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

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This Agreement is made this 1<sup>st</sup> day of January, 2023, in the City and County of San Francisco ("City"), State of California, by and between San Francisco AIDS Foundation, 1035 Market Street, Suite 400, San Francisco, CA 94103 ("Contractor") and City.

#### Recitals

WHEREAS, the Department of Public Health ("Department") wishes to secure Health Access Point Services through an Equity-Focused, Community-Centered, Whole Person Care Approach to Integrated HIV, HCV, and STD Prevention Programs for Affected Communities; and

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

WHEREAS, this Agreement was competitively procured as required by San Francisco Administrative Code Chapter 21.1 through **RFP 4-2019** a Request for Proposal ("RFP") issued on **September 12, 2019**, in which City selected Contractor as the highest qualified scorer pursuant to the RFP; and

WHEREAS, this Contract is deemed exempt from Chapter 14B of the San Francisco Administrative Code and there is no Local Business Entity ("LBE") subcontracting participation requirement for this Agreement; and

WHEREAS, approval for the Agreement was obtained on **June 29, 2016** from the Civil Service Commission under PSC number **2006** – **07/08** in the amount of **\$210,000,000** for the period commencing **07/01/2008** and ending **Continuous**; and

WHEREAS, the City's Board	d of Supervisors approved this Agreement by	
on	_·	

Now, THEREFORE, the parties agree as follows:

#### **Article 1** Definitions

The following definitions apply to this Agreement:

- 1.1 "Agreement" means this contract document, including all attached appendices, and all applicable City Ordinances and Mandatory City Requirements specifically incorporated into this Agreement by reference as provided herein.
- 1.2 "City" or "the City" means the City and County of San Francisco, a municipal corporation, acting by and through both its Director of the Office of Contract Administration or the Director's designated agent, hereinafter referred to as "Purchasing" and Department of Public Health.
- 1.3 "City Data" means that data as described in Article 13 of this Agreement which includes, without limitation, all data collected, used, maintained, processed, stored, or generated by or on behalf of the City in connection with this Agreement. City Data includes, without limitation, Confidential Information.
  - 1.4 "CMD" means the Contract Monitoring Division of the City.
- 1.5 "Confidential Information" means confidential City information including, but not limited to, personally-identifiable information ("PII"), protected health information ("PHI"), or individual financial information (collectively, "Proprietary or Confidential Information") that is subject to local, state or federal laws restricting the use and disclosure of such information, including, but not limited to, Article 1, Section 1 of the California Constitution; the California Information Practices Act (Civil Code § 1798 et seq.); the California Confidentiality of Medical Information Act (Civil Code § 56 et seq.); the federal Gramm-Leach-Bliley Act (15 U.S.C. §§ 6801(b) and 6805(b)(2)); the privacy and information security aspects of the Administrative Simplification provisions of the federal Health Insurance

Portability and Accountability Act (45 CFR Part 160 and Subparts A, C, and E of part 164); and San Francisco Administrative Code Chapter 12M (Chapter 12M).

- 1.6 "Contractor" or "Consultant" means San Francisco AIDS Foundation, 1035 Market Street, Suite 400, San Francisco, CA 94103.
- 1.7 "Deliverables" means Contractor's work product resulting from the Services provided by Contractor to City during the course of Contractor's performance of the Agreement, including without limitation, the work product described in the "Scope of Services" attached as Appendix A.
- 1.8 "Mandatory City Requirements" means those City laws set forth in the San Francisco Municipal Code, including the duly authorized rules, regulations, and guidelines implementing such laws that impose specific duties and obligations upon Contractor.
  - 1.9 "Party" and "Parties" means the City and Contractor either collectively or individually.
- 1.10 "Services" means the work performed by Contractor under this Agreement as specifically described in the "Scope of Services" attached as Appendix A, including all services, labor, supervision, materials, equipment, actions and other requirements to be performed and furnished by Contractor under this Agreement.

#### **Article 2** Term of the Agreement

- 2.1 Term. The term of this Agreement shall commence on January 1<sup>st</sup>, 2023 and expire on June 30<sup>th</sup>, 2026 unless earlier terminated as otherwise provided herein.
- 2.2 **Options to Extend.** The City has **7 (seven)** options to renew the Agreement for a period of listed time span. The City may extend this Agreement beyond the expiration date by exercising an option at the City's sole and absolute discretion and by modifying this Agreement as provided in Section 11.5, "Modification of this Agreement."

Option 1: 07/01/2026 - 06/30/2027

Option 2: 07/01/2027 - 06/30/2028

Option 3: 07/01/2028 - 06/30/2029

Option 4: 07/01/2029 - 06/30/2030

Option 5: 07/01/2030 - 06/30/2031

Option 6: 07/01/2031 - 06/30/2032

Option 7: 07/01/2032 - 12/31/2032

#### **Article 3** Financial Matters

3.1 Certification of Funds; Budget and Fiscal Provisions; Termination in the Event of Non-Appropriation. This Agreement is subject to the budget and fiscal provisions of the City's Charter. Charges will accrue only after prior written authorization certified by the Controller, and the amount of City's obligation hereunder shall not at any time exceed the amount certified for the purpose and period stated in such advance authorization. This Agreement will terminate without penalty, liability or expense of any kind to City at the end of any fiscal year if funds are not appropriated for the next succeeding fiscal year. If funds are appropriated for a portion of the fiscal year, this Agreement will terminate, without penalty, liability or expense of any kind at the end of the term for which funds are appropriated. City has

no obligation to make appropriations for this Agreement in lieu of appropriations for new or other agreements. City budget decisions are subject to the discretion of the Mayor and the Board of Supervisors. Contractor's assumption of risk of possible non-appropriation is part of the consideration for this Agreement.

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

3.2 **Guaranteed Maximum Costs.** The City's payment obligation to Contractor cannot at any time exceed the amount certified by City's Controller for the purpose and period stated in such certification. Absent an authorized Emergency per the City Charter or applicable Code, no City representative is authorized to offer or promise, nor is the City required to honor, any offered or promised payments to Contractor under this Agreement in excess of the certified maximum amount without the Controller having first certified the additional promised amount and the Parties having modified this Agreement as provided in Section 11.5, "Modification of this Agreement."

#### 3.3 Compensation.

- 3.3.1 Calculation of Charges. Contractor shall provide an invoice to the City on a monthly basis for goods delivered and/or Services completed in the immediate preceding month, unless a different schedule is set out in Appendix B, "Calculation of Charges." Compensation shall be made for goods and/or Services identified in the invoice that the City, in his or her sole discretion, concludes has been satisfactorily performed. In no event shall the amount of this Agreement exceed Eleven Million, Eight Hundred Eighty-Six Thousand, Five Hundred Ninety-Five Dollars (\$11,886,595). The breakdown of charges associated with this Agreement appears in Appendix B, "Calculation of Charges." A portion of payment may be withheld until conclusion of the Agreement if agreed to by both Parties as retainage, described in Appendix B. In no event shall City be liable for interest or late charges for any late payments. City will not honor minimum service order charges for any services covered by this Agreement.
- 3.3.2 Payment Limited to Satisfactory Services and Delivery of Goods. Contractor is not entitled to any payments from City until City approves the goods and/or Services delivered pursuant to this Agreement. Payments to Contractor by City shall not excuse Contractor from its obligation to replace unsatisfactory delivery of goods and/or Services even if the unsatisfactory character may not have been apparent or detected at the time such payment was made. Goods and/or Services delivered pursuant to this Agreement 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 at no cost to the City.
- 3.3.3 **Withhold Payments.** If Contractor fails to provide goods and/or Services in accordance with Contractor's obligations under this Agreement, the City may withhold any and all payments due Contractor until such failure to perform is cured, and Contractor shall not stop work as a result of City's withholding of payments as provided herein.
- 3.3.4 **Invoice Format**. Invoices furnished by Contractor under this Agreement must be in a form acceptable to the Controller and City and include a unique invoice number and a specific invoice date. Payment shall be made by City as specified in Section 3.3.7, or in such alternate manner as the Parties have mutually agreed upon in writing. All invoices must show the PeopleSoft Purchase Order ID Number, PeopleSoft Supplier Name and ID, Item numbers (if applicable), complete description of goods delivered or Services performed, sales/use tax (if applicable), contract payment terms and contract price. Invoices that do not include all required information or contain inaccurate information will not be processed for payment.
  - 3.3.5 Reserved. (LBE Payment and Utilization Tracking System)
  - 3.3.6 Getting paid by the City for Goods and/or Services.

- (a) The City and County of San Francisco utilizes the Paymode-X® service offered by Bank of America Merrill Lynch to pay City contractors. Contractor must sign up to receive electronic payments to be paid under this Agreement. To sign up for electronic payments, visit <a href="http://portal.paymode.com/city">http://portal.paymode.com/city</a> countyofsanfrancisco.
- (b) At the option of the City, Contractor may be required to submit invoices directly in the City's financial and procurement system (PeopleSoft) via eSettlement. Refer to <a href="https://sfcitypartner.sfgov.org/pages/training.aspx">https://sfcitypartner.sfgov.org/pages/training.aspx</a> for more information on eSettlement. For access to PeopleSoft eSettlement, submit a request through <a href="mailto:sfgov.org">sfgov.org</a>.

#### 3.3.7 Grant Funded Contracts.

(a) **Disallowance**. If Contractor requests or receives payment from City for Services, 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 between Contractor and City.

#### (b) Reserved. (Grant Terms)

# 3.3.8 Payment Terms.

(a) **Payment Due Date**: Unless City notifies the Contractor that a dispute exists, Payment shall be made within 30 calendar days, measured from (1) the delivery of goods and/or the rendering of services or (2) the date of receipt of the invoice, whichever is later. Payment is deemed to be made on the date on which City has issued a check to Contractor or, if Contractor has agreed to electronic payment, the date on which City has posted electronic payment to Contractor.

# (b) Reserved. (Payment Discount Terms)

#### 3.4 Audit and Inspection of Records.

3.4.1 Contractor agrees to maintain and make available to the City, during regular business hours, accurate books and accounting records relating to its Services. 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 fewer than five years, unless required for a longer duration due to Federal, State, or local requirements of which the City will notify contractor in writing, 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 as conferred upon City by this Section. Contractor shall include the same audit and inspection rights and record retention requirements in all subcontracts.

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 \$750,000 or more in Federal funding per year, from any and all Federal awards, said audit shall be conducted in accordance with 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. Said requirements can be found at the following website address: <a href="https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200">https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200</a> main 02.tpl.

- 3.4.2 If Contractor expends less than \$750,000 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.
- 3.4.3 The Director of Public Health or his / her designee may approve a waiver of the audit requirement in Section 3.4.2 above, 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.
- 3.4.4 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.
- 3.5 **Submitting False Claims.** The full text of San Francisco Administrative Code Chapter 21, Section 21.35, including the enforcement and penalty provisions, is incorporated into this Agreement. Pursuant to San Francisco Administrative Code §21.35, any contractor or subcontractor who submits a false claim shall be liable to the City for the statutory penalties set forth in that section. A contractor or subcontractor will be deemed to have submitted a false claim to the City if the contractor or subcontractor: (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.
  - 3.6 (Reserved). Payment of Prevailing Wages
  - 3.7 Contract Amendments; Budgeting Revisions.
- 3.7.1 **Formal Contract Amendment:** Contractor shall not be entitled to an increase in the Compensation or an extension of the Term unless the Parties agree to a Formal Amendment in accordance with the San Francisco Administrative Code and Section 11.5 (Modifications of this Agreement).
- 3.7.2 **City Revisions to Program Budgets:** The City shall have authority, without the execution of a Formal Amendment, to purchase additional Services and/or make changes to the work in accordance with the terms of this Agreement (including such terms that require Contractor's agreement), not involving an increase in the Compensation or the Term by use of a written City Revision to Program Budget.

3.7.3 City Program Scope Reduction. In order to preserve the Agreement and enable Contractor to continue to perform work albeit potentially on a reduced basis, the City shall have authority during the Term of the Agreement, without the execution of a Formal Amendment, to reduce scope, temporarily suspend the Agreement work, and/or convert the Term to month-to-month (Program Scope Reduction), by use of a written Revision to Program Budgets, executed by the Director of Health, or his or her designee, and Contractor. Contractor understands and agrees that the City's right to effect a Program Scope Reduction is intended to serve a public purpose and to protect the public fisc and is not intended to cause harm to or penalize Contractor. Contractor provides City with a full and final release of all claims arising from a Program Scope Reduction. Contractor further agrees that it will not sue the City for damages arising directly or indirectly from a City Program Scope Reduction

#### **Article 4** Services and Resources

4.1 **Services Contractor Agrees to Perform.** Contractor agrees to perform the Services stated in Appendix A, "Scope of Services." Officers and employees of the City are not authorized to request, and the City is not required to reimburse the Contractor for, Services beyond the Scope of Services listed in Appendix A, unless Appendix A is modified as provided in Section 11.5, "Modification of this Agreement."

#### 4.2 Personnel

4.2.1 **Qualified Personnel**. Contractor shall utilize only competent personnel under the supervision of, and in the employment of, Contractor (or Contractor's authorized subcontractors) to perform the Services. Contractor will comply with City's reasonable requests regarding assignment and/or removal of personnel, but all personnel, including those assigned at City's request, must be supervised by Contractor. Contractor shall commit adequate resources to allow timely completion within the project schedule specified in this Agreement.

#### 4.2.2 Contractor Vaccination Policy.

- (a) Contractor acknowledges that it has read the requirements of the 38th Supplement to Mayoral Proclamation Declaring the Existence of a Local Emergency ("Emergency Declaration"), dated February 25, 2020, and the Contractor Vaccination Policy for City Contractors issued by the City Administrator ("Contractor Vaccination Policy"), as those documents may be amended from time to time. A copy of the Contractor Vaccination Policy can be found at: <a href="https://sf.gov/confirm-vaccine-status-your-employees-and-subcontractors">https://sf.gov/confirm-vaccine-status-your-employees-and-subcontractors</a>.
- (b) A Contract subject to the Emergency Declaration is an agreement between the City and any other entity or individual and any subcontract under such agreement, where Covered Employees of the Contractor or Subcontractor work in-person with City employees in connection with the work or services performed under the agreement at a City owned, leased, or controlled facility. Such agreements include, but are not limited to, professional services contracts, general services contracts, public works contracts, and grants. Contract includes such agreements currently in place or entered into during the term of the Emergency Declaration. Contract does not include an agreement with a state or federal governmental entity or agreements that do not involve the City paying or receiving funds.
- (c) In accordance with the Contractor Vaccination Policy, Contractor agrees that:
- (i) Where applicable, Contractor shall ensure it complies with the requirements of the Contractor Vaccination Policy pertaining to Covered Employees, as they are defined under the Emergency Declaration and the Contractor Vaccination Policy, and insure such Covered Employees are either fully vaccinated for COVID-19 or obtain from Contractor an exemption based on medical or religious grounds; and

- (ii) If Contractor grants Covered Employees an exemption based on medical or religious grounds, Contractor will promptly notify City by completing and submitting the Covered Employees Granted Exemptions Form ("Exemptions Form"), which can be found at <a href="https://sf.gov/confirm-vaccine-status-your-employees-and-subcontractors">https://sf.gov/confirm-vaccine-status-your-employees-and-subcontractors</a> (navigate to "Exemptions" to download the form).
- (d) The City reserves the right to impose a more stringent COVID-19 vaccination policy for the San Francisco Department of Public Health, acting in its sole discretion.

# 4.3 Subcontracting.

- 4.3.1 Contractor may subcontract portions of the Services only upon prior written approval of City. Contractor is responsible for its subcontractors throughout the course of the work required to perform the Services. All Subcontracts must incorporate the terms of Article 10 "Additional Requirements Incorporated by Reference" of this Agreement, unless inapplicable. Neither Party shall, on the basis of this Agreement, contract on behalf of, or in the name of, the other Party. Any agreement made in violation of this provision shall be null and void.
- 4.3.2 City's execution of this Agreement constitutes its approval of the subcontractors listed below.
  - a. Subcontractors named in Appendices B

# 4.4 Independent Contractor; Payment of Employment Taxes and Other Expenses.

**Independent Contractor**. For the purposes of this Section 4.4, "Contractor" shall be deemed to include not only Contractor, but also any agent or employee of Contractor. Contractor acknowledges and agrees that at all times, Contractor or any agent or employee of Contractor shall be deemed at all times to be an independent contractor and is wholly responsible for the manner in which it performs the services and work requested by City under this Agreement. Contractor, its agents, and employees will not represent or hold themselves out to be employees of the City at any time. Contractor or any agent or employee of Contractor shall not have employee status with City, nor be entitled to participate in any plans, arrangements, or distributions by City pertaining to or in connection with any retirement, health or other benefits that City may offer its employees. Contractor or any agent or employee of Contractor is liable for the acts and omissions of itself, its employees and its agents. Contractor shall be responsible for all obligations and payments, whether imposed by federal, state or local law, including, but not limited to, FICA, income tax withholdings, unemployment compensation, insurance, and other similar responsibilities related to Contractor's performing services and work, or any agent or employee of Contractor providing same. Nothing in this Agreement shall be construed as creating an employment or agency relationship between City and Contractor or any agent or employee of Contractor. Any terms in this Agreement referring to direction from City shall be construed as providing for direction as to policy and the result of Contractor's work only, and not as to the means by which such a result is obtained. City does not retain the right to control the means or the method by which Contractor performs work under this Agreement. Contractor agrees to maintain and make available to City, upon request and during regular business hours, accurate books and accounting records demonstrating Contractor's compliance with this Section. Should City determine that Contractor, or any agent or employee of Contractor, is not performing in accordance with the requirements of this Agreement, City shall provide Contractor with written notice of such failure. Within five (5) business days of Contractor's receipt of such notice, and in accordance with Contractor policy and procedure, Contractor shall remedy the deficiency. Notwithstanding, if City believes that an action of Contractor, or any agent or employee of Contractor, warrants immediate remedial action by Contractor, City shall contact Contractor and provide Contractor in writing with the reason for requesting such immediate action.

- 4.4.2 **Payment of Employment 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 this Section 4.4 shall be solely limited to the purposes of the particular tax in question, and for all other purposes of this Agreement, Contractor shall not be considered an employee of City. Notwithstanding the foregoing, Contractor agrees to indemnify and save harmless City and its officers, agents and employees from, and, if requested, shall defend them against any and all claims, losses, costs, damages, and expenses, including attorneys' fees, arising from this Section.
- Assignment. The Services to be performed by Contractor are personal in character. Neither this Agreement, nor any duties or obligations hereunder, may be directly or indirectly assigned, novated, hypothecated, transferred, or delegated by Contractor, or, where the Contractor is a joint venture, a joint venture partner, (collectively referred to as an "Assignment") unless first approved by City by written instrument executed and approved in the same manner as this Agreement in accordance with the Administrative Code. The City's approval of any such Assignment is subject to the Contractor demonstrating to City's reasonable satisfaction that the proposed transferee is: (i) reputable and capable, financially and otherwise, of performing each of Contractor's obligations under this Agreement and any other documents to be assigned, (ii) not forbidden by applicable law from transacting business or entering into contracts with City; and (iii) subject to the jurisdiction of the courts of the State of California. A change of ownership or control of Contractor or a sale or transfer of substantially all of the assets of Contractor shall be deemed an Assignment for purposes of this Agreement. Contractor shall immediately notify City about any Assignment. Any purported Assignment made in violation of this provision shall be null and void.
- 4.6 **Warranty.** Contractor warrants to City that the Services will be performed with the degree of skill and care that is required by current, good and sound professional procedures and practices, and in conformance with generally accepted professional standards prevailing at the time the Services are performed so as to ensure that all Services performed are correct and appropriate for the purposes contemplated in this Agreement.

## **Article 5** Insurance and Indemnity

#### 5.1 Insurance.

- 5.1.1 **Required Coverages.** Insurance limits are subject to Risk Management review and revision, as appropriate, as conditions warrant. 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:
- (a) Commercial General Liability Insurance with limits not less than \$1,000,000 each occurrence for Bodily Injury and Property Damage, including Contractual Liability, Personal Injury, Products and Completed Operations. **Policy must include Abuse and Molestation coverage.**

- (b) 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.
- (c) Workers' Compensation, in statutory amounts, with Employers' Liability Limits not less than \$1,000,000 each accident, injury, or illness.
- (d) Professional Liability Insurance, applicable to Contractor's profession, with limits not less than \$1,000,000 for each claim with respect to negligent acts, errors or omissions in connection with the Services.

#### (e) Reserved. (Technology Errors and Omissions Liability Coverage)

(f) Cyber and Privacy Insurance with limits of not less than \$5,000,000 per claim. Such insurance shall include coverage for liability arising from theft, dissemination, and/or use of confidential information, including but not limited to, bank and credit card account information or personal information, such as name, address, social security numbers, protected health information or other personally identifying information, stored or transmitted in any form.

