Coordinator	0.70	1,995	9%	2,660	12%	5,320	0.24	21,059
20	Speed Project Coordinator	0.90	2,160	6%	0	0%	8,640	0.24	33,840
21	Counselor I/II	0.80	2,080	6%	6,587	19%	693	0.02	33,279
22									0
23	Total FTE & Total Salaries	3.80	13,985	9%	16,016	9%	29,590	18%	158,749
24	Fringe Benefits	23%	3,217	9%	3,682	9%	6,806	18%	36,512
25	Total Personnel Expenses		17,202	9%	19,698	9%	36,396	18%	195,261
26									
27	Operating Expenses		Expenditure	%	Expenditure	%			Page Total
28	Total Occupancy		2,630	10%	2,630	9%	5,260	18%	27,469
29	Total Materials and Supplies		964	10%	964	9%	1,928	18%	10,068
30	Total General Operating		533	10%	533	9%	1,068	18%	5,575
31	Total Staff Travel		150	10%	150	9%	300	18%	1,567
32	Consultants/Subcontractor:		457	10%	457	9%	915	18%	4,777
33									
34	Other:		696	10%	696	9%	1,391	18%	7,265
35									
36									
37									
38									
39									
40									
41									
42	Total Operating Expenses		\$ 5,430	9%	\$ 5,430	9%	10,862	18%	\$ 56,721
43									
44	Total Direct Expenses		22,632	9%	25,126	9%	47,258	18%	251,982
45	Indirect Expenses	10%	2,263	9%	2,513	9%	4,726	18%	25,198
46	TOTAL EXPENSES		\$ 24,895	9%	\$ 27,641	9%	51,984	18%	\$277,180
47									
48	Number of Units of Service (UOS) per Service Mode		160		240		8		1,187
49	Cost Per Unit of Service by Service Mode		\$155.59		115.17		6498.00		
50	Number of Unduplicated Clients (UDC) per Service Mode								
51									
52	DPH #1A(1)								Rev. 05/2010

	A	B	C	D	E	F	G	H	I	
1	Contractor Name: San Francisco AIDS Foundation - Stonewall Project						Appendix B-3		Page 3	
2	Contract Term: 9/1/11-6/30/13						Appendix Term: 9/1/11-6/30/12			
3	Funding Source: General Fund									
4										
5	SFDPH AIDS OFFICE CONTRACT									
6	UOS COST ALLOCATION BY SERVICE MODE									
7										
8	SERVICE MODES									
9	Personnel Expenses		Condom distribution		Training				Contract Totals	
10	Position Titles	FTE	Salaries	% FTE	Salaries	% FTE	Salaries	% FTE		
11	Vice-President of Program & Services	0.05	200	3%	134	2%			6,667	
12	Director of Behavioral Health	0.05	119	3%	79	2%			3,958	
13	Director of Government Contracts	0.05	100	3%	66	2%			3,333	
14	Evaluation Director	0.10	200	3%	134	2%			6,667	
15	Stonewall Director	0.20	870	6%	726	5%			14,500	
16	Associate Stonewall Director	0.15	262	3%	175	2%			8,750	
17	Health Educator	0.80	1,600	5%	640	2%			32,000	
18	Project Assistant	0.70	665	3%	443	2%			22,167	
19	Speed Project Coordinator	0.90	1,440	4%	720	2%			36,000	
20	Counselor I/II	0.80	694	2%	694	2%			34,667	
21									0	
22									0	
23	Total FTE & Total Salaries	3.80	6,150	4%	3,810	2%			168,709	
24	Fringe Benefits	23%	1,415	4%	876	2%			38,803	
25	Total Personnel Expenses		7,565	4%	4,686	2%			207,512	
26										
27	Operating Expenses		Expenditure	%	Expenditure	%			Contract Total	
28	Total Occupancy		1,169	4%	584	2%			29,222	
29	Total Materials and Supplies		428	4%	214	2%			10,710	
30	Total General Operating		237	4%	120	2%			5,932	
31	Total Staff Travel		67	4%	33	2%			1,667	
32	Consultants/Subcontractor:		203	4%	103	2%			5,083	
33										
34	Other:		309	4%	154	2%			7,728	
35										
36										
37										
38										
39										
40										
41										
42	Total Operating Expenses		\$ 2,413	4%	\$ 1,208	2%			\$ 60,342	
43										
44	Total Direct Expenses		9,978	4%	5,894	2%			267,854	
45	Indirect Expenses 10%		998	4%	589	2%			26,785	
46	TOTAL EXPENSES		\$ 10,976	4%	\$ 6,483	2%			\$294,639	
47										
48	Number of Units of Service (UOS) per Service Mode		8		16				1,211	
49	Cost Per Unit of Service by Service Mode		\$1,372.00		405.19					
50	Number of Unduplicated Clients (UDC) per Service Mode									
51										
52	DPH #1A(1)								Rev. 05/2010	

BUDGET JUSTIFICATION Stonewall Project

Salaries and Benefits

Vice-President of Program & Services

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

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

$$.05 \text{ FTE} \times \$ 160,000 = \$8,000/ 12 \text{ month} = \$666.67/\text{mo} \times 10 \text{ mo.} = \$ 6,667$$

Director of Behavioral Health

Responsible for the overall management and oversight of the HIV Prevention projects resulting from this contract. Supervises the Stonewall Director, deals with overall issues of services delivery, data collection and program improvements. Provides HIV prevention and care services to a caseload of Stonewall clients.

Minimum Qualifications: Master's degree and mental health professional license required. A minimum of seven years experience in public health or mental health.

$$.05 \text{ FTE} \times \$ 95,000 = \$4,750/ 12 \text{ months} = \$395.84/\text{mo.} \times 10 \text{ mo.} = \$ 3,958$$

Director of Government Contracts

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

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

$$.05 \text{ FTE} \times \$ 80,000 = \$4,000/ 12 \text{ month} = \$333.37/ \text{mo.} \times 10 \text{ mo.} = \$ 3,333$$

Evaluation Director

Responsible for the development of monitoring and evaluation systems, processes and tools to ensure foundation programs are rigorously evaluated for process and health outcomes and public health impact. Provides technical expertise and guidance to program and policy staff to design, develop, execute and measure key activities to achieve our strategic goals. Develops and delivers training and technical assistance to and builds capacity among program leads for monitoring and evaluating programs.

Minimum Qualifications: Masters in social or health sciences with 5 years experience in program in program evaluation required. Ph.D preferred. Experience with quantitative & qualitative research methods in prevention, health services and policy analysis is essential. Experience in HIV/AIDS or related field is desired

$$.10 \text{ FTE} \times \$ 80,000 = \$8,000/ 12 \text{ month} = \$666.67/\text{mo.} \times 10 \text{ mo.} = \$ 6,667$$

Stonewall Director

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

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

.20 FTE x \$ 87,000 = \$17,400/12 month = \$1,450/mo x 10 mo. = \$ 14,500

Associate Stonewall Director

Assist Program Director with daily operations, provides HIV prevention and care services to a caseload of Stonewall clients.

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

.15 FTE x \$ 70,000 = \$10,500/ 12 months = \$875.00/mo x 10 mo. = \$ 8,750

Health Educator

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

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

.80 FTE x \$ 48,000 = \$38,400/month= \$3,200/mo x 10 mo. = \$ 32,000

Project Assistant

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

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

.70 FTE x \$ 38,000 = \$26,600/ 12 months = \$2,216.67/mo x 10 mo. = \$ 22,167

Speed Project Coordinator

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

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

.90 FTE x \$ 48,000 = \$43,200/ 12 month = \$3,600/mo x 10 mo. = \$ 36,000

Counselor I/II

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

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

.80 FTE x \$ 52,000 = \$41,600/ 12 month = \$3,466.67/mo x 10 mo. = \$ 34,667

Total Salaries \$ 168,709

Total Benefits 23% of \$ 168,709 total salaries = \$ 38,803

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

TOTAL SALARIES & BENEFITS \$ 207,512

OPERATING EXPENSE

Occupancy:

Rent:

Rent expense based on SFAF's experience rate of \$700.00 per FTE per month.

\$700 per month x 3.80 FTE x 10 months = \$ 26,600

Utilities:

Telephone expense based on SFAF's experience rate of \$69.00 per FTE per month.

\$69 per month x 3.80 FTE x 10 months = \$ 2,622

Total Occupancy:

\$ 29,222

Materials and Supplies:

Office Supplies/Postage:

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

\$35 per month x 3.80 FTE x 10 months = \$ 1,330

Program/Medical Supplies:

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

\$ 5,213

Printing & Reproduction

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

8,334 pieces x \$0.50 average estimated cost per piece = \$ 4,167

Total Materials and Supplies:

\$ 10,710

General Operating:

Insurance:

Occupancy insurance expense based on SFAF's experience rate of \$50.00 per FTE per month.

\$50 per month x 3.80 FTE x 10 months = \$ 1,900

Rental/Maintenance of Equipment:

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

Rental - \$59 per month x 3.80 FTE x 10 months = \$ 2,242

Maintenance - \$42 per month x 3.80 FTE x 10 months = \$ 1,596

Outside Storage:

Storage expense based on SFAF's experience rate of \$5.10 per FTE per month.

\$5.10 per month x 3.80 FTE x 10 months = \$ 194

Total General Operating:

\$ 5,932

Staff Travel (Local & Out of Town):

Travel to conferences and/or training seminars.

Trips \$ 1,667

Total Staff Travel: \$ 1,667

Consultants/Subcontractors:

Web Design Services - develop, expand and maintain website

\$291.67 per month x 10 months = \$ 2,916

Clinical Consultant - bi-weekly meetings with program staff

\$100 per hours x 21.67 meetings = \$ 2,167

Total Consultants/Subcontractors: \$ 5,083

Other:

Media/Advertising:

Includes all costs associated with program promotional media material design and placement.

Print ads in newspapers and magazines = \$ 1,665

Electronic ads on various websites = \$ 1,666

Design fees for advertising campaign = \$ 814

New additions = \$ 1,083

Staff Training

Registration fees for six conferences/seminars

conference/seminars = \$ 2,500

Total Other: \$ 7,728

TOTAL OPERATING EXPENSES \$ 60,342

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

Total Capital Expenditures: \$ -

TOTAL DIRECT COSTS \$ 267,854

INDIRECT COSTS

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

\$267,854 x 10% = \$ 26,785

TOTAL INDIRECT COSTS \$ 26,785

APPENDIX TOTAL \$ 294,639

BUDGET JUSTIFICATION Stonewall Project

Salaries and Benefits

Vice-President of Program & Services

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

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

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

Director of Behavioral Health

Responsible for the overall management and oversight of the HIV Prevention projects resulting from this contract. Supervises the Stonewall Director, deals with overall issues of services delivery, data collection and program improvements. Provides HIV prevention and care services to a caseload of Stonewall clients.

Minimum Qualifications: Master's degree and mental health professional license required. A minimum of seven years experience in public health or mental health.

Annual Salary \$ 95,000 x 0.05 FTE = \$ 4,750

Director of Government Contracts

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

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

Annual Salary \$ 80,000 x 0.05 FTE = \$ 4,000

Evaluation Director

Responsible for the development of monitoring and evaluation systems, processes and tools to ensure foundation programs are rigorously evaluated for process and health outcomes and public health impact. Provides technical expertise and guidance to program and policy staff to design, develop, execute and measure key activities to achieve our strategic goals. Develops and delivers training and technical assistance to and builds capacity among program leads for monitoring and evaluating programs.

Minimum Qualifications: Masters in social or health sciences with 5 years experience in program in program evaluation required. Ph.D preferred. Experience with quantitative & qualitative research methods in prevention, health services and policy analysis is essential. Experience in HIV/AIDS or related field is desired

Annual Salary \$ 80,000 x 0.10 FTE = \$ 8,000

Stonewall Director

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

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

Annual Salary \$ 87,000 x 0.20 FTE = \$ 17,400

Associate Stonewall Director

Assist Program Director with daily operations, provides HIV prevention and care services to a caseload of Stonewall clients.

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

Annual Salary \$ 70,000 x 0.15 FTE = \$ 10,500

Health Educator

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

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

Annual Salary \$ 48,000 x 0.80 FTE = \$ 38,400

Project Assistant

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

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

Annual Salary \$ 38,000 x 0.70 FTE = \$ 26,600

Speed Project Coordinator

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

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

Annual Salary \$ 48,000 x 0.90 FTE = \$ 43,200

Counselor I/II

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

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

Annual Salary \$ 52,000 x 0.80 FTE = \$ 41,600

Total Salaries

\$ 202,450

Total Benefits 23% of \$ 202,450 total salaries = \$ 46,564

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

BENEFITS \$ 249,014

Operating Expenses

Occupancy:

Rent:

Rent expense based on SFAF's experience rate of \$700.00 per FTE per month.

\$700 per month x 3.80 FTE x 12 months = \$ 31,920

Utilities:

Telephone expense based on SFAF's experience rate of \$69.00 per FTE per month.

\$69 per month x 3.80 FTE x 12 months = \$ 3,146

Total Occupancy: \$ 35,066

Materials and Supplies:

Office Supplies/Postage:

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

\$35 per month x 3.80 FTE x 12 months = \$ 1,596

Program/Medical Supplies:

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

\$ 6,254

Printing & Reproduction

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

10,000 pieces x \$0.50 average estimated cost per piece = \$ 5,000

Total Materials and Supplies: \$ 12,850

General Operating:

Insurance:

Occupancy insurance expense based on SFAF's experience rate of \$50.00 per FTE per month.

\$50 per month x 3.80 FTE x 12 months = \$ 2,280

Rental/Maintenance of
Equipment:

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

Rental - \$59 per month x 3.80 FTE x 12 months = \$ 2,690

Maintenance - \$42 per month x 3.80 FTE x 12 months = \$ 1,915

Outside Storage:

Storage expense based on SFAF's experience rate of \$5.10 per FTE per month.

\$5.10 per month x 3.80 FTE x 12 months = \$ 233

Total General Operating: \$ 7,118

Staff Travel (Local & Out of Town):

Travel to conferences and/or training seminars.

2 trips x \$1,000 per trip = \$ 2,000

Total Staff Travel: \$ 2,000

Consultants/Subcontractors:

Web Design Services - develop, expand and maintain website

\$291.67 per month x 12 months = \$ 3,500

Clinical Consultant - bi-weekly meetings with program staff

\$100 per hours x 26 meetings = \$ 2,600

Total Consultants/Subcontractors: \$ 6,100

Other:

Media/Advertising:

Includes all costs associated with program promotional media material design and

Print ads in newspapers and magazines 4 ads x \$500/ad = \$ 2,000

Electronic ads on various websites = \$ 2,000

Design fees for advertising campaign = \$ 977

New additions = \$ 1,300

Staff Training

Registration fees for six conferences/seminars

\$500 per registration x 6 conference/seminars = \$ 3,000

Total Other: \$ 9,277

TOTAL OPERATING EXPENSES **\$72,411**

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

Total Capital Expenditures: \$ -

TOTAL DIRECT COSTS **\$ 321,425**

INDIRECT COSTS

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

\$321,425 x 10% = \$ 32,142

TOTAL INDIRECT COSTS **\$ 32,142**

APPENDIX TOTAL **\$ 353,567**

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

9	Personnel Expenses	FTE	SERVICE MODES						Page Total
			Events		Groups		Testing		
			Salaries	% FTE	Salaries	% FTE	Salaries	% FTE	
10	Position Titles								
11	Vice-President of Program & Services	0.10	960	18%	2,506	47%	1,120	0.21	4,586
12	Director of Behavioral Health	0.05	225	15%	525	35%	315	0.21	1,065
13	Director of Government Contracts	0.05	67	5%	919	69%	307	0.23	1,293
14	Evaluation Director	0.05	67	5%	919	69%	307	0.23	1,293
15	Contracts & Purchasing Manager	0.05	73	5%	1,000	68%	333	0.23	1,406
16	BBE MGR	0.80	837	5%	15,408	92%	0	0.00	16,245
17	Community Dev Mgr	0.80	837	5%	14,738	88%	0	0.00	15,575
18	BBE Outreach Coord.	0.50	2,500	50%	2,350	47%	0	0.00	4,850
19	Health Education	0.10	672	42%	0	0%	336	0.21	1,008
20	Speed Project Coord	0.10	357	21%	646	38%	0	0.00	1,003
21	Counselor I/II	0.20	0	0%	1,352	39%	1,317	0.38	2,669
22	HIV Test Coordinator	0.10	255	17%	1,245	83%		0.00	1,500
23	Administrative Assistant	0.10	84	6%	1,190	85%	84	0.06	1,358
24	Total FTE & Total Salaries	3.00	6,934	13%	42,798	72%	4,119	0.07	53,851
25	Fringe Benefits	23%	1,595	13%	9,844	72%	947	0.07	12,386
26	Total Personnel Expenses		8,529	13%	52,642	72%	5,066	0.07	66,237

28	Operating Expenses	Expenditure	%	Expenditure	%			Contract Total
29	Total Occupancy	1,199	13%	6,554	71%	645	0.07	8,398
30	Total Materials and Supplies	1,118	14%	6,105	71%	602	0.07	7,825
31	Total General Operating	243	14%	1,330	71%	131	0.07	1,704
32	Total Staff Travel							
33	Consultants/Subcontractor:	27,640	47%	14,114	24%	14,114	0.24	55,868
34								
35	Other:							
36								
37								
38								
39								
40								
41								
42								
43	Total Operating Expenses	\$ 30,200	41%	\$ 28,103	36%	15,492	0.20	\$ 73,795
44								
45	Total Direct Expenses	38,729	28%	80,745	53%	20,558	0.14	140,032
46	Indirect Expenses 10%	3,873	28%	8,075	53%	2,055	0.14	14,003
47	TOTAL EXPENSES	\$ 42,602	28%	\$ 88,820	53%	22,613	0.14	\$154,035
48								
49	Number of Units of Service (UOS) per Service Mode	7		223		160		390
50	Cost Per Unit of Service by Service Mode	\$6,086.00		\$398.30		141.33125		
51	Number of Unduplicated Clients (UDC) per Service Mode							

	A	B	C	D	E	F	G	H	I	
1	Contractor Name: San Francisco AIDS Foundation - AA Prevention Initiative						Appendix B-4	Page 2		
2	Contract Term: 9/1/11-12/31/12						Appendix Term: 9/1/11-12/31/11			
3	Funding Source: CDC									
4										
5	SFDPH AIDS OFFICE CONTRACT									
6	UOS COST ALLOCATION BY SERVICE MODE									
7										
8	SERVICE MODES									
9	Personnel Expenses		IRRC		Recruitment & Linkage				Contract Totals	
10	Position Titles	FTE	Salaries	% FTE	Salaries	% FTE	Salaries	% FTE		
11	Vice-President of Program & Services	0.10	0	0%	747	14%			5,333	
12	Director of Behavioral Health	0.05	315	21%	120	8%			1,500	
13	Director of Government Contracts	0.05	0	0%	40	3%			1,333	
14	Evaluation Director	0.05	0	0%	40	3%			1,333	
15	Contracts & Purchasing Manager	0.05	0	0%	44	3%			1,450	
16	BBE MGR	0.80	168	1%	335	2%			16,748	
17	Community Dev Mgr	0.80	838	5%	335	2%			16,748	
18	BBE Outreach Coord.	0.50	0	0%	150	3%			5,000	
19	Health Education	0.10	336	21%	256	16%			1,600	
20	Speed Project Coord	0.10	697	41%	0	0%			1,700	
21	Counselor IIII	0.20	139	4%	659	19%			3,467	
22	HIV Test Coordinator	0.10	0	0%	0	0%			1,500	
23	Administrative Assistant	0.10	42	3%	0	0%			1,400	
24	Total FTE & Total Salaries	3.00	2,535	4%	2,726	5%			59,112	
25	Fringe Benefits	23%	583	4%	627	5%			13,596	
26	Total Personnel Expenses		3,118	4%	3,353	5%			72,708	
27										
28	Operating Expenses		Expenditure	%	Expenditure	%			Contract Total	
29	Total Occupancy		369	4%	461	5%			9,228	
30	Total Materials and Supplies		344	4%	429	5%			8,598	
31	Total General Operating		75	4%	94	5%			1,673	
32	Total Staff Travel									
33	Consultants/Subcontractor:		0	0%	2,942	5%			58,810	
34										
35	Other:									
36										
37										
38										
39										
40										
41										
42										
43	Total Operating Expenses		\$ 788	1%	\$ 3,926	5%			\$ 78,509	
44										
45	Total Direct Expenses		3,906	3%	7,279	5%			151,217	
46	Indirect Expenses	10%	391	3%	728	5%			15,122	
47	TOTAL EXPENSES		\$ 4,297	3%	\$ 8,007	5%			\$166,339	
48										
49	Number of Units of Service (UOS) per Service Mode		128		20				538	
50	Cost Per Unit of Service by Service Mode		\$33.57		\$400.35					
51	Number of Unduplicated Clients (UDC) per Service Mode									
52										
53	DPH #1A(1)								Rev. 05/2010	

BUDGET JUSTIFICATION African-American Prevention Initiative

Salaries and Benefits

Vice-President of Program & Services

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

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

.10 FTE x \$ 160,000 = \$16,000/ 12 month= \$1,333.34/mo x 4 mo. = \$ 5,333

Director of Behavioral Health

Responsible for the overall management and oversight of the HIV Prevention projects resulting from this contract. Supervises the Stonewall Director, deals with overall issues of services delivery, data collection and program improvements. Provides HIV prevention and care services to a caseload of Stonewall clients.

Minimum Qualifications: Master's degree and mental health professional license required. A minimum of seven years experience in public health or mental health.

.05 FTE x \$ 90,000 = \$4,500/ 12 month = \$375/mo. x 4 mo. = \$ 1,500

Director of Government Contracts

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

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

.05 FTE x \$ 80,000 = \$4,000/ 12 month = \$333.34/mo x 4 mo. = \$ 1,333

Evaluation Director

Responsible for the development of monitoring and evaluation systems, processes and tools to ensure foundation programs are rigorously evaluated for process and health outcomes and public health impact. Provides technical expertise and guidance to program and policy staff to design, develop, execute and measure key activities to achieve our strategic goals. Develops and delivers training and technical assistance to and builds capacity among program leads for monitoring and evaluating programs.