# (g) Reserved. (Pollution Liability Insurance)

#### 5.1.2 Additional Insured Endorsements

- (a) The Commercial General Liability policy must be endorsed to name as Additional Insured the City and County of San Francisco, its Officers, Agents, and Employees.
- (b) The Commercial Automobile Liability Insurance policy must be endorsed to name as Additional Insured the City and County of San Francisco, its Officers, Agents, and Employees.

# (c) Reserved. (Pollution Auto Liability Insurance Additional Insured

#### **Endorsement)**

# 5.1.3 Reserved. (Waiver of Subrogation Endorsements)

# 5.1.4 Primary Insurance Endorsements

- (a) The Commercial General Liability policy shall provide 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 the insurance applies separately to each insured against whom claim is made or suit is brought.
- (b) The Commercial Automobile Liability Insurance policy shall provide 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 the insurance applies separately to each insured against whom claim is made or suit is brought.

# (c) Reserved. (Pollution Liability Insurance Primary Insurance

#### **Endorsement)**

#### 5.1.5 Other Insurance Requirements

(a) Thirty (30) days' advance written notice shall be provided to the City of cancellation, intended non-renewal, or reduction in coverages, except for non-payment for which no less than ten (10) days' notice shall be provided to City. Notices shall be sent to the City email address: <a href="mailto:insurance-contractsrm410@sfdph.org">insurance-contractsrm410@sfdph.org</a>.

- (b) 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 Agreement term give rise to claims made after expiration of the Agreement, such claims shall be covered by such claims-made policies.
- (c) 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.
- (d) 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.
- (e) Before commencing any Services, 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. Approval of the insurance by City shall not relieve or decrease Contractor's liability hereunder.
- (f) If Contractor will use any subcontractor(s) to provide Services, Contractor shall require the subcontractor(s) to provide all necessary insurance and to name the City and County of San Francisco, its officers, agents and employees and the Contractor as additional insureds.

#### 5.2 **Indemnification.**

5.2.1 Contractor shall indemnify and hold harmless City and its officers, agents and employees from, and, if requested, shall defend them from and against any and all claims, demands, losses, damages, costs, expenses, and liability (legal, contractual, or otherwise) arising from or in any way connected with any: (i) injury to or death of a person, including employees of City or Contractor; (ii) loss of or damage to property; (iii) violation of local, state, or federal common law, statute or regulation, including but not limited to privacy or personally identifiable information, health information, disability and labor laws or regulations; (iv) strict liability imposed by any law or regulation; or (v) losses arising from Contractor's execution of subcontracts not in accordance with the requirements of this Agreement applicable to subcontractors; so long as such injury, violation, loss, or strict liability (as set forth in subsections (i) – (v) above) arises 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, 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. Contractor shall also indemnify, defend and hold City harmless from all suits or claims or administrative proceedings for breaches of federal and/or state law regarding the privacy of health information, electronic records or related topics, arising directly or indirectly from Contractor's performance of this Agreement. 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.

- 5.2.2 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.
- 5.2.3 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 arising directly or indirectly from the receipt by City, or any of its officers or agents, of Contractor's Services.

#### **Article 6** Liability of the Parties

- 6.1 Liability of City. CITY'S PAYMENT OBLIGATIONS UNDER THIS AGREEMENT SHALL BE LIMITED TO THE PAYMENT OF THE COMPENSATION PROVIDED FOR IN SECTION 3.3.1, "PAYMENT," 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.
- 6.2 **Liability for Use of Equipment.** City shall not be liable for any damage to persons or property as a result of the use, misuse or failure of any equipment used by Contractor, or any of its subcontractors, or by any of their employees, even though such equipment is furnished, rented or loaned by City.
- 6.3 **Liability for 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.

#### **Article 7** Payment of Taxes

- 7.1 **Contractor to Pay All Taxes.** Except for any applicable California sales and use taxes charged by Contractor to City, Contractor shall pay all taxes, including possessory interest taxes levied upon or as a result of this Agreement, or the Services delivered pursuant hereto. Contractor shall remit to the State of California any sales or use taxes paid by City to Contractor under this Agreement. Contractor agrees to promptly provide information requested by the City to verify Contractor's compliance with any State requirements for reporting sales and use tax paid by City under this Agreement.
- 7.2 **Possessory Interest Taxes.** Contractor acknowledges 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:
- 7.2.1 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.

- 7.2.2 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.
- 7.2.3 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.
- 7.2.4 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.
- 7.3 **Withholding.** Contractor agrees that it is obligated to pay all amounts due to the City under the San Francisco Business and Tax Regulations Code during the term of this Agreement. Pursuant to Section 6.10-2 of the San Francisco Business and Tax Regulations Code, Contractor further acknowledges and agrees that City may withhold any payments due to Contractor under this Agreement if Contractor is delinquent in the payment of any amount required to be paid to the City under the San Francisco Business and Tax Regulations Code. Any payments withheld under this paragraph shall be made to Contractor, without interest, upon Contractor coming back into compliance with its obligations.

#### **Article 8** Termination and Default

#### 8.1 Termination for Convenience

- 8.1.1 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.
- 8.1.2 Upon receipt of the notice of termination, 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 may include any or all of the following, without limitation:
- (a) Halting the performance of all Services under this Agreement on the date(s) and in the manner specified by City.
- (b) Terminating all existing orders and subcontracts, and not placing any further orders or subcontracts for materials, Services, equipment or other items.
- (c) 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.
- (d) Subject to City's approval, settling all outstanding liabilities and all claims arising out of the termination of orders and subcontracts.

- (e) Completing performance of any Services that City designates to be completed prior to the date of termination specified by City.
- (f) 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.
- 8.1.3 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:
- (a) The reasonable cost to Contractor, without profit, for all Services prior to the specified termination date, for which Services 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. Any overhead allowance shall be separately itemized. Contractor may also recover the reasonable cost of preparing the invoice.
- (b) A reasonable allowance for profit on the cost of the Services described in the immediately preceding subsection (a), provided that Contractor can establish, to the satisfaction of City, that Contractor would have made a profit had all Services under this Agreement been completed, and provided further, that the profit allowed shall in no event exceed 5% of such cost.
- (c) 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.
- (d) 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.
- 8.1.4 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 listed in Section 8.1.3. Such non-recoverable costs include, but are not limited to, anticipated profits on the Services under 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 Section 8.1.3.
- 8.1.5 In arriving at the amount due to Contractor under this Section, City may deduct: (i) all payments previously made by City for Services covered by Contractor's final invoice; (ii) any claim which City may have against Contractor in connection with this Agreement; (iii) any invoiced costs or expenses excluded pursuant to the immediately preceding subsection 8.1.4; and (iv) in instances in which, in the opinion of the City, the cost of any Service performed under this Agreement is excessively high due to costs incurred to remedy or replace defective or rejected Services, the difference between the invoiced amount and City's estimate of the reasonable cost of performing the invoiced Services in compliance with the requirements of this Agreement.
- 8.1.6 City's payment obligation under this Section shall survive termination of this Agreement.

#### 8.2 Termination for Default; Remedies.

- 8.2.1 Each of the following shall constitute an immediate event of default ("Event of Default") under this Agreement:
- 8.2.2 Contractor fails or refuses to perform or observe any term, covenant or condition contained in any of the following Sections of this Agreement:

3.5	Submitting False Claims.	10.10	Alcohol and Drug-Free Workplace
4.5	Assignment	10.13	Working with Minors
Article 5	Insurance and Indemnity	11.10	Compliance with Laws
Article 7	Payment of Taxes	Article 13	Data and Security

- (a) Contractor fails or refuses to perform or observe any other term, covenant or condition contained in this Agreement, including any obligation imposed by ordinance or statute and incorporated by reference herein, and such default is not cured within ten days after written notice thereof from City to Contractor. If Contractor defaults a second time in the same manner as a prior default cured by Contractor, City may in its sole discretion immediately terminate the Agreement for default or grant an additional period not to exceed five days for Contractor to cure the default.
- (b) Contractor (i) is generally not paying its debts as they become due; (ii) 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; (iii) makes an assignment for the benefit of its creditors; (iv) 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 (v) takes action for the purpose of any of the foregoing.
- (c) A court or government authority enters an order (i) 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, (ii) 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 (iii) ordering the dissolution, winding-up or liquidation of Contractor.
- 8.2.3 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, in accordance with San Francisco Administrative Code Section 21.33 (Procedure Upon Contractor's Failure to Deliver) where applicable, 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. Further, in accordance with San Francisco Administrative Code Section 10.27.1 (Controller may Offset), City shall have the right to offset from any amounts due to Contractor under this Agreement or any other agreement between City and Contractor: (i) all damages, losses, costs or expenses incurred by City as a result of an Event of Default; and (ii) any liquidated damages levied upon Contractor pursuant to the terms of this Agreement; and (iii), any damages imposed by any ordinance or statute that is incorporated into this Agreement by reference, or into any other agreement with the City. This Section 8.2.3 shall survive termination of this Agreement.
- 8.2.4 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. Nothing in this Agreement shall constitute a waiver or limitation of any rights that City may have under applicable law.
- 8.2.5 Any notice of default must be sent by registered mail to the address set forth in Article 11.

8.3 **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.

## 8.4 Rights and Duties upon Termination or Expiration.

8.4.1 This Section and the following Sections of this Agreement listed below, shall survive termination or expiration of this Agreement:

3.3.2	Payment Limited to Satisfactory Services	9.1	Ownership of Results
3.3.7(a)	Grant Funded Contracts – Disallowance	9.2	Works for Hire
3.4	Audit and Inspection of Records	11.6	Dispute Resolution Procedure
3.5	Submitting False Claims	11.7	Agreement Made in California; Venue
Article 5	Insurance and Indemnity	11.8	Construction
6.1	Liability of City	11.9	Entire Agreement
6.3	Liability for Incidental and Consequential Damages	11.10	Compliance with Laws
Article 7	Payment of Taxes	11.11	Severability
8.1.6	Payment Obligation	Article 13	Data and Security
•		Appendix E	Business Associate Agreement

8.4.2 Subject to the survival of the Sections identified in Section 8.4.1, above, if this Agreement is terminated prior to expiration of the term specified in Article 2, this Agreement shall 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.

#### **Article 9 Rights In Deliverables**

- 9.1 **Ownership of Results**. Any interest of Contractor or its subcontractors, in the Deliverables, including any drawings, plans, specifications, blueprints, studies, reports, memoranda, computation sheets, computer files and media or other documents prepared by Contractor or its subcontractors for the purposes of this Agreement, shall become the property of and will be transmitted to City. However, unless expressly prohibited elsewhere in this Agreement, Contractor may retain and use copies for reference and as documentation of its experience and capabilities.
- 9.2 **Works for Hire.** If, in connection with Services, Contractor or its subcontractors creates Deliverables including, without limitation, artwork, copy, posters, billboards, photographs, videotapes, audiotapes, systems designs, software, reports, diagrams, surveys, blueprints, source codes, or any other original works of authorship, whether in digital or any other format, 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 shall be the property of the City. If any Deliverables created by Contractor or its subcontractor(s) under this Agreement are ever determined not to be works for hire under U.S. law, Contractor hereby assigns all Contractor's copyrights to such Deliverables to the City, agrees to provide any material and execute any documents necessary to effectuate such assignment, and agrees to include a clause in every subcontract

imposing the same duties upon subcontractor(s). With City's prior written approval, Contractor and its subcontractor(s) may retain and use copies of such works for reference and as documentation of their respective experience and capabilities.

# **Article 10** Additional Requirements Incorporated by Reference

- 10.1 **Laws Incorporated by Reference**. The full text of the laws listed in this Article 10, including enforcement and penalty provisions, are incorporated by reference into this Agreement. The full text of the San Francisco Municipal Code provisions incorporated by reference in this Article and elsewhere in the Agreement ("Mandatory City Requirements") are available at http://www.amlegal.com/codes/client/san-francisco ca/.
- 10.2 **Conflict of Interest.** By executing this Agreement, Contractor certifies that it does not know of any fact which constitutes a violation of Section 15.103 of the City's Charter; Article III, Chapter 2 of City's Campaign and Governmental Conduct Code; Title 9, Chapter 7 of the California Government Code (Section 87100 *et seq.*), or Title 1, Division 4, Chapter 1, Article 4 of the California Government Code (Section 1090 *et seq.*), and further agrees promptly to notify the City if it becomes aware of any such fact during the term of this Agreement.
- 10.3 **Prohibition on Use of Public Funds for Political Activity.** In performing the Services, Contractor shall comply with San Francisco Administrative Code Chapter 12G, which prohibits funds appropriated by the City for this Agreement from being expended to participate in, support, or attempt to influence any political campaign for a candidate or for a ballot measure. Contractor is subject to the enforcement and penalty provisions in Chapter 12G.
- Administrative Code Chapter 12K, the Consideration of Salary History Ordinance or "Pay Parity Act." Contractor is prohibited from considering current or past salary of an applicant in determining whether to hire the applicant or what salary to offer the applicant to the extent that such applicant is applying for employment to be performed on this Agreement or in furtherance of this Agreement, and whose application, in whole or part, will be solicited, received, processed or considered, whether or not through an interview, in the City or on City property. The ordinance also prohibits employers from (1) asking such applicants about their current or past salary or (2) disclosing a current or former employee's salary history without that employee's authorization unless the salary history is publicly available. Contractor is subject to the enforcement and penalty provisions in Chapter 12K. Information about and the text of Chapter 12K is available on the web at https://sfgov.org/olse/consideration-salary-history. Contractor is required to comply with all of the applicable provisions of 12K, irrespective of the listing of obligations in this Section.

#### 10.5 Nondiscrimination Requirements.

- 10.5.1 Nondiscrimination in Contracts. Contractor shall comply with the provisions of Chapters 12B and 12C of the San Francisco Administrative Code. Contractor shall incorporate by reference in all subcontracts the provisions of Sections 12B.2(a), 12B.2(c)-(k), and 12C.3 of the San Francisco Administrative Code and shall require all subcontractors to comply with such provisions. Contractor is subject to the enforcement and penalty provisions in Chapters 12B and 12C.
- 10.5.2 Nondiscrimination in the Provision of Employee Benefits. San Francisco Administrative Code 12B.2. 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 employee benefits between employees with domestic partners and employees with spouses and/or between the domestic partners and spouses of such employees, subject to the conditions set forth in San Francisco Administrative Code Section 12B.2.

- 10.6 Local Business Enterprise and Non-Discrimination in Contracting Ordinance. Contractor shall comply with all applicable provisions of Chapter 14B ("LBE Ordinance"). Contractor is subject to the enforcement and penalty provisions in Chapter 14B.
- 10.7 **Minimum Compensation Ordinance.** If Administrative Code Chapter 12P applies to this contract, Contractor shall pay covered employees no less than the minimum compensation required by San Francisco Administrative Code Chapter 12P, including a minimum hourly gross compensation, compensated time off, and uncompensated time off. Contractor is subject to the enforcement and penalty provisions in Chapter 12P. Information about and the text of the Chapter 12P is available on the web at http://sfgov.org/olse/mco. Contractor is required to comply with all of the applicable provisions of 12P, irrespective of the listing of obligations in this Section. By signing and executing this Agreement, Contractor certifies that it complies with Chapter 12P.
- 10.8 **Health Care Accountability Ordinance.** If Administrative Code Chapter 12Q applies to this contract, Contractor shall comply with the requirements of Chapter 12Q. 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. Information about and the text of the Chapter 12Q, as well as the Health Commission's minimum standards, is available on the web at http://sfgov.org/olse/hcao. Contractor is subject to the enforcement and penalty provisions in Chapter 12Q. Any Subcontract entered into by Contractor shall require any Subcontractor with 20 or more employees to comply with the requirements of the HCAO and shall contain contractual obligations substantially the same as those set forth in this Section.
- 10.9 **First Source Hiring Program.** Contractor must comply with all of the provisions of the First Source Hiring Program, Chapter 83 of the San Francisco Administrative Code, that apply to this Agreement, and Contractor is subject to the enforcement and penalty provisions in Chapter 83.
- 10.10 Alcohol and Drug-Free Workplace. City reserves the right to deny access to, or require Contractor to remove from, City facilities personnel of any Contractor or subcontractor who City has reasonable grounds to believe has engaged in alcohol abuse or illegal drug activity which in any way impairs City's ability to maintain safe work facilities or to protect the health and well-being of City employees and the general public. City shall have the right of final approval for the entry or re-entry of any such person previously denied access to, or removed from, City facilities. Illegal drug activity means possessing, furnishing, selling, offering, purchasing, using or being under the influence of illegal drugs or other controlled substances for which the individual lacks a valid prescription. Alcohol abuse means possessing, furnishing, selling, offering, or using alcoholic beverages, or being under the influence of alcohol.

Contractor agrees in the performance of this Agreement to maintain a drug-free workplace by notifying employees that unlawful drug use is prohibited and specifying what actions will be taken against employees for violations; establishing an on-going drug-free awareness program that includes employee notification and, as appropriate, rehabilitation. Contractor can comply with this requirement by implementing a drug-free workplace program that complies with the Federal Drug-Free Workplace Act of 1988 (41 U.S.C. § 701) or California Drug-Free Workplace Act of 1990 Cal. Gov. Code, § 8350 et seq., if state funds involved.

10.11 **Limitations on Contributions.** By executing this Agreement, Contractor acknowledges its obligations under Section 1.126 of the City's Campaign and Governmental Conduct Code, which prohibits any person who contracts with, or is seeking a contract with, any department of 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, for a grant, loan or loan guarantee, or for a development agreement, from making any campaign contribution to (i) a City elected official if the contract must be approved by that

official, a board on which that official serves, or the board of a state agency on which an appointee of that official serves, (ii) a candidate for that City elective office, or (iii) a committee controlled by such elected official or a candidate for that office, at any time from the submission of a proposal for the contract until the later of either the termination of negotiations for such contract or twelve months after the date the City approves the contract. 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 10% in Contractor; any subcontractor listed in the bid or contract; and any committee that is sponsored or controlled by Contractor. Contractor certifies that it has informed each such person of the limitation on contributions imposed by Section 1.126 by the time it submitted a proposal for the contract, and has provided the names of the persons required to be informed to the City department with whom it is contracting.

#### 10.12 Reserved. (Slavery Era Disclosure)

10.13 Working with Minors. In accordance with California Public Resources Code Section 5164, if Contractor, or any subcontractor, is providing services at a City park, playground, recreational center or beach, Contractor shall not hire, and shall prevent its subcontractors from hiring, any person for employment or a volunteer position in a position having supervisory or disciplinary authority over a minor if that person has been convicted of any offense listed in Public Resources Code Section 5164. In addition, if Contractor, or any subcontractor, is providing services to the City involving the supervision or discipline of minors or where Contractor, or any subcontractor, will be working with minors in an unaccompanied setting on more than an incidental or occasional basis, Contractor and any subcontractor shall comply with any and all applicable requirements under federal or state law mandating criminal history screening for such positions and/or prohibiting employment of certain persons including but not limited to California Penal Code Section 290.95. In the event of a conflict between this Section and Section 10.14, "Consideration of Criminal History in Hiring and Employment Decisions," of this Agreement, this Section shall control.

# 10.14 Consideration of Criminal History in Hiring and Employment Decisions.

10.14.1 Contractor agrees to comply fully with and be bound by all of the provisions of Chapter 12T, "City Contractor/Subcontractor Consideration of Criminal History in Hiring and Employment Decisions," of the San Francisco Administrative Code ("Chapter 12T"), including the remedies provided, and implementing regulations, as may be amended from time to time. The provisions of Chapter 12T are incorporated by reference and made a part of this Agreement as though fully set forth herein. The text of the Chapter 12T is available on the web at http://sfgov.org/olse/fco. Contractor is required to comply with all of the applicable provisions of 12T, irrespective of the listing of obligations in this Section. Capitalized terms used in this Section and not defined in this Agreement shall have the meanings assigned to such terms in Chapter 12T.

10.14.2 The requirements of Chapter 12T shall only apply to a Contractor's or Subcontractor's operations to the extent those operations are in furtherance of the performance of this Agreement, shall apply only to applicants and employees who would be or are performing work in furtherance of this Agreement, and shall apply when the physical location of the employment or prospective employment of an individual is wholly or substantially within the City of San Francisco. Chapter 12T shall not apply when the application in a particular context would conflict with federal or state law or with a requirement of a government agency implementing federal or state law.

10.15 **Public Access to Nonprofit Records and Meetings.** If 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 must

comply with the City's Public Access to Nonprofit Records and Meetings requirements, as set forth in Chapter 12L of the San Francisco Administrative Code, including the remedies provided therein.

10.16 Food Service Waste Reduction Requirements. Contractor shall comply with the Food Service Waste Reduction Ordinance, as set forth in San Francisco Environment Code Chapter 16, including but not limited to the remedies for noncompliance provided therein.