Minimum Qualifications: Masters in social or health sciences with 5 years experience in program in program evaluation required. Ph.D preferred. Experience with quantitative & qualitative research methods in prevention, health services and policy analysis is essential. Experience in HIV/AIDS or related field is desired

.05 FTE x \$ 80,000 = \$4,000/ 12 month=\$333.34/mo x 4 mo. = \$ 1,333

Contracts & Purchasing Manager

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

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

$$.05 \text{ FTE} \times \$ 87,000 = \$4,350 / 12 \text{ month} = \$362.50 / \text{mo} \times 4 \text{ mo.} = \$ 1,450$$

BBE MGR

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

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

$$.80 \text{ FTE} \times \$ 62,804 = \$50,243 / 12 \text{ month} = \$4,186.94 / \text{mo} \times 4 \text{ mo.} = \$ 16,748$$

Community Organizer/Mobilization Manager

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

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

$$.80 \text{ FTE} \times \$ 62,804 = \$50,243 / 12 \text{ month} = \$4,186.94 / \text{mo} \times 4 \text{ mo.} = \$ 16,748$$

BBE Outreach Coordinator

Provides day to day logistical and administrative support to the BBE leadership team and program participants.

Minimum Qualifications: 3-5 years of administrative support experience in a community based environment required.

$$.5 \text{ FTE} \times \$ 30,000 = \$15,000 / 12 \text{ month} = \$1,250 / \text{mo} \times 4 \text{ mo.} = \$ 5,000$$

Health Education

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

Minimum Qualifications: State certified phlebotomist.

$$.10 \text{ FTE} \times \$ 48,000 = \$4,800 / 12 \text{ month} = \$400.00 / \text{mo.} \times 4 \text{ mo.} = \$ 1,600$$

Speed Project Coordinator

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

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

.10 FTE x \$ 51,000 = \$5,100/ 12 month = \$425.00/mo. x 4 mo. = \$ 1,700

Counselor I/II

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

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

.20 FTE x \$ 52,000 = \$10,400/ 12 month = \$866.67/mo x 4 mo. = \$ 3,467

HIV Coordinator

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

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

.10 FTE x \$ 45,000 = \$4,500/ 12 month = \$375.00/mo x 4 mo. = \$ 1,500

Administrative Assistant

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

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

.10 FTE x \$ 42,000 = \$4,200/ 12 month = \$350.00/mo x 4 mo. = \$ 1,400

Total Salaries \$ 59,112

Total Benefits 23% of \$ 59,112 total salaries = \$ 13,596

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

TOTAL SALARIES & BENEFITS \$ 72,708

Operating Expenses

Occupancy:

Rent:

Rent expense based on SFAF's experience rate of \$700.00 per FTE per month.
 $\$700 \text{ per month} \times 3.00 \text{ FTE} \times 4 \text{ months} = \$ 8,400$

Utilities:

Telephone expense based on SFAF's experience rate of \$69.00 per FTE per month.
 $\$69 \text{ per month} \times 3.00 \text{ FTE} \times 4 \text{ months} = \$ 828$

Total Occupancy: **\$ 9,228**

Materials and Supplies:

Office Supplies/Postage:

Office supplies/postage expense based on SFAF's experience rate of \$35.00 per FTE per month.
 $\$35 \text{ per month} \times 3.00 \text{ FTE} \times 4 \text{ months} = \$ 420$

Group/Event Expense:

Food for client group meetings and fees/expenses associated with program promotion at community events (street fairs, Pride Parade, Juneteenth, Kwanzaa, etc.).

Meetings	\$ 5,345
Community Events	\$ 2,833

Total Materials and Supplies: **\$ 8,598**

General Operating:

Insurance:

Occupancy insurance expense based on SFAF's experience rate of \$50.00 per FTE per month.
 $\$50 \text{ per month} \times 3.00 \text{ FTE} \times 4 \text{ months} = \$ 600$

Outside Storage:

Storage expense based on SFAF's experience rate of \$5.10 per FTE per month.
 $\$5.10 \text{ per month} \times 3.00 \text{ FTE} \times 4 \text{ months} = \$ 61$

Rental/Maintenance of Equipment:

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

Rental - \$59 per month x 3.00 FTE x 4 months =	\$ 708
Maintenance - \$42 per month x 3.00 FTE x 4 months =	\$ 504

Total General Operating: **\$ 1,873**

Staff Travel (Local & Out of Town):

Total Staff Travel: **\$ -**

Consultants/Subcontractors:

STOP AIDS Project

Provide venue-based testing and counseling services for African-Americans in San

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

.15 FTE x 68,000 per year x 4/12 months = \$ 3,400

Education Director: Responsible for staff and volunteer education/training; keeps up to date on new trends in HIV prevention with an eye toward possible impacts on STOP AIDS Project; coordinates with evaluation director at SFAF on data and evaluation. *Minimum qualifications:* Masters in Public Health and 3 years community organizing and public health experience or an equivalent combination of education and experience.

.10 FTE x 68,000 per year x 4/12 months = \$ 2,267

Program Manager-Initiative Castro/Mission: Responsible for the overall quarterly and community event coordination and arranges venues to host these events; works with Media Designer and Communications Director to create culturally appropriate outreach and educational materials and develops appropriate outreach systems; invites men to get tested throughout the night; facilitates Smart Sex Workshops and conducts follow-up risk reductions conversations; recruits participants for Black Plus events and arranges logistics. *Minimum qualifications:* Demonstratable cultural competence and a BA degree or 2 years related experience.

.91 FTE x 50,000 per year x 4/12 months = \$ 15,167

Program Associate/Our Love-Initiative Castro/Mission: Responsible for the overall Blackout event coordination and testing recruitment; liaison between Initiative and bar owners; coordinate and arrange DJs and all of the elements necessary to draw African American G/MSM; facilitate Jamii events. *Minimum qualifications:* BA or one year experience in community organizing and health promotion, or an equivalent combination.

.75 FTE x 40,000 per year x 4/12 months = \$ 10,000

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

.25 FTE x 45,000 per year x 4/12 months = \$ 3,750

Network Coordinator: Responsible for RV maintenance including, but not limited to, any pertinent permit and parking issues, driving, managing client flow and providing HIV testing services. *Minimum qualifications include a BA degree or 2 years related work experience; state-certified IRRC counselor and a certified phlebotomist.*

.25 FTE x 45,000 per year x 4/12 months = \$ 3,750

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

.10 FTE x 47,000 per year x 4/12 months = \$ 1,567

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

.10 FTE x 50,000 per year x 4/12 months = \$ 1,667

Benefits: Social Security, Worker's Compensation, Health Benefits,
 26% of \$ 128,500 total salaries x 4/12 months = \$ 11,137

Rent: Office and storage space. x4/12 months= \$ 1,708

Communications/Promotional Media: Promote 3 Jamii groups, 3 Safe Sex workshops, one Black PLUS events (2 days each), 8 Black Out events, 1 Status Awareness events. \$ 4,000

Misc. Fuel for R.V. \$ 398

Total Consultants/Subcontractors: \$ 58,810

TOTAL OPERATING EXPENSES \$ 151,217

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

Total Capital Expenditures: \$ -

TOTAL DIRECT COSTS \$ 151,217

INDIRECT COSTS

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

\$151,217 x 10% = \$ 15,122

TOTAL INDIRECT COSTS \$ 15,122

APPENDIX TOTAL \$ 166,339

	A	B	C	D	E	F	G	H	I	
1	Contractor Name: San Francisco AIDS Foundation - AA Prevention Initiative						Appendix B-4a		Page 1	
2	Contract Term: 9/1/11-12/31/12						Appendix Term: 1/1/12-12/31/12			
3	Funding Source: CDC									
4										
5	SFDPH AIDS OFFICE CONTRACT									
6	UOS COST ALLOCATION BY SERVICE MODE									
7										
8	SERVICE MODES									
9	Personnel Expenses		Events		Groups		Testing			
10	Position Titles	FTE	Salaries	% FTE	Salaries	% FTE	Salaries	% FTE	Page Total	
11	Vice-President of Program & Services	0.10	2,880	18%	7,520	47%	3,360	21%	13,760	
12	Director of Behavioral Health	0.05	675	15%	1,575	35%	945	21%	3,195	
13	Director of Government Contracts	0.05	200	5%	2,760	69%	920	23%	3,880	
14	Evaluation Director	0.05	200	5%	2,760	69%	920	23%	3,880	
15	Contracts & Purchasing Manager	0.05	218	5%	3,002	69%	1,000	23%	4,220	
16	BBE MGR	0.80	2,512	5%	46,223	92%	0	0%	48,735	
17	Community Dev Mgr	0.80	2,512	5%	44,214	88%	0	0%	46,726	
18	BBE Outreach Coord.	0.50	7,500	50%	7,050	47%	0	0%	14,550	
19	Health Education	0.10	2,016	42%	0	0%	1,008	21%	3,024	
20	Speed Project Coord	0.10	1,071	21%	1,938	38%	0	0%	3,009	
21	Counselor I/II	0.20	0	0%	4,056	39%	3,952	38%	8,008	
22	HIV Test Coordinator	0.10	765	17%	3,735	83%	0	0%	4,500	
23	Administrative Assistant	0.10	252	6%	3,570	85%	252	6%	4,074	
24	Total FTE & Total Salaries	3.00	20,801	12%	128,403	72%	12,357	7%	161,561	
25	Fringe Benefits	23%	4,784	12%	29,533	72%	2,842	7%	37,159	
26	Total Personnel Expenses		25,585	12%	157,936	72%	15,199	7%	198,720	
27										
28	Operating Expenses		Expenditure	%	Expenditure	%	Expenditure	%	Contract Total	
29	Total Occupancy		3,322	12%	19,932	72%	1,938	7%	25,192	
30	Total Materials and Supplies		3,096	12%	18,573	72%	1,806	7%	23,475	
31	Total General Operating		674	12%	4,046	72%	393	7%	5,113	
32	Total Staff Travel									
33	Consultants/Subcontractor:		82,922	47%	42,343	24%	42,343	24%	167,608	
34	Other:									
35										
36										
37										
38										
39										
40										
41										
42										
43	Total Operating Expenses		\$ 90,014	38%	\$ 84,894	36%	46,480	20%	\$ 221,388	
44										
45	Total Direct Expenses		115,599	25%	242,830	54%	61,679	14%	420,108	
46	Indirect Expenses 10%		11,560	25%	24,283	54%	6,168	14%	42,011	
47	TOTAL EXPENSES		\$ 127,159	25%	\$ 267,113	54%	67,847	14%	\$462,119	
48										
49	Number of Units of Service (UOS) per Service Mode		23		725		520		1,268	
50	Cost Per Unit of Service by Service Mode		\$5,528.65		\$368.43		130.475			
51	Number of Unduplicated Clients (UDC) per Service Mode									

BUDGET JUSTIFICATION

African-American Prevention Initiative

Salaries and Benefits

Vice-President of Program & Services

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

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

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

Director of Behavioral Health

Responsible for the overall management and oversight of the HIV Prevention projects resulting from this contract. Supervises the Stonewall Director, deals with overall issues of services delivery, data collection and program improvements. Provides HIV prevention and care services to a caseload of Stonewall clients.

Minimum Qualifications: Master's degree and mental health professional license required. A minimum of seven years experience in public health or mental health.

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

Director of Government Contracts

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

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

Annual Salary \$ 80,000 x 0.05 FTE = \$ 4,000

Evaluation Director

Responsible for the development of monitoring and evaluation systems, processes and tools to ensure foundation programs are rigorously evaluated for process and health outcomes and public health impact. Provides technical expertise and guidance to program and policy staff to design, develop, execute and measure key activities to achieve our strategic goals. Develops and delivers training and technical assistance to and builds capacity among program leads for monitoring and evaluating programs.

Minimum Qualifications: Masters in social or health sciences with 5 years experience in program in program evaluation required. Ph.D preferred. Experience with quantitative & qualitative research methods in prevention, health services and policy analysis is essential. Experience in HIV/AIDS or related field is desired

Annual Salary \$ 80,000 x 0.05 FTE = \$ 4,000

Contracts & Purchasing Manager

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

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

Annual Salary \$ 87,000 x 0.05 FTE = \$ 4,350

BBE MGR

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

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

Annual Salary \$ 62,804 x 0.80 FTE = \$ 50,243

Community Organizer/Mobilization Manager

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

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

Annual Salary \$ 62,804 x 0.80 FTE = \$ 50,243

BBE Outreach Coordinator

Provides day to day logistical and administrative support to the BBE leadership team and program participants.

Minimum Qualifications: 3-5 years of administrative support experience in a community based environment required.

Annual Salary \$ 30,000 x 0.50 FTE = \$ 15,000

Health Education

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

Minimum Qualifications: State certified phlebotomist.

Annual Salary \$ 48,000 x 0.10 FTE = \$ 4,800

Speed Project Coordinator

Responsible for the Speed Project field implementation. Will recruit peer advocates from the speed using community and those in recovery from speed use.

Responsible for supervision and performance of Peer Advocates, ensuring that they are receiving all necessary logistical support. The Speed Project Outreach Coordinator will help develop and implement the initial training for the peer advocates as well as ongoing training activities.

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

Annual Salary \$ 51,000 x 0.10 FTE = \$ 5,100

Counselor I/II

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

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

Annual Salary \$ 52,000 x 0.20 FTE = \$ 10,400

HIV Coordinator

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

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

Annual Salary \$ 45,000 x 0.10 FTE = \$ 4,500

Administrative Assistant

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

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

Annual Salary \$ 42,000 x 0.10 FTE = \$ 4,200

Total Salaries \$ 177,336

Total Benefits 23% of \$ 177,336 total salaries = \$ 40,787

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

TOTAL SALARIES & BENEFITS \$ 218,123

Operating Expenses

Occupancy:

Rent:

Rent expense based on SFAF's experience rate of \$700.00 per FTE per month.

\$700 per month x 3.00 FTE x 12 months = \$ 25,200

Utilities:

Telephone expense based on SFAF's experience rate of \$69.00 per FTE per month.

\$69 per month x 3.00 FTE x 12 months = \$ 2,484

Total Occupancy: \$ 27,684

Materials and Supplies:

Office Supplies/Postage:

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

\$35 per month x 3.00 FTE x 12 months = \$ 1,260

Group/Event Expense:

Food for client group meetings and fees/expenses associated with program promotion at community events (street fairs, Pride Parade, Juneteenth, Kwanzaa, etc.).

125 Meetings x 17 participants x approx \$7.55 per participant \$ 16,036

Approximately 4 community Events x \$2,125 per event \$ 8,500

Total Materials and Supplies: \$ 25,796

General Operating:

Insurance:

Occupancy insurance expense based on SFAF's experience rate of \$50.00 per FTE per month.

\$50 per month x 3.00 FTE x 12 months = \$ 1,800

Outside Storage:

Storage expense based on SFAF's experience rate of \$5.10 per FTE per month.

\$5.10 per month x 3.00 FTE x 12 months = \$ 184

Rental/Maintenance of Equipment:

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

Rental - \$59 per month x 3.00 FTE x 12 months = \$ 2,124
Maintenance - \$42 per month x 3.00 FTE x 12 months = \$ 1,512

Total General Operating: \$ 5,620

Staff Travel (Local & Out of Town):

Total Staff Travel: \$ -

Consultants/Subcontractors:

STOP AIDS Project

Provide venue-based testing and counseling services for African-Americans in San Francisco.

Program Director: Responsible for supervision of program staff and will act as liaison to SFAF and other prevention and care partners; responsible for program planning, implementation and evaluation.

Minimum qualifications: Master's Degree and 4 years community organizing & disease prevention experience or an equivalent combination of educations and experience.

.15 FTE x 68,000 per year = \$ 10,200

Education Director: Responsible for staff and volunteer education/training; keeps up to date on new trends in HIV prevention with an eye toward possible impacts on STOP AIDS Project; coordinates with evaluation director at SFAF on data and evaluation. *Minimum qualifications:* Masters in Public Health and 3 years community organizing and public health experience or an equivalent combination of education and experience.

.10 FTE x 68,000 per year = \$ 6,800

Program Manager-Initiative Castro/Mission: Responsible for the overall quarterly and community event coordination and arranges venues to host these events; works with Media Designer and Communications Director to create culturally appropriate outreach and educational materials and develops appropriate outreach systems; invites men to get tested throughout the night; facilitates Smart Sex Workshops and conducts follow-up risk reductions conversations; recruits participants for Black Plus events and arranges logistics. *Minimum qualifications:* Demonstratable cultural competence and a BA degree or 2 years related experience.

.91 FTE x 50,000 per year = \$ 45,500

Program Associate/Our Love-Initiative Castro/Mission: Responsible for the overall Blackout event coordination and testing recruitment; liaison between Initiative and bar owners; coordinate and arrange DJs and all of the elements necessary to draw African AmericanG/MSM; facilitate Jamii events. *Minimum qualifications:* BA or one year experience in community organizing and health promotion, or an equivalent

.75 FTE x 40,000 per year = \$ 30,000

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

.25 FTE x 45,000 per year = \$ 11,250

Network Coordinator: Responsible for RV maintenance including, but not limited to, any pertinent permit and parking issues, driving, managing client flow and providing HIV testing services. Minimum qualifications include a BA degree or 2 years related work experience; state-certified IRRC counselor and a certified phlebotomist.

.25 FTE x 45,000 per year = \$ 11,250

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

.10 FTE x 47,000 per year = \$ 4,700

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

.10 FTE x 50,000 per year = \$ 5,000

Benefits: Social Security, Worker's Compensation, Health Benefits,

26% of \$ 124,700 total salaries = \$ 32,422

Rent: Office and storage space.

\$ 5,125

Communications/Promotional Media: Promote 12 Jamii groups, 12 Safe Sex workshops, two Black PLUS events (2 days each), 24 Black Out events, 4 Status Awareness events and 1 Major event.

\$ 12,000

Misc. Fuel for R.V.

\$ 2,182

Total Consultants/Subcontractors:

\$ 176,429

TOTAL OPERATING EXPENSES

\$ 453,652

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

Total Capital Expenditures:

\$ -

TOTAL DIRECT COSTS

\$ 453,652

INDIRECT COSTS

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

$\$453,652 \times 10\% = \$ 45,365$

TOTAL INDIRECT COSTS

\$ 45,365

APPENDIX TOTAL

\$ 499,017

	A	B	C	D	E	F	G	H	I	
1	Contractor Name: San Francisco AIDS Foundation - Stonewall Castro/ LIFE Program						Appendix B-5		Page 2	
2	Contract Term: 9/1/11-06/30/13						Appendix Term: 9/1/11-06/30/12			
3	Funding Source: General fund									
4										
5										
6	SFDPH AIDS OFFICE CONTRACT									
7	UOS COST ALLOCATION BY SERVICE MODE									
8										

		SERVICE MODES							
Personnel Expenses		Groups		LIFE IRRC		LIFE PCM		Cumulative Totals	
Position Titles	FTE	Salaries	% FTE	Salaries	% FTE	Salaries	% FTE		
11	Director of Behavioral Health	0.10	2,417	33%				7,292	
12	Director of Government Contracts	0.10	2,167	33%				6,667	
13	Evaluation Director	0.10	2,167	33%				6,667	
14	HIV CTL Services Manager	0.40	1,826	12%				14,643	
15	Data Manager	0.10	2,167	33%				6,667	
16	Counselor I/II	1.25	23,467	42%				56,083	
17									
18									
19									
20									
21									
22									
23									
24	Total FTE & Total Salaries	2.05	34,211	35%				98,019	
25	Fringe Benefits	23%	7,866	35%				22,544	
26	Total Personnel Expenses		42,079	35%				120,563	

Operating Expenses		Expenditure	%	Expenditure	%	Expenditure	%	Contract Total
29	Total Occupancy	2,160	24%					9,000
30	Total Materials and Supplies	171	24%					711
31	Total General Operating	4,000	24%					16,667
32	Total Staff Travel							
33	Consultants/Subcontractor:			28,914	9%	108,045	35%	136,959
34								
35	Other:							
36								
37								
38								
39								
40								
41								
42								
43	Total Operating Expenses	\$ 6,331	2%	\$ 28,914	9%	108,045	32%	\$ 163,337
44								
45	Total Direct Expenses	48,410	11%	28,914	6%	108,045	24%	283,900
46	Indirect Expenses 10%/15%	4,841	8%	4,337	7%	16,207	26%	35,238
47	TOTAL EXPENSES	\$ 53,251	10%	\$ 33,251	6%	124,252	24%	\$319,138
48								
49	Number of Units of Service (UOS) per Service Mode	207		107		800		1,930
50	Cost Per Unit of Service by Service Mode	\$257.25		\$310.76		\$155.32		
51	Number of Unduplicated Clients (UDC) per Service Mode							
52								

BUDGET JUSTIFICATION Stonewall Castro/ LIFE Program

Salaries and Benefits

Director of Behavioral Health

Responsible for the overall management and oversight of the HIV Prevention projects resulting from this contract. Supervises the program director, deals with overall issues of services delivery, data collection and program improvements. Provides HIV prevention and care services to a caseload of clients.

Minimum Qualifications: Master's degree and mental health professional license required. A minimum of seven years experience in public health or mental health.

$$.10 \text{ FTE} \times \$ 87,500 = \$8,700/ 12 \text{ month} = \$729.17/\text{mo} \times 10 \text{ mo.} = \$7,292$$

Director of Government Contracts

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

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

$$.10 \text{ FTE} \times \$ 80,000 = \$8,000/ 12 \text{ month} = \$666.67/\text{mo} \times 10 \text{ mo.} = \$6,667$$

Evaluation Director

Responsible for the development of monitoring and evaluation systems, processes and tools to ensure foundation programs are rigorously evaluated for process and health outcomes and public health impact. Provides technical expertise and guidance to program and policy staff to design, develop, execute and measure key activities to achieve our strategic goals. Develops and delivers training and technical assistance to, and builds capacity among, program leads for monitoring and evaluating programs.