# 10.17 Distribution of Beverages and Water.

- 10.17.1 **Sugar-Sweetened Beverage Prohibition**. Contractor agrees that it shall not sell, provide, or otherwise distribute Sugar-Sweetened Beverages, as defined by San Francisco Administrative Code Chapter 101, as part of its performance of this Agreement.
- 10.17.2 **Packaged Water Prohibition.** Contractor agrees that it shall not sell, provide, or otherwise distribute Packaged Water, as defined by San Francisco Environment Code Chapter 24, as part of its performance of this Agreement.
- 10.18 **Tropical Hardwood and Virgin Redwood Ban.** Pursuant to San Francisco Environment Code Section 804(b), the City urges Contractor not to import, purchase, obtain, or use for any purpose, any tropical hardwood, tropical hardwood wood product, virgin redwood or virgin redwood wood product.
- 10.18.1 Contractor shall comply with San Francisco Environment Code Chapter 8, which provides that except as expressly permitted by the application of Sections 802(b) and 803(b) of the San Francisco Environment Code, Contractor shall not provide any items to the City in performance of this contract which are tropical hardwoods, tropical hardwood wood products, virgin redwood or virgin redwood wood products. Contractor is subject to the penalty and enforcement provisions of Chapter 8.
- 10.19 **Preservative Treated Wood Products.** Contractor shall comply with the provisions of San Francisco Environment Code Chapter 13, which requires that each Contractor purchasing preservative-treated wood products on behalf of the City, shall only purchase such products from the list of alternatives adopted by the Department of the Environment pursuant to Section 1302 of Chapter 13, unless otherwise granted an exemption by the terms of that Chapter.

# **Article 11 General Provisions**

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

To CITY: Office of Contract Management and Compliance

Department of Public Health 101 Grove Street, Room 410 San Francisco, California 94102

San Francisco, California 94102 e-mail: Nora.macias@sfdph.org

And: Patricia Erwin

**CHEP** 

25 VAN NESS STREET, SUITE 500

SAN FRANCISCO, CA 94102 e-mail: Patricia.erwin@sfdph.org

To CONTRACTOR: SAN FRANCISCO AIDS FOUNDATION

1035 MARKET STREET, SUITE 400

SAN FRANCISCO, CA 94103 e-mail: ttermeer@sfaf.org

Any notice of default must be sent by registered mail or other trackable overnight mail. Either Party may change the address to which notice is to be sent by giving written notice thereof to the other Party. If email notification is used, the sender must specify a receipt notice.

- 11.2 **Compliance with Americans with Disabilities Act**. Contractor shall provide the Services in a manner that complies with the Americans with Disabilities Act (ADA), including but not limited to Title II's program access requirements, and all other applicable federal, state and local disability rights legislation.
- 11.3 **Incorporation of Recitals.** The matters recited above are hereby incorporated into and made part of this Agreement.
- 11.4 **Sunshine Ordinance.** Contractor acknowledges that this Agreement and all records related to its formation, Contractor's performance of Services, and City's payment are subject to the California Public Records Act, (California Government Code §6250 et. seq.), and the San Francisco Sunshine Ordinance, (San Francisco Administrative Code Chapter 67). Such records are subject to public inspection and copying unless exempt from disclosure under federal, state or local law.
- 11.5 **Modification of this Agreement**. This Agreement may not be modified, nor may compliance with any of its terms be waived, except as noted in Section 11.1, "Notices to Parties," regarding change in personnel or place, and except by written instrument executed and approved in the same manner as this Agreement.

# 11.6 **Dispute Resolution Procedure.**

- 11.6.1 Negotiation; Alternative Dispute Resolution. The Parties will attempt in good faith to resolve any dispute or controversy arising out of or relating to the performance of services under this Agreement. If the Parties are unable to resolve the dispute, then, pursuant to San Francisco Administrative Code Section 21.36, Contractor may submit to the Contracting Officer a written request for administrative review and documentation of the Contractor's claim(s). Upon such request, the Contracting Officer shall promptly issue an administrative decision in writing, stating the reasons for the action taken and informing the Contractor of its right to judicial review. If agreed by both Parties in writing, disputes may be resolved by a mutually agreed-upon alternative dispute resolution process. If the Parties do not mutually agree to an alternative dispute resolution process or such efforts do not resolve the dispute, then either Party may pursue any remedy available under California law. The status of any dispute or controversy notwithstanding, Contractor shall proceed diligently with the performance of its obligations under this Agreement in accordance with the Agreement and the written directions of the City. Neither Party will be entitled to legal fees or costs for matters resolved under this Section.
- 11.6.2 **Government Code Claim Requirement.** No suit for money or damages may be brought against the City until a written claim therefor has been presented to and rejected by the City in conformity with the provisions of San Francisco Administrative Code Chapter 10 and California Government Code Section 900, et seq. Nothing set forth in this Agreement shall operate to toll, waive or excuse Contractor's compliance with the California Government Code Claim requirements set forth in San Francisco Administrative Code Chapter 10 and California Government Code Section 900, et seq.
- 11.6.3 Health and Human Service Contract Dispute Resolution Procedure. The Parties shall resolve disputes that have not been resolved administratively by other departmental remedies in accordance with the Dispute Resolution Procedure set forth in Appendix G incorporated herein by this reference.
- 11.7 **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.

- 11.8 **Construction.** All paragraph captions are for reference only and shall not be considered in construing this Agreement.
- 11.9 **Entire Agreement.** This contract sets forth the entire Agreement between the Parties, and supersedes all other oral or written provisions. This Agreement may be modified only as provided in Section 11.5, "Modification of this Agreement."
- 11.10 Compliance with Laws. Contractor shall keep itself fully informed of the City's Charter, codes, ordinances and duly adopted rules 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.
- 11.11 **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 (i) the validity of other provisions of this Agreement shall not be affected or impaired thereby, and (ii) 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.
- 11.12 **Cooperative Drafting.** This Agreement has been drafted through a cooperative effort of City and Contractor, 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.
- 11.13 **Order of Precedence.** Contractor agrees to perform the services described below in accordance with the terms and conditions of this Agreement, implementing task orders, the RFP, and Contractor's proposal dated November 25, 2019. The RFP and Contractor's proposal are incorporated by reference as though fully set forth herein. Should there be a conflict of terms or conditions, this Agreement and any implementing task orders shall control over the RFP and the Contractor's proposal. If the Appendices to this Agreement include any standard printed terms from the Contractor, Contractor agrees that in the event of discrepancy, inconsistency, gap, ambiguity, or conflicting language between the City's terms and Contractor's printed terms attached, the City's terms shall take precedence, followed by the procurement issued by the department, Contractor's proposal, and Contractor's printed terms, respectively.
- 11.14 Notification of Legal Requests. Contractor shall immediately notify City upon receipt of any subpoenas, service of process, litigation holds, discovery requests and other legal requests ("Legal Requests") related to all data given to Contractor by City in the performance of this Agreement ("City Data" or "Data"), or which in any way might reasonably require access to City's Data, and in no event later than 24 hours after it receives the request. Contractor shall not respond to Legal Requests related to City without first notifying City other than to notify the requestor that the information sought is potentially covered under a non-disclosure agreement. Contractor shall retain and preserve City Data in accordance with the City's instruction and requests, including, without limitation, any retention schedules and/or litigation hold orders provided by the City to Contractor, independent of where the City Data is stored.

#### **Article 12** Department Specific Terms

- 12.1 **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.
- 12.2 **Exclusion Lists and Employee Verification.** Upon hire and monthly thereafter, Contractor will check the exclusion lists published by the Office of the Inspector General (OIG), General

Services Administration (GSA), and the California Department of Health Care Services (DHCS) to ensure that any employee, temporary employee, volunteer, consultant, or governing body member responsible for oversight, administering or delivering state or federally-funded services who is on any of these lists is excluded from (may not work in) your program or agency. Proof of checking these lists must be retained for seven years.

# 12.3 Certification Regarding Lobbying.

- 12.3.1 Contractor certifies to the best of its knowledge and belief that: No federally appropriated funds have been paid or will be paid, by or on behalf of Contractor to any persons for influencing or attempting to influence an officer or an employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the entering into of any federal contract, or the extension, continuation, renewal, amendment, or modification of a federal contract, grant, loan or cooperative agreement.
- 12.3.2 If any funds other than federally appropriated funds have been paid or will be paid to any persons for influencing or attempting to influence an officer or employee of an agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal contract, grant, loan or cooperative agreement, Contractor shall complete and submit Standard Form -111, "Disclosure Form to Report Lobbying," in accordance with the form's instructions.
- 12.3.3 Contractor shall require the language of this certification be included in the award documents for all subawards at all tiers, (including subcontracts, subgrants, and contracts under grants, loans and cooperation agreements) and that all subrecipients shall certify and disclose accordingly.
- 12.3.4 This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.
- 12.4 **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.
- 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 Plan should include site specific plans to respond at the time of an emergency (emergency response plans) and plans to continue essential services after a disaster (continuity of operations plans). 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 and a continuity of operations plan for each of its service sites. 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.

## **Article 13** Data and Security

- 13.1 Nondisclosure of Private, Proprietary or Confidential Information.
- 13.1.1 **Protection of Private Information.** If this Agreement requires City to disclose "Private Information" to Contractor within the meaning of San Francisco Administrative Code Chapter 12M, Contractor and subcontractor shall use such information only in accordance with the restrictions stated in Chapter 12M and in this Agreement and only as necessary in performing the Services. Contractor is subject to the enforcement and penalty provisions in Chapter 12M.
- 13.1.2 **Confidential Information.** In the performance of Services, Contractor may have access to, or collect on City's behalf, City's proprietary or Confidential Information, the disclosure of which to third parties may damage City. If City discloses proprietary or Confidential Information to Contractor, or Contractor collects such information on City's behalf, such information must be held by Contractor in confidence and used only in performing 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 or Confidential Information.

# 13.2 Reserved. (Payment Card Industry ("PCI") Requirements

13.3 **Business Associate Agreement.** The parties acknowledge that City is a Covered Entity as defined in the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") and is required to comply with the HIPAA Privacy Rule governing the access, use, disclosure, transmission, and storage of protected health information (PHI) and the Security Rule under the Health Information Technology for Economic and Clinical Health Act, Public Law 111-005 ("the HITECH Act").

### The parties acknowledge that CONTRACTOR will:

- 1. Do at least one or more of the following:
  - A. Create, receive, maintain, or transmit PHI for or on behalf of CITY/SFDPH (including storage of PHI, digital or hard copy, even if Contractor does not view the PHI or only does so on a random or infrequent basis); or
  - B. Receive PHI, or access to PHI, from CITY/SFDPH or another Business Associate of City, as part of providing a service to or for CITY/SFDPH, including legal, actuarial, accounting, consulting, data aggregation, management, administrative, accreditation, or financial; or
  - C. Transmit PHI data for CITY/SFDPH and require access on a regular basis to such PHI. (Such as health information exchanges (HIEs), e-prescribing gateways, or electronic health record vendors)

FOR PURPOSES OF THIS AGREEMENT, CONTRACTOR IS A BUSINESS ASSOCIATE OF CITY/SFDPH, AS DEFINED UNDER HIPAA. CONTRACTOR MUST COMPLY WITH AND COMPLETE THE FOLLOWING ATTACHED DOCUMENTS, INCORPORATED TO THIS AGREEMENT AS THOUGH FULLY SET FORTH HEREIN:

- a. Appendix E SFDPH Business Associate Agreement (BAA) (v8/3/2022)
  - 1. SFDPH Attestation 1 PRIVACY (06-07-2017)

- 2. SFDPH Attestation 2 DATA SECURITY (06-07-2017)
- 2. NOT do any of the activities listed above in subsection 1;

Contractor is not a Business Associate of CITY/SFDPH. Appendix E and attestations are not required for the purposes of this Agreement.

# 13.4 Management of City Data and Confidential Information.

13.4.1 Use of City Data and Confidential Information. Contractor agrees to hold City's Data received from, or collected on behalf of, the City, in strictest confidence. Contractor shall not use or disclose City's Data except as permitted or required by the Agreement or as otherwise authorized in writing by the City. Any work using, or sharing or storage of, City's Data outside the United States is subject to prior written authorization by the City. Access to City's Data must be strictly controlled and limited to Contractor's staff assigned to this project on a need-to-know basis only. Contractor is provided a limited non-exclusive license to use the City Data solely for performing its obligations under the Agreement and not for Contractor's own purposes or later use. Nothing herein shall be construed to confer any license or right to the City Data or Confidential Information, by implication, estoppel or otherwise, under copyright or other intellectual property rights, to any third-party. Unauthorized use of City Data by Contractor, subcontractors or other third-parties is prohibited. For purpose of this requirement, the phrase "unauthorized use" means the data mining or processing of data, stored or transmitted by the service, for commercial purposes, advertising or advertising-related purposes, or for any purpose other than security or service delivery analysis that is not explicitly authorized.

- 13.4.2 **Disposition of Confidential Information**. Upon request of City or termination or expiration of this Agreement, and pursuant to any document retention period required by this Agreement, Contractor shall promptly, but in no event later than thirty (30) calendar days, return all data given to or collected by Contractor on City's behalf, which includes all original media. Once Contractor has received written confirmation from City that City's Data has been successfully transferred to City, Contractor shall within ten (10) business days clear or purge all City Data from its servers, any hosted environment Contractor has used in performance of this Agreement, including its subcontractors environment(s), work stations that were used to process the data or for production of the data, and any other work files stored by Contractor in whatever medium. Contractor shall provide City with written certification that such purge occurred within five (5) business days of the purge. Secure disposal shall be accomplished by "clearing," "purging" or "physical destruction," in accordance with National Institute of Standards and Technology (NIST) Special Publication 800-88 or most current industry standard.
- 13.5 **Ownership of City Data.** The Parties agree that as between them, all rights, including all intellectual property rights, in and to the City Data and any derivative works of the City Data is the exclusive property of the City.
- 13.6 **Protected Health Information.** Contractor, all subcontractors, all agents and employees of Contractor and any subcontractor shall comply with all federal and state laws regarding the transmission, storage and protection of all private health information disclosed to Contractor by City in the performance of this Agreement. Contractor agrees that any failure of Contractor to comply with the requirements of federal and/or state and/or local privacy laws shall be a material breach of the Contract. In the event that City pays a regulatory fine, and/or is assessed civil penalties or damages through private rights of action, based on an impermissible use or disclosure of protected health information given to Contractor or its subcontractors or agents by City, Contractor shall indemnify City for the amount of such fine or penalties or damages, including costs of notification. In such an event, in addition to any other remedies available to it under equity or law, the City may terminate the Contract.

# **Article 14** MacBride And Signature

14.1 MacBride Principles - Northern Ireland. The provisions of San Francisco Administrative Code §12F are incorporated herein by this reference and made part of this Agreement. By signing this Agreement, Contractor confirms that Contractor has read and understood that the City urges companies doing business in Northern Ireland to resolve employment inequities and to abide by the MacBride Principles, and urges San Francisco companies to do business with corporations that abide by the MacBride Principles.

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

CITY	CONTRACTOR
Recommended by:	SAN FRANCISCO AIDS FOUNDATION
Grant Colfax, MD Director of Health Department of Public Health	Jyler O. Jer Meer  54F9F67ASF4Ffmeer 11/17/2022   1:10:46 PST  Chief Executive Office 1035 Market Street, Suite 400  San Francisco, CA 94103
Approved as to Form:	Supplier ID: <b>0000011638</b>
David Chiu City Attorney	
By: Deputy City Attorney	
Approved:	
Sailaja Kurella Director of the Office of Contract Administration and Purchaser	d
By:	_

# **Appendices**

A: Scope of Services

B: Calculation of Charges

C: Insurance Waiver Reserved

D: FEMA Emergency & Exigency Contracts Requirements Reserved

E: HIPAA Business Associate Agreement

F: Invoice

G: Dispute Resolution

H: COVID Reserved

I: COVID Invoice(s) Reserved

J: Grant Terms Reserved

K: Data Access and Sharing Terms

# Appendix A Scope of Services

#### 1. Terms

### A. <u>Contract Administrator:</u>

In performing the Services hereunder, Contractor shall report to **Patricia Erwin**, 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.

For services solicited under a Group Purchasing Organization (GPO) the Contractor shall report all applicable sales under this agreement to the respective GPO.

#### 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.

For contracts for the provision of services at San Francisco General or Laguna Honda Hospital and Rehabilitation Center, the evaluation program shall include agreed upon performance measures as specified in the Performance Improvement Plan and Performance Measure Grid which is presented in Attachment 1 to Appendix A. Performance measures are reported annually to the Zuckerberg San Francisco General performance improvement committees (PIPS and Quality Council) or the to the Administration Office of Laguna Honda Hospital and Rehabilitation Center.

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. 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.

# H. <u>Infection Control, Health and Safety</u>:

- (1) Contractor must have a Bloodborne Pathogen (BBP) Exposure Control plan for its employees, agents and subcontractors 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 its employees, agents, subcontractors 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 its employees, agents and subcontractors, 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.

# I. 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 employees, agents, subcontractors including Personnel Protective Equipment such as respirators, and provides and documents all appropriate training.

# J. <u>Acknowledgment of Funding</u>:

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 for any mode of service hereunder, 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:

Contractor recognizes that funding for this Agreement is provided to the City through federal, state or private foundation awards. Contractor agrees to comply with the provisions of the City's

agreements with said funding sources, which agreements are incorporated by reference as though fully set forth.

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

# 2. Description of Services

Contractor agrees to perform the following Services:

All written Deliverables, including any copies, shall be submitted on recycled paper and printed on double-sided pages to the maximum extent possible.

Detailed description of services are listed below and are attached hereto:

Appendix A-1	Training Academy & Clinical Assistance Program
Appendix A-2	Clinical Services Sustainability
Appendix A-3	Capacity Building Activities: The Black Health Clinical Assistant Program
Appendix A-4	HAP Capacity Building Activities Program
Appendix A-5	Health Access Point Gay/MSM

3. Services Provided by Attorneys. Any services to be provided by a law firm or attorney to the City 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.

San Francisco AIDS Foundation Health Access Point HAP (Health Access Point for MSM) Appendix A-1 01/01/23 – 06/30/26 General Fund

#### 1. IDENTIFIER:

PROGRAM NAME: San Francisco AIDS Foundation - Training Academy & Clinical Assistant

Program

ADDRESS: 1035 Market, Suite 400; San Francisco, CA 94103

PROGRAM PRIMARY LB Honey-Brooks, <a href="mailto:lbrooks@sfaf.og">lbrooks@sfaf.og</a>

**CONTACT:** Jenny Hsieh, jhsieh@sfaf.org

Michelle Lee, mlee@sfaf.org

NATURE OF DOCUMENT: New Contract/Original x Contract Amendment: Internal Contract Revision:

#### 2. GOAL STATEMENT:

The Training Academy & Clinical Assistant Program's goal is to create a workforce development pipeline that can support the Health Access Point (HAP) network with ongoing professional development, paid internship opportunities, and a trained applicant pool with experience in roles that can support HAP activities.

#### 3. TARGET POPULATION:

San Francisco AIDS Foundation serve all ethnicities and populations, with a focused expertise to address the unique needs of this program's priority communities. The Training Academy & Clinical Assistant Program will engage individuals from the Health Access Point's (HAP) priority communities:

- 1. Latinx communities
- 2. Gay, bisexual, and queer (GBQ) men & MSM communities
- 3. Trans and nonbinary communities
- 4. Asian and Pacific Islander (API) communities
- 5. Black and African American communities
- 6. People who use drugs
- 7. Young people

#### 4. MODALITIES and INTERVENTIONS:

#### **Service Description:**

SFAF's Training Academy & Clinical Assistant Program is a structural intervention that aims to engage priority communities impacted by HIV, HCV, and STI health disparities in community health-focused employment opportunities.

The Training Academy & Clinical Assistant Program follows the citywide goals:

- Get to zero new HIV infections, zero HIV-related deaths, and zero stigma and discrimination
- Eliminate HCV
- Reverse increasing STI rates
- Eliminate racial disparities in access to services and health outcomes

Appendix A-1 01/01/2023

# **Capacity Building Modalities:**

# Year One, B-1: January 1, 2023-June 30, 2023 (6 months)

Capacity Building Start-Up Activities:						
Period / Funds / App	Mode of Service/Intervention Description	UOS	UDC			
Term: 1/1/23 – 6/30/23	<u>Training Academy:</u> 1 UOS = 1 month of start-up planning activities; 3 months = <b>3 UOS</b>	3	NA			
General Fund / App	Clinical Assistant Program: 1 UOS = 1 month of start-up					
A-1, B-1	planning activities for the Clinical Assistant Program; 1 month = 3 UOS	3	NA			
<b>Total UOS and UDC</b>		6	N/A			
Capacity Building Impl	ementation Activities:		Capacity Building Implementation Activities:			
Period / Funds / App	Mode of Service/Intervention Description	UOS	UDC			
Term: 1/1/23 – 6/30/23	<u>Training Academy:</u> 1 UOS = 1 hour of training and/or professional development provided to HAP network members and/or CHEP funded; 1 UDC = 1 unduplicated participant CBOs; 30 unduplicated individuals x 1.5 hours x 6 trainings =					
	Training Academy: 1 UOS = 1 hour of training and/or professional development provided to HAP network members and/or CHEP funded; 1 UDC = 1 unduplicated participant CBOs; 30 unduplicated individuals x 1.5 hours x 6 trainings = 270 UOS  Clinical Assistant Program: 1 UOS = 1 hour of training or field experience completed by a clinical assistant; 1 UDC = 1 clinical assistant; 5 assistants x (20 hours of training + 80	270	30			
Term: 1/1/23 – 6/30/23 General Fund / App	Training Academy: 1 UOS = 1 hour of training and/or professional development provided to HAP network members and/or CHEP funded; 1 UDC = 1 unduplicated participant CBOs; 30 unduplicated individuals x 1.5 hours x 6 trainings = 270 UOS  Clinical Assistant Program: 1 UOS = 1 hour of training or field experience completed by a clinical assistant; 1 UDC = 1					

# Year Two, B-1a: July 1, 2023-June 30, 2024

Capacity Building Implementation Activities				
Period / Funds / App	Mode of Service/Intervention Description	UOS	UDC	
	<u>Training Academy:</u> 1 UOS = 1 hour of training and/or professional development provided to HAP network members and/or CHEP funded; 1 UDC = 1 unduplicated participant CBOs; 55 unduplicated individuals x 1.5 hours x			
Term: 7/1/23 – 6/30/24 General Fund / App A-1, B-1a	6 trainings = 495 UOS	495	55	
	<u>Training Academy</u> : 1 UOS = 1 hour of HIV test counselor training; 2 trainings x 25 hours of training x 10			
	participants/trainings = 500 UOS	500	20	
	<u>Clinical Assistant Program:</u> 1 UOS = 1 hour of training or field experience completed by a clinical assistant; 1 UDC = 1 clinical assistant; 10 assistants x (20 hours of training + 80			
	hours of field experience) = 1,000 UOS	1,000	10	
Total UOS and UDC		1,995	85	

San Francisco AIDS Foundation Health Access Point HAP (Health Access Point for MSM)

# Year Three, B-1b: July 1, 2024-June 30, 2025

Capacity Building Implementation Activities				
Period / Funds / App	Mode of Service/Intervention Description	UOS	UDC	
	<u>Training Academy:</u> 1 UOS = 1 hour of training and/or professional development provided to HAP network members and/or CHEP funded; 1 UDC = 1 unduplicated participant CBOs; 55 unduplicated individuals x 1.5 hours x			
Term: 7/1/24 – 6/30/25	6 trainings = <b>495 UOS</b>	495	55	
General Fund / App	<u>Training Academy</u> : 1 UOS = 1 hour of HIV test counselor training; 2 trainings x 25 hours of training x 10	<b>7</b> 00	•	
A-1, B-1b	participants/trainings = 500 UOS	500	20	
	<u>Clinical Assistant Program:</u> 1 UOS = 1 hour of training or field experience completed by a clinical assistant; 1 UDC = 1 clinical assistant; 10 assistants x (20 hours of training + 80			
	hours of field experience) = 1,000 UOS	1,000	10	
<b>Total UOS and UDC</b>		1,995	85	
		·		

# Year Four, B-1b: July 1, 2025-June 30, 2026

Capacity Building Implementation Activities				
Period / Funds / App	Mode of Service/Intervention Description	UOS	UDC	
Term: 7/1/25 – 6/30/26 General Fund / App A-1, B-1c	<u>Training Academy:</u> 1 UOS = 1 hour of training and/or professional development provided to HAP network members and/or CHEP funded; 1 UDC = 1 unduplicated			
	participant CBOs; 55 unduplicated individuals x 1.5 hours x 6 trainings = <b>495 UOS</b>	495	55	
	<u>Training Academy</u> : 1 UOS = 1 hour of HIV test counselor training; 2 trainings x 25 hours of training x 10	•	20	
	participants/trainings = <b>500 UOS</b> <u>Clinical Assistant Program:</u> 1 UOS = 1 hour of training or field experience completed by a clinical assistant; 1 UDC =	500	20	
	1 clinical assistant; 10 assistants x (20 hours of training + 80 hours of field experience) = <b>1,000 UOS</b>	1,000	10	
Total UOS and UDC		1,995	85	

# **5. METHODOLOGY/Service Delivery Description:**

January 1, 2023-June 30, 2023

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Proposed activities require different start-up and implementation needs.

# **Capacity Building Start Up Activities:**

- The <u>Community Health Worker Training Academy</u> will sustain existing activities (see below) as well as initiate 3 months of start planning activities (3 UOS) related to HAP implementation efforts. This includes:
  - o Conducting an assessment of HAP learning needs, goals, and priorities
  - Establishing contact lists of all HAP-participating organizations
  - o Establishing an MOU with CHLI for future partnership activities
  - Convening HAP-participating organizations for an overview of and introduction to the Community Health Worker Training Academy
- The <u>Clinical Assistant Program</u> requires 3 months of start-up planning activities (3 UOS). This includes:
  - Hiring a project manager to launch the program
  - Developing program curriculum and training materials
  - Recruiting 5 clinical assistants for the first cohort

### **Capacity Building Activities:**

- Community Health Worker Training Academy: Between January 1, 2023 and June 30, 2023, the Community Health Worker Training Academy (CHW-TA) will conduct training and professional development services for community health workers from CHEP-funded community-based organizations, with a focus on staff directly supporting Health Access Point Network activities. During this time, 30 unduplicated participants will engage in CHW-TA training. All combined, these 30 participants will complete more than 270 hours of training. In addition to "live" meeting spaces, training and professional development includes an asynchronous learning experience with access to 12 self-paced training modules on an SFAF-hosted learning management platform.
- <u>HIV Test Counselor Trainings</u>: Between January 1, 2023 and June 30, 2023, the CHW-TA will conduct two HIV Test Counselor Trainings to certify individuals in HIV, HCV, and STI testing and counseling.
- The Clinical Assistant Program will begin implementation activities in April 2023. This includes:
  - Onboarding and training the inaugural clinical assistant cohort (5 interns will be hired and begin in Spring 2023)
  - Assigning clinical assistants to 80+ hours of rotating field experience within SFAF's various programs (with a focus on clinical services)
  - Graduating the inaugural cohort and assisting them to identify and secure community health employment opportunities, with a focus on opportunities within the HAP Network
  - Beginning recruitment and promotion efforts for the Summer 2023 cohort
  - Cohort evaluation and feedback

# **6. OBJECTIVES and MEASUREMENTS:**

All objectives and descriptions of how objectives will be measured are contained in the CHEP document entitled "CHEP Performance Objectives FY22-23."

#### 7. SUBCONTRACTORS & CONSULTANTS:

**a.** SFAF is responsible for the performance of its subcontractors and consultants in this Agreement.

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- **b.** SFAF acknowledges that it must comply with Article 5, Insurance and Indemnity, of the Agreement, in relation to its subcontractors and consultants. All SFAF staff, as well as its consultants and subcontractors, must have the appropriate insurance coverage as outlined in Article 5 of the Agreement.
- c. SFAF assumes all liability for any and all work-related injuries/illness, including but not limited to infectious exposures such as Bloodborne Pathogen and Aerosol Transmissible Diseases. SFAF must demonstrate appropriate policies and procedures for reporting such work-related injuries/illnesses to the City and to any state or federal regulatory agencies and providing appropriate post-exposure medical management as required by the State Workers' compensation laws and regulations.
- **d.** SFAF acknowledges that it will provide to the City a list of any subcontractors and consultants in relation to which it seeks the City's approval. No such subcontractors or consultants may be used to provide services under this Agreement absent such consent pursuant to Section 4.3.1 of the Agreement.
- e. SFAF will develop and execute subcontract agreements with all approved subcontractors providing services or support outlined in this project. Such subcontracts shall comply with all requirements of the Agreement.
- **f.** Any such subcontract agreements will be kept on file with SFAF, with a copy sent to the Department of Public Health's Program Director associated with this engagement.
- g. This list of requirements is provided to highlight for SFAF, and SFAF acknowledges that it must comply with all requirements of the Agreements, regardless of whether they are listed again here in this Appendix.

# 8. CONTINUOUS QUALITY IMPROVEMENT:

The Training Academy and Clinical Assistant Program uses a continuous quality improvement approach.

This includes obtaining and analyzing feedback from:

- Participant evaluations
- Clinical Assistant Intern feedback
- Shifts in local public health landscape (e.g., adding MPX curriculum to the test counselor trainings)
- HAP Network (specifically, understanding employer needs)

Feedback is then incorporated into future trainings and learning spaces. It is also used to improve the Clinical Assistant experience.

## 9. DATA COLLECTION AND REPORTING REQUIREMENTS:

SFAF complies with all CHEP requirements regarding data collection and submission, and program required elements which will include working with CHEP to measure and report on program-specific objectives and collecting/reporting basic demographic, behavioral risk, and other essential information. Systems/processes used to collect and submit data will include:

> CHEP Internal Data Manager (Quarterly Submission/Upload)

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- > Quarterly narrative report
- > Other systems/processes as requested

Assigned CHEP Program Liaison will provide technical assistance & training on all above data collection systems.

#### 10. REQUIRED LANGUAGE:

#### REQUIRED TRAINING

- a. HIV, HCV, and STD Skills Certification
- b. Harm Reduction
- c. Overdose Response/Naloxone Administration (DOPE Project or internal)
  - i. How to use Fentanyl Test Strips
- d. Syringe Access and Disposal (TBD)
- e. Trauma Informed Systems
- f. Clear Impact Score Card
- g. Other skills building trainings as required

#### ADDITIONAL CONTRACT REQUIREMENTS

- h. Required Participation in Network Referral 30-Minute Huddles (assigned agency staff).
- i. Required participation in HAP Network Monthly Meetings (TBD by SOC).
- j. Implementation of Harm Reduction/Substance use policy
- k. Required to follow all SFDPH and CHEP SOC HIV/STI Testing policies and standard of care procedures.

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CID#1000024734

#### 1. IDENTIFIER:

PROGRAM NAME: San Francisco AIDS Foundation - Clinical Services Sustainability

Program

ADDRESS: 1035 Market, Suite 400; San Francisco, CA 94103

PROGRAM PRIMARY LB Honey-Brooks, <a href="mailto:lbrooks@sfaf.og">lbrooks@sfaf.og</a>

CONTACT: Jenny Hsieh, jhsieh@sfaf.org

Michelle Lee, mlee@sfaf.org

NATURE OF DOCUMENT: New Contract/Original x Contract Amendment: Internal Contract Revision:

#### 2. GOAL STATEMENT:

The Clinical Services Sustainability program's goal is to sustain current clinical services provided at San Francisco AIDS Foundation.

#### 3. TARGET POPULATION:

San Francisco AIDS Foundation serve all ethnicities and populations, with a focused expertise to address the unique needs of this program's priority communities. Services focus on all priority communities experiencing sexual health disparities in San Francisco who are: a) unaware of their HIV serostatus; b) at risk for STI and/or HCV, regardless of HIV serostatus; c) aware that they are HIV-positive but are not engaged in care; and/or d) HIV-negative and not engaged or retained on PrEP.

#### This includes:

- 1. Latinx communities
- 2. Gay, bisexual, and queer (GBQ) men & MSM communities
- 3. Trans and nonbinary communities
- 4. Asian and Pacific Islander (API) communities
- 5. Black and African American communities
- 6. People who use drugs
- 7. Young people

#### 4. MODALITIES and INTERVENTIONS:

#### **Service Description:**

SFAF will meet the needs of communities experiencing sexual health disparities. Services provide an equity-focused, stigma-free, and low barrier access to person-centered, standard of care services regardless of HIV, HCV, or STI status. The program follows the citywide goals:

- Get to zero new HIV infections, zero HIV-related deaths, and zero stigma and discrimination
- Eliminate HCV
- Reverse increasing STI rates
- Eliminate racial disparities in access to services and health outcomes

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# **Program Standard of Care Service Modalities:**

# Year One, B-2: January 1, 2023-June 30, 2023 (6 months)

A. Integrated HIV, HC	V, and STD testing*		
Period / Funds / App	Mode of Service/Intervention Description	UOS	UDC
	HIV testing - encounter		,
	1 HIV testing encounter per 1 UOS; testing encounters =		
	2,000 UOS	2,000	N/A
	HCV testing - tests administered		,
	1 HCV test administered per 1 UOS; 400 HCV tests		
	administered = 400 UOS	400	N/A
	STI (gonorrhea/chlamydia) testing - screening		
Term: $1/1/23 - 6/30/23$	administered		
General Fund / App A-	1 chlamydia/gonorrhea screening administered per 1		
2, B-2	UOS; 3,500 screenings administered = <b>3,500 UOS</b>	3,500	N/A
2, D-2	STI (syphilis) testing - screening administered		
	1 syphilis screening administered per 1 UOS; 3,000		
	screenings administered = 3,000 UOS	3,000	N/A
	Monkey Pox (MPX) screening - screening		
	administered		
	1 MPX screening administered per 1 UOS; 25		
	screenings administered = 25 UOS	25	N/A
<b>Total UOS and UDC</b>		8,925	N/A
B. Linkage and navigation to PrEP, HIV care, HCV treatment, STD treatment.		primary c	are,
case management/int	tensive case management (ICM) and other services*		
Period / Funds / App	Mode of Service/Intervention Description	UOS	UDC
	PrEP Navigation - clients engaged		
Term: 1/1/23 – 6/30/23	1 client engaged in PrEP Program per 1 UDC; 275		
	clients engaged during 6-month period = 275 UDC	In-Kind	275
General Fund / App	PEP Navigation - clients engaged		,
A-2, B-2	1 client connected to PEP per 1 UDC; 15 PEP clients =		
	15 UDC	In-Kind	15
T / LUOS LUDG			
Total UOS and UDC		N/A	290
C. Prevention and treat	ment medication: PrEP and ART for HIV; HCV treatm		
treatment, including		Í	
Period / Funds / App	Mode of Service/Intervention Description	UOS	UDC
Term: 1/1/23 – 6/30/23	Treatment - Encounters		
	1 treatment encounter = 1 UOS; 250 STI treatment		
General Fund / App	encounter (Chlamydia, Gonorrhea, Syphilis, MPX) =		
A-2, B-2	250 UOS	250	N/A
Total UOS and UDC		250	N/A

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# Year Two, B-2a: July 1, 2023-June 30, 2024

A. Integrated HIV, HC	V, and STD testing*		
Period / Funds / App	Mode of Service/Intervention Description	UOS	UDC
•	HIV testing - encounter		
	1 HIV testing encounter per 1 UOS; 4,000 testing		
	encounters = 4,000 UOS	4,000	N/A
	HCV testing - tests administered		
	1 HCV test administered per 1 UOS; 800 HCV tests		
	administered = <b>800 UOS</b>	800	N/A
	STI (gonorrhea/chlamydia) testing - screening		
Term: 7/1/23 – 6/30/24	administered		
General Fund / App A-	1 chlamydia/gonorrhea screening administered per 1	7.000	<b>N</b> T/ 4
2, B-2a	UOS; 7,000 screenings administered = <b>7,000 UOS</b>	7,000	N/A
	STI (syphilis) testing - screening administered		
	1 syphilis screening administered per 1 UOS;	2 000	TAT / A
	3,000screenings administered = 3,000 UOS	3,000	N/A
	Monkey Pox (MPX) screening - screening administered		
	1 MPX screening administered per 1 UOS; 25		
	screenings administered = 25 UOS	25	N/A
Total UOS and UDC	Screenings administered 25 005	14,825	N/A
B. Linkage and navigation to PrEP, HIV care, HCV treatment, STD treatment,		,	
	tensive case management (ICM) and other services*	ришагу С	ai e,
Period / Funds / App	Mode of Service/Intervention Description	UOS	UDC
**	PrEP Navigation - clients engaged		
Term: 7/1/23 – 6/30/24	1 client engaged in PrEP Program per 1 UDC; 550		
	clients engaged during 12-month period = <b>550 UDC</b>	N/A	550
General Fund / App	PEP Navigation - clients engaged		
A-2, B-2a	1 client connected to PEP per 1 UDC; 30 PEP clients =		
	30 UDC	N/A	30
Total UOS and UDC		N/A	580
	ment medication: PrEP and ART for HIV; HCV treatm	ent; STD	
treatment, including	medication storage	· · · · · · · · · · · · · · · · · · ·	
Period / Funds / App	Mode of Service/Intervention Description	UOS	UDC
Term: 7/1/23 – 6/30/24	Treatment - Encounters		
General Fund / App	1 treatment encounter = 1 UOS; 500 STI treatment		
	encounter (Chlamydia, Gonorrhea, Syphilis, MPX) =		
A-2, B-2a	500 UOS	500	N/A
Total UOS and UDC		500	N/A

# Year Three, B-2b: July 1, 2024-June 30, 2025

A. Integrated HIV, HCV, and STD testing*			
Period / Funds / App	Mode of Service/Intervention Description	UOS	UDC
	HIV testing - encounter		
Term: 7/1/24 – 6/30/25	1 HIV testing encounter per 1 UOS; 4,000 testing		
1011110 1/1/21 0/00/20	encounters = 4,000 UOS	4,000	N/A

General Fund / App A-	HCV testing - tests administered		
2, B-2b	1 HCV test administered per 1 UOS; 800 HCV tests		
2, <b>D-</b> 20	administered = <b>800 UOS</b>	800	N/A
	STI (gonorrhea/chlamydia) testing - screening		
	administered		
	1 chlamydia/gonorrhea screening administered per 1		
	UOS; 7,000 screenings administered = <b>7,000 UOS</b>	7,000	N/A
	STI (syphilis) testing - screening administered		
	1 syphilis screening administered per 1 UOS;		
	3,000screenings administered = <b>3,000 UOS</b>	3,000	N/A
	Monkey Pox (MPX) screening - screening		
	administered		
	1 MPX screening administered per 1 UOS; 25		
	screenings administered = 25 UOS	25	N/A
<b>Total UOS and UDC</b>		14,825	N/A
	ion to PrEP, HIV care, HCV treatment, STD treatment,	primary ca	are,
	tensive case management (ICM) and other services*		
San Francisco AIDS Fou	ındation		
Period / Funds / App	Mode of Service/Intervention Description	UOS	UDC
Period / Funds / App	PrEP Navigation - clients engaged	UOS	UDC
	PrEP Navigation - clients engaged 1 client engaged in PrEP Program per 1 UDC; 550		
Term: 7/1/24 – 6/30/25	PrEP Navigation - clients engaged 1 client engaged in PrEP Program per 1 UDC; 550 clients engaged during 12-month period = 550 UDC	UOS N/A	
	PrEP Navigation - clients engaged 1 client engaged in PrEP Program per 1 UDC; 550 clients engaged during 12-month period = 550 UDC PEP Navigation - clients engaged		
Term: 7/1/24 – 6/30/25	PrEP Navigation - clients engaged 1 client engaged in PrEP Program per 1 UDC; 550 clients engaged during 12-month period = 550 UDC PEP Navigation - clients engaged 1 client connected to PEP per 1 UDC; 30 PEP clients =	N/A	550
Term: 7/1/24 – 6/30/25 General Fund / App	PrEP Navigation - clients engaged 1 client engaged in PrEP Program per 1 UDC; 550 clients engaged during 12-month period = 550 UDC PEP Navigation - clients engaged		550
Term: 7/1/24 – 6/30/25 General Fund / App A-2, B-2b Total UOS and UDC	PrEP Navigation - clients engaged  1 client engaged in PrEP Program per 1 UDC; 550 clients engaged during 12-month period = 550 UDC  PEP Navigation - clients engaged  1 client connected to PEP per 1 UDC; 30 PEP clients = 30 UDC	N/A N/A	550 30 580
Term: 7/1/24 – 6/30/25 General Fund / App A-2, B-2b  Total UOS and UDC C. Prevention and treat	Prep Navigation - clients engaged  1 client engaged in Prep Program per 1 UDC; 550 clients engaged during 12-month period = 550 UDC  Pep Navigation - clients engaged  1 client connected to Pep per 1 UDC; 30 Pep clients = 30 UDC  ment medication: Prep and ART for HIV; HCV treatment	N/A N/A	550
Term: 7/1/24 – 6/30/25 General Fund / App A-2, B-2b Total UOS and UDC	Prep Navigation - clients engaged  1 client engaged in Prep Program per 1 UDC; 550 clients engaged during 12-month period = 550 UDC  Pep Navigation - clients engaged  1 client connected to Pep per 1 UDC; 30 Pep clients = 30 UDC  ment medication: Prep and ART for HIV; HCV treatment	N/A N/A	550
Term: 7/1/24 – 6/30/25 General Fund / App A-2, B-2b  Total UOS and UDC C. Prevention and treat	PrEP Navigation - clients engaged  1 client engaged in PrEP Program per 1 UDC; 550 clients engaged during 12-month period = 550 UDC  PEP Navigation - clients engaged  1 client connected to PEP per 1 UDC; 30 PEP clients = 30 UDC  ment medication: PrEP and ART for HIV; HCV treatmedication storage	N/A N/A	550 30
Term: 7/1/24 – 6/30/25 General Fund / App A-2, B-2b  Total UOS and UDC C. Prevention and treat treatment, including	PrEP Navigation - clients engaged  1 client engaged in PrEP Program per 1 UDC; 550 clients engaged during 12-month period = 550 UDC  PEP Navigation - clients engaged  1 client connected to PEP per 1 UDC; 30 PEP clients = 30 UDC  ment medication: PrEP and ART for HIV; HCV treatmedication storage	N/A N/A	30 <b>580</b>
Term: 7/1/24 – 6/30/25 General Fund / App A-2, B-2b  Total UOS and UDC C. Prevention and treat treatment, including San Francisco AIDS Four	PrEP Navigation - clients engaged  1 client engaged in PrEP Program per 1 UDC; 550 clients engaged during 12-month period = 550 UDC  PEP Navigation - clients engaged  1 client connected to PEP per 1 UDC; 30 PEP clients = 30 UDC  ment medication: PrEP and ART for HIV; HCV treatmedication storage andation  Mode of Service/Intervention Description  Treatment - Encounters	N/A N/A	30 <b>580</b>
Term: 7/1/24 – 6/30/25 General Fund / App A-2, B-2b  Total UOS and UDC C. Prevention and treat treatment, including San Francisco AIDS Four Period / Funds / App  Term: 7/1/24 – 6/30/25	PrEP Navigation - clients engaged  1 client engaged in PrEP Program per 1 UDC; 550 clients engaged during 12-month period = 550 UDC  PEP Navigation - clients engaged  1 client connected to PEP per 1 UDC; 30 PEP clients = 30 UDC  ment medication: PrEP and ART for HIV; HCV treatmedication storage  medication  Mode of Service/Intervention Description  Treatment - Encounters  1 treatment encounter = 1 UOS; 500 STI treatment	N/A N/A	30 <b>580</b>
Term: 7/1/24 – 6/30/25 General Fund / App A-2, B-2b  Total UOS and UDC C. Prevention and treat treatment, including San Francisco AIDS Four Period / Funds / App  Term: 7/1/24 – 6/30/25 General Fund / App	Prep Navigation - clients engaged  1 client engaged in Prep Program per 1 UDC; 550 clients engaged during 12-month period = 550 UDC  Pep Navigation - clients engaged  1 client connected to Pep per 1 UDC; 30 Pep clients = 30 UDC  ment medication: Prep and ART for HIV; HCV treatmedication storage  Indation  Mode of Service/Intervention Description  Treatment - Encounters  1 treatment encounter = 1 UOS; 500 STI treatment encounter (Chlamydia, Gonorrhea, Syphilis, MPX) =	N/A N/A	550
Term: 7/1/24 – 6/30/25 General Fund / App A-2, B-2b  Total UOS and UDC C. Prevention and treat treatment, including San Francisco AIDS Fou Period / Funds / App  Term: 7/1/24 – 6/30/25	PrEP Navigation - clients engaged  1 client engaged in PrEP Program per 1 UDC; 550 clients engaged during 12-month period = 550 UDC  PEP Navigation - clients engaged  1 client connected to PEP per 1 UDC; 30 PEP clients = 30 UDC  ment medication: PrEP and ART for HIV; HCV treatmedication storage  medication  Mode of Service/Intervention Description  Treatment - Encounters  1 treatment encounter = 1 UOS; 500 STI treatment	N/A N/A	30 580