Minimum Qualifications: Masters in social or health sciences with 5 years experience in program in program evaluation required. PhD preferred. Experience with quantitative & qualitative research methods in prevention, health services and policy analysis is essential. Experience in HIV/AIDS or related field is desired

$$.10 \text{ FTE} \times \$ 80,000 = \$8,000/ 12 \text{ month} = \$666.67/\text{mo} \times 10 \text{ mo.} = \$6,667$$

HIV CTL Services Manager

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

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

$$.40 \text{ FTE} \times \$ 43,930 = \$17,572/12 \text{ month} = \$1,464.34/\text{mo} \times 10 \text{ mo.} = \$14,643$$

Data Manager

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

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

$$.10 \text{ FTE} \times \$ 80,000 = \$8,000/ 12 \text{ month} = \$666.67/\text{mo} \times 10 \text{ mo.} = \$6,667$$

Counselor I

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

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

$$1.25 \text{ FTE} \times \$ 53,840 = \$67,300 / 12 \text{ month} = \$5,608.34 / \text{mo} \times 10 \text{ mo.} = \$56,083$$

Total Salaries		\$98,019
Total Benefits	23% of \$ 98,019 total salaries =	\$22,544
Social Security, Worker's Compensation, Health Benefits, Unemployment, State and Federal Taxes, Retirement Plan.		
TOTAL SALARIES & BENEFITS		\$120,563

Operating Expenses

Occupancy:

Rent:

Rent expense based on SFAF's experience rate of \$900.00 per month.

$$\$900 \text{ per month} \times 10 \text{ months} = \$9,000$$

Total Occupancy:		\$9,000
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Materials and Supplies:

Program/Medical Supplies:

Condoms and lubricant to distribute to clients.

$$83,337 \text{ condoms} \times \$0.08 \text{ per condom} = \$6,667$$

$$500 \text{ incentives @ } \$20.00 \text{ each} = \$10,000$$

Total Materials and Supplies:		\$16,667
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General Operating:

Insurance:

Occupancy insurance expense based on SFAF's experience rate of \$71.10 per month.

$$\$71.10 \text{ per month} \times 10 \text{ months} = \$711$$

Total General Operating:		\$711
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Staff Travel (Local & Out of Town):

Total Staff Travel:		\$0
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Consultants/Subcontractors:

Shanti Project

Program Manager

Responsible for: logistical and administrative support to program staff for all services; supervises Health Counselors, including individual and group case conferences; CRCS counseling; facilitation of SSG Health Education and MSW groups; clinical intakes.

Minimum Qualifications: Graduate degree in health services related field and/or 3 years experience in providing health services-related program management.

1.0 FTE x \$55,000 x 10/12 months = \$45,833

Database Administrator

Responsible for: management of data design and collection, administrative support, and database quality assurance, analysis and reporting.

Minimum Qualifications: Graduate degree in health services-related field and/or 3 years experience in providing health services-related program management.

.20 FTE x \$50,000 x 10/12 months = \$8,333

Senior Health Coordinator I/ Clinical Supervisor

Responsible for: CRCS counseling; facilitation of SSG Health Education and MSW groups; clinical intakes; assists with outreach; intakes and follow-up; lead Health Counselor; provides clinical supervision, performance feedback and staff training on clinical topics.

Minimum Qualifications: Professional degree in Psychology, Clinical Social Work, Counseling and/or valid California license as a Clinical Psychologist, Clinical Social Worker, or Marriage and Family Therapist; 5 years direct service experience in mental health counseling and/or health services-related field; 4 years experience working with adults in a clinical setting; 2 years experience working in a supervisory capacity.

1.0 FTE x \$61,738 x 10/12 months = \$51,448

Senior Health Coordinator II

Responsible for: CRCS counseling; facilitation of SSG Health Education and MSW groups; clinical intakes; assists with outreach; intakes and follow-up; provides coordination of and outreach for communities of color interventions.

Minimum Qualifications: Graduate degree in mental health counseling or health services related field and/or 3 years direct service experience in mental health counseling and/or health services-related field; 3 years experience providing or coordinating direct services for communities of color and/or peer-based trainings and workshops.

1.0 FTE x \$47,507 x 10/12 months = \$39,589

Health Counselor

Responsible for: CRCS counseling; facilitation of SSG Health Education and MSW groups; clinical intakes; assists with outreach.

Minimum Qualifications: College degree in health service-related field and/or 2 years direct service experience in mental health counseling, small group facilitation, client advocacy and/or health education.

1.5 FTE x \$43,180 x 10/12 months = \$53,975

Admin Assistant

Responsible for: data entry; logistical and administrative support.

Minimum Qualifications: College degree and/or minimum 3 years experience in administrative assistance within health services-related field.

.30 FTE x \$29,120 x 10/12 months = \$7,280

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

Total Salaries x 24% = \$49,550

Rent

Rental of property including rent, utilities, building maintenance and IT services including pro-rata share of shared expenses.

\$1,800 x 10 months = \$18,000

Materials & Supplies

Supplies, postage, printing and photocopying of materials, educational materials, food, software, telephone/internet including pro-rata share of shared expenses.

\$1,731.90/month x 10 months = \$17,319

General Operating

Staff training, staff travel, insurance and equipment rental including pro-rata share of shared expenses.

\$363.00/ month x 10 months = \$3,630

Advertising

Costs for advertising placement for client recruitment and program based social marketing campaigns and related materials.

\$800.00/ month x 10 months = \$8,000

Intervention Materials

Incentives to support recruitment, attendance, punctuality and retention and related materials.

\$900.00/ month x 10 months = \$9,000

Total Consultants/Subcontractors:	\$311,957
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Other:	
Total Other:	\$0

TOTAL OPERATING EXPENSES	\$338,335
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CAPITAL EXPENDITURES: <i>(If needed - A unit valued at \$5,000 or more)</i>	
Total Capital Expenditures:	\$0

TOTAL DIRECT COSTS	\$458,898
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INDIRECT COSTS

Stonewall Castro

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

\$ 146,941 x 10% = \$14,694

LIFE Program

Indirect expenses for the San Francisco AIDS Foundation & Shanti are approximately 17% of operating costs. SFAF requests reimbursement at 15% of the total direct costs in the subcontract proposal to cover operating expenses incurred by the Foundation & Shanti, including finance and administrative staff, building maintenance, equipment rental & maintenance and information technology services.

$\$ 311,957 \times 15\% = \$46,793$

TOTAL INDIRECT COSTS

\$61,487

APPENDIX TOTAL

\$520,385

	A	B	C	D	E	F	G	H	I
1	Contractor Name: San Francisco AIDS Foundation - Stonewall Castro Life Program						Appendix B-5a		Page 1
2	Contract Term: 9/1/11-06/30/13						Appendix Term: 07/1/12-06/30/13		
3	Funding Source: General Fund								
4									
5	SFDPH AIDS OFFICE CONTRACT								
6	UOS COST ALLOCATION BY SERVICE MODE								
7									
8	SERVICE MODES								
9	Personnel Expenses		Testing		IRRC		PCM		
10	Position Titles	FTE	Salaries	% FTE	Salaries	% FTE	Salaries	% FTE	Page Total
11	Director of Behavioral Health	0.10	2,950	34%	500	6%	2,400	27%	5,850
12	Director of Government Contracts	0.10	2,800	35%	300	4%	2,300	29%	5,400
13	Evaluation Director	0.10	2,800	35%	300	4%	2,300	29%	5,400
14	HIV CTL Services Manager	0.40	13,688	78%	346	2%	1,346	8%	15,380
15	Data Manager	0.10	2,800	35%	600	8%	2,000	25%	5,400
16	Counselor I/II	1.25	2,800	4%	7,840	12%	28,500	42%	39,140
17									
18									
19									
20									
21									
22									
23									
24	Total FTE & Total Salaries	2.05	27,838	24%	9,886	8%	38,846	33%	76,570
25	Fringe Benefits	23%	6,403	24%	2,274	8%	8,935	33%	17,612
26	Total Personnel Expenses		34,241	24%	12,160	8%	47,781	33%	94,182
27									
28	Operating Expenses		Expenditure	%	Expenditure	%	Expenditure	%	Contract Total
29	Total Occupancy		3,672	34%	1,296	12%	3,240	30%	8,208
30	Total Materials and Supplies		2,400	12%	2,200	11%	10,600	53%	15,200
31	Total General Operating		290	34%	102	12%	255	30%	647
32	Total Staff Travel								
33	Consultants/Subcontractor:								
34									
35	Other:								
36									
37									
38									
39									
40									
41									
42									
43	Total Operating Expenses		\$ 6,362	2%	\$ 3,598	1%	14,095	4%	\$ 24,055
44									
45	Total Direct Expenses		40,603	8%	15,758	3%	61,876	12%	118,237
46	Indirect Expenses	10%/15%	4,060	6%	1,576	2%	6,188	9%	11,824
47	TOTAL EXPENSES		\$ 44,663	8%	\$ 17,334	3%	68,064	12%	\$130,061
48									
49	Number of Units of Service (UOS) per Service Mode		580		139		464		719
50	Cost Per Unit of Service by Service Mode		\$77.01		\$124.71		146.69		
51	Number of Unduplicated Clients (UDC) per Service Mode								
52									
53	DPH #1A(1)								Rev. 05/2010

	A	B	C	D	E	F	G	H	I	
1	Contractor Name: San Francisco AIDS Foundation - Stonewall Castro Life Program						Appendix B-5a		Page 3	
2	Contract Term: 9/1/11-06/30/13						Appendix Term: 7/1/12-06/30/13			
3	Funding Source: General fund									
4										
5	SFDPH AIDS OFFICE CONTRACT									
6	UOS COST ALLOCATION BY SERVICE MODE									
7										
8										
9	Personnel Expenses		SERVICE MODES							
10	Position Titles	FTE	LIFE Groups		LIFE R & L		Salaries	% FTE	Contract Totals	
11	Director of Behavioral Health	0.10	Salaries	% FTE	Salaries	% FTE			8,750	
12	Director of Government Contracts	0.10							8,000	
13	Evaluation Director	0.10							8,000	
14	HIV CTL Services Manager	0.40							17,572	
15	Data Manager	0.10							8,000	
16	Counselor III	1.25							67,300	
17										
18										
19										
20										
21										
22										
23										
24	Total FTE & Total Salaries	2.05	0	0%					117,622	
25	Fringe Benefits	23%	0	0%					27,053	
26	Total Personnel Expenses		0	0%					144,675	
27										
28	Operating Expenses		Expenditure	%	Expenditure	%				Contract Total
29	Total Occupancy			0%						10,800
30	Total Materials and Supplies			0%						20,000
31	Total General Operating			0%						654
32	Total Staff Travel									0
33	Consultants/Subcontractor:		148,167	44%	38,098	11%				337,304
34	Other:									
35										
36										
37										
38										
39										
40										
41										
42										
43	Total Operating Expenses		\$ 148,167	40%	\$ 38,098	10%				\$ 368,958
44										
45	Total Direct Expenses		148,167	29%	38,098	7%				513,633
46	Indirect Expenses 10%/15%		22,225	33%	5,715	8%				68,229
47	TOTAL EXPENSES		\$ 170,392	29%	\$ 43,813	8%				\$581,862
48										
49	Number of Units of Service (UOS) per Service Mode		584							584
50	Cost Per Unit of Service by Service Mode		\$291.77		#DIV/0!					
51	Number of Unduplicated Clients (UDC) per Service Mode									
52										
53	DPH #1A(1)								Rev. 05/2010	

BUDGET JUSTIFICATION **Stonewall Castro/ LIFE Program**

Salaries and Benefits

Director of Behavioral Health

Responsible for the overall management and oversight of the HIV Prevention projects resulting from this contract. Supervises the program director, deals with overall issues of services delivery, data collection and program improvements. Provides HIV prevention and care services to a caseload of clients.

Minimum Qualifications: Master's degree and mental health professional license required. A minimum of seven years experience in public health or mental health.

.10 FTE x \$ 87,500 = \$8,750

Director of Government Contracts

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

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

.10 FTE x \$ 80,000 = \$8,000

Evaluation Director

Responsible for the development of monitoring and evaluation systems, processes and tools to ensure foundation programs are rigorously evaluated for process and health outcomes and public health impact. Provides technical expertise and guidance to program and policy staff to design, develop, execute and measure key activities to achieve our strategic goals. Develops and delivers training and technical assistance to, and builds capacity among, program leads for monitoring and evaluating programs.

Minimum Qualifications: Masters in social or health sciences with 5 years experience in program in program evaluation required. PhD preferred. Experience with quantitative & qualitative research methods in prevention, health services and policy analysis is essential. Experience in HIV/AIDS or related field is desired

.10 FTE x \$ 80,000 = \$8,000

HIV CTL Services Manager

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

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

.40 FTE x \$ 43,930 = \$17,572

Data Manager

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

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

.10 FTE x \$ 80,000= \$8,000

Counselor I

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

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

1.25 FTE x \$ 53,840= \$67,300

Total Salaries \$117,622

Total Benefits 23% of \$ 117,622 total salaries = \$27,053

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

TOTAL SALARIES & BENEFITS \$144,675

Operating Expenses

Occupancy:

Rent:

Rent expense based on SFAF's experience rate of \$900.00 per \$900 per month x 12 months = \$10,800

Total Occupancy: \$10,800

Materials and Supplies:

Program/Medical Supplies:

Condoms and lubricant to distribute to clients.

100,000 condoms x \$0.08 per condom = \$8,000
 600 incentives @ \$20.00 each = \$12,000

Total Materials and Supplies: \$20,000

General Operating:

Insurance:

Occupancy insurance expense based on SFAF's experience rate of \$71.17 per month.

\$71.17 per month x 12 months = \$854

Total General Operating \$854

Staff Travel (Local & Out of Town):

Total Staff Travel: \$0

Consultants/Subcontractors:

Shanti Project
Program Manager

Responsible for: logistical and administrative support to program staff for all services; supervises Health Counselors, including individual and group case conferences; CRCS counseling; facilitation of SSG Health Education and MSW groups; clinical intakes.

Minimum Qualifications: Graduate degree in health services related field and/or 3 years experience in providing health services-related program management.

1.0 FTE x \$55,000 = \$55,000

Database Administrator

Responsible for: management of data design and collection, administrative support, and database quality assurance, analysis and reporting.

Minimum Qualifications: Graduate degree in health services-related field and/or 3 years experience in providing health services-related program management.

.10 FTE x \$50,000 = \$5,000

Senior Health Coordinator I/ Clinical

Responsible for: CRCS counseling; facilitation of SSG Health Education and MSW groups; clinical intakes; assists with outreach; intakes and follow-up; lead Health Counselor; provides clinical supervision, performance feedback and staff training on clinical topics.

Minimum Qualifications: Professional degree in Psychology, Clinical Social Work, Counseling and/or valid California license as a Clinical Psychologist, Clinical Social Worker, or Marriage and Family Therapist; 5 years direct service experience in mental health counseling and/or health services-related field; 4 years experience working with adults in a clinical setting; 2 years experience working in a supervisory capacity.

1.0 FTE x \$61,738 = \$61,738

Senior Health Coordinator II

Responsible for: CRCS counseling; facilitation of SSG Health Education and MSW groups; clinical intakes; assists with outreach; intakes and follow-up; provides coordination of and outreach for communities of color interventions.

Minimum Qualifications: Graduate degree in mental health counseling or health services related field and/or 3 years direct service experience in mental health counseling and/or health services-related field; 3 years experience providing or coordinating direct services for communities of color and/or peer-based trainings and workshops.

1.0 FTE x \$47,507 = \$47,507

Health Counselor

Responsible for: CRCS counseling; facilitation of SSG Health Education and MSW groups; clinical intakes; assists with outreach.

Minimum Qualifications: College degree in health service-related field and/or 2 years direct service experience in mental health counseling, small group facilitation, client advocacy and/or health education.

1.5 FTE x \$36,594 = \$54,891

Admin Assistant

Responsible for: data entry; logistical and administrative support.

Minimum Qualifications: College degree and/or minimum 3 years experience in administrative assistance within health services-related field.

.30 FTE x \$29,120 = \$8,736

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

Total Salaries x 19.20% = \$44,711

Rent

Rental of property including rent, utilities, building maintenance and IT services including pro-rata share of shared expenses.

\$1,500 x 12 months = \$18,000

Materials & Supplies

Supplies, postage, printing and photocopying of materials, educational materials, food, software, telephone/internet including pro-rata share of shared expenses.

\$1,660.34/month x 12 months = \$19,924

General Operating

Staff training, staff travel, insurance and equipment rental including pro-rata share of shared expenses.

\$363.00/ month x 12 months = \$4,356

Advertising

Costs for advertising placement for client recruitment and program based social marketing campaigns and related materials.

\$666.67/ month x 12 months = \$8,000

Intervention Materials

Incentives to support recruitment, attendance, punctuality and retention and related materials.

\$786.83/ month x 12 months = \$9,441

Total Consultants/Subcontractors: \$337,304

Other:

Total Other: \$0

TOTAL OPERATING EXPENSES \$368,958

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

Total Capital Expenditures: \$0

TOTAL DIRECT COSTS \$513,633

INDIRECT COSTS

Stonewall Castro

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

\$ 176,329 x 10%= \$17,633

LIFE Program

Indirect expenses for the San Francisco AIDS Foundation & Shanti are approximately 17% of operating costs. SFAF requests reimbursement at 15% of the total direct costs in the subcontract proposal to cover operating expenses incurred by the Foundation & Shanti, including finance and administrative staff, building maintenance, equipment rental & maintenance and information technology services.

\$ 337,304 x 15%= \$50,596

TOTAL INDIRECT COSTS \$68,229

APPENDIX TOTAL \$581,862

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1	Contractor Name: <u>San Francisco AIDS Foundation - Syringe Access Services</u>						Appendix B-6			
2	Contract Term: <u>9/1/11-6/30/13</u>						Appendix Term: <u>9/1/11-6/30/12</u>			
3	Funding Source: <u>General Fund</u>									
4										
5	SFDPH AIDS OFFICE CONTRACT									
6	UOS COST ALLOCATION BY SERVICE MODE									
7										
8										

		SERVICE MODES						
Personnel Expenses		Syringe Access Services		Program Coordination/ Bulk Purchasing				Contract Totals
Position Titles	FTE	Salaries	% FTE	Salaries	% FTE			
Vice-President of Program & Services	0.05	5,000	75%	1,667	25%			6,667
Director of Behavioral Health	0.10	7,521	95%	396	5%			7,917
Director of Government Contracts	0.05	2,500	75%	833	25%			3,333
Evaluation Director	0.05	3,333	100%		0%			3,333
Contracts and Purchasing Manager	0.05	2,491	92%	217	8%			2,708
Syringe Access Services Program Manager	0.80	25,000	75%	8,333	25%			33,333
Secondary Exchange/Volunteer Coordinato	0.65	24,375	100%		0%			24,375
Logistics Associates	2.50	87,500	100%		0%			87,500
Total FTE & Total Salaries	4.25	157,720	93%	11,446	7%			169,166
Fringe Benefits	23%	36,275	93%	2,633	7%			38,908
Total Personnel Expenses		193,995	93%	14,079	7%			208,074

Operating Expenses		Expenditure	%	Expenditure	%			Contract Total
Total Occupancy		44,113	93%	3,320	7%			47,433
Total Materials and Supplies		187,256	100%	200	0%			187,456
Total General Operating		10,860	93%	816	7%			11,676
Total Staff Travel		5,036	93%	379	7%			5,415
Consultants/Subcontractor:		312,452	100%		0%			312,452
Other:								
Total Operating Expenses		\$ 559,717	99%	\$ 4,715	1%			\$ 564,432

Total Direct Expenses		753,712	98%	18,794	2%			772,506
Indirect Expenses	10%	75,371	98%	1,880	2%			77,251
TOTAL EXPENSES		\$ 829,083	98%	\$ 20,674	2%			\$849,757
Number of Units of Service (UOS) per Service Mode		2,083		8				2,091
Cost Per Unit of Service by Service Mode		\$398.02		\$2,584.25				
Number of Unduplicated Clients (UDC) per Service Mode								

BUDGET JUSTIFICATION

Syringe Access Services

Salaries and Benefits

Vice-President of Program & Services

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

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

Annual Salary \$ 160,000 x 0.05 FTE x10 months = \$ 6,667

Director of Behavioral Health

Responsible for the overall management and oversight of the HIV Prevention projects resulting from this contract. Supervises the program manager, deals with overall issues of services delivery, data collection and program improvements. Provides HIV prevention and care services to a caseload of clients.

Minimum Qualifications: Master's degree and mental health professional license required. A minimum of seven years experience in public health or mental health.

Annual Salary \$ 95,000 x 0.10 FTE x10 months = \$ 7,917

Director of Government Contracts

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

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

Annual Salary \$ 80,000 x 0.05 FTE x10 months = \$ 3,333

Evaluation Director

Responsible for the development of monitoring and evaluation systems, processes and tools to ensure foundation programs are rigorously evaluated for process and health outcomes and public health impact. Provides technical expertise and guidance to program and policy staff to design, develop, execute and measure key activities to achieve our strategic goals. Develops and delivers training and technical assistance to, and builds capacity among, program leads for monitoring and evaluating programs.

Minimum Qualifications: Masters in social or health sciences with 5 years experience in program in program evaluation required. PhD preferred. Experience with quantitative & qualitative research methods in prevention, health services and policy analysis is essential. Experience in HIV/AIDS or related field is desired

Annual Salary \$ 80,000 x 0.05 FTE x10 months = \$ 3,333

Contracts & Purchasing Manager

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

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

Annual Salary \$ 65,000 x 0.05 FTE x10 months = \$ 2,708

Syringe Access Services Program Manager

Provides oversight and management of 11 exchange sites. Develops annual departmental strategic goals in alignment with agency and city objectives. Builds and maintains effective partnerships with other HIV/AIDS and Harm Reduction agencies. Responsible for scheduling and training full-time and temporary staff in appropriate exchange protocol. Responsible for purchasing exchange supplies. Organizes removal of biohazard waste from sites and coordinates removal with waste removal company, prepare reports for compliance and maintain safety protocols.

Minimum Qualifications: Three years experience working with injection and drug users required. Associates Degree with program management, supervision experience preferred. Must hold HIV test counselor certification or be willing to obtain certification on the job.

Annual Salary \$ 50,000 x 0.80 FTE x10 months = \$ 33,333

Secondary Exchange/Volunteer Coordinator

Responsible for recruiting, training, and supervising secondary exchangers willing to become peer educators. Develops curriculum for these trainings and helps develop training materials, including specific materials relevant to MSM-IDU speed users. Schedules and manages the site volunteers and supervises exchange sites.

Minimum Qualifications: High school diploma or equivalency; valid California driver's license and excellent driving record. 1 year of experience working with injection drug users and with volunteers.

Annual Salary \$ 45,000 x 0.65 FTE x10 months = \$ 24,375

Logistics Associates

Staffs exchange sites and supervises volunteers at the sites. Transports supplies to exchanges sites and sets up/tears down sites as needed.

Minimum Qualifications: Experience working as a volunteer or paid staff in a human service organization. Bilingual in English/Spanish desired. Ability to follow directions and good communications skills necessary. Must be able to lift maximum 45 pounds.

Annual Salary \$ 42,000 x 2.50 FTE x10 months = \$ 87,500

Total Salaries \$ 169,166

Total Benefits 23% of \$ 169,166 total salaries = \$ 38,908

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

TOTAL SALARIES & BENEFITS \$ 208,074

Operating Expenses

Occupancy:

Rent:

Rent expense based on SFAF's experience rate of \$700.00 per FTE per month.

\$700 per month x 4.25 FTE x 10 months = \$ 29,750
 \$1000 per month x 10 months = \$ 10,000

Utilities:

Telephone expense based on SFAF's experience rate of \$69.00 per FTE per month. SFAF is also requesting \$1,500 to partially reimburse the expense of cell phones for staff at exchange sites.

\$69 per month x 4.25 FTE x 10 months = \$ 2,933
 \$125 per month x 10 months = \$ 1,250

Building Maintenance

Monthly cost of janitorial services at 6th street location.

\$350 per month x 10 months = \$ 3,500

Total Occupancy: \$ 47,433

Materials and Supplies:

Office Supplies/Postage:

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

\$35 per month x 4.25 FTE x 10 months = \$ 1,488

Waste Disposal

\$1666.67 per month x 10 months = \$ 16,667

Volunteer Support

Purchase of snacks and drinks for volunteers that staff the exchange sites. Also purchase of t-shirts and sweatshirts for volunteers that work the sites.

\$400 per month x 10 months = \$ 4,000

Program/Medical Supplies

Includes condoms, lubricant, syringes, biohazard waste containers and injection-related supplies, such as alcohol wipes, cotton balls and pellets and sterile water.

Syringes: \$0.10 each X 716,420 = \$ 71,642

18/19 gallon biohazard waste containers: \$22.95 per container x 2,235 containers = \$ 51,293

2 gallon biohazard waste containers: \$2.65 per container x 1,500 containers = \$ 3,975

Alcohol wipes: \$29.60 per case X 215 cases = \$ 6,364

Cotton Balls: \$12.00 per case X 100 cases = \$ 1,200

Cotton Pellets: \$895.00 per bag X 4 bags = \$ 3,580

Sterile Water: \$81.00 per case X 150 cases = \$ 12,150

Paper bags: \$7.90 per bundle X 104 bundles = \$ 822

Condoms: \$69.83/cs X 142 cases = \$ 9,916

Lube: \$218.00/cs X 20 cases = \$ 4,360

Total Materials and Supplies: \$ 187,456

General Operating:

Insurance:

Occupancy insurance expense based on SFAF's experience rate of \$50.00 per FTE per month. SFAF is requesting an additional \$504.17 per month to cover the cost of additional insurance for the exchange sites.

\$50 per month x 4.25 FTE x 10 months = \$ 2,125
 \$504.17 per month x 10 months = \$ 5,042

Outside Storage:

Storage expense based on SFAF's experience rate of \$5.10 per FTE per month.

\$5.10 per month x 4.25 FTE x 10 months = \$ 216

Rental/Maintenance of Equipment:

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

Rental - \$59 per month x 4.25 FTE x 10 months = \$ 2,508
 Maintenance - \$42 per month x 4.25 FTE x 10 months = \$ 1,785

Total General Operating: \$ 11,676

Staff Travel (Local & Out of Town):

Gasoline for the van driven to take staff to each site, also used for pick-up & deliveries of supplies.

Fuel: \$54.15 per tank X 10 tanks per month x 10 months = \$ 5,415

Total Staff Travel: \$ 5,415

Consultants/Subcontractors:

Asian-Pacific Islander Wellness Center

Provide needle exchanges services to the Asian and Pacific Islander communi

Associate Director of Health Services: Oversees contractual compliance, data and reporting; responsible for all program reporting requirements and compliance; manages subcontract relationships. Reports to Director of Health Services. *Minimum qualifications:* a bachelors degree, 5 years of HIV program management and contraact management experience.

0.02 FTE x \$58,000 = \$1,160/ 12 mo. = \$96.67 x 10 months = \$ 967

Program Supervisor: Provides supervision and coordination of syringe exchange programming across all sites. Supervises program staff and peer leaders. Assists in program compliance and quality assurance activities. Reports to Director of Health Services. *Minimum qualifications:* 3 years in HIV programs, supervision and program management, particularly overseeing needle exchange programs.

0.05 FTE x \$48,000 = \$2,400/ 12 mo. = \$200/mo. x 10 months = \$ 2,000

Needle Exchange Program Specialist: Provides needle exchange services; works directly with clients at all sites; conducts outreach and marketing efforts to promote needle exchange services; completes all required documentation. Report to the Program Supervisor. *Minimum qualifications:* a bachelors degree in health or social services, bilingual proficiency preferred and 3 years of HIV or socail service experience, particularly with needle exchange programs.

0.50 FTE x \$34,000 = \$17,000/ 12 mo. \$1,416.67 / mo x 10 months = \$ 14,167

Program Support Staff: Provides clerical, administrative and data management support to program staff; assists with reporting requirements to the AIDS Office. *Minimum qualifications:* Bachelor's degree, computer and office skills, and 2 years of administra

0.05 FTE x \$30,000 = \$1,500/12 mo = \$125/mo. x 10 months = \$ 1,250

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

	25.85% of \$18,383 total salaries =	\$	4,753
<u>Rent:</u> Project staff office, common & confidential meeting areas.			
Calculated based on FTE = \$396.50 per FTE			
	\$396.50/FTE x .62 FTE x 10 months =	\$	2,458
<u>Building Utilities:</u> to cover janitorial, maintenance supplies, locksmith and security expense for program space. Calculated based on FTE =			
\$214.10 per FTE			
	\$214.10/FTE x .62 FTE x 10 months =	\$	1,328
<u>Telephone:</u> Telephone, internet, website expenses. Calculated based on			
FTE = \$55.96 per FTE			
	\$55.96/FTE x .62 FTE x 10 months =	\$	347
<u>Office Supplies:</u> Supplies for project staff and to cover any program related supplies. Calculated based on FTE = \$42.34 per FTE			
	\$42.34/FTE x .62 FTE x 10 months =	\$	263
<u>Postage:</u> Expenses for program. Calculated based on FTE = \$20.22 per FTE			
	\$20.22/FTE x .62 FTE x 10 months =	\$	125
<u>Peer Leader Stipends:</u> Stipends for clients who support programming and assist with programmatic activities.			
	\$300 per peer leader annually x 2 peer leaders x 10 months =	\$	500
<u>Needle Exchange session expenses:</u> Food/refreshments			
	\$10 per session x 135 sessions =	\$	1,350
<u>Homeless Youth Alliance</u>			
Provide needle exchanges services to homeless youth.			
<u>Executive Director:</u> Responsible for supervising staff & volunteers, staffing sites, program management evaluation and QA activities.			
<i>Minimum qualifications:</i> BA/BS or 3 years exp. as homeless service program director.			
	.65 FTE x \$62,000 = \$40,300/ 12 mo = \$3,358.34 x 10 months =	\$	33,583
<u>Program Manager:</u> Provides scheduling, facilitates meetings, schedules staff trainings & does ordering. <i>Minimum qualifications:</i> 2 years experience working with target population & management.			
	.40 FTE x \$40,800 = \$16,320/ 12 mo = \$1,360/mo x 10 months =	\$	13,600
<u>Development Associate:</u> Responsible for assisting in reporting and QA activities. <i>Minimum Qualifications:</i> 2 years working with target population, 1 year admin. experience.			
	.20 FTE x \$42,800 = \$8,560/12 mo = \$713.33/mo x 10 months =	\$	7,133
<u>Outreach Counselor:</u> Providing recruitment and linkage and needle exchange, as well as facilitation of DIGs. <i>Minimum qualifications:</i> 2 years experience working with target population.			
	1.35 FTE x \$35,304 = \$47,660/ 12 mo. = \$3,971.70/mo x 10 months =	\$	39,717
<u>Data Entry Assistant:</u> Responsible for entering all data collected at all program interventions into our web based database. <i>Minimum qualifications:</i> 1 year experience with data entry.			
	.18 FTE x \$31,200 = \$5,616/12 mo = \$468.00/mo. x 10 months =	\$	4,680
<u>Benefits:</u> Social Security, Worker's Compensation, Health Benefits, Unemployment, State and Federal Taxes, Retirement Plan.			
	22% of total salaries =	\$	21,717
<u>Rent:</u> Monthly rent expense for the program			
	89% of \$3,000.00 = \$2,670/ month x 10 months =	\$	26,700
<u>Utilities:</u> Monthly phone expenses for proportionate program utilization.			
	40% of \$1,400 = \$560/ month x 10 months =	\$	5,600
<u>Building Maintenance:</u> Minor building and upkeep repairs.			
		\$	333
<u>Office Supplies/Postage:</u> General office supplies such as pens, paper, and postage expenses for participant communication, proportionate to program utilization.			
	\$125 per month x 10 months =	\$	1,250

Staff Training: Trainings for staff to further their job knowledge and gain information.

\$170.40 per month x 10 months = \$ 1,704

Rental of Equipment: Photocopier rental.

\$701.17 per month x 10 months = \$ 7,012

Food: Provided at all interventions.

\$333.33 x 10 months = \$ 3,333

St. James Infirmary

Provide needle exchanges services to marginalized MSM, IDUs and TFMS.

Programs Director: Supervises and supports all NEX Coordinators, coordinates quality assurance activities, oversees all evaluation activities, prepares monthly invoices, annual agency reports, and maintains communications with all collaborative partners within the NEX and referral systems network. Minimum Qualifications: Master's degree in Social Work, Public Health, or other related fields, or equivalent work experience; Experience coordinating social services programs and supervising staff and service operations; Experience in or knowledge of the sex industry and occupational health and safety issues affecting sex workers; Experience working with people who use substances, including injection drugs; Experience working with people of different ethnic backgrounds, sexual identity and orientations, and people living with HIV/AIDS.

0.125 FTE x \$45,000 = \$5,625/ 12 months = \$468.75/mo x 10 months = \$ 4,688

Outreach & NEX Coordinators: NEX Coordinators trains and supervises all Outreach and NEX Workers during community forums and venue-based sessions, weekly needle distribution and disposal, coordinates monthly outreach schedules, provides on-call/back-up coverage for outreach workers during weekly shifts, organizes and maintains information and data related to sex work venues, outreach contacts, and community resource listings and materials (local, national, and international). The Coordinators provide assistance with evaluation activities and provides programmatic support during monitoring periods. Minimum Qualifications: Experience coordinating outreach services and supervising staff; Experience in or knowledge of the sex industry and occupational health and safety issues affecting sex workers; Experience working with people who use substances, including injection drugs; Experience working with people of different ethnic backgrounds, sexual identity and orientations, and people living with HIV/AIDS.

.5 FTE x \$39,520 = \$19,760/ 12 months = \$1,646.67/mo x 10 months = \$ 16,467

Community Health Education Outreach & NEX Workers: performs HIV/STI prevention education including safer sex and safer injection drug use education for street-based sex workers, escorts, massage and body workers, exotic dancers, and other Sex Workers in the San Francisco Bay Area; and distributes condoms, dams, lubrication, hygiene kits, and other harm reduction/prevention materials and supplies. Outreach/NEX Workers complete field notes and Core Variables. Minimum Qualifications: Experience in or knowledge of the sex industry and occupational health and safety issues affecting sex workers; Experience working with people who use substances, including injection drugs; Experience working with people of different ethnic backgrounds, sexual identity and orientations, and people living with HIV/AIDS; Bilingual in Spanish.

1 FTE x \$28,964 = \$28,964/ 12 months = \$2,413.67/mo. x 10 months = \$ 24,137

Administrative Assistant: Responsible for answering phones during business hours, checking phone messages and calling back individuals who request general information; assist with ordering and maintaining program supplies. Assists with all data entry and evaluation activities related to contract performance requirements. Minimum qualifications: Experience in or knowledge with the sex industry and occupational health and safety issues affecting sex workers; Experience working with people who use substances, including injection drugs; Experience working with people of different ethnic backgrounds, sexual identity and orientations, and people living with HIV/AIDS.
.19 FTE x \$36,126 = \$6,864/ 12 months = \$572.00 x 10 mo. = \$ 5,720

Benefits: Social Security, Worker's Compensation, Health Benefits, Unemployment, State and Federal Taxes, Retirement Plan.
25% of \$51,012 total salaries = \$ 12,753

Insurance: General Liability, Board Indemnification, and Worker's Compensation policies are approximately \$16,500 per year. Total program expenses estimated at \$6,775 per year/ 12 x 10. \$ 5,646

Accounting: Payroll and accounting services, and business management expenses are approximately \$30,000 per year. Total program expenses estimated at \$5,938 per year/12 x 10. \$ 4,948

Cell Phones: Funds requested support communication expenses for Outreach Coordinators, and Outreach Workers.
\$180 per month x 10 months = \$ 1,800

Glide

Provide needle exchanges services to marginalized MSM, IDUs and TFMS.

HIV Services Program Manager: Oversees all HIV Prevention Programs and activities under the direct supervision of the Glide Health Services Medical Director. Supervises and supports all SAS Coordinators, coordinates quality assurance activities, oversees all evaluation activities, prepares monthly invoices, annual agency reports, and maintains communications with all collaborative partners within the SAS Network. *Minimum Qualifications:* Master's degree in Social Work, Public Health, or other related fields, or equivalent work experience; Experience coordinating social services programs and supervising staff and service operations; Experience in or knowledge of the Tenderloin area and working with the diverse populations of that area particularly those affected: substance use, both IDU and non IDU; mental health issues; history of incarceration; commercial sex work, hustling and barter sex; marginalization and discrimination; and poverty. Experience working with people of different ethnic backgrounds, sexual identity and orientations, and people living with HIV/AIDS.
0.55 FTE x \$59,216 = \$32,568/ 12 months = \$2,714.07/mo. x 10 months = \$ 27,141

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

0.20 FTE x \$31,200 = \$6,240/12 months = \$520.00/mo x 10 months = \$ 5,200

Outreach & SAS Counselors/Coordinators: Assist in the training/supervision of Outreach and SAS peer-educator/volunteers during community forums/venue-based sessions, twice weekly SAS distribution and disposal, coordinates monthly outreach schedules, provides on-call/back-up coverage for outreach workers during weekly shifts, organizes and maintains information and data related to target population venues, outreach contacts, and community resource listings and materials. Provide assistance with evaluation activities and provides programmatic support during monitoring periods. HIV/STI prevention education including safer sex and safer injection drug use education for IDU; and distributes harm reduction/prevention materials. *Minimum Qualifications:* Experience coordinating outreach services and supervising staff; Experience in or knowledge of IDU populations, health and safety issues affecting IDU; Experience working with people who use substances, including injection drugs; Experience working with people of different ethnic backgrounds, sexual identity and orientations, and people living with HIV/AIDS.

0.25 FTE x \$38,809 = \$9,701/ 12 months = \$808.52/mo x 10 months = \$ 8,084 40425*

Total Consultants/Subcontractors: \$ 312,452

TOTAL OPERATING EXPENSES \$ 564,432

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

Total Capital Expenditures: \$ -

TOTAL DIRECT COSTS \$ 772,506

INDIRECT COSTS

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

\$772,506 x 10% = \$ 77,251

TOTAL INDIRECT COSTS \$ 77,251

APPENDIX TOTAL \$ 849,757

	A	B	C	D	E	F	G	H	I	
1	Contractor Name: <u>San Francisco AIDS Foundation - Syringe Access Services</u>						Appendix B-6A		Page 1	
2	Contract Term: <u>9/1/11-6/30/13</u>						Appendix Term: <u>09/01/11-06/30/2012</u>			
3	Funding Source: <u>CF</u>									
4										
5	SFDPH AIDS OFFICE CONTRACT									
6	UOS COST ALLOCATION BY SERVICE MODE									
7										
8	SERVICE MODES									
9	Personnel Expenses		Syringe Access Services							
10	Position Titles	FTE	Salaries	% FTE	Salaries	% FTE			Contract Totals	
11	Vice-President of Program & Services	0.05								
12	Director of Behavioral Health	0.10								
13	Director of Government Contracts	0.05								
14	Evaluation Director	0.05								
15	Contracts and Purchasing Manager	0.05								
16	Syringe Access Services Program Manager	1.00								
17	Secondary Exchange/Volunteer Coordinator	0.65								
18	Logistics Associates	3.00								
19										
20										
21										
22	Total FTE & Total Salaries	4.95								
23	Fringe Benefits	23%								
24	Total Personnel Expenses									
25										
26	Operating Expenses		Expenditure	%	Expenditure	%			Contract Total	
27	Total Occupancy									
28	Total Materials and Supplies		68,665	100%					68,665	
29	Total General Operating									
30	Total Staff Travel									
31	Consultants/Subcontractor:									
32										
33	Other:									
34										
35										
36										
37										
38										
39										
40										
41	Total Operating Expenses		\$ 68,665	100%					\$ 68,665	
42										
43	Total Direct Expenses		68,665	100%					68,665	
44	Indirect Expenses 10%		6,866	100%					6,866	
45	TOTAL EXPENSES		\$ 75,531	100%					\$75,531	
46										
47	Number of Units of Service (UOS) per Service Mode		N/A							
48	Cost Per Unit of Service by Service Mode									
49	Number of Unduplicated Clients (UDC) per Service Mode									
50										
51	DPH #1A(1)								Rev. 05/2010	

BUDGET JUSTIFICATION

Syringe Access Services

Operating Expenses

Materials and Supplies:

Program/Medical Supplies

Includes condoms, lubricant, syringes, biohazard waste containers and injection-related supplies, such as alcohol wipes, cotton balls and pellets and sterile water.

Syringes: \$0.10 each X 686,650 = \$68,665

Total Materials and Supplies:	\$68,665
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TOTAL OPERATING EXPENSES	\$68,665
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CAPITAL EXPENDITURES: (If needed - A unit valued at \$5,000 or more)

Total Capital Expenditures:	\$0
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TOTAL DIRECT COSTS	\$68,665
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INDIRECT COSTS

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

\$68,665 x 10% = \$6,866

TOTAL INDIRECT COSTS	\$6,866
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APPENDIX TOTAL	\$75,531
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	A	B	C	D	E	F	G	H	I	
1	Contractor Name: San Francisco AIDS Foundation - Syringe Access Services						Appendix B-6b		Page 1	
2	Contract Term: 9/1/11-6/30/13						Appendix Term: 09/01/2011-06/30/2012			
3	Funding Source: CF									
4										
5	SFDPH AIDS OFFICE CONTRACT									
6	UOS COST ALLOCATION BY SERVICE MODE									
7										
8	SERVICE MODES									
9	Personnel Expenses		Syringe Access Services						Contract Totals	
10	Position Titles	FTE	Salaries	% FTE	Salaries	% FTE				
11	Vice-President of Program & Services	0.05								
12	Director of Behavioral Health	0.10								
13	Director of Government Contracts	0.05								
14	Evaluation Director	0.05								
15	Contracts and Purchasing Manager	0.05								
16	Syringe Access Services Program Manager	1.00								
17	Secondary Exchange/Volunteer Coordinator	0.65								
18	Logistics Associates	3.00								
19										
20										
21										
22	Total FTE & Total Salaries	4.95								
23	Fringe Benefits	23%								
24	Total Personnel Expenses									
25										
26	Operating Expenses		Expenditure	%	Expenditure	%				Contract Total
27	Total Occupancy									
28	Total Materials and Supplies		60,407	100%						60,407
29	Total General Operating									
30	Total Staff Travel									
31	Consultants/Subcontractor:									
32										
33	Other:									
34										
35										
36										
37										
38										
39										
40										
41	Total Operating Expenses		\$ 60,407	100%						\$ 60,407
42										
43	Total Direct Expenses		60,407	100%						60,407
44	Indirect Expenses 10%		6,041	100%						6,041
45	TOTAL EXPENSES		\$ 66,448	100%						\$66,448
46										
47	Number of Units of Service (UOS) per Service Mode		N/A							
48	Cost Per Unit of Service by Service Mode									
49	Number of Unduplicated Clients (UDC) per Service Mode									
50										
51	DPH #1A(1)									Rev. 05/2010

BUDGET JUSTIFICATION

Syringe Access Services

Operating Expenses

Materials and Supplies:

Program/Medical Supplies

Includes condoms, lubricant, syringes, biohazard waste containers and injection-related supplies, such as alcohol wipes, cotton balls and pellets and sterile water.