# Year Four, B-2c: July 1, 2025-June 30, 2026

A. Integrated HIV, HCV, and STD testing*				
Period / Funds / App	Mode of Service/Intervention Description	UOS	UDC	
	HIV testing - encounter			
	1 HIV testing encounter per 1 UOS; 4,000 testing			
	encounters = 4,000 UOS	4,000	N/A	
Town, 7/1/25 6/20/26	HCV testing - tests administered			
Term: 7/1/25 – 6/30/26	1 HCV test administered per 1 UOS; 800 HCV tests			
General Fund / App A-	administered = <b>800 UOS</b>	800	N/A	
2, B-2c	STI (gonorrhea/chlamydia) testing - screening			
	administered			
	1 chlamydia/gonorrhea screening administered per 1			
	UOS; 7,000 screenings administered = <b>7,000 UOS</b>	7,000	N/A	

		•	sciici ai i
	STI (syphilis) testing - screening administered		
	1 syphilis screening administered per 1 UOS;		
	3,000screenings administered = <b>3,000 UOS</b>	3,000	N/A
	Monkey Pox (MPX) screening - screening		
	administered		
	1 MPX screening administered per 1 UOS; 25		
	screenings administered = 25 UOS	25	N/A
<b>Total UOS and UDC</b>		14,825	N/A
B. Linkage and navigat	ion to PrEP, HIV care, HCV treatment, STD treatment,	primary c	are,
case management/inf	tensive case management (ICM) and other services*		
Period / Funds / App	Mode of Service/Intervention Description	UOS	UDC
• • • • • • • • • • • • • • • • • • • •	PrEP Navigation - clients engaged		
Term: 7/1/25 – 6/30/26	1 client engaged in PrEP Program per 1 UDC; 550		
	clients engaged during 12-month period = <b>550 UDC</b>	N/A	550
<b>General Fund / App</b>	PEP Navigation - clients engaged		
A-2, B-2c	1 client connected to PEP per 1 UDC; 30 PEP clients =		
	30 UDC	N/A	30
<b>Total UOS and UDC</b>			580
C. Prevention and treat	ment medication: PrEP and ART for HIV; HCV treatm	ent; STD	
treatment, including		,	
Period / Funds / App	Mode of Service/Intervention Description	UOS	UDC
Term: 7/1/25 – 6/30/26	Treatment - Encounters		
	1 treatment encounter = 1 UOS; 500 STI treatment		
General Fund / App	encounter (Chlamydia, Gonorrhea, Syphilis, MPX) =		
	FOOTIOG	500	N/A
A-2, B-2c	500 UOS	500	INIA

#### **Definitions:**

**Linkage:** Linkage services are defined as a warm hand-off to a service, typically a one-time occurrence with minimal complexity. Linkage services differ from a referral in that the service is followed-up on to ensure successful linkage to services. The purpose of linkage services is to ensure that a client is successfully linked to care.

<u>Warm hand-off</u>: is defined as a face-to-face interaction, where the service providers have an open line of communication.

<u>Navigation:</u> Navigation services guide clients through and around barriers in complex health care systems and ensure timely and appropriate care or treatment. Navigation services should help clients address barriers in their own lives that are preventing them from accessing care. Additionally, navigation services are tailored to each individual client to ensure client needs are being met, including mobile services and after hour services. Navigation services usually span a few months in time (1-3 months).

<u>Case Management:</u> Case management services are similar to navigation services; except they span a longer period of time (4-12 months).

### 5. METHODOLOGY/Service Delivery Description:

A. Integrated HIV, HCV, and STD testing

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The standard of care for the MSM Health Access Point will be the provision of integrated HIV, HCV, and STI testing provided on an opt-out basis. This standard will apply at all SFAF testing sites, including Glide, and at least 80% of all testing experiences across both organizations will involve a comprehensive, integrated testing regimen that includes all relevant HIV, STI, and HCV tests. In some cases, clients will wish to receive only one or two tests based on specific symptoms or because of contact with an STI-positive partner, while other clients may have a preference to avoid a blood draw for syphilis.

SFAF offers integrated HIV, HCV, and STI testing and treatment; linkage to HIV care; PEP; daily and event-driven PrEP; gender affirming services; anal health services; hepatitis A and B vaccinations and flu shots; and more. A multi-racial, bilingual, and SFDPH-certified counseling and testing team is available at all SFAF testing locations to provide supportive, client-centered, and trauma-informed testing, treatment, and referral and navigation services that focus on creating a safe, welcoming, and comfortable environment for all clients.

### In Year 1 (January 1, 2023-June 30, 2024):

- 2000 HIV testing encounters
- 400 HCV tests
- 3,500 Chlamydia/Gonorrhea screenings
- 3,000 syphilis screenings
- 25 Monkey Pox (MPX) screenings

### In Year 2 and beyond:

- 4000 HIV testing encounters
- 800 HCV tests
- 7,000 Chlamydia/Gonorrhea screenings
- 3,000 syphilis screenings
- 25 Monkey Pox (MPX) screenings

All eligible clients accessing testing and treatment services will be referred to navigation services, including PrEP benefits navigation, HCV treatment, and HIV care.

B. <u>Linkage and navigation to PrEP, HIV care, HCV treatment, STD treatment, primary care, case management/intensive case management (ICM) and other services</u>

SFAF will minimize barriers to needed treatment, retention, benefits enrollment, and support for clients through comprehensive access to HIV, STI and HCV treatment, PrEP and PEP, HIV care and ongoing retention in care support across all SFAF sites.

# In Year 1 (January 1, 2023-June 30, 2023):

• <u>Link HIV-Negative Clients to PrEP</u>: SFAF will engage individuals in PrEP services. This includes sustaining existing participants as well as enrolling new ones. SFAF will provide education and counseling regarding PrEP and PEP to all HIV-negative clients, including working to leverage the confirmation of a positive STI or HCV test result as a moment when clients may be more willing to consider PrEP initiation. PrEP is available at all SFAF locations, and SFAF testing clients who are interested in PrEP will be linked to a Benefits Navigator who will assess any potential barriers to PrEP enrollment or adherence and provide referral and linkage support to any services that may be required prior to PrEP enrollment; the navigator will make every effort

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to complete the enrollment during that visit or will set them up with an enrollment appointment if needed. Navigators will also continually identify and provide additional levels of support for clients who are most likely to miss appointments, providing personal outreach, support, and appointment reminders to help secure retention.

- <u>Link newly diagnosed individuals to HIV care</u>: SFAF will link all newly diagnosed individuals to HIV care, including options to start HIV treatment immediately. This includes working with a benefits navigator to acquire necessary public benefits, including insurance enrollment. *[In-Kind]*
- <u>Link previously diagnosed individuals who are out of care to HIV care:</u> SFAF will link those who are out of care to interim HIV care while a longer-term solution is identified for ongoing HIV treatment and care. This includes working with a benefits navigator to acquire necessary public benefits, including insurance enrollment. *[In-Kind]*
- <u>Linkage to HCV treatment:</u> SFAF will link all those living with HCV to in-house treatment and care options. Individuals enrolled in the HCV care program may also access onsite storage for their medications. *[In-Kind]*
- Link Eligible HIV-negative Clients to PEP: SFAF will provide PEP to clients.
- <u>STI treatment:</u> All individuals accessing SFAF testing service will be eligible for on-site STI diagnosis and treatment. Individuals who test positive for an STI and were not presumptively treated at the initial appointment will be contacted by a nurse and scheduled for a treatment visit.
- <u>Primary care:</u> SFAF will link individuals living with HIV and HCV to a primary care provider. For those who are at-risk of disengaging from care, this may also include "tandem" coordination of medical care between the MSM HAP and a primary care provider. *[In-Kind]*

#### In **Year 2** and beyond:

- Link HIV-Negative Clients to PrEP: SFAF will engage individuals in PrEP services. This includes sustaining existing participants as well as enrolling new ones. SFAF will provide education and counseling regarding PrEP and PEP to all HIV-negative clients, including working to leverage the confirmation of a positive STI or HCV test result as a moment when clients may be more willing to consider PrEP initiation. PrEP is available at all SFAF locations, and SFAF testing clients who are interested in PrEP will be linked to a Benefits Navigator who will assess any potential barriers to PrEP enrollment or adherence and provide referral and linkage support to any services that may be required prior to PrEP enrollment; the navigator will make every effort to complete the enrollment during that visit or will set them up with an enrollment appointment if needed. Navigators will also continually identify and provide additional levels of support for clients who are most likely to miss appointments, providing personal outreach, support, and appointment reminders to help secure retention.
- <u>Link newly diagnosed individuals to HIV care</u>: SFAF will link all newly diagnosed individuals to HIV care, including options to start HIV treatment immediately. This includes working with a benefits navigator to acquire necessary public benefits, including insurance enrollment. *[In-Kind]*
- <u>Link previously diagnosed individuals who are out of care to HIV care:</u> SFAF will link those who are out of care to interim HIV care while a longer-term solution is identified for ongoing HIV

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treatment and care. This includes working with a benefits navigator to acquire necessary public benefits, including insurance enrollment. [In-Kind]

- <u>Linkage to HCV treatment:</u> SFAF will link all those living with HCV to in-house treatment and care options. Individuals enrolled in the HCV care program may also access onsite storage for their medications. [In-Kind]
- Link Eligible HIV-negative Clients to PEP: SFAF will provide PEP to clients.
- <u>STI treatment:</u> All individuals accessing SFAF testing service will be eligible for on-site STI diagnosis and treatment. Individuals who test positive for an STI and were not presumptively treated at the initial appointment will be contacted by a nurse and scheduled for a treatment visit.
- <u>Primary care:</u> The MSM HAP will link individuals living with HIV and HCV to a primary care provider. For those who are at-risk of disengaging from care, this may also include "tandem" coordination of medical care between the MSM HAP and a primary care provider. *[In-Kind]*
- C. <u>Prevention and treatment medication: PrEP and ART for HIV; HCV treatment; STD treatment, including medication storage</u>

SFAF provides access to PrEP and ART; HCV treatment; STI treatment; and medication storage options. The MSM HAP will conduct STI treatment encounters (1 UOS = 1 STI treatment encounter).

SFAF benefits navigation staffing will provide linkage to same-day PREP and connect individuals newly diagnosed with HIV to same-day ART. Benefits navigators also engage individuals living with HIV but who are out of care into services, including Interim ART. Clinicians conduct PrEP assessments, provide STI treatments, and administer rapid and interim ART for individuals living with HIV, and support clients through HCV treatment. Services provided by nurses and nurse practitioners in consultation with SFAF's medical director.

### 6. OBJECTIVES and MEASUREMENTS:

N/A

Program Evaluation will be measured by HIV/STI/HEP C surveillance data submission and population level indicators.

#### 7. SUBCONTRACTORS & CONSULTANTS:

- **a.** SFAF is responsible for the performance of its subcontractors and consultants in this Agreement.
- **b.** SFAF acknowledges that it must comply with Article 5, Insurance and Indemnity, of the Agreement, in relation to its subcontractors and consultants. All SFAF staff, as well as its consultants and subcontractors, must have the appropriate insurance coverage as outlined in Article 5 of the Agreement.
- **c.** SFAF assumes all liability for all work-related injuries/illness, including but not limited to infectious exposures such as Bloodborne Pathogen and Aerosol Transmissible Diseases.

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SFAF must demonstrate appropriate policies and procedures for reporting such work-related injuries/illnesses to the City and to any state or federal regulatory agencies and providing appropriate post-exposure medical management as required by the State Workers' compensation laws and regulations.

- **d.** SFAF acknowledges that it will provide to the City a list of any subcontractors and consultants in relation to which it seeks the City's approval. No such subcontractors or consultants may be used to provide services under this Agreement absent such consent pursuant to Section 4.3.1 of the Agreement.
- e. SFAF will develop and execute subcontract agreements with all approved subcontractors providing services or support outlined in this project. Such subcontracts shall comply with all requirements of the Agreement.
- **f.** Any such subcontract agreements will be kept on file with SFAF, with a copy sent to the Department of Public Health's Program Director associated with this engagement.
- g. This list of requirements is provided to highlight for SFAF, and SFAF acknowledges that it must comply with all requirements of the Agreements, regardless of whether they are listed again here in this Appendix.

#### 8. CONTINUOUS QUALITY IMPROVEMENT:

Each program at SFAF reviews data at least every six months and based on the available data refines practices and develops a set of action items to improve program quality. Reviewing both process and outcome data leads on-the-ground changes to ensure that the deliverables are being met and that the most successful strategies are enhanced.

SFAF adheres to the following:

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

SFAF complies with all Health Commission, Local, State, Federal, and/or Funding Source policies and requirements, including those pertaining to Harm Reduction, the Health Insurance Portability and Accountability Act (HIPAA), Cultural Competency, and Client Satisfaction.

- SFAF collects, tracks, and reports by request on demographics on all participants.
- SFAF has developed a retention protocol with DPH for clients who initiate PrEP that includes at minimum follow-up contact and adherence activities.
- SFAF has developed a system to report on the following:
  - o PrEP initiations and time from decision to PrEP initiation,
  - o Participants who initiate, stop and if applicable, re-initiate PrEP and their reasons,
  - o Barriers for clients to access PrEP, and,
  - o Barriers to maintaining the PrEP regimen.
- SFAF assesses, analyzes, and addresses HIV-related stigma in the prioritized population. Such processes include but not be limited to:
  - o Client satisfaction,

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- Regular client input into programming, and,
- Maintaining staff reflective of the prioritized population.

# 9. DATA COLLECTION AND REPORTING REQUIREMENTS:

SFAF complies with all CHEP requirements regarding data collection and submission, and program required elements which will include working with CHEP to measure and report on program-specific objectives and collecting/reporting basic demographic, behavioral risk, and other essential information. Systems/processes used to collect and submit data will include:

- > CHEP Internal Data Manager (Quarterly Submission/Upload)
- > Quarterly narrative report
- > Other systems/processes as requested

Assigned CHEP Program Liaison will provide technical assistance & training on all above data collection systems.

#### 10. REQUIRED LANGUAGE:

#### REQUIRED TRAINING

- a. HIV, HCV, and STD Skills Certification
- b. Harm Reduction
- c. Overdose Response/Naloxone Administration (DOPE Project or internal)
  - i. How to use Fentanyl Test Strips
- d. Syringe Access and Disposal (TBD)
- e. Trauma Informed Systems
- f. Clear Impact Score Card
- g. Other skills building trainings as required

#### ADDITIONAL CONTRACT REQUIREMENTS

- h. Required Participation in Network Referral 30-Minute Huddles (assigned agency staff).
- i. Required participation in HAP Network Monthly Meetings (TBD by SOC).
- j. Implementation of Harm Reduction/Substance use policy
- k. Required to follow all SFDPH and CHEP SOC HIV/STI Testing policies and standard of care procedures.

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Appendix A-3 01/01/23 – 06/30/26 General Fund

#### 1. IDENTIFIER:

**PROGRAM NAME:** San Francisco AIDS Foundation – Capacity Building Activities: The Black

**Health Clinical Assistant Program** 

ADDRESS: 1035 Market, Suite 400; San Francisco, CA 94103

PROGRAM PRIMARY LB Honey-Brooks, <a href="mailto:lbrooks@sfaf.og">lbrooks@sfaf.og</a>

**CONTACT:** Jenny Hsieh, jhsieh@sfaf.org

Michelle Lee, mlee@sfaf.org

NATURE OF DOCUMENT: New Contract/Original x Contract Amendment: Internal Contract Revision:

#### 2. GOAL STATEMENT:

The Black Health Clinical Assistant Program's goal is to create a workforce development pipeline that can support the Black & African American Health Access Point (HAP) with ongoing professional development, paid internship opportunities, and a trained applicant pool with experience which can support Black & African American HAP activities.

#### 3. TARGET POPULATION:

San Francisco AIDS Foundation serve all ethnicities and populations, with a focused expertise to address the unique cultural needs of this program's priority communities. The Black Health Clinical Assistant Program centers and prioritizes Black and African American individuals who experience sexual health disparities. All qualified individuals are eligible to apply and participate in the Black Health Clinical Assistant Program.

#### 4. MODALITIES and INTERVENTIONS:

#### **Service Description:**

The Black Health Clinical Assistant Program is a structural intervention that engages Black and African American individuals impacted by sexual health disparities in community health-focused employment opportunities. The program connects graduates to Black and African American HAP employment opportunities.

The program follows citywide goals:

- Get to zero new HIV infections, zero HIV-related deaths, and zero stigma and discrimination
- Eliminate HCV
- Reverse increasing STI rates
- Eliminate racial disparities in access to services and health outcomes

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# Capacity Building Modalities: Year One, B-3: January 1, 2023-June 30, 2023 (6 months)

Capacity Building Start	Capacity Building Start-Up Activities:			
Period / Funds / App	Mode of Service/Intervention Description	UOS	UDC	
Term: 1/1/23 – 6/30/23	Black Health Clinical Assistant Program: 1 UOS = 1 month of start-up planning activities for the Black Health Clinical			
General Fund / App	Assistant Program.			
A-3, B-3	1 month = 3 UOS	3	NA	
<b>Total UOS and UDC</b>		3	NA	
Capacity Building Implementation Activities:				
Period / Funds / App	Mode of Service/Intervention Description	UOS	UDC	
Period / Funds / App  Term: 1/1/23 - 6/30/23	Black Health Clinical Assistant Program: 1 UOS = 1 hour of	UOS	UDC	
	Black Health Clinical Assistant Program: 1 UOS = 1 hour of training or field experience completed by a clinical assistant;	UOS	UDC	
Term: 1/1/23 – 6/30/23	Black Health Clinical Assistant Program: 1 UOS = 1 hour of	UOS 1,200	<b>UDC</b> 12	
Term: 1/1/23 – 6/30/23 General Fund / App	Black Health Clinical Assistant Program: 1 UOS = 1 hour of training or field experience completed by a clinical assistant; 1 UDC = 1 clinical assistant x 12 assistants x (20 hours of			

# Year Two, B-3a: July 1, 2023-June 30, 2024

Capacity Building Implementation Activities			
Period / Funds / App	Mode of Service/Intervention Description	UOS	UDC
Term: 7/1/23 – 6/30/24 General Fund / App	<u>Clinical Assistant Program:</u> 1 UOS = 1 hour of training or field experience completed by a clinical assistant; 1 UDC = 1 clinical assistant x 24 assistants x (20 hours of training +		
A-3, B-3a	80 hours of field experience) = <b>2,400 UOS</b>	2,400	24
Total UOS and UDC		2,400	24

# Year Three, B-3b: July 1, 2024-June 30, 2025

Capacity Building Implementation Activities			
Period / Funds / App	Mode of Service/Intervention Description	UOS	UDC
Term: 7/1/24 – 6/30/25 General Fund / App	<u>Clinical Assistant Program:</u> 1 UOS = 1 hour of training or field experience completed by a clinical assistant; 1 UDC = 1 clinical assistant x 24 assistants x (20 hours of training +		
A-3, B-3b	80 hours of field experience) = 2,400 UOS	2,400	24
Total UOS and UDC		2,400	24

# Year Four, B-3c: July 1, 2025-June 30, 2026

	Capacity Building Implementation Activities San Francisco AIDS Foundation			
Period / Funds / App	Mode of Service/Intervention Description	UOS	UDC	
Term: 7/1/25 – 6/30/26	<u>Clinical Assistant Program:</u> 1 UOS = 1 hour of training or			
General Fund / App	field experience completed by a clinical assistant; 1 UDC = 1 clinical assistant x 24 assistants x (20 hours of training +			
A-3, B-3c	80 hours of field experience) = <b>2,400 UOS</b>	2,400	24	
<b>Total UOS and UDC</b>		2,400	24	

# 5. METHODOLOGY/Service Delivery Description:

#### January 1, 2023-June 30, 2023

Proposed activities require different start up and implementation needs.

# **Capacity Building Start Up Activities:**

<u>The Black Health Clinical Assistant Program</u> requires 3 months of start-up planning activities (3 UOS). This includes:

- Hiring a project manager to launch the program
- Developing program curriculum and training materials
- Recruiting 4 clinical assistants for the first cohort
- Participating in Black and African American HAP planning activities (e.g., planning meetings)

#### **Capacity Building Activities:**

The Black Health Clinical Assistant Program will begin implementation activities in April 2023. This includes:

- o Identifying and recruiting eligible clinical interns (Eligibility criteria will be established in partnership with the Black/AA Health Access Point)
- Onboarding and training the inaugural clinical assistant cohort (12 interns in Spring 2023)
- Assigning clinical assistants to 80+ hours of rotating field experience within SFAF's various programs (with a focus on clinical services)
- Graduating the inaugural cohort and assisting them to identify and secure community health employment opportunities, with a focus on opportunities within the Black & African American HAP, specifically Rafiki Coalition
- o Beginning recruitment and promotion efforts for the Summer 2023 cohort
- Cohort evaluation and feedback

#### **6. OBJECTIVES and MEASUREMENTS:**

All objectives and descriptions of how objectives will be measured are contained in the CHEP document entitled "CHEP Performance Objectives FY22-23".

### January 1, 2023-June 30, 2023

• Clinical Assistant Program:

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- o The program will hire and onboard 12 clinical interns before June 30, 2023.
- 9 of the 12 clinical interns will enter paid community health opportunities within 4 months of completing the program with a prioritization of placement at Rafiki Coalition
- At least one intern initiates phlebotomy training to become a fully certified lab technician.

## July 1, 2023-June 30, 2024

- Clinical Assistant Program:
  - o Hire and onboard 24 clinical interns through three distinct cohorts.
  - 18 of the 24 clinical interns will enter paid community health opportunities within 4 months of completing the program with a prioritization of placement at Rafiki Coalition.
  - At least 3 interns initiate phlebotomy training and 2 become fully certified lab technicians within 12 months.

#### 7. SUBCONTRACTORS & CONSULTANTS:

- **a.** SFAF is responsible for the performance of its subcontractors and consultants in this Agreement.
- **b.** SFAF acknowledges that it must comply with Article 5, Insurance and Indemnity, of the Agreement, in relation to its subcontractors and consultants. All SFAF staff, as well as its consultants and subcontractors, must have the appropriate insurance coverage as outlined in Article 5 of the Agreement.
- c. SFAF assumes all liability for any and all work-related injuries/illness, including but not limited to infectious exposures such as Bloodborne Pathogen and Aerosol Transmissible Diseases. SFAF must demonstrate appropriate policies and procedures for reporting such work-related injuries/illnesses to the City and to any state or federal regulatory agencies and providing appropriate post-exposure medical management as required by the State Workers' compensation laws and regulations.
- **d.** SFAF acknowledges that it will provide to the City a list of any subcontractors and consultants in relation to which it seeks the City's approval. No such subcontractors or consultants may be used to provide services under this Agreement absent such consent pursuant to Section 4.3.1 of the Agreement.
- e. SFAF will develop and execute subcontract agreements with all approved subcontractors providing services or support outlined in this project. Such subcontracts shall comply with all requirements of the Agreement.
- **f.** Any such subcontract agreements will be kept on file with SFAF, with a copy sent to the Department of Public Health's Program Director associated with this engagement.
- g. This list of requirements is provided to highlight for SFAF, and SFAF acknowledges that it must comply with all requirements of the Agreements, regardless of whether they are listed again here in this Appendix.

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### 8. CONTINUOUS QUALITY IMPROVEMENT:

The Black Health Clinical Assistant Program will use a continuous quality improvement approach.

This includes obtaining and analyzing feedback from:

- Participant evaluations
- Clinical Assistant Intern feedback
- Shifts in local public health landscape
- Black & African American HAP leaders

These data are incorporated into future trainings and is used to improve the Clinical Assistant experience.

# 9. DATA COLLECTION AND REPORTING REQUIREMENTS:

SFAF complies with all CHEP requirements regarding data collection and submission, and program required elements which will include working with CHEP to measure and report on program-specific objectives and collecting/reporting basic demographic, behavioral risk, and other essential information. Systems/processes used to collect and submit data will include:

- > CHEP Internal Data Manager (Quarterly Submission/Upload)
- > Quarterly narrative report
- > Other systems/processes as requested

Assigned CHEP Program Liaison will provide technical assistance & training on all above data collection systems.

# 10. REQUIRED LANGUAGE:

### REQUIRED TRAINING

- a. HIV, HCV, and STD Skills Certification
- b. Harm Reduction
- c. Overdose Response/Naloxone Administration (DOPE Project or internal)
  - i. How to use Fentanyl Test Strips
- d. Syringe Access and Disposal (TBD)
- e. Trauma Informed Systems
- f. Clear Impact Score Card
- g. Other skills building trainings as required

### ADDITIONAL CONTRACT REQUIREMENTS

- h. Required Participation in Network Referral 30-Minute Huddles (assigned agency staff).
- i. Required participation in HAP Network Monthly Meetings (TBD by SOC).
- i. Implementation of Harm Reduction/Substance use policy
- k. Required to follow all SFDPH and CHEP SOC HIV/STI Testing policies and standard of care procedures.

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Appendix A-4 01/01/23 – 06/30/26 General Fund

#### 1. IDENTIFIER:

PROGRAM NAME: San Francisco AIDS Foundation - The HAP Capacity Building Activities

(HIV/STI/HEP C Infrastructure) Program

**ADDRESS:** 1035 Market, Suite 400; San Francisco, CA 94103

PROGRAM PRIMARY LB Honey-Brooks, lbrooks@sfaf.og

CONTACT: Jenny Hsieh, jhsieh@sfaf.org

Michelle Lee, mlee@sfaf.org

NATURE OF DOCUMENT: New Contract/Original x Contract Amendment: Internal Contract Revision:

#### 2. GOAL STATEMENT:

The Health Access Point (HAP) Network Capacity Building Activities program's goal is to provide technical assistance and capacity building support to the HAP Network, with an emphasis on the Black & African American HAP (Rafiki Coalition for Health and Wellness) and the Youth HAP (LYRIC).

#### 3. TARGET POPULATION:

San Francisco AIDS Foundation serve all ethnicities and populations, with a focused expertise to address the unique needs of this program's priority communities. The Health Access Point (HAP) Capacity Building Activities program supports HAPs designed to serve the following priority communities:

- 1. Latinx communities
- 2. Gay, bisexual, and queer (GBQ) men & MSM communities
- 3. Trans and nonbinary communities
- 4. Asian and Pacific Islander (API) communities
- 5. Black and African American communities
- 6. People who use drugs
- 7. Young people

### 4. MODALITIES and INTERVENTIONS:

### **Service Description:**

The Health Access Point (HAP) Network Capacity Building Activities program will increase the impact of the seven (7) HAPs, with a focus on the Black & African American HAP (Rafiki Coalition for Health and Wellness) and the Youth HAP (LYRIC).

The program follows the citywide goals:

- Get to zero new HIV infections, zero HIV-related deaths, and zero stigma and discrimination
- Eliminate HCV
- Reverse increasing STI rates
- Eliminate racial disparities in access to services and health outcomes

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# **Capacity Building Modalities:**

# Year One, B-4: January 1, 2023-June 30, 2023 (6 months)

Capacity Building Start	t-Up Activities:		
Period / Funds / App	Mode of Service/Intervention Description	UOS	UDC
Term: 1/1/23 – 6/30/23 General Fund/App A-	1 month = 1 UOS of Capacity Building Start-Up and/or Implementation Activities; 6 months = 6 UOS		
4/ B-4	•	6	NA
<b>Total UOS and UDC</b>		6	NA

# Year Two, B-4a: July 1, 2023-June 30, 2024

Capacity Building Impl	ementation Activities:		
Period / Funds / App	Mode of Service/Intervention Description	UOS	UDC
Term: 7/1/23 – 6/30/24 General Fund/App A-	1 month = 1 UOS of Capacity Building Implementation Activities; 12 months = <b>12 UOS</b>		
4/ <b>B-4a</b>		12	NA
<b>Total UOS and UDC</b>		12	NA

# Year Three, B-4b: July 1, 2024-June 30, 2025

Capacity Building Impl	ementation Activities		
Period / Funds / App	Mode of Service/Intervention Description	UOS	UDC
Term: 7/1/24 – 6/30/25 General Fund/App A-	1 month = 1 UOS of Capacity Building Implementation Activities; 12 months = <b>12 UOS</b>		
4/ <b>B-4b</b>		12	NA
<b>Total UOS and UDC</b>		12	NA

# Year Four B-4c: July 1, 2025-June 30, 2026

Capacity Building Impl	ementation Activities		
Period / Funds / App	Mode of Service/Intervention Description	UOS	UDC
Term: 7/1/25 - 6/30/26 General Fund/App A-	1 month = 1 UOS of Capacity Building Implementation Activities; 12 months = <b>12 UOS</b>		
4/ <b>B-4c</b>		12	NA
<b>Total UOS and UDC</b>		12	NA

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# 5. METHODOLOGY/Service Delivery Description

# Year 1: January 1, 2023-June 30, 2023

## **Capacity Building Start-Up Activities:**

- Assess and respond to the Black & African American HAP needs by:
  - Establishing scope of work and capacity building needs
  - Participating in ongoing meetings with the Rafiki Coalition for Health and Wellness and Black/AA HAP partners
- Assess and respond to Youth HAP needs by:
  - o Establishing scope of work and capacity building needs
  - Participating in ongoing meetings with LYRIC and Youth HAP partners
- Participate in HAP Network convenings to assess and respond to broader HAP needs (e.g., conduct research, provide resources, provide technical assistance or link to the appropriate technical assistance, etc.).
- Engage and establish contracts with consultants required for Black/AA HAP implementation
  - Manage consultancy activities and ensure timely completion
- Support communication, coordination, and collaboration between HAP leads and subcontractors

### Year 2 and beyond: July 1, 2023-June 30, 2026

# **Capacity Building Activities:**

- Implement activities outlined in the developed Scope of Work starting July 1, 2023.
  - Activities will be determined as the HAP needs emerge and may include:
    - Creating policies and procedures for clinical operations
    - Creating forms and intake/registration procedures and protocols
    - Creating service delivery "flows"
    - Supporting LYRIC, Rafiki Coalition for Health and Wellness, and other HAPs with the establishment of necessary licenses and certifications required for operation of clinical services
    - Supporting LYRIC, Rafiki Coalition for Health and Wellness, and other HAPs with the establishment of a compliance infrastructure required for operation of clinical services
    - Creating a short-term plan for service documentation and identify long-term solutions (including scoping out cost, implementation time, etc. for an electronic health records system)
    - Working with LYRIC, Rafiki Coalition for Health and Wellness, and other HAPs to establish short and long-term sites for service delivery
    - Supporting communication, coordination, and collaboration between HAP leads and subcontractors
    - Adapting the Scope of Work to address emerging needs and HAP implementation goals
- Participate in HAP Network convenings to assess and respond to broader HAP needs (e.g., conduct research, provide resources, provide technical assistance or link to the appropriate technical assistance, etc.).
- Establish Scope of Work for Year 3 and beyond
- Manage consultancy activities and ensure timely completion

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• Support communication, coordination, and collaboration between HAP leads and subcontractors

#### **6. OBJECTIVES and MEASUREMENTS:**

All objectives and descriptions of how objectives will be measured are contained in the CHEP document entitled "CHEP Performance Objectives FY22-23."

#### 7. SUBCONTRACTORS & CONSULTANTS:

- **a.** SFAF is responsible for the performance of its subcontractors and consultants in this Agreement.
- **b.** SFAF acknowledges that it must comply with Article 5, Insurance and Indemnity, of the Agreement, in relation to its subcontractors and consultants. All SFAF staff, as well as its consultants and subcontractors, must have the appropriate insurance coverage as outlined in Article 5 of the Agreement.
- c. SFAF assumes all liability for all work-related injuries/illness, including but not limited to infectious exposures such as Bloodborne Pathogen and Aerosol Transmissible Diseases. SFAF must demonstrate appropriate policies and procedures for reporting such work-related injuries/illnesses to the City and to any state or federal regulatory agencies and providing appropriate post-exposure medical management as required by the State Workers' compensation laws and regulations.
- **d.** SFAF acknowledges that it will provide to the City a list of any subcontractors and consultants in relation to which it seeks the City's approval. No such subcontractors or consultants may be used to provide services under this Agreement absent such consent pursuant to Section 4.3.1 of the Agreement.
- e. SFAF will develop and execute subcontract agreements with all approved subcontractors providing services or support outlined in this project. Such subcontracts shall comply with all requirements of the Agreement.
- **f.** Any such subcontract agreements will be kept on file with SFAF, with a copy sent to the Department of Public Health's Program Director associated with this engagement.
- g. This list of requirements is provided to highlight for SFAF, and SFAF acknowledges that it must comply with all requirements of the Agreements, regardless of whether they are listed again here in this Appendix.

### **8. CONTINUOUS QUALITY IMPROVEMENT:**

Capacity building support will be evaluated in an ongoing manner to ensure that agreed upon activities are completed to the satisfaction of SFAF and our HAP Network partners. The Chief Program Officer and Sr. Director of Community Partnerships & Engagement will solicit ongoing feedback and guidance from the HAP Leads to ensure that capacity building efforts meet HAP needs, goals, and priorities. As a part of SFAF's commitment to continuous quality improvement, existing scopes of work and consultant contracts will be reviewed and evaluated monthly. Due to the dynamic nature of this work, scopes of work and contracts will be adjusted accordingly.

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# 9. DATA COLLECTION AND REPORTING REQUIREMENTS

SFAF complies with all CHEP requirements regarding data collection and submission, and program required elements which will include working with CHEP to measure and report on program-specific objectives and collecting/reporting basic demographic, behavioral risk, and other essential information. Systems/processes used to collect and submit data will include:

- ➤ CHEP Internal Data Manager (Quarterly Submission/Upload)
- > Quarterly narrative report
- > Other systems/processes as requested

Assigned CHEP Program Liaison will provide technical assistance & training on all above data collection systems.

### 10. REQUIRED LANGUAGE:

#### REQUIRED TRAINING

- a. HIV, HCV, and STD Skills Certification
- b. Harm Reduction
- c. Overdose Response/Naloxone Administration (DOPE Project or internal)
  - i. How to use Fentanyl Test Strips
- d. Syringe Access and Disposal (TBD)
- e. Trauma Informed Systems
- f. Clear Impact Score Card
- g. Other skills building trainings as required

### ADDITIONAL CONTRACT REQUIREMENTS

- h. Required Participation in Network Referral 30-Minute Huddles (assigned agency staff).
- i. Required participation in HAP Network Monthly Meetings (TBD by SOC).
- j. Implementation of Harm Reduction/Substance use policy
- k. Required to follow all SFDPH and CHEP SOC HIV/STI Testing policies and standard of care procedures.

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Appendix A-5 01/01/23 – 06/30/26 General Fund

#### 1. IDENTIFIER:

PROGRAM NAME: San Francisco AIDS Foundation - Health Access Point Program: Gay/MSM

ADDRESS: 1035 Market, Suite 400; San Francisco, CA 94103

PROGRAM PRIMARY LB Honey-Brooks, lbrooks@sfaf.og

**CONTACT:** Jenny Hsieh, jhsieh@sfaf.org

Michelle Lee, mlee@sfaf.org

NATURE OF DOCUMENT: New Contract/Original x Contract Amendment: Internal Contract Revision:

#### 2. GOAL STATEMENT:

The MSM Health Access Point program will offer population-specific, "one-stop-shop" services using an equity-focused, stigma-free, and low barrier service model.

#### 3. TARGET POPULATION:

San Francisco AIDS Foundation serve all ethnicities and populations, with a focused expertise to address the unique needs of this program's priority communities. The MSM Health Access Point (HAP) will serve high-risk gay men and other men who have sex with men (MSM) and will also welcome and serve all who are eligible to receive services, including all trans and nonbinary individuals.

San Francisco AIDS Foundation (SFAF) will implement an equity-focused, community-centered, low-barrier, and whole person Health Access Point (HAP) specifically designed to reduce rates of HIV, STI, and HEP C (HCV) infection among high-risk gay men and other men who have sex with men (MSM). The MSM HAP program will operate as a collaborative partnership involving several San Francisco agencies that have extensive experience and success in supporting and serving MSM and trans communities: Glide, Shanti Project, and the San Francisco Community Health Center (SFCHC).

The program focuses on MSM (including a focus on trans and nonbinary individuals) in San Francisco who are: a) unaware of their HIV serostatus; b) at risk for STI and/or HCV, regardless of HIV serostatus; c) aware that they are HIV-positive but are not engaged in care; and/or d) HIV-negative and not engaged or retained on PrEP.

#### 4. MODALITIES and INTERVENTIONS:

# **Service Description:**

This program is a network of agencies/programs with SFAF serving as the lead agency. The HAP provides an equity-focused, stigma-free, and low barrier access to person-centered, standard of care services regardless of HIV, HCV, or STI status. The HAP follows the citywide goals:

- Get to zero new HIV infections, zero HIV-related deaths, and zero stigma and discrimination
- Eliminate HCV
- Reverse increasing STI rates
- Eliminate racial disparities in access to services and health outcomes

Appendix A-5 01/01/2023

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Appendix A-5 01/01/23 – 06/30/26 General Fund

# **Program Standard of Care Service Modalities**

Service totals are projections and may adjust as service needs and program capacity become clearer. The funding source for all services is General Fund (unless otherwise noted).