Syringes: \$0.10 each X 604,070 = \$60,407

Total Materials and Supplies:	\$60,407
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TOTAL OPERATING EXPENSES	\$60,407
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CAPITAL EXPENDITURES: (If needed - A unit valued at \$5,000 or more)

Total Capital Expenditures:	\$0
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TOTAL DIRECT COSTS	\$60,407
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INDIRECT COSTS

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

\$60,407 x 10% = \$6,041

TOTAL INDIRECT COSTS	\$6,041
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APPENDIX TOTAL	\$66,448
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	A	B	C	D	E	F	G	H	I	
1	Contractor Name: San Francisco AIDS Foundation - Syringe Access Services						Appendix B-6C		Page 1	
2	Contract Term: 9/1/11-6/30/13						Appendix Term: 09/1/2011-6/30/201			
3	Funding Source: CF									
4										
5	SFDPH AIDS OFFICE CONTRACT									
6	UOS COST ALLOCATION BY SERVICE MODE									
7										
8	SERVICE MODES									
9	Personnel Expenses		Syringe Access Services							
10	Position Titles	FTE	Salaries	% FTE	Salaries	% FTE			Contract Totals	
11	Vice-President of Program & Services	0.05								
12	Director of Behavioral Health	0.10								
13	Director of Government Contracts	0.05								
14	Evaluation Director	0.05								
15	Contracts and Purchasing Manager	0.05								
16	Syringe Access Services Program Manager	1.00								
17	Secondary Exchange/Volunteer Coordinator	0.65								
18	Logistics Associates	3.00								
19										
20										
21										
22	Total FTE & Total Salaries	4.95								
23	Fringe Benefits	23%								
24	Total Personnel Expenses									
25										
26	Operating Expenses		Expenditure	%	Expenditure	%			Contract Total	
27	Total Occupancy									
28	Total Materials and Supplies		5,912	100%					5,912	
29	Total General Operating									
30	Total Staff Travel									
31	Consultants/Subcontractor:									
32										
33	Other:									
34										
35										
36										
37										
38										
39										
40										
41	Total Operating Expenses		\$ 5,912	100%					\$ 5,912	
42										
43	Total Direct Expenses		5,912	100%					5,912	
44	Indirect Expenses 10%		591	100%					591	
45	TOTAL EXPENSES		\$ 6,503	100%					\$6,503	
46										
47	Number of Units of Service (UOS) per Service Mode		N/A							
48	Cost Per Unit of Service by Service Mode									
49	Number of Unduplicated Clients (UDC) per Service Mode									
50										
51	DPH #1A(1)									

BUDGET JUSTIFICATION Syringe Access Services

Operating Expenses

Materials and Supplies:

Program/Medical Supplies

Includes condoms, lubricant, syringes, biohazard waste containers and injection-related supplies, such as alcohol wipes, cotton balls and pellets and sterile water.

Syringes: \$0.10 each X 59,120 = \$5,912

Total Materials and Supplies:	\$5,912
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TOTAL OPERATING EXPENSES	\$5,912
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CAPITAL EXPENDITURES: *(If needed - A unit valued at \$5,000 or more)*

Total Capital Expenditures:	\$0
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TOTAL DIRECT COSTS	\$5,912
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INDIRECT COSTS

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

\$5,912 x 10% = \$591

TOTAL INDIRECT COSTS	\$591
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APPENDIX TOTAL	\$6,503
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	A	B	C	D	E	F	G	H	I	
1	B San Francisco AIDS Foundation - Syringe Access Services						Appendix B-6d	Page 1		
2	Contract Term: 9/1/11-6/30/13						Appendix Term: 07/1/2012-6/30/2013			
3	Funding Source: General Fund									
4										
5	SFDPH AIDS OFFICE CONTRACT									
6	UOS COST ALLOCATION BY SERVICE MODE									
7										
8	SERVICE MODES									
9	Personnel Expenses		Syringe Access Services		Program Coordination/ Bulk Purchasing				Contract Totals	
10	Position Titles	FTE	Salaries	% FTE	Salaries	% FTE				
11	Vice-President of Program & Services	0.05	6,000	75%	2,000	25%			8,000	
12	Director of Behavioral Health	0.10	9,000	95%	500	5%			9,500	
13	Director of Government Contracts	0.05	3,000	75%	1,000	25%			4,000	
14	Evaluation Director	0.05	4,000	100%		0%			4,000	
15	Contracts and Purchasing Manager	0.05	3,000	92%	250	8%			3,250	
16	Syringe Access Services Program Manager	0.80	30,000	75%	10,000	25%			40,000	
17	Secondary Exchange/Volunteer Coordinator	0.65	29,250	100%		0%			29,250	
18	Logistics Associates	2.50	105,000	100%		0%			105,000	
19										
20										
21										
22	Total FTE & Total Salaries	4.25	189,250	93%	13,750	7%			203,000	
23	Fringe Benefits	23%	43,527	93%	3,163	7%			46,690	
24	Total Personnel Expenses		232,777	93%	16,913	7%			249,690	
25										
26	Operating Expenses		Expenditure	%	Expenditure	%			Contract Total	
27	Total Occupancy		52,935	93%	3,984	7%			56,919	
28	Total Materials and Supplies		224,746	100%	200	0%			224,946	
29	Total General Operating		13,030	93%	981	7%			14,011	
30	Total Staff Travel		5,500	85%	1,000	15%			6,500	
31	Consultants/Subcontractor:		374,942	100%		0%			374,942	
32										
33	Other:									
34										
35										
36										
37										
38										
39										
40										
41	Total Operating Expenses		\$ 671,153	99%	\$ 6,165	1%			\$ 677,318	
42										
43	Total Direct Expenses		903,930	98%	23,078	2%			927,008	
44	Indirect Expenses	10%	90,393	98%	2,308	2%			92,701	
45	TOTAL EXPENSES		\$ 994,323	98%	\$ 25,386	2%			\$1,019,709	
46										
47	Number of Units of Service (UOS) per Service Mode		3,020		12				3,032	
48	Cost Per Unit of Service by Service Mode		\$329.25		\$2,115.50					
49	Number of Unduplicated Clients (UDC) per Service Mode									
50										
51	DPH #1A(1)								Rev. 05/2010	

BUDGET JUSTIFICATION

Syringe Access Services

Salaries and Benefits

Vice-President of Program & Services

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

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

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

Director of Behavioral Health

Responsible for the overall management and oversight of the HIV Prevention projects resulting from this contract. Supervises the program manager, deals with overall issues of services delivery, data collection and program improvements. Provides HIV prevention and care services to a caseload of clients.

Minimum Qualifications: Master's degree and mental health professional license required. A minimum of seven years experience in public health or mental health.

Annual Salary \$ 95,000 x 0.10 FTE = \$ 9,500

Director of Government Contracts

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

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

Annual Salary \$ 80,000 x 0.05 FTE = \$ 4,000

Evaluation Director

Responsible for the development of monitoring and evaluation systems, processes and tools to ensure foundation programs are rigorously evaluated for process and health outcomes and public health impact. Provides technical expertise and guidance to program and policy staff to design, develop, execute and measure key activities to achieve our strategic goals. Develops and delivers training and technical assistance to, and builds capacity among, program leads for monitoring and evaluating programs.

Minimum Qualifications: Masters in social or health sciences with 5 years experience in program in program evaluation required. PhD preferred. Experience with quantitative & qualitative research methods in prevention, health services and policy analysis is essential. Experience in HIV/AIDS or related field is desired

Annual Salary \$ 80,000 x 0.05 FTE = \$ 4,000

Contracts & Purchasing Manager

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

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

Annual Salary \$ 65,000 x 0.05 FTE = \$ 3,250

Syringe Access Services Program Manager

Provides oversight and management of 11 exchange sites. Develops annual departmental strategic goals in alignment with agency and city objectives. Builds and maintains effective partnerships with other HIV/AIDS and Harm Reduction agencies. Responsible for scheduling and training full-time and temporary staff in appropriate exchange protocol. Responsible for purchasing exchange supplies. Organizes removal of biohazard waste from sites and coordinates removal with waste removal company, prepare reports for compliance and maintain safety protocols.

Minimum Qualifications: Three years experience working with injection and drug users required. Associates Degree with program management, supervision experience preferred. Must hold HIV test counselor certification or be willing to obtain certification on the job.

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

Logistics Associates

Staffs exchange sites and supervises volunteers at the sites. Transports supplies to exchanges sites and sets up/tears down sites as needed.

Minimum Qualifications: Experience working as a volunteer or paid staff in a human service organization. Bilingual in English/Spanish desired. Ability to follow directions and good communications skills necessary. Must be able to lift maximum 45 pounds.

Annual Salary \$ 42,000 x 2.50 FTE = \$ 105,000

Secondary Exchange/Volunteer Coordinator

Responsible for recruiting, training, and supervising secondary exchangers willing to become peer educators. Develops curriculum for these trainings and helps develop training materials, including specific materials relevant to MSM-IDU speed users. Schedules and manages the site volunteers and supervises exchange sites.

Minimum Qualifications: High school diploma or equivalency; valid California driver's license and excellent driving record. 1 year of experience working with injection drug users and with volunteers.

Annual Salary \$ 45,000 x 0.65 FTE = \$ 29,250

Total Salaries \$ 203,000

Total Benefits 23% of \$ 203,000 total salaries = \$ 46,690

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

TOTAL SALARIES & BENEFITS \$ 249,690

Operating Expenses

Occupancy:

Rent:

Rent expense based on SFAF's experience rate of \$700.00 per FTE per month.

\$700 per month x 4.25 FTE x 12 months = \$ 35,700

\$1000 per month x 12 months = \$ 12,000

Utilities:

Telephone expense based on SFAF's experience rate of \$69.00 per FTE per month. SFAF is also requesting \$1,500 to partially reimburse the expense of cell phones for staff at exchange sites.

\$69 per month x 4.25 FTE x 12 months = \$ 3,519

5 phones x \$300 per year = \$ 1,500

Building Maintenance

Monthly cost of janitorial services at 6th street location.

\$350 per month x 12 months = \$ 4,200

Total Occupancy: \$ 56,919

Materials and Supplies:

Office Supplies/Postage:

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

$$\$35 \text{ per month} \times 4.25 \text{ FTE} \times 12 \text{ months} = \$ 1,785$$

Volunteer Support

Purchase of snacks and drinks for volunteers that staff the exchange sites.

Also purchase of t-shirts and sweatshirts for volunteers that work the sites. \$ 4,800

Waste Disposal

$$\$1666.67 \text{ per month} \times 12 \text{ months} = \$ 20,000$$

Program/Medical Supplies

Includes condoms, lubricant, syringes, biohazard waste containers and injection-related supplies, such as alcohol wipes, cotton balls and pellets and sterile water.

$$\text{Syringes: } \$0.10 \text{ each} \times 1,047,010 = \$ 104,701$$

$$18/19 \text{ gallon biohazard waste containers: } \$22.95 \text{ per container} \times 2,235 \text{ containers} = \$ 51,293$$

$$2 \text{ gallon biohazard waste containers: } \$2.65 \text{ per container} \times 1,500 \text{ containers} = \$ 3,975$$

$$\text{Alcohol wipes: } \$29.60 \text{ per case} \times 215 \text{ cases} = \$ 6,364$$

$$\text{Cotton Balls: } \$12.00 \text{ per case} \times 100 \text{ cases} = \$ 1,200$$

$$\text{Cotton Pellets: } \$895.00 \text{ per bag} \times 4 \text{ bags} = \$ 3,580$$

$$\text{Sterile Water: } \$81.00 \text{ per case} \times 150 \text{ cases} = \$ 12,150$$

$$\text{Paper bags: } \$7.90 \text{ per bundle} \times 104 \text{ bundles} = \$ 822$$

$$\text{Condoms: } \$69.83/\text{cs} \times 142 \text{ cases} = \$ 9,916$$

$$\text{Lube: } \$218.00/\text{cs} \times 20 \text{ cases} = \$ 4,360$$

Total Materials and Supplies: \$ 224,946

General Operating:

Insurance:

Occupancy insurance expense based on SFAF's experience rate of \$50.00 per FTE per month. SFAF is requesting an additional \$504.17 per month to cover the cost of additional insurance for the exchange sites.

$$\$50 \text{ per month} \times 4.25 \text{ FTE} \times 12 \text{ months} = \$ 2,550$$

$$\$504.17 \text{ per month} \times 12 \text{ months} = \$ 6,050$$

Outside Storage:

Storage expense based on SFAF's experience rate of \$5.10 per FTE per month.

$$\$5.10 \text{ per month} \times 4.25 \text{ FTE} \times 12 \text{ months} = \$ 260$$

Rental/Maintenance of Equipment:

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

Rental - \$59 per month x 4.25 FTE x 12 months = \$ 3,009
 Maintenance - \$42 per month x 4.25 FTE x 12 months = \$ 2,142

Total General Operating: \$ 14,011

Staff Travel (Local & Out of Town):

Gasoline for the van driven to take staff to each site, also used for pick-up & deliveries of supplies.

Fuel: \$54.17 per tank X 10 tanks per month x 12 months = \$ 6,500

Total Staff Travel: \$ 6,500

Consultants/Subcontractors:

Asian-Pacific Islander Wellness Center

Provide needle exchanges services to the Asian and Pacific Islander commur

Associate Director of Health Services: Oversees contractual compliance, data and reporting; responsible for all program reporting requirements and compliance; manages subcontract relationships. Reports to Director of Health Services. *Minimum qualifications:* a bachelors degree, 5 years of HIV program management and contract management experience.

0.02 FTE x \$58,000 per year = \$ 1,160

Program Supervisor: Provides supervision and coordination of syringe exchange programming across all sites. Supervises program staff and peer leaders. Assists in program compliance and quality assurance activities. Reports to Director of Health Services. *Minimum qualifications:* 3 years in HIV programs, supervision and program management, particularly overseeing needle exchange programs.

0.05 FTE x \$48,000 per year = \$ 2,400

Needle Exchange Program Specialist: Provides needle exchange services; works directly with clients at all sites; conducts outreach and marketing efforts to promote needle exchange services; completes all required documentation. Report to the Program Supervisor. *Minimum qualifications:* a bachelors degree in health or social services, bilingual proficiency preferred and 3 years of HIV or socail service experience, particularly with needle exchange programs.

0.50 FTE x \$34,000 per year = \$ 17,000

Program Support Staff: Provides clerical, administrative and data management support to program staff; assists with reporting requirements to the AIDS Office. *Minimum qualifications:* Bachelor's degree, computer and office skills, and 2 years of administra

0.05 FTE x \$30,000 per year = \$ 1,500

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

25.85% of \$ 22,060 total salaries = \$ 5,703

<u>Rent:</u> Project staff office, common & confidential meeting areas. Calculated based on FTE = \$396.50 per FTE $\$396.50/\text{FTE} \times .62 \text{ FTE} \times 12 \text{ months} =$	\$	2,950
<u>Building Utilities:</u> to cover janitorial, maintenance supplies, locksmith and security expense for program space. Calculated based on FTE = \$214.10 per FTE $\$214.10/\text{FTE} \times .62 \text{ FTE} \times 12 \text{ months} =$	\$	1,593
<u>Telephone:</u> Telephone, internet, website expenses. Calculated based on FTE = \$55.96 per FTE $\$55.96/\text{FTE} \times .62 \text{ FTE} \times 12 \text{ months} =$	\$	416
<u>Office Supplies:</u> Supplies for project staff and to cover any program related supplies. Calculated based on FTE = \$42.34 per FTE $\$42.34/\text{FTE} \times .62 \text{ FTE} \times 12 \text{ months} =$	\$	315
<u>Postage:</u> Expenses for program. Calculated based on FTE = \$20.22 per FTE $\$20.22/\text{FTE} \times .62 \text{ FTE} \times 12 \text{ months} =$	\$	150
<u>Peer Leader Stipends:</u> Stipends for clients who support programming and assist with programmatic activities. \$300 per peer leader annually x 2 peer leaders =	\$	600
<u>Needle Exchange session expenses:</u> Food/refreshments \$10 per session x 162 sessions =	\$	1,620

Homeless Youth Alliance

Provide needle exchanges services to homeless youth.

<u>Executive Director:</u> Responsible for supervising staff & volunteers, staffing sites, program management evaluation and QA activities. <i>Minimum qualifications:</i> BA/BS or 3 years exp. as homeless service program director. Annual Salary \$62,000 x .65 FTE =	\$	40,300
<u>Program Manager:</u> Provides scheduling, facilitates meetings, schedules staff trainings & does ordering. <i>Minimum qualifications:</i> 2 years experience working with target population & management. Annual Salary \$40,800 x .40 FTE =	\$	16,320
<u>Development Associate:</u> Responsible for assisting in reporting and QA activities. <i>Minimum Qualifications:</i> 2 years working with target population, 1 year admin. experience. Annual Salary \$42,800 x .20 FTE =	\$	8,560
<u>Outreach Counselor:</u> Providing recruitment and linkage and needle exchange, as well as facilitation of DIGs. <i>Minimum qualifications:</i> 2 years experience working with target population. Annual Salary \$35,304 x 1.35 FTE =	\$	47,660
<u>Data Entry Assistant:</u> Responsible for entering all data collected at all program interventions into our web based database. <i>Minimum qualifications:</i> 1 year experience with data entry. Annual Salary \$31,200 x .18 FTE =	\$	5,616

<u>Benefits:</u> Social Security, Worker's Compensation, Health Benefits, Unemployment, State and Federal Taxes, Retirement Plan.	
	22% of \$ 118,456 total salaries = \$ 26,060
<u>Rent:</u> Monthly rent expense for the program	
	89% of \$3,000.00 per month x 12 months = \$ 32,040
<u>Utilities:</u> Monthly phone expenses for proportionate program utilization.	
	40 % of \$1,400 per month x 12 months = \$ 6,720
<u>Building Maintenance:</u> Minor building and upkeep repairs.	\$ 400
<u>Office Supplies/Postage:</u> General office supplies such as pens, paper, and postage expenses for participant communication, proportionate to program utilization.	
	\$125 per month x 12 months = \$ 1,500
<u>Staff Training:</u> Trainings for staff to further their job knowledge and gain information.	
	\$170.34 per month x 12 months = \$ 2,044
<u>Rental of Equipment:</u> Photocopier rental.	
	\$701.17 per month x 12 months = \$ 8,414
<u>Food:</u> Provided at all interventions.	
	\$333.33 x 12 months = \$ 4,000

St. James Infirmary

Provide needle exchanges services to marginalized MSM, IDUs and TFMS.

Programs Director: Supervises and supports all NEX Coordinators, coordinates quality assurance activities, oversees all evaluation activities, prepares monthly invoices, annual agency reports, and maintains communications with all collaborative partners within the NEX and referral systems network. Minimum Qualifications: Master's degree in Social Work, Public Health, or other related fields, or equivalent work experience; Experience coordinating social services programs and supervising staff and service operations; Experience in or knowledge of the sex industry and occupational health and safety issues affecting sex workers; Experience working with people who use substances, including injection drugs; Experience working with people of different ethnic backgrounds, sexual identity and orientations, and people living with HIV/AIDS.

0.125 FTE x \$45,000 per year = \$ 5,625

Outreach & NEX Coordinators: NEX Coordinators trains and supervises all Outreach and NEX Workers during community forums and venue-based sessions, weekly needle distribution and disposal, coordinates monthly outreach schedules, provides on-call/back-up coverage for outreach workers during weekly shifts, organizes and maintains information and data related to sex work venues, outreach contacts, and community resource listings and materials (local, national, and international). The Coordinators provide assistance with evaluation activities and provides programmatic support during monitoring periods. Minimum Qualifications: Experience coordinating outreach services and supervising staff; Experience in or knowledge of the sex industry and occupational health and safety issues affecting sex workers; Experience working with people who use substances, including injection drugs; Experience working with people of different ethnic backgrounds, sexual identity and orientations, and people living with HIV/AIDS.

.5 FTE per coordinator x \$39,520 per year = \$ 19,760

Community Health Education Outreach & NEX Workers: performs HIV/STI prevention education including safer sex and safer injection drug use education for street-based sex workers, escorts, massage and body workers, exotic dancers, and other Sex Workers in the San Francisco Bay Area; and distributes condoms, dams, lubrication, hygiene kits, and other harm reduction/prevention materials and supplies. Outreach/NEX Workers complete field notes and Core Variables. Minimum Qualifications: Experience in or knowledge of the sex industry and occupational health and safety issues affecting sex workers; Experience working with people who use substances, including injection drugs; Experience working with people of different ethnic backgrounds, sexual identity and orientations, and people living with HIV/AIDS; Bilingual in

1 FTE x \$28,964 per year = \$ 28,964

Administrative Assistant: Responsible for answering phones during business hours, checking phone messages and calling back individuals who request general information; assist with ordering and maintaining program supplies. Assists with all data entry and evaluation activities related to contract performance requirements. Minimum qualifications: Experience in or knowledge with the sex industry and occupational health and safety issues affecting sex workers; Experience working with people who use substances, including injection drugs; Experience working with people of different ethnic backgrounds, sexual identity and orientations, and people living with HIV/AIDS.

.19 FTE x \$36,126 per year = \$ 6,864

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

25% of \$ 61,213 total salaries = \$ 15,303

Insurance: General Liability, Board Indemnification, and Worker's Compensation policies are approximately \$16,500 per year. Total program expenses estimated at \$6,777 per year.

\$ 6,777

Accounting: Payroll and accounting services, and business management expenses are approximately \$30,000 per year. Total program expenses estimated at \$5,938 per year.

\$ 5,938

Cell Phones: Funds requested support communication expenses for Outreach Coordinators, and Outreach Workers.

\$180 per month x 12 months = \$ 2,160

Glide

Provide needle exchanges services to marginalized MSM, IDUs and TFMS.

HIV Services Program Manager: Oversees all HIV Prevention Programs and activities under the direct supervision of the Glide Health Services Medical Director. Supervises and supports all SAS Coordinators, coordinates quality assurance activities, oversees all evaluation activities, prepares monthly invoices, annual agency reports, and maintains communications with all collaborative partners within the SAS Network. *Minimum Qualifications:* Master's degree in Social Work, Public Health, or other related fields, or equivalent work experience; Experience coordinating social services programs and supervising staff and service operations; Experience in or knowledge of the Tenderloin area and working with the diverse populations of that area particularly those affected: substance use, both IDU and non IDU; mental health issues; history of incarceration; commercial sex work, hustling and barter sex; marginalization and discrimination; and poverty. Experience working with people of different ethnic backgrounds, sexual identity and orientations, and people living with HIV/AIDS.

0.55 FTE x \$59,216 per year = \$ 32,569

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

0.20 FTE x \$31,200 per year = \$ 6,240

Outreach & SAS Counselors/Coordinators: Assist in the training/supervision of Outreach and SAS peer-educator/volunteers during community forums/venue-based sessions, twice weekly SAS distribution and disposal, coordinates monthly outreach schedules, provides on-call/back-up coverage for outreach workers during weekly shifts, organizes and maintains information and data related to target population venues, outreach contacts, and community resource listings and materials. Provide assistance with evaluation activities and provides programmatic support during monitoring periods. HIV/STI prevention education including safer sex and safer injection drug use education for IDU; and distributes harm reduction/prevention materials. *Minimum Qualifications:* Experience coordinating outreach services and supervising staff; Experience in or knowledge of IDU populations, health and safety issues affecting IDU; Experience working with people who use substances, including injection drugs; Experience working with people of different ethnic backgrounds, sexual identity and orientations, and people living with HIV/AIDS.

No Charge

Benefits: Social Security, Worker's Compensation, Health Benefits,
 25% of \$ 38,809 total salaries = \$ 9,701

Total Consultants/Subcontractors: \$ 374,942

TOTAL OPERATING EXPENSES \$ 677,318

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

Total Capital Expenditures: \$ -

TOTAL DIRECT COSTS \$ 927,008

INDIRECT COSTS

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

\$927,008 x 10% = \$ 92,701

TOTAL INDIRECT COSTS \$ 92,701

APPENDIX TOTAL \$ 1,019,709

Contractor Name: **San Francisco AIDS Foundation - Syringe Access Services**
 Contract Term: **9/1/11-6/30/13**
 Funding Source: **CF**

Appendix B-6e Page 1
 Appendix Term: 07/01/12-06/30/2013

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

		SERVICE MODES						
Personnel Expenses		Syringe Access Services						Contract Totals
Position Titles	FTE	Salaries	% FTE	Salaries	% FTE			
11	Vice-President of Program & Services	0.05						
12	Director of Behavioral Health	0.10						
13	Director of Government Contracts	0.05						
14	Evaluation Director	0.05						
15	Contracts and Purchasing Manager	0.05						
16	Syringe Access Services Program Manager	1.00						
17	Secondary Exchange/Volunteer Coordinator	0.65						
18	Logistics Associates	3.00						
19								
20								
21								
22	Total FTE & Total Salaries	4.95						
23	Fringe Benefits	23%						
24	Total Personnel Expenses							

Operating Expenses		Expenditure	%	Expenditure	%	Contract Total	
27	Total Occupancy						
28	Total Materials and Supplies	82,397	100%				82,397
29	Total General Operating						
30	Total Staff Travel						
31	Consultants/Subcontractor:						
32							
33	Other:						
34							
35							
36							
37							
38							
39							
40							
41	Total Operating Expenses	\$ 82,397	100%				\$ 82,397

42							
43	Total Direct Expenses	82,397	100%				82,397
44	Indirect Expenses	10%	8,240	100%			8,240
45	TOTAL EXPENSES	\$ 90,637	100%				\$90,637

46							
47	Number of Units of Service (UOS) per Service Mode	N/A					
48	Cost Per Unit of Service by Service Mode	#VALUE!					
49	Number of Unduplicated Clients (UDC) per Service Mode						

BUDGET JUSTIFICATION Syringe Access Services

Materials and Supplies:
Program/Medical Supplies

Includes condoms, lubricant, syringes, biohazard waste containers and injection-related supplies, such as alcohol wipes, cotton balls and pellets and sterile water.

Syringes: \$0.10 each X 823,970 = \$82,397

Total Materials and Supplies:	\$82,397
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TOTAL OPERATING EXPENSES	\$82,397
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CAPITAL EXPENDITURES: *(If needed - A unit valued at \$5,000 or more)*

Total Capital Expenditures:	\$0
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TOTAL DIRECT COSTS	\$82,397
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INDIRECT COSTS

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

$\$82,397 \times 10\% = \$8,240$

TOTAL INDIRECT COSTS	\$8,240
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APPENDIX TOTAL	\$90,637
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BUDGET JUSTIFICATION Syringe Access Services

Materials and Supplies:

Program/Medical Supplies

Includes condoms, lubricant, syringes, biohazard waste containers and injection-related supplies, such as alcohol wipes, cotton balls and pellets and sterile water.

Syringes: \$0.10 each X 724,880 = \$72,488

Total Materials and Supplies:	\$72,488
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TOTAL OPERATING EXPENSES	\$72,488
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CAPITAL EXPENDITURES: *(If needed - A unit valued at \$5,000 or more)*

Total Capital Expenditures:	\$0
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TOTAL DIRECT COSTS	\$72,488
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INDIRECT COSTS

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

\$72,488 x 10% = \$7,249

TOTAL INDIRECT COSTS	\$7,249
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APPENDIX TOTAL	\$79,737
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	A	B	C	D	E	F	G	H	I	
1	Contractor Name: San Francisco AIDS Foundation - Syringe Access Services						Appendix B-6g		Page 1	
2	Contract Term: 9/1/11-6/30/13						Appendix Term: 07/01/2012-06/30/2013			
3	Funding Source: CF									
4										
5	SFDPH AIDS OFFICE CONTRACT									
6	UOS COST ALLOCATION BY SERVICE MODE									
7										
8	SERVICE MODES									
9	Personnel Expenses		Syringe Access Services							
10	Position Titles	FTE	Salaries	% FTE	Salaries	% FTE			Contract Totals	
11	Vice-President of Program & Services	0.05								
12	Director of Behavioral Health	0.10								
13	Director of Government Contracts	0.05								
14	Evaluation Director	0.05								
15	Contracts and Purchasing Manager	0.05								
16	Syringe Access Services Program Manager	1.00								
17	Secondary Exchange/Volunteer Coordinato	0.65								
18	Logistics Associates	3.00								
19										
20										
21										
22	Total FTE & Total Salaries	4.95								
23	Fringe Benefits	23%								
24	Total Personnel Expenses									
25										
26	Operating Expenses		Expenditure	%	Expenditure	%			Contract Total	
27	Total Occupancy									
28	Total Materials and Supplies		7,094	100%					7,094	
29	Total General Operating									
30	Total Staff Travel									
31	Consultants/Subcontractor:									
32										
33	Other:									
34										
35										
36										
37										
38										
39										
40										
41	Total Operating Expenses		\$ 7,094	100%					\$ 7,094	
42										
43	Total Direct Expenses		7,094	100%					7,094	
44	Indirect Expenses		709	100%					709	
45	TOTAL EXPENSES		\$ 7,803	100%					\$7,803	
46										
47	Number of Units of Service (UOS) per Service Mode		N/A							
48	Cost Per Unit of Service by Service Mode									
49	Number of Unduplicated Clients (UDC) per Service Mode									
50										
51	DPH #1A(1)								Rev. 05/2010	

BUDGET JUSTIFICATION Syringe Access Services

Materials and Supplies:

Program/Medical Supplies

Includes condoms, lubricant, syringes, biohazard waste containers and injection-related supplies, such as alcohol wipes, cotton balls and pellets and sterile water.

Syringes: \$0.10 each X 70,940 = \$7,094

Total Materials and Supplies:	\$7,094
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TOTAL OPERATING EXPENSES	\$7,094
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CAPITAL EXPENDITURES: *(If needed - A unit valued at \$5,000 or more)*

Total Capital Expenditures:	\$0
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TOTAL DIRECT COSTS	\$7,094
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INDIRECT COSTS

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

$\$7,094 \times 10\% = \709

TOTAL INDIRECT COSTS	\$709
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APPENDIX TOTAL	\$7,803
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Appendix C

RESERVED

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**Appendix D
Additional Terms**

1. HIPAA

The parties acknowledge that City is a Covered Entity as defined in the Healthcare Insurance Portability and Accountability Act of 1996 ("HIPAA") and is therefore required to abide by the Privacy Rule contained therein. The parties further agree that Contractor falls within the following definition under the HIPAA regulations:

- A Covered Entity subject to HIPAA and the Privacy Rule contained therein; or
- A Business Associate subject to the terms set forth in Appendix E;
- Not Applicable, Contractor will not have access to Protected Health Information.

2. THIRD PARTY BENEFICIARIES

No third parties are intended by the parties hereto to be third party beneficiaries under this Agreement, and no action to enforce the terms of this Agreement may be brought against either party by any person who is not a party hereto.

3. MATERIALS REVIEW

Contractor agrees that all materials, including without limitation print, audio, video, and electronic materials, developed, produced, or distributed by personnel or with funding under this Agreement shall be subject to review and approval by the Contract Administrator prior to such production, development or distribution. Contractor agrees to provide such materials sufficiently in advance of any deadlines to allow for adequate review. City agrees to conduct the review in a manner which does not impose unreasonable delays on Contractor's work, which may include review by members of target communities.

4. EMERGENCY RESPONSE

CONTRACTOR will develop and maintain an Agency Disaster and Emergency Response Plan containing Site Specific Emergency Response Plan(s) for each of its service sites. The agency-wide plan should address disaster coordination between and among service sites. CONTRACTOR will update the Agency/site(s) plan as needed and CONTRACTOR will train all employees regarding the provisions of the plan for their Agency/site(s). CONTRACTOR will attest on its annual Community Programs' Contractor Declaration of Compliance whether it has developed and maintained an Agency Disaster and Emergency Response Plan, including a site specific emergency response plan for each of its service site. CONTRACTOR is advised that Community Programs Contract Compliance Section staff will review these plans during a compliance site review. Information should be kept in an Agency/Program Administrative Binder, along with other contractual documentation requirements for easy accessibility and inspection

In a declared emergency, CONTRACTOR'S employees shall become emergency workers and participate in the emergency response of Community Programs, Department of Public Health. Contractors are required to identify and keep Community Programs staff informed as to which two staff members will serve as CONTRACTOR'S prime contacts with Community Programs in the event of a declared emergency.

Appendix E

BUSINESS ASSOCIATE ADDENDUM

This Business Associate Addendum is entered into to address the privacy and security protections for certain information as required by federal law. City and County of San Francisco is the Covered Entity and is referred to below as "CE". The CONTRACTOR is the Business Associate and is referred to below as "BA".

RECITALS

- A. CE wishes to disclose certain information to BA pursuant to the terms of the Contract, some of which may constitute Protected Health Information ("PHI") (defined below).
- B. CE and BA intend to protect the privacy and provide for the security of PHI disclosed to BA pursuant to the Contract in compliance with the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191 ("HIPAA"), the Health Information Technology for Economic and Clinical Health Act, Public Law 111-005 ("the HITECH Act"), and regulations promulgated thereunder by the U.S. Department of Health and Human Services (the "HIPAA Regulations") and other applicable laws.
- C. As part of the HIPAA Regulations, the Privacy Rule and the Security Rule (defined below) require CE to enter into a contract containing specific requirements with BA prior to the disclosure of PHI, as set forth in, but not limited to, Title 45, Sections 164.314(a), 164.502(e) and 164.504(e) of the Code of Federal Regulations ("C.F.R.") and contained in this Addendum.

In consideration of the mutual promises below and the exchange of information pursuant to this Addendum, the parties agree as follows:

1. Definitions

- a. **Breach** shall have the meaning given to such term under the HITECH Act [42 U.S.C. Section 17921].
- b. **Business Associate** shall have the meaning given to such term under the Privacy Rule, the Security Rule, and the HITECH Act, including, but not limited to, 42 U.S.C. Section 17938 and 45 C.F.R. Section 160.103.
- c. **Covered Entity** shall have the meaning given to such term under the Privacy Rule and the Security Rule, including, but not limited to, 45 C.F.R. Section 160.103.
- d. **Data Aggregation** shall have the meaning given to such term under the Privacy Rule, including, but not limited to, 45 C.F.R. Section 164.501.
- e. **Designated Record Set** shall have the meaning given to such term under the Privacy Rule, including, but not limited to, 45 C.F.R. Section 164.501.

- f. **Electronic Protected Health Information** means Protected Health Information that is maintained in or transmitted by electronic media.
 - g. **Electronic Health Record** shall have the meaning given to such term in the HITECT Act, including, but not limited to, 42 U.S.C. Section 17921.
 - h. **Health Care Operations** shall have the meaning given to such term under the Privacy Rule, including, but not limited to, 45 C.F.R. Section 164.501.
 - i. **Privacy Rule** shall mean the HIPAA Regulation that is codified at 45 C.F.F. Parts 160 and 164, Subparts A and E.
 - j. **Protected Health Information or PHI** means any information, whether oral or recorded in any form or medium: (i) that relates to the past, present or future physical or mental condition of an individual; the provision of health care to an individual; and (ii) that identifies the individual or with respect to where there is a reasonable basis to believe the information can be used to identify the individual, and shall have the meaning given to such term under the Privacy Rule, including, but not limited to, 45 C.F.R. Section 164.501. Protected Health Information includes Electronic Protected Health Information [45 C.F.R. Sections 160.103, 164.501].
 - k. **Protected Information** shall mean PHI provided by CE to BA or created or received by BA on CE's behalf.
 - l. **Security Rule** shall mean the HIPAA Regulation that is codified at 45 C.F.R. Parts 160 and 164, Subparts A and C.
 - m. **Unsecured PHI** shall have the meaning given to such term under the HITECH Act and any guidance issued pursuant to such Act including, but not limited to, 42 U.S.C. Section 17932(h).
2. **Obligations of Business Associate**
- a. **Permitted Uses.** BA shall not use Protected Information except for the purpose of performing BA's obligations under the Contract and as permitted under the Contract and Addendum. Further, BA shall not use Protected Information in any manner that would constitute a violation of the Privacy Rule or the HITECH Act if so used by CE. However, BA may use Protected Information (i) for the proper management and administration of BA, (ii) to carry out the legal responsibilities of BA, or (iii) for Data Aggregation purposes for the Health Care Operations of CE [45 C.F.R. Sections 164.504(e)(2)(i), 164.504(e)(2)(ii)(A) and 164.504(e)(4)(i)].
 - b. **Permitted Disclosures.** BA shall not disclose Protected Information except for the purpose of performing BA's obligations under the Contract and as permitted under the Contract and Addendum. BA shall not disclose Protected Information in any manner that would constitute a violation of the Privacy Rule or the HITECH Act if so disclosed by CE. However, BA may disclose Protected Information (i) for the proper management and administration of BA; (ii) to carry out the legal responsibilities of BA; (iii) as required by law; or (iv) for Data Aggregation purposes for the Health Care Operations of CE. If BA discloses

Protected Information to a third party, BA must obtain, prior to making any such disclosure, (i) reasonable *written* assurances from such third party that such Protected Information will be held confidential as provided pursuant to this Addendum and only disclosed as required by law or for the purposes for which it was disclosed to such third party, and (ii) a *written* agreement from such third party to immediately notify BA of any breaches of confidentiality of the Protected Information, to the extent it has obtained knowledge of such breach [42 U.S.C. Section 17932; 45 C.F.R. Sections 164.504(e)(2)(i), 164.504(e)(2)(i)(B), 164.504(e)(2)(ii)(A) and 164.504(e)(4)(ii)].

- c. **Prohibited Uses and Disclosures.** BA shall not use or disclose Protected Information for fundraising or marketing purposes. BA shall not disclose Protected Information to a health plan for payment or health care operations purposes if the patient has requested this special restriction, and has paid out of pocket in full for the health care item or service to which the PHI solely relates 42 U.S.C. Section 17935(a). BA shall not directly or indirectly receive remuneration in exchange for Protected Information, except with the prior written consent of CE and as permitted by the HITECH Act, 42 U.S.C. Section 17935(d)(2); however, this prohibition shall not affect payment by CE to BA for services provided pursuant to the Contract.
- d. **Appropriate Safeguards.** BA shall implement appropriate safeguards as are necessary to prevent the use or disclosure of Protected Information otherwise than as permitted by the Contract or Addendum, including, but not limited to, administrative, physical and technical safeguards that reasonably and appropriately protect the confidentiality, integrity and availability of the Protected Information, in accordance with 45 C.F.R Section 164.308(b)]. BA shall comply with the policies and procedures and documentation requirements of the HIPAA Security Rule, including, but not limited to, 45 C.F.R. Section 164.316 [42 U.S.C. Section 17931]
- e. **Reporting of Improper Access, Use or Disclosure.** BA shall report to CE in writing of any access, use or disclosure of Protected Information not permitted by the Contract and Addendum, and any Breach of Unsecured PHI of which it becomes aware without unreasonable delay and in no case later than 10 calendar days after discovery [42 U.S.C. Section 17921; 45 C.F.R. Section 164.504(e)(2)(ii)(C); 45 C.F.R. Section 164.308(b)].
- f. **Business Associate's Agents.** BA shall ensure that any agents, including subcontractors, to whom it provides Protected Information, agree in writing to the same restrictions and conditions that apply to BA with respect to such PHI. If BA creates, maintains, receives or transmits electronic PHI on behalf of CE, then BA shall implement the safeguards required by paragraph c above with respect to Electronic PHI [45 C.F.R. Section 164.504(e)(2)(ii)(D); 45 C.F.R. Section 164.308(b)]. BA shall implement and maintain sanctions against agents and subcontractors that violate such restrictions and conditions and shall mitigate the effects of any such violation (see 45 C.F.R. Sections 164.530(f) and 164.530(e)(1)).
- g. **Access to Protected Information.** BA shall make Protected Information maintained by BA or its agents or subcontractors available to CE for inspection

and copying within ten (10) days of a request by CE to enable CE to fulfill its obligations under the Privacy Rule, including, but not limited to, 45 C.F.R. Section 164.524 [45 C.F.R. Section 164.504(e)(2)(i)(E)]. If BA maintains an Electronic Health Record, BA shall provide such information in electronic format to enable CE to fulfill its obligations under the HITECH Act, including, but not limited to, 42 U.S.C. Section 17935(e).

- h.* **Amendment of PHI.** Within ten (10) days of receipt of a request from CE for an amendment of Protected Information or a record about an individual contained in a Designated Record Set, BA or its agents or subcontractors shall make such Protected Information available to CE for amendment and incorporate any such amendment to enable CE to fulfill its obligation under the Privacy Rule, including, but not limited to, 45 C.F.R. Section 164.526. If any individual requests an amendment of Protected Information directly from BA or its agents or subcontractors, BA must notify CE in writing within five (5) days of the request. Any approval or denial of amendment of Protected Information maintained by BA or its agents or subcontractors shall be the responsibility of CE [45 C.F.R. Section 164.504(e)(2)(i)(F)].
- i.* **Accounting Rights.** Within ten (10) calendar days of notice by CE of a request for an accounting for disclosures of Protected Information or upon any disclosure of Protected Information for which CE is required to account to an individual, BA and its agents or subcontractors shall make available to CE the information required to provide an accounting of disclosures to enable CE to fulfill its obligations under the Privacy Rule, including, but not limited to, 45 C.F.R. Section 164.528, and the HITECH Act, including but not limited to 42 U.S.C. Section 17935(c), as determined by CE. BA agrees to implement a process that allows for an accounting to be collected and maintained by BA and its agents or subcontractors for at least six (6) years prior to the request. However, accounting of disclosures from an Electronic Health Record for treatment, payment or health care operations purposes are required to be collected and maintained for only three (3) years prior to the request, and only to the extent that BA maintains an electronic health record and is subject to this requirement. At a minimum, the information collected and maintained shall include: (i) the date of disclosure; (ii) the name of the entity or person who received Protected Information and, if known, the address of the entity or person; (iii) a brief description of Protected Information disclosed; and (iv) a brief statement of purpose of the disclosure that reasonably informs the individual of the basis for the disclosure, or a copy of the individual's authorization, or a copy of the written request for disclosure. In the event that the request for an accounting is delivered directly to BA or its agents or subcontractors, BA shall within five (5) calendar days of a request forward it to CE in writing. It shall be CE's responsibility to prepare and deliver any such accounting requested. BA shall not disclose any Protected Information except as set forth in Sections 2.b. of this Addendum [45 C.F.R. Sections 164.504(e)(2)(i)(G) and 165.528]. The provisions of this subparagraph h shall survive the termination of this Agreement.
- j.* **Governmental Access to Records.** BA shall make its internal practices, books and records relating to the use and disclosure of Protected Information available to CE and to the Secretary of the U.S. Department of Health and Human Services (the "Secretary") for purposes of determining BA's compliance with the

Privacy Rule [45 C.F.R. Section 164.504(e)(2)(ii)(H)]. BA shall provide to CE a copy of any Protected Information that BA provides to the Secretary concurrently with providing such Protected Information to the Secretary.