Year One, B-5: January 1, 2023-June 30, 2023 (6 months) & B-5.1, January 1, 2023 – July 31, 2023 (7 months)

A. Integrated HIV,	HCV, and STD testing		
Lead: San Francisco AI	DS Foundation		
Subcontractor: Glide			
Period / Funds / App	Mode of Service/Intervention Description	UOS	UDC
	San Francisco AIDS Foundation		
	HIV testing - encounter		
	1 HIV testing encounter per 1 UOS; 3,320 testing		
	encounters = $3,320 \text{ UOS}$		
	1 unduplicated client = 1 UDC; <b>1,500 UDC</b>	3,320	1,500
	San Francisco AIDS Foundation		
	HCV testing - tests administered		
	1 HCV test administered per 1 UOS; 625 HCV tests		
	administered = <b>625 UOS</b>		
	1 unduplicated client = 1 UDC; <b>500 UDC</b>	625	500
	San Francisco AIDS Foundation		
	STI (gonorrhea/chlamydia) testing - screening		
	administered		
	1 chlamydia/gonorrhea screening administered per 1		
	UOS; 5,000 screenings administered = <b>5,000 UOS</b>		
	1 unduplicated client = 1 UDC; 1,500 UDC	5,000	1,500
	San Francisco AIDS Foundation		
	STI (syphilis) testing - screening administered		
T 1/1/02 (/20/22	1 syphilis screening administered per 1 UOS; 4,250		
Term: 1/1/23 – 6/30/23	screenings administered = 4,250 UOS	4.250	1.500
<b>App A-5, B-5</b>	1 unduplicated client = 1 UDC; 1,500 UDC	4,250	1,500
	San Francisco AIDS Foundation  Marchael Bar (MDY)		
	Monkey Pox (MPX) screening - screening		
	administered		
	1 MPX screening administered per 1 UOS; 25 screenings administered = <b>25 UOS</b>		
	1 unduplicated client = 1 UDC; 20 UDC	25	20
	Glide	23	20
	STI (gonorrhea/chlamydia) testing - screening		
	administered		
	1 gonorrhea/chlamydia screening administered per 1		
	UOS; 1.0 FTE x 13% Level of Effort x 10 screenings		
	per month x 6 months = <b>60 UOS</b>		
	1 unduplicated client = 1 UDC; 30 UDC	60	30
	Glide		
	STI (syphilis) testing - screening administered		
	1 syphilis screening administered per 1 UOS; 1.0 FTE x		
	13% Level of Efforts x 16-17 screenings per month x 6		
	months = 100 UOS		
	1 unduplicated client = 1 UDC; <b>50 UDC</b>	100	50

			Gene
<b>Total UOS and UDC</b>		13,380	5,100
	San Francisco AIDS Foundation	ĺ	
Term: 1/1/23 - 7/31/23	HIV testing - encounter		
App A-5, B-5.1	1 HIV testing encounter per 1 UOS; 180 testing		
	encounters = 180 UOS	180	N/A
Total UOS and UDC	A A A D TIP WAY A COURT OF THE	180	N/A
	igation to PrEP, HIV care, HCV treatment, STD treatme	* ·	ry
	ement/intensive case management (ICM) and other servi	ices	
Lead: San Francisco AII Subcontractors: Shanti,			
Period / Funds / App	Mode of Service/Intervention Description	UOS	UDC
	San Francisco AIDS Foundation		
	PrEP Navigation - clients engaged		
T 1/1/22 6/20/22	1 client engaged in PrEP Program per 1 UDC; 375	NT/A	275
Term: 1/1/23 – 6/30/23	clients engaged during 6-month period = 375 UDC	N/A	375
<b>App A-5, B-5</b>	San Francisco AIDS Foundation  DED Navigation alignts angusted		
	PEP Navigation - clients engaged 1 client connected to PEP per 1 UDC; 20 PEP clients =		
	20 UDC	N/A	20
	Shanti	11/71	20
	Case Management - Hours		
	1 hour of Individual Health Sessions = 1 UOS; 38 ½ hours		
	of individual health sessions per month x 6 months = $230$		
	UOS		
	1 client engaged in case management = 1 UDC; 13 clients		
	enrolled in case management across 6 months = 13 UDC	230	13
	<u>Shanti</u>		
	Support Groups - Hours		
	1 hour of support group sessions = 1 UOS; 1.5-hour		
	meeting x $2$ /week x $22 = 66$ UOS		
	1 client participating in the group = 1 UDC; 25 clients will		
	participate = 25 UDC	66	25
	Glide		
	Navigation - Hours		
	1 hour of navigation services = 1 UOS; 250 hours of		
	navigation services = $250 \text{ UOS}$		
	1 client engaged in navigation services = 1 UDC; 20 clients		
	will engage in navigation services = 20 UDC	250	20
Total UOS and UDC		546	453
	services for substance use (including for opioids, stimula	nts, alcoho	ol,
tobacco, cannabi			
Lead: San Francisco AID		TIOG	TIP ~
Period / Funds / App	Mode of Service/Intervention Description	UOS	UDC
Term: 1/1/23 – 6/30/23	NA; see methodology		
App A-5, B-5		N/A	N/A
Total UOS and UDC		N/A	N/A
	tion (including naloxone distribution)*		_
Proven	(		

			Gene
San Francisco AIDS Fou	ndation		
Period / Funds / App	Mode of Service/Intervention Description	UOS	UDC
Term: 1/1/23 – 6/30/23	37.		
App A-5, B-5	NA; see methodology	N/A	N/A
Total UOS and UDC		N/A	N/A
E. Syringe access ar	nd disposal*	14/11	14/71
San Francisco AIDS Fou			
Period / Funds / App	Mode of Service/Intervention Description	UOS	UDC
Term: 1/1/23 – 6/30/23	NA; see methodology		
App A-5, B-5	141, see memeasing;	N/A	N/A
Total UOS and UDC		N/A	N/A
F. Condom distribu	tion*		
San Francisco AIDS For			
Period / Funds / App	Mode of Service/Intervention Description	UOS	UDC
	San Francisco AIDS Foundation		
Term: $1/1/23 - 6/30/23$	Condom Distribution - Monthly		
<b>App A-5, B-5</b>	1 month of condom distribution = 1 UOS; 6 months x 1		37/4
T / LUCG LATE C	month of condom distribution = 6 UOS	6 <b>6</b>	N/A
Total UOS and UDC			N/A
	gement and mobilization (physical and online, social me acisco Community Health Center	aia)	
Period / Funds / App	Mode of Service/Intervention Description	UOS	NOC
1 criou / Funus / App	San Francisco Community Health Center	003	1100
Term: 1/1/23 – 6/30/23 App A-5, B-5	Events - Hours\$  1 Event/quarter x 4 hour/event x 2 quarters = 8 UOS  15 clients/quarter x 2 quarters = 30 NOC\$  San Francisco Community Health Center:	8	30
Total UOS and UDC	Groups - Hours \$ 3 groups/month x 3 hour/group x 6 months = 54 UOS 3 groups/month x 6 months x 6 participants/group = 108 NOC \$	54 <b>62</b>	108 138
H. HIV, HCV, STD	health education and prevention counseling (integrated		
above services, n			
San Francisco AIDS Fou			
Period / Funds / App	Mode of Service/Intervention Description	UOS	UDC
Term: 1/1/23 – 6/30/23 App A-5, B-5	N/A; see methodology	N/A	N/A
Total UOS and UDC		N/A	N/A
	ces (examples: food, housing, and employment)		
San Francisco AIDS Fou		TYOG	TID C
Period / Funds / App	Mode of Service/Intervention Description	UOS	UDC
Term: 1/1/23 – 6/30/23 App A-5, B-5	N/A; see methodology	NT/A	<b>3</b> .1/4
Total UOS and UDC		N/A N/A	N/A N/A
J. Prevention and treatment medication: PrEP and ART for HIV; HCV treatment; STD			
	ling medication storage	atment, 91	L D
San Francisco AIDS Fou			

Period / Funds / App	Mode of Service/Intervention Description	UOS	UDC
	San Francisco AIDS Foundation:		
T 1/1/22 (/20/22	Treatment - Encounters		
Term: $1/1/23 - 6/30/23$	1 treatment encounter = 1 UOS; 325 STI treatment		
<b>App A-5, B-5</b>	encounter (Chlamydia, Gonorrhea, Syphilis, MPX) =		
	325 UOS	325	N/A
<b>Total UOS and UDC</b>		325	N/A
K. Mental health se			
San Francisco AIDS Four	ndation		
Period / Funds / App	Mode of Service/Intervention Description	UOS	UDC
Term: 1/1/23 – 6/30/23	N/A; see methodology		
<b>App A-5, B-5</b>		N/A	N/A
Total UOS and UDC		N/A	N/A
L. Primary care			
San Francisco AIDS Fou	ndation		
Period / Funds / App	Mode of Service/Intervention Description	UOS	UDC
Term: 1/1/23 – 6/30/23	N/A; see methodology		
<b>App A-5, B-5</b>		N/A	N/A
Total UOS and UDC		N/A	N/A
M. Substance use tro	eatment		
San Francisco AIDS Fou	ndation		
Period / Funds / App	Mode of Service/Intervention Description	UOS	UDC
Term: 1/1/23 – 6/30/23	N/A; see methodology		
<b>AppA-5, B-5</b>		N/A	N/A
Total UOS and UDC		N/A	N/A

# Year Two, B-5a: July 1, 2023-June 30, 2024

A. Integrated HIV,	HCV, and STD testing		
Lead: San Francisco All	DS Foundation		
Subcontractors: Glide			
Period / Funds / App	Mode of Service/Intervention Description	UOS	UDC
	San Francisco AIDS Foundation		
	HIV testing - encounter		
	1 HIV testing encounter per 1 UOS; 7,000 testing		
	encounters = 7,000 UOS		
	1 unduplicated client = 1 UDC; <b>3,000 UDC</b>	7,000	3,000
Term: 7/1/23 – 6/30/24	San Francisco AIDS Foundation		
Term: 7/1/25 - 0/30/24	HCV testing - tests administered		
<b>App A-5, B-5a</b>	1 HCV test administered per 1 UOS; 1250 tests		
	administered = 1250 UOS		
	1 unduplicated client = 1 UDC; <b>1,000 UDC</b>	1,250	1,000
	San Francisco AIDS Foundation		•
	STI (gonorrhea/chlamydia) testing - screening		
	administered	10,000	3,000

	1 chlamydia/gonorrhea screening administered per 1		
	UOS; 10,000 screenings administered = <b>10,000 UOS</b>		
	1 unduplicated client = 1 UDC; 3,000 UDC		
	San Francisco AIDS Foundation		
	STI (syphilis) testing - screening administered		
	1 syphilis screening administered per 1 UOS; 8,5000		
	screenings administered = 8,500 UOS	0.500	2.000
	1 unduplicated client = 1 UDC; 3,000 UDC	8,500	3,000
	San Francisco AIDS Foundation		
	Monkey Pox (MPX) screening - screening		
	administered		
	1 MPX screening administered per 1 UOS; 50		
	screenings administered = <b>50 UOS</b>		
	1 unduplicated client = 1 UDC; 40 UDC	50	40
		30	40
	Glide		
	STI (gonorrhea/chlamydia) testing - screening		
	administered		
	1 gonorrhea/chlamydia screening administered per 1		
	UOS; 1.0 FTE x 13% Level of Effort x 10 screenings		
	per month x 12 months = <b>120 UOS</b>		
	1 unduplicated client = 1 UDC; <b>60 UDC</b>	120	60
	Glide	120	
	STI (syphilis) testing - screening administered		
	\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \		
	1 syphilis screening administered per 1 UOS; 1.0 FTE x		
	13% Level of Efforts x 16-17 screenings per month x 12		
	months = 200 UOS		
	1 unduplicated client = 1 UDC; <b>100 UDC</b>	200	100
Total UOS and UDC		27,120	10,200
	rigation to PrEP, HIV care, HCV treatment, STD treatme	,	
	gement/intensive case management (ICM) and other serv		ui y
Lead: San Francisco All		ices	
Leau: San Francisco An	DS FOUNGAUON		
Subcontractor: Shanti			
	Mode of Service/Intervention Description	UOS	UDC
Subcontractor: Shanti	Mode of Service/Intervention Description	UOS	UDC
Subcontractor: Shanti	Mode of Service/Intervention Description San Francisco AIDS Foundation	UOS	UDC
Subcontractor: Shanti	Mode of Service/Intervention Description  San Francisco AIDS Foundation  PrEP Navigation - clients engaged	UOS	UDC
Subcontractor: Shanti Period / Funds / App	Mode of Service/Intervention Description  San Francisco AIDS Foundation  PrEP Navigation - clients engaged  1 client engaged in PrEP Program per 1 UDC; 750		
Subcontractor: Shanti Period / Funds / App  Term: 7/1/23 - 6/30/24	Mode of Service/Intervention Description  San Francisco AIDS Foundation  PrEP Navigation - clients engaged  1 client engaged in PrEP Program per 1 UDC; 750  clients engaged during 12-month period = 750 UDC	UOS N/A	<b>UDC</b> 750
Subcontractor: Shanti Period / Funds / App	Mode of Service/Intervention Description  San Francisco AIDS Foundation  PrEP Navigation - clients engaged  1 client engaged in PrEP Program per 1 UDC; 750  clients engaged during 12-month period = 750 UDC  San Francisco AIDS Foundation		
Subcontractor: Shanti Period / Funds / App  Term: 7/1/23 - 6/30/24	Mode of Service/Intervention Description  San Francisco AIDS Foundation  PrEP Navigation - clients engaged  1 client engaged in PrEP Program per 1 UDC; 750  clients engaged during 12-month period = 750 UDC  San Francisco AIDS Foundation  PEP Navigation - clients engaged		
Subcontractor: Shanti Period / Funds / App  Term: 7/1/23 - 6/30/24	Mode of Service/Intervention Description  San Francisco AIDS Foundation  PrEP Navigation - clients engaged  1 client engaged in PrEP Program per 1 UDC; 750 clients engaged during 12-month period = 750 UDC  San Francisco AIDS Foundation  PEP Navigation - clients engaged  1 client connected to PEP per 1 UDC; 40 PEP clients =		
Subcontractor: Shanti Period / Funds / App  Term: 7/1/23 - 6/30/24	Mode of Service/Intervention Description  San Francisco AIDS Foundation  PrEP Navigation - clients engaged  1 client engaged in PrEP Program per 1 UDC; 750  clients engaged during 12-month period = 750 UDC  San Francisco AIDS Foundation  PEP Navigation - clients engaged		
Subcontractor: Shanti Period / Funds / App  Term: 7/1/23 - 6/30/24	Mode of Service/Intervention Description  San Francisco AIDS Foundation  PrEP Navigation - clients engaged  1 client engaged in PrEP Program per 1 UDC; 750 clients engaged during 12-month period = 750 UDC  San Francisco AIDS Foundation  PEP Navigation - clients engaged  1 client connected to PEP per 1 UDC; 40 PEP clients = 40 UDC	N/A	750
Subcontractor: Shanti Period / Funds / App  Term: 7/1/23 - 6/30/24	Mode of Service/Intervention Description  San Francisco AIDS Foundation  PrEP Navigation - clients engaged  1 client engaged in PrEP Program per 1 UDC; 750 clients engaged during 12-month period = 750 UDC  San Francisco AIDS Foundation  PEP Navigation - clients engaged  1 client connected to PEP per 1 UDC; 40 PEP clients = 40 UDC  Shanti	N/A	750
Subcontractor: Shanti Period / Funds / App  Term: 7/1/23 - 6/30/24	Mode of Service/Intervention Description  San Francisco AIDS Foundation  PrEP Navigation - clients engaged  1 client engaged in PrEP Program per 1 UDC; 750 clients engaged during 12-month period = 750 UDC  San Francisco AIDS Foundation  PEP Navigation - clients engaged  1 client connected to PEP per 1 UDC; 40 PEP clients = 40 UDC  Shanti  Case Management - Hours	N/A	750
Subcontractor: Shanti Period / Funds / App  Term: 7/1/23 - 6/30/24	Mode of Service/Intervention Description  San Francisco AIDS Foundation PrEP Navigation - clients engaged  1 client engaged in PrEP Program per 1 UDC; 750 clients engaged during 12-month period = 750 UDC  San Francisco AIDS Foundation PEP Navigation - clients engaged  1 client connected to PEP per 1 UDC; 40 PEP clients = 40 UDC  Shanti Case Management - Hours  1 hour of Individual Health Sessions = 1 UOS; 38 ½ hours	N/A N/A	750
Subcontractor: Shanti Period / Funds / App  Term: 7/1/23 - 6/30/24	Mode of Service/Intervention Description  San Francisco AIDS Foundation PrEP Navigation - clients engaged  1 client engaged in PrEP Program per 1 UDC; 750 clients engaged during 12-month period = 750 UDC  San Francisco AIDS Foundation PEP Navigation - clients engaged  1 client connected to PEP per 1 UDC; 40 PEP clients = 40 UDC  Shanti Case Management - Hours  1 hour of Individual Health Sessions = 1 UOS; 38 ½ hours of individual health sessions per month x 12 months = 460	N/A N/A	750
Subcontractor: Shanti Period / Funds / App  Term: 7/1/23 - 6/30/24	Mode of Service/Intervention Description  San Francisco AIDS Foundation PrEP Navigation - clients engaged  1 client engaged in PrEP Program per 1 UDC; 750 clients engaged during 12-month period = 750 UDC  San Francisco AIDS Foundation PEP Navigation - clients engaged  1 client connected to PEP per 1 UDC; 40 PEP clients = 40 UDC  Shanti Case Management - Hours  1 hour of Individual Health Sessions = 1 UOS; 38 ½ hours	N/A N/A	750
Subcontractor: Shanti Period / Funds / App  Term: 7/1/23 - 6/30/24	Mode of Service/Intervention Description  San Francisco AIDS Foundation PrEP Navigation - clients engaged  1 client engaged in PrEP Program per 1 UDC; 750 clients engaged during 12-month period = 750 UDC  San Francisco AIDS Foundation PEP Navigation - clients engaged  1 client connected to PEP per 1 UDC; 40 PEP clients = 40 UDC  Shanti Case Management - Hours  1 hour of Individual Health Sessions = 1 UOS; 38 ½ hours of individual health sessions per month x 12 months = 460 UOS	N/A N/A	750
Subcontractor: Shanti Period / Funds / App  Term: 7/1/23 - 6/30/24	Mode of Service/Intervention Description  San Francisco AIDS Foundation PrEP Navigation - clients engaged  1 client engaged in PrEP Program per 1 UDC; 750 clients engaged during 12-month period = 750 UDC  San Francisco AIDS Foundation PEP Navigation - clients engaged  1 client connected to PEP per 1 UDC; 40 PEP clients = 40 UDC  Shanti Case Management - Hours  1 hour of Individual Health Sessions = 1 UOS; 38 ½ hours of individual health sessions per month x 12 months = 460 UOS  1 client engaged in case management = 1 UDC; 25 clients	N/A N/A	750
Subcontractor: Shanti Period / Funds / App  Term: 7/1/23 - 6/30/24	Mode of Service/Intervention Description  San Francisco AIDS Foundation PrEP Navigation - clients engaged  1 client engaged in PrEP Program per 1 UDC; 750 clients engaged during 12-month period = 750 UDC  San Francisco AIDS Foundation PEP Navigation - clients engaged  1 client connected to PEP per 1 UDC; 40 PEP clients = 40 UDC  Shanti Case Management - Hours  1 hour of Individual Health Sessions = 1 UOS; 38 ½ hours of individual health sessions per month x 12 months = 460 UOS	N/A N/A	750
Subcontractor: Shanti Period / Funds / App  Term: 7/1/23 - 6/30/24	Mode of Service/Intervention Description  San Francisco AIDS Foundation PrEP Navigation - clients engaged  1 client engaged in PrEP Program per 1 UDC; 750 clients engaged during 12-month period = 750 UDC  San Francisco AIDS Foundation PEP Navigation - clients engaged  1 client connected to PEP per 1 UDC; 40 PEP clients = 40 UDC  Shanti Case Management - Hours  1 hour of Individual Health Sessions = 1 UOS; 38 ½ hours of individual health sessions per month x 12 months = 460 UOS  1 client engaged in case management = 1 UDC; 25 clients enrolled in case management across 12 months = 25 UDC	N/A N/A	750
Subcontractor: Shanti Period / Funds / App  Term: 7/1/23 - 6/30/24	Mode of Service/Intervention Description  San Francisco AIDS Foundation PrEP Navigation - clients engaged  1 client engaged in PrEP Program per 1 UDC; 750 clients engaged during 12-month period = 750 UDC  San Francisco AIDS Foundation PEP Navigation - clients engaged  1 client connected to PEP per 1 UDC; 40 PEP clients = 40 UDC  Shanti Case Management - Hours  1 hour of Individual Health Sessions = 1 UOS; 38 ½ hours of individual health sessions per month x 12 months = 460 UOS  1 client engaged in case management = 1 UDC; 25 clients	N/A N/A	750

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	1 hour of support group sessions = 1 UOS; 1.5-hour meeting x 2/week x 44 = <b>132 UOS</b>		
	1 client participating in the group = 1 UDC; 50 clients will participate = <b>50 UDC</b>		
	Glide Navigation - Hours 1 hour of navigation services = 1 UOS; 500 hours of navigation services = 500 UOS		
	1 client engaged in navigation services = 1 UDC; 40 clients will engage in navigation services = <b>40 UDC</b>	500	40
Total UOS and UDC		1,092	905
	services for substance use (including for opioids, stimulas)		
San Francisco AIDS Four	ndation		
Period / Funds / App	Mode of Service/Intervention Description	UOS	UDC
Term: 7/1/23 – 6/30/24 App A-5, B-5a	N/A; see methodology	N/A	N/A
Total UOS and UDC	ation (including naloxone distribution)	N/A	N/A
San Francisco AIDS Fo	undation		
Period / Funds / App	Mode of Service/Intervention Description	UOS	UDC
Term: 7/1/23 – 6/30/24 AppA-5, B-5a	N/A; see methodology	N/A	N/A
Total UOS and UDC		N/A	N/A
E. Syringe access an	nd disposal		
Lead: San Francisco All	DS Foundation		
Period / Funds / App	Mode of Service/Intervention Description	UOS	UDC
Term: 7/1/23 – 6/30/24 App A-5, B-5a	N/A; see methodology		
		N/A	N/A
Total UOS and UDC		N/A	N/A
F. Condom distributed: San Francisco AII			
Period / Funds / App	Mode of Service/Intervention Description	UOS	UDC
1 oriou / Funus / App	San Francisco AIDS Foundation	003	ODC
	Condom Distribution - Monthly		
Term: 7/1/23 – 6/30/24	1 month of condom distribution = 1 UOS; 12 months x 1		
<b>App A-5, B-5a</b>	month of condom distribution = 12 UOS	12	N/A
Total UOS and UDC		12	N/A
	agement and mobilization (physical and online, social me	dia)	
	ncisco Community Health Center		
Period / Funds / App	Mode of Service/Intervention Description	UOS	NOC
Term: 7/1/23 – 6/30/24	San Francisco Community Health Center  Events - Hours  1 Event/quarter v. 4 hour/quant v. 4 quarters = 16 UOS		
<b>App A-5, B-5a</b>	1 Event/quarter x 4 hour/event x 4 quarters = <b>16 UOS</b> 15 clients/quarter x 4 quarters = <b>60 NOC</b> \$	16	60