- k. **Minimum Necessary.*** BA (and its agents or subcontractors) shall request, use and disclose only the minimum amount of Protected Information necessary to accomplish the purpose of the request, use or disclosure. [42 U.S.C. Section 17935(b); 45 C.F.R. Section 164.514(d)(3)] BA understands and agrees that the definition of “minimum necessary” is in flux and shall keep itself informed of guidance issued by the Secretary with respect to what constitutes “minimum necessary.”
- l. **Data Ownership.*** BA acknowledges that BA has no ownership rights with respect to the Protected Information.
- m. **Business Associate’s Insurance.*** BA shall maintain a sufficient amount of insurance to adequately address risks associated with BA’s use and disclosure of Protected Information under this Addendum.
- n. **Notification of Breach.*** During the term of the Contract, BA shall notify CE within twenty-four (24) hours of any suspected or actual breach of security, intrusion or unauthorized use or disclosure of PHI of which BA becomes aware and/or any actual or suspected use or disclosure of data in violation of any applicable federal or state laws or regulations. BA shall take (i) prompt corrective action to cure any such deficiencies and (ii) any action pertaining to such unauthorized disclosure required by applicable federal and state laws and regulations.
- o. **Breach Pattern or Practice by Covered Entity.*** Pursuant to 42 U.S.C. Section 17934(b), if the BA knows of a pattern of activity or practice of the CE that constitutes a material breach or violation of the CE’s obligations under the Contract or Addendum or other arrangement, the BA must take reasonable steps to cure the breach or end the violation. If the steps are unsuccessful, the BA must terminate the Contract or other arrangement if feasible, or if termination is not feasible, report the problem to the Secretary of DHHS. BA shall provide written notice to CE of any pattern of activity or practice of the CE that BA believes constitutes a material breach or violation of the CE’s obligations under the Contract or Addendum or other arrangement within five (5) calendar days of discovery and shall meet with CE to discuss and attempt to resolve the problem as one of the reasonable steps to cure the breach or end the violation.
- p. **Audits, Inspection and Enforcement.*** Within ten (10) calendar days of a written request by CE, BA and its agents or subcontractors shall allow CE to conduct a reasonable inspection of the facilities, systems, books, records, agreements, policies and procedures relating to the use or disclosure of Protected Information pursuant to this Addendum for the purpose of determining whether BA has complied with this Addendum; provided, however, that (i) BA and CE shall mutually agree in advance upon the scope, timing and location of such an inspection, (ii) CE shall protect the confidentiality of all confidential and proprietary information of BA to which CE has access during the course of such inspection; and (iii) CE shall execute a nondisclosure agreement, upon terms

mutually agreed upon by the parties, if requested by BA. The fact that CE inspects, or fails to inspect, or has the right to inspect, BA's facilities, systems, books, records, agreements, policies and procedures does not relieve BA of its responsibility to comply with this Addendum, nor does CE's (i) failure to detect or (ii) detection, but failure to notify BA or require BA's remediation of any unsatisfactory practices, constitute acceptance of such practice or a waiver of CE's enforcement rights under the Contract or Addendum. BA shall notify CE within ten (10) calendar days of learning that BA has become the subject of an audit, compliance review, or complaint investigation by the Office for Civil Rights.

3. **Termination**

- a. **Material Breach.** A breach by BA of any provision of this Addendum, as determined by CE, shall constitute a material breach of the Contract and shall provide grounds for immediate termination of the Contract, any provision in the Contract to the contrary notwithstanding. [45 C.F.R. Section 164.504(e)(2)(iii)].
- b. **Judicial or Administrative Proceedings.** CE may terminate the Contract, effective immediately, if (i) BA is named as a defendant in a criminal proceeding for a violation of HIPAA, the HITECH Act, the HIPAA Regulations or other security or privacy laws or (ii) a finding or stipulation that the BA has violated any standard or requirement of HIPAA, the HITECH Act, the HIPAA Regulations or other security or privacy laws is made in any administrative or civil proceeding in which the party has been joined.
- c. **Effect of Termination.** Upon termination of the Contract for any reason, BA shall, at the option of CE, return or destroy all Protected Information that BA or its agents or subcontractors still maintain in any form, and shall retain no copies of such Protected Information. If return or destruction is not feasible, as determined by CE, BA shall continue to extend the protections of Section 2 of this Addendum to such information, and limit further use of such PHI to those purposes that make the return or destruction of such PHI infeasible [45 C.F.R. Section 164.504(e)(ii)(2)(I)]. If CE elects destruction of the PHI, BA shall certify in writing to CE that such PHI has been destroyed.

4. **Limitation of Liability**

Any limitations of liability as set forth in the contract shall not apply to damages related to a breach of the BA's privacy or security obligations under the Contract or Addendum.

5. **Disclaimer**

CE makes no warranty or representation that compliance by BA with this Addendum, HIPAA, the HITECH Act, or the HIPAA Regulations will be adequate or satisfactory for BA's own purposes. BA is solely responsible for all decisions made by BA regarding the safeguarding of PHI.

6. **Certification**

To the extent that CE determines that such examination is necessary to comply with CE's legal obligations pursuant to HIPAA relating to certification of its security practices, CE or its authorized agents or contractors, may, at CE's expense, examine BA's facilities, systems, procedures and records as may be necessary for such agents or contractors to certify to CE the extent to which BA's security safeguards comply with HIPAA, the HITECH Act, the HIPAA Regulations or this Addendum.

7. **Amendment**

- a. **Amendment to Comply with Law.** The parties acknowledge that state and federal laws relating to data security and privacy are rapidly evolving and that amendment of the Contract or Addendum may be required to provide for procedures to ensure compliance with such developments. The parties specifically agree to take action as is necessary to implement the standards and requirements of HIPAA, the HITECH Act, the Privacy Rule, the Security Rule and other applicable laws relating to the security or confidentiality of PHI. The parties understand and agree that CE must receive satisfactory written assurance from BA that BA will adequately safeguard all Protected Information. Upon the request of either party, the other party agrees to promptly enter into negotiations concerning the terms of an amendment to this Addendum embodying written assurances consistent with the standards and requirements of HIPAA, the HITECH Act, the Privacy Rule, the Security Rule or other applicable laws. CE may terminate the Contract upon thirty (30) calendar days written notice in the event (i) BA does not promptly enter into negotiations to amend the Contract or Addendum when requested by CE pursuant to this Section or (ii) BA does not enter into an amendment to the Contract or Addendum providing assurances regarding the safeguarding of PHI that CE, in its sole discretion, deems sufficient to satisfy the standards and requirements of applicable laws.

8. **Assistance in Litigation or Administrative Proceedings**

BA shall make itself, and any subcontractors, employees or agents assisting BA in the performance of its obligations under the Contract or Addendum, available to CE, at no cost to CE, to testify as witnesses, or otherwise, in the event of litigation or administrative proceedings being commenced against CE, its directors, officers or employees based upon a claimed violation of HIPAA, the HITECH Act, the Privacy Rule, the Security Rule, or other laws relating to security and privacy, except where BA or its subcontractor, employee or agent is a named adverse party.

9. **No Third-Party Beneficiaries**

Nothing express or implied in the Contract or Addendum is intended to confer, nor shall anything herein confer, upon any person other than CE, BA and their respective successors or assigns, any rights, remedies, obligations or liabilities whatsoever.

10. **Effect on Contract**

Except as specifically required to implement the purposes of this Addendum, or to the extent inconsistent with this Addendum, all other terms of the Contract shall remain in force and effect.

11. Interpretation

The provisions of this Addendum shall prevail over any provisions in the Contract that may conflict or appear inconsistent with any provision in this Addendum. This Addendum and the Contract shall be interpreted as broadly as necessary to implement and comply with HIPAA, the HITECH Act, the Privacy Rule and the Security Rule. The parties agree that any ambiguity in this Addendum shall be resolved in favor of a meaning that complies and is consistent with HIPAA, the HITECH Act, the Privacy Rule and the Security Rule.

12. Replaces and Supersedes Previous Business Associate Addendums or Agreements

This Business Associate Addendum replaces and supersedes any previous business associate addendums or agreements between the parties hereto.

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

APPENDIX F-1
Appendix Term: 09/01/11-06/14/12
PAGE A

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

CMS #
7164

Invoice Number
XXXXXXXXXA-1SEP11

Telephone: 483-3000
Fax:



Contract Purchase Order No: _____

Funding Source: Federal CDC

Grant Code/Detail: HCHPDHIVSGR

Program Name: **HIV Testing - HIV STOP Study**

Project Code/Detail: HCAO24/10

ACE Control #: 1234

Invoice Period: 09/1/11 - 09/30/11

FINAL Invoice (check if Yes)

DELIVERABLES	TOTAL CONTRACTED		DELIVERED THIS PERIOD		DELIVERED TO DATE		% OF TOTAL		REMAINING DELIVERABLES	
	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC
STOP Study 1 Month	9.5	na						na	10	na

	UDC	UDC	UDC	UDC	UDC
Unduplicated Clients for Appendix					

EXPENDITURES	BUDGET	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Total Salaries (See Page B)	\$17,296				\$17,296.00
Fringe Benefits	\$3,978				\$3,978.00
Total Personnel Expenses	\$21,274				\$21,274.00
Operating Expenses:					
Occupancy -(e.g., Rental of Property, Utilities, Building Maintenance Supplies and Repairs)	\$2,616				\$2,616.00
Materials and Supplies -(e.g., Office, Postage, Printing and Repro., Program Supplies)	\$113				\$113.00
General Operating -(e.g., Insurance, Staff Training, Equipment Rental/Maintenance)	\$163				\$163.00
Staff Travel - (e.g., Local & Out of Town)					
Consultant/Subcontractor					
Other - (e.g., Client Food, Client Travel, Client Activities and Client Supplies)					
Total Operating Expenses	\$2,892				\$2,892.00
Capital Expenditures					
TOTAL DIRECT EXPENSES	\$24,166				\$24,166.00
Indirect Expenses	\$2,417				\$2,417.00
TOTAL EXPENSES	\$26,583				\$26,583.00
LESS: Initial Payment Recovery					
Other Adjustments (Enter as negative, if appropriate)					
REIMBURSEMENT					

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

Signature: _____ Date: _____

Title: _____

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

APPENDIX F-2A
Appendix Term: 01/01/12-12/31/12
PAGE A

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

CMS #
7164

Invoice Number
XXXXXXXXXA-2JAN12

Contract Purchase Order No: _____

Telephone: 483-3000
Fax: _____



Funding Source: Federal CDC

Grant Code/Detail: HCPDHIVSGR

Program Name: Community Based HIV Testing

Project Code/Detail: HCPD90

ACE Control #: 1234

Invoice Period: 01/1/12 - 01/31/12

FINAL Invoice (check if Yes)

DELIVERABLES	TOTAL CONTRACTED		DELIVERED THIS PERIOD		DELIVERED TO DATE		% OF TOTAL		REMAINING DELIVERABLES	
	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC
HIV Testing 1 Test	8,406.0	na						na	8,406	na

	UDC	UDC	UDC	UDC	UDC
Unduplicated Clients for Appendix					

EXPENDITURES	BUDGET	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Total Salaries (See Page B)	\$412,430				\$412,430.00
Fringe Benefits	\$94,859				\$94,859.00
Total Personnel Expenses	\$507,289				\$507,289.00
Operating Expenses:					
Occupancy-(e.g., Rental of Property, Utilities, Building Maintenance Supplies and Repairs)	\$97,355				\$97,355.00
Materials and Supplies-(e.g., Office, Postage, Printing and Repro., Program Supplies)	\$42,191				\$42,191.00
General Operating-(e.g., Insurance, Staff Training, Equipment Rental/Maintenance)	\$19,762				\$19,762.00
Staff Travel - (e.g., Local & Out of Town)	\$5,054				\$5,054.00
Consultant/Subcontractor	\$113,571				\$113,571.00
Other - (e.g., Client Food, Client Travel, Client Activities and Client Supplies)	\$6,500				\$6,500.00
Total Operating Expenses	\$284,433				\$284,433.00
Capital Expenditures					
TOTAL DIRECT EXPENSES	\$791,722				\$791,722.00
Indirect Expenses	\$79,172				\$79,172.00
TOTAL EXPENSES	\$870,894				\$870,894.00
LESS: Initial Payment Recovery					
Other Adjustments (Enter as negative, if appropriate)					
REIMBURSEMENT					

NOTES:

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

Signature: _____ Date: _____

Title: _____

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

APPENDIX F-3A
Appendix Term: 07/01/12-06/30/13
PAGE A

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

CMS #
7164

Invoice Number
XXXXXXXXXA-3JUL12

Contract Purchase Order No: _____

Telephone: 483-3000
Fax: _____



Funding Source: General Fund

Grant Code/Detail: HCHPDAIDPRGF

Program Name: The Stonewall Project

Project Code/Detail: _____

ACE Control #: 1234

Invoice Period: 07/1/12 - 07/31/12

FINAL invoice (check if Yes)

DELIVERABLES	TOTAL CONTRACTED		DELIVERED THIS PERIOD		DELIVERED TO DATE		% OF TOTAL		REMAINING DELIVERABLES	
	UOS	NOC	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC
Condom Distribution 1 month	120	na						na	12	na
Events 1 event	33	1,815							33	1,815
Groups 1 hour	400	1,334							400	1,334
IRRC 1 hour	232	464							232	464
PCM 1 hour	348	418							348	418
Recruitment & Linkages 1 hour	696	2,784							696	2,784
Training 1 hour	23	116							23	116
Social Marketing 1 month	12	na						na	12	na

	NOC	NOC	NOC	NOC	NOC
Unduplicated Clients for Appendix					

EXPENDITURES	BUDGET	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Total Salaries (See Page B)	\$202,450				\$202,450.00
Fringe Benefits	\$46,564				\$46,564.00
Total Personnel Expenses	\$249,014				\$249,014.00
Operating Expenses:					
Occupancy -(e.g., Rental of Property, Utilities, Building Maintenance Supplies and Repairs)	\$35,066				\$35,066.00
Materials and Supplies -(e.g., Office, Postage, Printing and Repro., Program Supplies)	\$12,850				\$12,850.00
General Operating -(e.g., Insurance, Staff Training, Equipment Rental/Maintenance)	\$7,118				\$7,118.00
Staff Travel - (e.g., Local & Out of Town)	\$2,000				\$2,000.00
Consultant/Subcontractor	\$6,100				\$6,100.00
Other - (e.g., Client Food, Client Travel, Client Activities and Client Supplies)	\$9,277				\$9,277.00
Total Operating Expenses	\$72,411				\$72,411.00
Capital Expenditures					
TOTAL DIRECT EXPENSES	\$321,425				\$321,425.00
Indirect Expenses	\$32,142				\$32,142.00
TOTAL EXPENSES	\$353,567				\$353,567.00
LESS: Initial Payment Recovery					
Other Adjustments (Enter as negative, if appropriate)					
REIMBURSEMENT					

NOTES:

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

Signature: _____ Date: _____

Title: _____

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

APPENDIX F-4
Appendix Term: 09/01/11-12/31/11
PAGE A

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

CMS # 7164 Invoice Number XXXXXXXXXA-4SEP11

Contract Purchase Order No:

Telephone: **483-3000**
Fax: _____



Funding Source: Federal CDC

Program Name: **African American Preventin Initiative**

Grant Code/Detail: HCHPDHIVSGR

ACE Control #: 1234

Project Code/Detail: HCPD90

Invoice Period: 09/1/11 - 09/30/11

FINAL Invoice (check if Yes)

DELIVERABLES	TOTAL CONTRACTED		DELIVERED THIS PERIOD		DELIVERED TO DATE		% OF TOTAL		REMAINING DELIVERABLES	
	UOS	NOC	UOS	NOC	UOS	NOC	UOS	NOC	UOS	NOC
Events 1 event	7.0	287					28700%		7	287
Groups 1 hour	223	1,198							223	1,198
HIV Testing 1 test	160	160							160	160
IRRC 1 hour	128	128							128	128
Linkage 1 linkage	20	20							20	20

	NOC	NOC	NOC	NOC	NOC
Unduplicated Clients for Appendix					

EXPENDITURES	BUDGET	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
	Total Salaries (See Page B)	\$59,112			
Fringe Benefits	\$13,596				\$13,596.00
Total Personnel Expenses	\$72,708				\$72,708.00
Operating Expenses:					
Occupancy-(e.g., Rental of Property, Utilities, Building Maintenance Supplies and Repairs)	\$9,228				\$9,228.00
Materials and Supplies-(e.g., Office, Postage, Printing and Repro., Program Supplies)	\$8,598				\$8,598.00
General Operating-(e.g., Insurance, Staff Training, Equipment Rental/Maintenance)	\$1,873				\$1,873.00
Staff Travel - (e.g., Local & Out of Town)					
Consultant/Subcontractor	\$58,810				\$58,810.00
Other - (e.g., Client Food, Client Travel, Client Activities and Client Supplies)					
Total Operating Expenses	\$78,509				\$78,509.00
Capital Expenditures					
TOTAL DIRECT EXPENSES	\$151,217				\$151,217.00
Indirect Expenses	\$15,122				\$15,122.00
TOTAL EXPENSES	\$166,339				\$166,339.00
LESS: Initial Payment Recovery					
Other Adjustments (Enter as negative, if appropriate)					
REIMBURSEMENT					

NOTES:

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

Signature: _____ Date: _____

Title: _____

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

APPENDIX F-4A
Appendix Term: 01/01/12-12/31/12
PAGE A

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

CMS #
7164

Invoice Number
XXXXXXXXXA-4JAN12

Contract Purchase Order No: _____

Telephone: 483-3000
Fax: _____



Funding Source: Federal CDC

Program Name: African American Preventin Initiative

Grant Code/Detail: HCHPDHIVSGR

Project Code/Detail: HCPD90

ACE Control #: 1234

Invoice Period: 01/1/12 - 01/31/12

FINAL Invoice (check if Yes)

DELIVERABLES	TOTAL CONTRACTED		DELIVERED THIS PERIOD		DELIVERED TO DATE		% OF TOTAL		REMAINING DELIVERABLES	
	UOS	NOC	UOS	NOC	UOS	NOC	UOS	NOC	UOS	NOC
Events 1 event	23.0	1,107					#####		23	1,107
Groups 1 hour	725	3,893							725	3,893
HIV Testing 1 test	520	520							520	520
IRRC 1 hour	416	416							416	416
Linkage 1 linkage	65	65							65	65

Unduplicated Clients for Appendix	NOC	NOC	NOC	NOC	NOC

EXPENDITURES	BUDGET	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Total Salaries (See Page B)	\$177,336				\$177,336.00
Fringe Benefits	\$40,787				\$40,787.00
Total Personnel Expenses	\$218,123				\$218,123.00
Operating Expenses:					
Occupancy -(e.g., Rental of Property, Utilities, Building Maintenance Supplies and Repairs)	\$27,684				\$27,684.00
Materials and Supplies -(e.g., Office, Postage, Printing and Repro., Program Supplies)	\$25,796				\$25,796.00
General Operating -(e.g., Insurance, Staff Training, Equipment Rental/Maintenance)	\$5,620				\$5,620.00
Staff Travel - (e.g., Local & Out of Town)					
Consultant/Subcontractor	\$176,429				\$176,429.00
Other - (e.g., Client Food, Client Travel, Client Activities and Client Supplies)					
Total Operating Expenses	\$235,529				\$235,529.00
Capital Expenditures					
TOTAL DIRECT EXPENSES	\$453,652				\$453,652.00
Indirect Expenses	\$45,365				\$45,365.00
TOTAL EXPENSES	\$499,017				\$499,017.00
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: SFPDH Fiscal / Invoice Processing 1380 Howard Street, 4th Floor San Francisco, CA 94103 Attn: Contract Payments	By: _____ (DPH Authorized Signatory)	Date: _____
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**DEPARTMENT OF PUBLIC HEALTH CONTRACTOR
MONTHLY DELIVERABLES AND COST REIMBURSEMENT INVOICE**

APPENDIX F-5
Appendix Term: 09/01/11-06/30/12
PAGE A

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

CMS #

7164

Invoice Number

XXXXXXXXXA-5SEP11

Contract Purchase Order No: _____

Telephone: 483-3000
Fax: _____



Funding Source: **General Fund**

Grant Code/Detail: **HCHPDAIDPRGF**

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

Project Code/Detail: _____

ACE Control #: **1234**

Invoice Period: **09/1/11 - 09/30/11**

FINAL Invoice (check if Yes)

DELIVERABLES	TOTAL CONTRACTED		DELIVERED THIS PERIOD		DELIVERED TO DATE		% OF TOTAL		REMAINING DELIVERABLES	
	UOS	NOC	UOS	NOC	UOS	NOC	UOS	NOC	UOS	NOC
HIV Testing 1 test	400.0	400							400	400
IRRC 1 hour	96	192							96	192
PCM 1 hour	320	320							320	320
Groups 1 hour	207	690							207	690
Counseling 1 hour	107	107							107	107
Shant LIFE PMC 1 hour	800	640							800	640
Shant LIFE Group 1 hour	403	1,423							403	1,423
Shant LIFE Recruitment & Linkages 1 hour	200	400							200	400

	NOC	NOC	NOC	NOC	NOC
Unduplicated Clients for Appendix					

EXPENDITURES	BUDGET	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Total Salaries (See Page B)	\$63,808				\$63,808.00
Fringe Benefits	\$14,676				\$14,676.00
Total Personnel Expenses	\$78,484				\$78,484.00
Operating Expenses:					
Occupancy-(e.g., Rental of Property, Utilities, Building Maintenance Supplies and Repairs)	\$6,840				\$6,840.00
Materials and Supplies-(e.g., Office, Postage, Printing and Repro., Program Supplies)	\$540				\$540.00
General Operating-(e.g., Insurance, Staff Training, Equipment Rental/Maintenance)	\$12,667				\$12,667.00
Staff Travel - (e.g., Local & Out of Town)					
Consultant/Subcontractor					
Other - (e.g., Client Food, Client Travel, Client Activities and Client Supplies)					
Total Operating Expenses	\$20,047				\$20,047.00
Capital Expenditures					
TOTAL DIRECT EXPENSES	\$98,531				\$98,531.00
Indirect Expenses	\$9,853				\$9,853.00
TOTAL EXPENSES	\$108,384				\$108,384.00
LESS: Initial Payment Recovery					
Other Adjustments (Enter as negative, if appropriate)					
REIMBURSEMENT					

NOTES:

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

Signature: _____ Date: _____

Title: _____

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

APPENDIX F-5A
Appendix Term: 07/01/12-06/30/13
PAGE A

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

CMS #
7164

Invoice Number
XXXXXXXXXA-5JUL12

Contract Purchase Order No: _____

Telephone: 483-3000
Fax: _____



Funding Source: General Fund

Grant Code/Detail: HCHPDAIDPRGF

Program Name: Stonewall Castro / LIFE Program

Project Code/Detail: _____

ACE Control #: 1234

Invoice Period: 07/1/12 - 07/31/12

FINAL Invoice (check if Yes)

DELIVERABLES	TOTAL CONTRACTED		DELIVERED THIS PERIOD		DELIVERED TO DATE		% OF TOTAL		REMAINING DELIVERABLES	
	UOS	NOC	UOS	NOC	UOS	NOC	UOS	NOC	UOS	NOC
HIV Testing 1 test	580	580							580	580
IRRC 1 hour	139	278							139	278
PCM 1 hour	464	464							464	464
Groups 1 hour	300	1,000							300	1,000
Counseling 1 hour	155	155							155	155
Shant! LIFE PMC 1 hour	1,160	928							1,160	928
Shant! LIFE Group 1 hour	584	2,062							584	2,062
Shant! LIFE Recruitment & Linkages 1 hour	290	580							290	580

	NOC	NOC	NOC	NOC	NOC
Unduplicated Clients for Appendix					

EXPENDITURES	BUDGET	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Total Salaries (See Page B)	\$76,570				\$76,570.00
Fringe Benefits	\$17,612				\$17,612.00
Total Personnel Expenses	\$94,182				\$94,182.00
Operating Expenses:					
Occupancy -(e.g., Rental of Property, Utilities, Building Maintenance Supplies and Repairs)	\$8,208				\$8,208.00
Materials and Supplies -(e.g., Office, Postage, Printing and Repro., Program Supplies)	\$15,200				\$15,200.00
General Operating -(e.g., Insurance, Staff Training, Equipment Rental/Maintenance)	\$647				\$647.00
Staff Travel - (e.g., Local & Out of Town)					
Consultant/Subcontractor					
Other - (e.g., Client Food, Client Travel, Client Activities and Client Supplies)					
Total Operating Expenses	\$24,055				\$24,055.00
Capital Expenditures					
TOTAL DIRECT EXPENSES	\$118,237				\$118,237.00
Indirect Expenses	\$11,824				\$11,824.00
TOTAL EXPENSES	\$130,061				\$130,061.00
LESS: Initial Payment Recovery					
Other Adjustments (Enter as negative, if appropriate)					
REIMBURSEMENT					

NOTES:

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

Signature: _____ Date: _____

Title: _____

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

APPENDIX F-6
Appendix Term: 09/01/11-06/30/12
PAGE A

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

CMS #
7164

Invoice Number
XXXXXXXXXA-6SEP11

Contract Purchase Order No: _____

Telephone: 483-3000
Fax: _____



Funding Source: General Fund

Program Name: Syringe Access Program

Grant Code/Detail: HCHPDAIDPRGF

ACE Control #: 1234

Project Code/Detail: _____

Invoice Period: 09/1/11 - 09/30/11

FINAL Invoice (check if Yes)

DELIVERABLES	TOTAL CONTRACTED		DELIVERED THIS PERIOD		DELIVERED TO DATE		% OF TOTAL		REMAINING DELIVERABLES	
	UOS	NOC	UOS	NOC	UOS	NOC	UOS	NOC	UOS	NOC
Syringe Access Services 1 hour	2,083	20,000							2,083	20,000
Program Coordination 1 month	8	na						na	8	na

	NOC	NOC	NOC	NOC	NOC
Unduplicated Clients for Appendix					

EXPENDITURES	BUDGET	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Total Salaries (See Page B)	\$169,166				\$169,166.00
Fringe Benefits	\$38,908				\$38,908.00
Total Personnel Expenses	\$208,074				\$208,074.00
Operating Expenses:					
Occupancy -(e.g., Rental of Property, Utilities, Building Maintenance Supplies and Repairs)	\$47,433				\$47,433.00
Materials and Supplies -(e.g., Office, Postage, Printing and Repr., Program Supplies)	\$187,456				\$187,456.00
General Operating -(e.g., Insurance, Staff Training, Equipment Rental/Maintenance)	\$11,676				\$11,676.00
Staff Travel - (e.g., Local & Out of Town)	\$5,415				\$5,415.00
Consultant/Subcontractor	\$312,452				\$312,452.00
Other - (e.g., Client Food, Client Travel, Client Activities and Client Supplies)					
Total Operating Expenses	\$564,432				\$564,432.00
Capital Expenditures					
TOTAL DIRECT EXPENSES	\$772,506				\$772,506.00
Indirect Expenses	\$77,251				\$77,251.00
TOTAL EXPENSES	\$849,757				\$849,757.00
LESS: Initial Payment Recovery					
Other Adjustments (Enter as negative, if appropriate)					
REIMBURSEMENT					

NOTES:

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

Signature: _____ Date: _____

Title: _____

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

APPENDIX F-6b
Appendix Term: 09/01/11-06/30/12
PAGE A

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

CMS #
7164

Invoice Number
XXXXXXXXXA-6SEP11

Contract Purchase Order No: _____

Telephone: **483-3000**
Fax: _____



Funding Source: **General Fund Childrens**

Program Name: **Syringe Access Program**

Grant Code/Detail: **HCHCHEDYTHGF**

ACE Control #: **1234**

Project Code/Detail: _____

Invoice Period: **09/1/11 - 09/30/11**

FINAL Invoice (check if Yes)

DELIVERABLES	TOTAL CONTRACTED		DELIVERED THIS PERIOD		DELIVERED TO DATE		% OF TOTAL		REMAINING DELIVERABLES	
	UOS	NOC	UOS	NOC	UOS	NOC	UOS	NOC	UOS	NOC
									na	na

	NOC	NOC	NOC	NOC	NOC
Unduplicated Clients for Appendix					

EXPENDITURES	BUDGET	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Total Salaries (See Page B)					
Fringe Benefits					
Total Personnel Expenses					
Operating Expenses:					
Occupancy -(e.g., Rental of Property, Utilities, Building Maintenance Supplies and Repairs)					
Materials and Supplies -(e.g., Office, Postage, Printing and Repro., Program Supplies)	\$60,407				\$60,407.00
General Operating -(e.g., Insurance, Staff Training, Equipment Rental/Maintenance)					
Staff Travel - (e.g., Local & Out of Town)					
Consultant/Subcontractor					
Other - (e.g., Client Food, Client Travel, Client Activities and Client Supplies)					
Total Operating Expenses	\$60,407				\$60,407.00
Capital Expenditures					
TOTAL DIRECT EXPENSES	\$60,407				\$60,407.00
Indirect Expenses	\$6,041				\$6,041.00
TOTAL EXPENSES	\$66,448				\$66,448.00
LESS: Initial Payment Recovery					
Other Adjustments (Enter as negative, if appropriate)					
REIMBURSEMENT					

NOTES:

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

Signature: _____ Date: _____

Title: _____

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

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

APPENDIX F-6D
Appendix Term: 07/01/12-06/30/13
PAGE A

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

CMS #

7164

Invoice Number

XXXXXA-607/012/1207/0

Contract Purchase Order No: _____

Telephone: 483-3000

Fax: _____



Funding Source: General Fund

Program Name: **Syringe Access Program**

Grant Code/Detail: HCHPDAIDPRGF

ACE Control #: 1234

Project Code/Detail: _____

Invoice Period: #VALUE!

FINAL Invoice (check if Yes)

DELIVERABLES	TOTAL CONTRACTED		DELIVERED THIS PERIOD		DELIVERED TO DATE		% OF TOTAL		REMAINING DELIVERABLES	
	UOS	NOC	UOS	NOC	UOS	NOC	UOS	NOC	UOS	NOC
Syringe Access Services 1 hour	3,020	29,000							3,020	29,000
Program Coordination 1 month	12	na						na	12	na

	NOC	NOC	NOC	NOC	NOC
Unduplicated Clients for Appendix					

EXPENDITURES	BUDGET	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Total Salaries (See Page B)	\$203,000				\$203,000.00
Fringe Benefits	\$46,690				\$46,690.00
Total Personnel Expenses	\$249,690				\$249,690.00
Operating Expenses:					
Occupancy -(e.g., Rental of Property, Utilities, Building Maintenance Supplies and Repairs)	\$56,919				\$56,919.00
Materials and Supplies -(e.g., Office, Postage, Printing and Repro., Program Supplies)	\$224,946				\$224,946.00
General Operating -(e.g., Insurance, Staff Training, Equipment Rental/Maintenance)	\$14,011				\$14,011.00
Staff Travel - (e.g., Local & Out of Town)	\$6,500				\$6,500.00
Consultant/Subcontractor	\$374,942				\$374,942.00
Other - (e.g., Client Food, Client Travel, Client Activities and Client Supplies)					
Total Operating Expenses	\$677,318				\$677,318.00
Capital Expenditures					
TOTAL DIRECT EXPENSES	\$927,008				\$927,008.00
Indirect Expenses	\$92,701				\$92,701.00
TOTAL EXPENSES	\$1,019,709				\$1,019,709.00
LESS: Initial Payment Recovery					
Other Adjustments (Enter as negative, if appropriate)					
REIMBURSEMENT					

NOTES:

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

Signature: _____ Date: _____

Title: _____

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

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

APPENDIX F-6e
Appendix Term: 07/01/12-06/30/13
PAGE A

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

CMS #
7164

Invoice Number
XXXXXXXXA-6JUL12

Contract Purchase Order No:

Telephone: **483-3000**
Fax:



Funding Source: **General Fund Childrens**

Program Name: **Syringe Access Program**

Grant Code/Detail: **HCHCHOUTRCGF**

ACE Control #:

Project Code/Detail:

Invoice Period: **07/1/12 - 07/31/12**

FINAL invoice (check if Yes)

DELIVERABLES	TOTAL CONTRACTED		DELIVERED THIS PERIOD		DELIVERED TO DATE		% OF TOTAL		REMAINING DELIVERABLES	
	UOS	NOC	UOS	NOC	UOS	NOC	UOS	NOC	UOS	NOC
								na		na

	NOC	NOC	NOC	NOC	NOC
Unduplicated Clients for Appendix					

EXPENDITURES	BUDGET	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Total Salaries (See Page B)					
Fringe Benefits					
Total Personnel Expenses					
Operating Expenses:					
Occupancy - (e.g., Rental of Property, Utilities, Building Maintenance Supplies and Repairs)					
Materials and Supplies - (e.g., Office, Postage, Printing and Repro., Program Supplies)	\$82,397				\$82,397.00
General Operating - (e.g., Insurance, Staff Training, Equipment Rental/Maintenance)					
Staff Travel - (e.g., Local & Out of Town)					
Consultant/Subcontractor					
Other - (e.g., Client Food, Client Travel, Client Activities and Client Supplies)					
Total Operating Expenses	\$82,397				\$82,397.00
Capital Expenditures					
TOTAL DIRECT EXPENSES	\$82,397				\$82,397.00
Indirect Expenses	\$8,240				\$8,240.00
TOTAL EXPENSES	\$90,637				\$90,637.00
LESS: Initial Payment Recovery					
Other Adjustments (Enter as negative, if appropriate)					
REIMBURSEMENT					

NOTES:

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

Signature: _____ Date: _____

Title: _____

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

APPENDIX F-6F
Appendix Term: 07/01/12-06/30/13
PAGE A

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

CMS #
7164

Invoice Number
XXXXXXXXA-6JUL12

Contract Purchase Order No: _____

Telephone: **483-3000**
Fax: _____



Funding Source: **General Fund Childrens**

Program Name: **Syringe Access Program**

Grant Code/Detail: **HCHCHEDYTHGF**

ACE Control #: **1234**

Project Code/Detail: _____

Invoice Period: **07/1/12 - 07/31/12**

FINAL Invoice (check if Yes)

DELIVERABLES	TOTAL CONTRACTED		DELIVERED THIS PERIOD		DELIVERED TO DATE		% OF TOTAL		REMAINING DELIVERABLES	
	UOS	NOC	UOS	NOC	UOS	NOC	UOS	NOC	UOS	NOC
								na		na

	NOC		NOC		NOC		NOC		NOC
Unduplicated Clients for Appendix									

EXPENDITURES	BUDGET	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Total Salaries (See Page B)					
Fringe Benefits					
Total Personnel Expenses					
Operating Expenses:					
Occupancy-(e.g., Rental of Property, Utilities, Building Maintenance Supplies and Repairs)					
Materials and Supplies -(e.g., Office, Postage, Printing and Repro., Program Supplies)	\$72,488				\$72,488.00
General Operating-(e.g., Insurance, Staff Training, Equipment Rental/Maintenance)					
Staff Travel - (e.g., Local & Out of Town)					
Consultant/Subcontractor					
Other - (e.g., Client Food, Client Travel, Client Activities and Client Supplies)					
Total Operating Expenses	\$72,488				\$72,488.00
Capital Expenditures					
TOTAL DIRECT EXPENSES	\$72,488				\$72,488.00
Indirect Expenses	\$7,249				\$7,249.00
TOTAL EXPENSES	\$79,737				\$79,737.00
LESS: Initial Payment Recovery					
Other Adjustments (Enter as negative, if appropriate)					
REIMBURSEMENT					

NOTES:

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

Signature: _____ Date: _____
Title: _____

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

APPENDIX F-6G
Appendix Term: 07/01/12-06/30/13
PAGE A

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

CMS # Invoice Number

Contract Purchase Order No:

Telephone: 483-3000
Fax:



Funding Source:

Program Name: **Syringe Access Program**

Grant Code/Detail:

ACE Control #:

Project Code/Detail:

Invoice Period:

FINAL Invoice (check if Yes)

DELIVERABLES	TOTAL CONTRACTED		DELIVERED THIS PERIOD		DELIVERED TO DATE		% OF TOTAL		REMAINING DELIVERABLES	
	UOS	NOC	UOS	NOC	UOS	NOC	UOS	NOC	UOS	NOC
									na	na

	NOC	NOC	NOC	NOC	NOC
Unduplicated Clients for Appendix					

EXPENDITURES	BUDGET	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Total Salaries (See Page B)					
Fringe Benefits					
Total Personnel Expenses					
Operating Expenses:					
Occupancy -(e.g., Rental of Property, Utilities, Building Maintenance Supplies and Repairs)					
Materials and Supplies -(e.g., Office, Postage, Printing and Repr., Program Supplies)	\$7,094				\$7,094.00
General Operating -(e.g., Insurance, Staff Training, Equipment Rental/Maintenance)					
Staff Travel - (e.g., Local & Out of Town)					
Consultant/Subcontractor					
Other - (e.g., Client Food, Client Travel, Client Activities and Client Supplies)					
Total Operating Expenses	\$7,094				\$7,094.00
Capital Expenditures					
TOTAL DIRECT EXPENSES	\$7,094				\$7,094.00
Indirect Expenses	\$709				\$709.00
TOTAL EXPENSES	\$7,803				\$7,803.00
LESS: Initial Payment Recovery					
Other Adjustments (Enter as negative, if appropriate)					
REIMBURSEMENT					

NOTES:

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

Signature: _____ Date: _____
Title: _____

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

Dispute Resolution Procedure For Health and Human Services Nonprofit Contractors 9-06

Introduction

The City Nonprofit Contracting Task Force submitted its final report to the Board of Supervisors in June 2003. The report contains thirteen recommendations to streamline the City's contracting and monitoring process with health and human services nonprofits. These recommendations include: (1) consolidate contracts, (2) streamline contract approvals, (3) make timely payment, (4) create review/appellate process, (5) eliminate unnecessary requirements, (6) develop electronic processing, (7) create standardized and simplified forms, (8) establish accounting standards, (9) coordinate joint program monitoring, (10) develop standard monitoring protocols, (11) provide training for personnel, (12) conduct tiered assessments, and (13) fund cost of living increases. The report is available on the Task Force's website at http://www.sfgov.org/site/npcontractingtf_index.asp?id=1270. The Board adopted the recommendations in February 2004. The Office of Contract Administration created a Review/Appellate Panel ("Panel") to oversee implementation of the report recommendations in January 2005.

The Board of Supervisors strongly recommends that departments establish a Dispute Resolution Procedure to address issues that have not been resolved administratively by other departmental remedies. The Panel has adopted the following procedure for City departments that have professional service grants and contracts with nonprofit health and human service providers. The Panel recommends that departments adopt this procedure as written (modified if necessary to reflect each department's structure and titles) and include it or make a reference to it in the contract. The Panel also recommends that departments distribute the finalized procedure to their nonprofit contractors. Any questions or concerns about this Dispute Resolution Procedure should be addressed to purchasing@sfgov.org.

Dispute Resolution Procedure

The following Dispute Resolution Procedure provides a process to resolve any disputes or concerns relating to the administration of an awarded professional services grant or contract between the City and County of San Francisco and nonprofit health and human services contractors.

Contractors and City staff should first attempt to come to resolution informally through discussion and negotiation with the designated contact person in the department.

If informal discussion has failed to resolve the problem, contractors and departments should employ the following steps:

- Step 1 The contractor will submit a written statement of the concern or dispute addressed to the Contract/Program Manager who oversees the agreement in question. The writing should describe the nature of the concern or dispute, i.e., program, reporting, monitoring, budget, compliance or other concern. The Contract/Program Manager will investigate the concern with the appropriate department staff that are involved with the nonprofit agency's program, and will either convene a meeting with the contractor or provide a written response to the contractor within 10 working days.
- Step 2 Should the dispute or concern remain unresolved after the completion of Step 1, the contractor may request review by the Division or Department Head who supervises the Contract/Program Manager. This request shall be in writing and should describe why the concern is still unresolved and propose a solution that is satisfactory to the contractor. The Division or Department Head will consult with other Department and City staff as appropriate, and will provide a written determination of the resolution to the dispute or concern within 10 working days.
- Step 3 Should Steps 1 and 2 above not result in a determination of mutual agreement, the contractor may forward the dispute to the Executive Director of the Department or their designee. This dispute shall be in writing and describe both the nature of the dispute or concern and why the steps taken to date are not satisfactory to the contractor. The Department will respond in writing within 10 working days.

Appendix G

In addition to the above process, contractors have an additional forum available only for disputes that concern implementation of the thirteen policies and procedures recommended by the Nonprofit Contracting Task Force and adopted by the Board of Supervisors. These recommendations are designed to improve and streamline contracting, invoicing and monitoring procedures. For more information about the Task Force's recommendations, see the June 2003 report at http://www.sfgov.org/site/npcontractingtf_index.asp?id=1270.

The Review/Appellate Panel oversees the implementation of the Task Force report. The Panel is composed of both City and nonprofit representatives. The Panel invites contractors to submit concerns about a department's implementation of the policies and procedures. Contractors can notify the Panel after Step 2. However, the Panel will not review the request until all three steps are exhausted. This review is limited to a concern regarding a department's implementation of the policies and procedures in a manner which does not improve and streamline the contracting process. This review is not intended to resolve substantive disputes under the contract such as change orders, scope, term, etc. The contractor must submit the request in writing to purchasing@sfgov.org. This request shall describe both the nature of the concern and why the process to date is not satisfactory to the contractor. Once all steps are exhausted and upon receipt of the written request, the Panel will review and make recommendations regarding any necessary changes to the policies and procedures or to a department's administration of policies and procedures.

Appendix H

INSURANCE CERTIFICATES



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
07/08/2011

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Willis Insurance Services of California, Inc. 26 Century Blvd. P. O. Box 305191 Nashville, TN 37230-5191	CONTACT NAME:		
	PHONE (A/C. NO. EXT):	877-945-7378	FAX (A/C. NO.): 888-467-2378
	E-MAIL ADDRESS:	certificates@willis.com	
	INSURER(S) AFFORDING COVERAGE	INSURER A: Nonprofits' Insurance Alliance of Califor	
		INSURER B: Cypress Insurance Company	INSURER C:
		INSURER D:	INSURER E:
		INSURER F:	
INSURED San Francisco AIDS Foundation 1035 Market St., #400 Attn: Controller San Francisco, CA 94103			NAIC# C0815-100 10855-000

COVERAGES **CERTIFICATE NUMBER: 16266985** **REVISION NUMBER: See Remarks**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADD'L SUBR INSRD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	Y	201100950	4/1/2011	4/1/2012	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 20,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS	Y	201100950	4/1/2011	4/1/2012	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTIONS \$ 10,000	Y	201100950UMB	4/1/2011	4/1/2012	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y/N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	3300057174111	7/1/2011	7/1/2012	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Social Service Professional Liability		201100950	4/1/2011	4/1/2012	\$1,000,000 Each Wrongful \$3,000,000 Aggregate

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach Acord 101, Additional Remarks Schedule, if more space is required)

THIS VOIDS AND REPLACES PREVIOUSLY ISSUED CERTIFICATE DATED: 7/7/2011 WITH ID: 16262787

City & County of San Francisco, its Officers, Agents, Employees and Representatives are named as Additional Insureds.

Such insurance as is afforded by this policy is Primary insurance and no other insurance of the Additional Insureds will be called upon to contribute to a loss.

CERTIFICATE HOLDER

CANCELLATION

San Francisco Department of Public Health
Population Health & Prevention Contracts Unit
25 Van Ness Ave, Suite 500
San Francisco, CA 94102

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE
Mark Kram

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

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

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s):	Location(s) Of Covered Operations
City & County of San Francisco, its Officers, Agents, Employees and Representatives	
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.	

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

1. Your acts or omissions; or
 2. The acts or omissions of those acting on your behalf;
- in the performance of your ongoing operations for the additional insured(s) at the location(s) designated above.

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

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

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



NONPROFITS' INSURANCE ALLIANCE OF CALIFORNIA
P.O. Box 8507, Santa Cruz, CA 95061

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

COMPANY: Nonprofits' Insurance Alliance of California (00950)
POLICY NUMBER: 2011-00950-NPO
NAMED INSURED: San Francisco AIDS Foundation
POLICY CHANGE EFFECTIVE: 08/01/2011
COVERAGE PART AFFECTED: BUSINESS-AUTO
POLICY CHANGE#: 4 Page 1

The following additional insured(s)/loss payee(s) is/are hereby added to read:

Veh #	VIN #	Additional Insured - NIAC-A1
ALL		City and County of San Francisco - SFMTA 1 South Van Ness Avenue, 7th Floor San Francisco, CA 94103

Veh #	VIN #	Additional Insured - NIAC-A1
ALL		San Francisco Department Of Public Health 25 Van Ness Avenue, Suite 500 San Francisco, CA 94102

CONTINUED

NONPROFITS' INSURANCE ALLIANCE OF CALIFORNIA
POLICY ENDORSEMENT

CONTROL NUMBER: 00950
POLICY NUMBER: 2011-00950-NPO
AGENCY NAME: San Francisco AIDS Foundation

Page 2

POLICY CHANGE NUMBER: 4

All other terms, limits and conditions remain the same.

ADDITIONAL PREMIUM:	\$0
RETURN PREMIUM:	\$0
TOTAL PREMIUM:	\$0



07/07/2011

AUTHORIZED SIGNATURE

(00808)