Total UOS and NOC  H. HIV, HCV, STD health education and prevention counseling (integrated into all of the above services, not stand alone)  San Francisco AIDS Foundation  Period / Funds / App   Mode of Service/Intervention Description   UOS   I  Term: 7/1/23 - 6/30/24   N/A; see methodology   N/A   N/A    AppA-5, B-5a   N/A   N/A   N/A    Total UOS and UDC   N/A   N/A    I. Basic needs services (examples: food, housing, and employment)  San Francisco AIDS Foundation  Period / Funds / App   Mode of Service/Intervention Description   UOS   U  Term: 7/1/23 - 6/30/24   N/A; see methodology   N/A   N/A    AppA-5, B-5a   N/A   N/A    Term: 7/1/23 - 6/30/24   N/A; see methodology   N/A   N/A    AppA-5, B-5a   N/A   N/A   N/A    Term: 7/1/23 - 6/30/24   N/A; see methodology   N/A   N/A    AppA-5, B-5a   San Francisco AIDS Foundation    Term: 7/1/23 - 6/30/24   N/A; see methodology   N/A    AppA-5, B-5a   N/A   N/A    Terminating medication storage   N/A   N/A    Term: 7/1/23 - 6/30/24   N/A; see methodology   N/A    Terminating medication storage   N/A   N/A    Term: 7/1/23 - 6/30/24   N/A   N/A    Term: 7/1/23 - 6/30/24   N/A   N/A   N/A    Total UOS and UDC   N/A   N/A   N/A    Term: 7/1/23 - 6/30/24   N/A; see methodology   N/A    Term: 7/1/23 - 6/30/24   N/A;	<u></u>			Gene
6 groups/month x 3 hour/group x 12 months = 108 UOS 6 groups/month x 12 months x 6 participants/group = 216 NOC \$ 124		San Francisco Community Health Center		
6 groups/month x 12 months x 6 participants/group =   108   2   2   2   3   4   4   2   4   2   4   4   4   4   4		I		
Total UOS and NOC  H. HIV, HCV, STD health education and prevention counseling (integrated into all of the above services, not stand alone)  San Francisco AIDS Foundation  Period / Funds / App  Mode of Service/Intervention Description  W/A see methodology  N/A NA				
Total UOS and NOC  H. HIV, HCV, STD health education and prevention counseling (integrated into all of the above services, not stand alone)  San Francisco AIDS Foundation  Period / Funds / App   Mode of Service/Intervention Description   UOS   I  Term: 7/1/23 - 6/30/24   N/A; see methodology   N/A   N/A    AppA-5, B-5a   N/A; see methodology   N/A; see methodology   N/A; see methodology   N/A   N/A    Total UOS and UDC   I Basic needs services (examples: food, housing, and employment)  San Francisco AIDS Foundation  Period / Funds / App   Mode of Service/Intervention Description   UOS   U    Term: 7/1/23 - 6/30/24   N/A; see methodology   N/A   N/A    AppA-5, B-5a   N/A   N/A   N/A    Term: 7/1/23 - 6/30/24   N/A; see methodology   N/A    AppA-5, B-5a   Mode of Service/Intervention Description   UOS   U    Term: 7/1/23 - 6/30/24   N/A; see methodology   N/A    AppA-5, B-5a   N/A   N/A    Treatment - Encounters   UOS; 650 STI treatment    service encounters (Chlamydia, Gonorrhea, Syphilis, MPX) = 650 UOS   650    Total UOS and UDC   N/A; see methodology   N/A    Term: 7/1/23 - 6/30/24   N/A; see				
H. HIV, HCV, STD health education and prevention counseling (integrated into all of the above services, not stand alone)  Period / Funds / App   Mode of Service/Intervention Description   UOS   UOS   ITerm: 7/1/23 - 6/30/24   AppA-5, B-5a   N/A; see methodology   N/A		216 NOC \$		216
Basic needs services   Node of Service/Intervention Description   UOS   IOS				276
San Francisco AIDS Foundation   Period / Funds / App   Mode of Service/Intervention Description   UOS   I		*	into all of	f the
Period / Funds / App				
Term: 7/1/23 - 6/30/24   AppA-5, B-5a   N/A; see methodology   N/A; see methodology   N/A   N/			TIOG	LIDG
AppA-5, B-5a Total UOS and UDC I. Basic needs services (examples: food, housing, and employment) San Francisco AIDS Foundation Period / Funds / App   Mode of Service/Intervention Description   UOS   U Term: 7/1/23 - 6/30/24 App A-5, B-5a J. Prevention and treatment medication: PrEP and ART for HIV; HCV treatment; STD treatment, including medication storage San Francisco AIDS Foundation Period / Funds / App   Mode of Service/Intervention Description   UOS   U Term: 7/1/23 - 6/30/24 AppA-5, B-5a Total UOS and UDC K. Mental health services San Francisco AIDS Foundation Period / Funds / App   Mode of Service/Intervention Description   UOS   UOS   UOS   Total UOS and UDC K. Mental health services San Francisco AIDS Foundation Period / Funds / App   Mode of Service/Intervention Description   UOS   U		Mode of Service/Intervention Description	UOS	UDC
App.A-5, B-5a Total UOS and UDC  I. Basic needs services (examples: food, housing, and employment)  San Francisco AIDS Foundation  Period / Funds / App Mode of Service/Intervention Description  UOS U  Term: 7/1/23 - 6/30/24 App.A-5, B-5a  J. Prevention and treatment medication: PrEP and ART for HIV; HCV treatment; STD treatment, including medication storage  San Francisco AIDS Foundation  Period / Funds / App Mode of Service/Intervention Description UOS US  Term: 7/1/23 - 6/30/24 App.A-5, B-5a App.A-5, B-5a Total UOS and UDC K. Mental health services San Francisco AIDS Foundation Period / Funds / App Mode of Service/Intervention Description UOS US  Total UOS and UDC K. Mental health services San Francisco AIDS Foundation Period / Funds / App Mode of Service/Intervention Description UOS US  Total UOS and UDC L. Primary care San Francisco AIDS Foundation Period / Funds / App Mode of Service/Intervention Description UOS UN/A; see methodology N/A; see methodology N/A; see methodology N/A App.A-5, B-5a N/A; see methodology		N/A: see methodology		
I. Basic needs services (examples: food, housing, and employment)  San Francisco AIDS Foundation  Period / Funds / App				N/A
San Francisco AIDS Foundation			N/A	N/A
Period / Funds / App				
Term: 7/1/23 - 6/30/24 App A-5, B-5a  J. Prevention and treatment medication: PrEP and ART for HIV; HCV treatment; STD treatment, including medication storage  San Francisco AIDS Foundation  Period / Funds / App   Mode of Service/Intervention Description   UOS   U				
N/A   See methodology   N/A   N	Period / Funds / App	Mode of Service/Intervention Description	UOS	UDC
App A-5, B-5a  J. Prevention and treatment medication: PrEP and ART for HIV; HCV treatment; STD treatment, including medication storage  San Francisco AIDS Foundation  Period / Funds / App  Mode of Service/Intervention Description  Term: 7/1/23 - 6/30/24  AppA-5, B-5a  Total UOS and UDC  K. Mental health services  San Francisco AIDS Foundation  Period / Funds / App  Mode of Service/Intervention Description  UOS  Total UOS and UDC  K. Mental health services  San Francisco AIDS Foundation  Period / Funds / App  Mode of Service/Intervention Description  V/A  Total UOS and UDC  L. Primary care  San Francisco AIDS Foundation  Period / Funds / App  Mode of Service/Intervention Description  V/A  Total UOS and UDC  L. Primary care  San Francisco AIDS Foundation  Period / Funds / App  Mode of Service/Intervention Description  VOS  Total UOS and UDC  N/A  Total UOS and UDC  N/A; see methodology  N/A; see methodology  N/A; see methodology  N/A  Total UOS and UDC  N/A; see methodology	Term: 7/1/23 - 6/30/24			
J. Prevention and treatment medication: PrEP and ART for HIV; HCV treatment; STD treatment, including medication storage  San Francisco AIDS Foundation  Period / Funds / App	Ann A 5 D 50	N/A; see methodology		
treatment, including medication storage  San Francisco AIDS Foundation  Period / Funds / App		N. A. D. ED. L. D. E. W.		N/A
San Francisco AIDS Foundation  Period / Funds / App   Mode of Service/Intervention Description   UOS   U  San Francisco AIDS Foundation Treatment - Encounters 1 treatment encounter = 1 UOS; 650 STI treatment service encounters (Chlamydia, Gonorrhea, Syphilis, MPX) = 650 UOS   650    Total UOS and UDC   K. Mental health services  San Francisco AIDS Foundation  Period / Funds / App   Mode of Service/Intervention Description   UOS   UOS    Total UOS and UDC   N/A; see methodology   N/A; see methodology    Total UOS and UDC   N/A    L. Primary care   San Francisco AIDS Foundation    Period / Funds / App   Mode of Service/Intervention Description   UOS   UOS    Term: 7/1/23 - 6/30/24   N/A; see methodology   N/A; see methodology    App A-5, B-5a   N/A    Total UOS and UDC   N/A; see methodology   N/A; see methodology    App A-5, B-5a   N/A    Total UOS and UDC   N/A   N/A    M. Substance use treatment    San Francisco AIDS Foundation    Period / Funds / App   Mode of Service/Intervention Description   UOS   UOS    M. Substance use treatment    San Francisco AIDS Foundation    Period / Funds / App   Mode of Service/Intervention Description   UOS   UOS    M. Substance use treatment    San Francisco AIDS Foundation    Period / Funds / App   Mode of Service/Intervention Description   UOS   UOS    M. Substance UOS   UOS    M. Substa			atment; S	STD
Period / Funds / App    Mode of Service/Intervention Description   San Francisco AIDS Foundation				
San Francisco AIDS Foundation   Treatment - Encounters   1 treatment encounter = 1 UOS; 650 STI treatment   service encounters (Chlamydia, Gonorrhea, Syphilis, MPX) = 650 UOS   650			HOC	IIDC
Treatment - Encounters 1 treatment encounter = 1 UOS; 650 STI treatment service encounters (Chlamydia, Gonorrhea, Syphilis, MPX) = 650 UOS  Total UOS and UDC  K. Mental health services  San Francisco AIDS Foundation  Period / Funds / App   Mode of Service/Intervention Description   UOS   UOS    Total UOS and UDC  L. Primary care  San Francisco AIDS Foundation  Period / Funds / App   Mode of Service/Intervention Description   UOS   UOS    Total UOS and UDC  L. Primary care  San Francisco AIDS Foundation  Period / Funds / App   Mode of Service/Intervention Description   UOS   UOS    Term: 7/1/23 - 6/30/24   N/A; see methodology  App A-5, B-5a   N/A    Total UOS and UDC   N/A   N/A    Total UOS and UDC   N/A   N/A    M. Substance use treatment  San Francisco AIDS Foundation  Period / Funds / App   Mode of Service/Intervention Description   UOS   UOS   UOS    M. Substance use treatment  San Francisco AIDS Foundation  Period / Funds / App   Mode of Service/Intervention Description   UOS   UOS   UOS    Mode of Service/Intervention Description   UOS   UOS   UOS    M. Substance use treatment  San Francisco AIDS Foundation   UOS   UOS   UOS   UOS   UOS    Mode of Service/Intervention Description   UOS   UOS   UOS   UOS    Mode of Service/Intervention Description   UOS   UOS   UOS   UOS    Mode of Service/Intervention Description   UOS   UOS   UOS   UOS    Manual Mental Menta	Perioa / Funas / App	•	005	UDC
1 treatment encounter = 1 UOS; 650 STI treatment service encounters (Chlamydia, Gonorrhea, Syphilis, MPX) = 650 UOS   650				
AppA-5, B-5a service encounters (Chlamydia, Gonorrhea, Syphilis, MPX) = 650 UOS  Total UOS and UDC 650  K. Mental health services  San Francisco AIDS Foundation  Period / Funds / App Mode of Service/Intervention Description UOS UNA; see methodology  App A-5, B-5a N/A  Total UOS and UDC N/A  L. Primary care  San Francisco AIDS Foundation  Period / Funds / App Mode of Service/Intervention Description UOS UNA; see methodology  App A-5, B-5a N/A; see methodology  App A-5, B-5a N/A; see methodology  App A-5, B-5a N/A; see methodology  App A-5, B-5a N/A  Total UOS and UDC N/A; see methodology  App A-5, B-5a N/A  Total UOS and UDC N/A N  M. Substance use treatment  San Francisco AIDS Foundation  Period / Funds / App Mode of Service/Intervention Description UOS US	Term: 7/1/23 - 6/30/24			
MPX) = 650 UOS  Total UOS and UDC  K. Mental health services  San Francisco AIDS Foundation  Period / Funds / App   Mode of Service/Intervention Description   UOS   UOS	AppA-5, B-5a			
Total UOS and UDC  K. Mental health services  San Francisco AIDS Foundation  Period / Funds / App   Mode of Service/Intervention Description   UOS   U			650	N/A
K. Mental health services  San Francisco AIDS Foundation  Period / Funds / App   Mode of Service/Intervention Description   UOS   U  Term: 7/1/23 - 6/30/24   N/A; see methodology   N/A    Total UOS and UDC   N/A    L. Primary care   San Francisco AIDS Foundation    Period / Funds / App   Mode of Service/Intervention Description   UOS   U  Term: 7/1/23 - 6/30/24   N/A; see methodology   N/A    Total UOS and UDC   N/A    Total UOS and UDC   N/A    M. Substance use treatment    San Francisco AIDS Foundation    Period / Funds / App   Mode of Service/Intervention Description   UOS   UOS   UOS    M. Substance use treatment    San Francisco AIDS Foundation    Period / Funds / App   Mode of Service/Intervention Description   UOS   UOS   UOS   UOS    Total UOS   UOS	Total UOS and UDC	1111) 000 000	<b>-</b>	N/A
San Francisco AIDS Foundation  Period / Funds / App		rvices	000	1 1/12
Period / Funds / App				
Term: 7/1/23 - 6/30/24 App A-5, B-5a  Total UOS and UDC L. Primary care San Francisco AIDS Foundation Period / Funds / App   Mode of Service/Intervention Description   UOS			UOS	UDC
App A-5, B-5a  Total UOS and UDC  L. Primary care  San Francisco AIDS Foundation  Period / Funds / App   Mode of Service/Intervention Description   UOS   UO				
Total UOS and UDC  L. Primary care  San Francisco AIDS Foundation  Period / Funds / App   Mode of Service/Intervention Description   UOS		N/A; see methodology		
L. Primary care San Francisco AIDS Foundation Period / Funds / App   Mode of Service/Intervention Description   UOS   U  Term: 7/1/23 - 6/30/24   N/A; see methodology   N/A    App A-5, B-5a   N/A    Total UOS and UDC   N/A   N  M. Substance use treatment  San Francisco AIDS Foundation  Period / Funds / App   Mode of Service/Intervention Description   UOS   U				N/A
San Francisco AIDS Foundation  Period / Funds / App   Mode of Service/Intervention Description   UOS			N/A	N/A
Period / Funds / App Mode of Service/Intervention Description UOS U  Term: 7/1/23 - 6/30/24 N/A; see methodology  App A-5, B-5a N/A  Total UOS and UDC N/A N  M. Substance use treatment  San Francisco AIDS Foundation  Period / Funds / App Mode of Service/Intervention Description UOS U	v			
Term: 7/1/23 - 6/30/24 App A-5, B-5a N/A Total UOS and UDC N/A N Substance use treatment San Francisco AIDS Foundation Period / Funds / App Mode of Service/Intervention Description UOS U			T.O.C.	Im c
App A-5, B-5a  Total UOS and UDC  M. Substance use treatment  San Francisco AIDS Foundation  Period / Funds / App  Mode of Service/Intervention Description  UOS  U	Period / Funds / App	Mode of Service/Intervention Description	UOS	UDC
App A-5, B-5a N/A  Total UOS and UDC N/A N  M. Substance use treatment  San Francisco AIDS Foundation  Period / Funds / App Mode of Service/Intervention Description UOS U	Term: 7/1/23 - 6/30/24	N/A: see methodology		
Total UOS and UDC  M. Substance use treatment  San Francisco AIDS Foundation  Period / Funds / App   Mode of Service/Intervention Description   UOS   U	<b>App A-5, B-5a</b>		N/A	N/A
M. Substance use treatment San Francisco AIDS Foundation Period / Funds / App   Mode of Service/Intervention Description   UOS   U				N/A
San Francisco AIDS Foundation Period / Funds / App   Mode of Service/Intervention Description   UOS   U		eatment		
Period / Funds / App   Mode of Service/Intervention Description   UOS   U				
			UOS	UDC
Term: 7/1/23 = 6/30/24	Term: 7/1/23 – 6/30/24	•		
N/A; see methodology		N/A; see methodology		
				N/A
Total UOS and UDC N/A	Total UOS and UDC		N/A	N/A

# Year Three, B-5b: July 1, 2024-June 30, 2025

	HCV, and STD testing		
Lead: San Francisco All	DS Foundation		
<b>Subcontractors: Glide</b>		1 1	
Period / Funds / App	Mode of Service/Intervention Description	UOS	UDC
	San Francisco AIDS Foundation		
	HIV testing - encounter		
	1 HIV testing encounter per 1 UOS; 7,000 testing		
	encounters = 7,000 UOS		•
	1 unduplicated client = 1 UDC; 3,000 UDC	7,000	3,000
	San Francisco AIDS Foundation		
	HCV testing - tests administered		
	1 HCV test administered per 1 UOS; 1250 tests		
	administered = 1,250 UOS	1.250	1 000
	1 unduplicated client = 1 UDC; 1,000 UDC	1,250	1,000
	San Francisco AIDS Foundation		
	STI (gonorrhea/chlamydia) testing - screening administered		
	1 chlamydia/gonorrhea screening administered per 1		
	UOS; 10,000 screenings administered = <b>10,000 UOS</b>		
	1 unduplicated client = 1 UDC; 3,000 UDC	10,000	3,000
	San Francisco AIDS Foundation	10,000	3,000
	STI (syphilis) testing - screening administered		
	1 syphilis screening administered per 1 UOS; 8,5000		
Term: 7/1/24 -6/30/25	screenings administered = <b>8,500 UOS</b>		
	1 unduplicated client = 1 UDC; 3,000 UDC	8,500	3,000
<b>App A-5, B-5b</b>	San Francisco AIDS Foundation	0,500	3,000
	Monkey Pox (MPX) screening - screening		
	administered		
	1 MPX screening administered per 1 UOS; 50 screenings		
	administered = 50 UOS		
	1 unduplicated client = 1 UDC; <b>40 UDC</b>	50	40
	Glide		
	STI (gonorrhea/chlamydia) testing - screening		
	administered		
	1 gonorrhea/chlamydia screening administered per 1		
	UOS; 1.0 FTE x 13% Level of Effort x 10 screenings per		
	month x 12 months = $120 \text{ UOS}$		
	1 unduplicated client = 1 UDC; <b>60 UDC</b>	120	60
	Glide		
	STI (syphilis) testing - screening administered		
	1 syphilis screening administered per 1 UOS; 1.0 FTE x		
	13% Level of Efforts x 16-17 screenings per month x 12		
	months = 200 UOS		
	1 unduplicated client = 1 UDC; <b>100 UDC</b>	200	100
<b>Total UOS and UDC</b>		27,120	10,200
	igation to PrEP, HIV care, HCV treatment, STD treatme	nt, prima	ry care,
	t/intensive case management (ICM) and other services		
Lead: San Francisco All	DS Foundation		

Subcontractor: Shanti			Gene
	75 1 0G 1 75 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	HOG	IID C
Period / Funds / App	Mode of Service/Intervention Description	UOS	UDC
	San Francisco AIDS Foundation		
	PrEP Navigation - clients engaged		
T. 7/1/24 (/20/25	1 client engaged in PrEP Program per 1 UDC; 750 clients	<b>N</b> T/A	750
Term: 7/1/24 -6/30/25	engaged during 12-month period = <b>750 UDC</b>	N/A	750
<b>App A-5, B-5b</b>	San Francisco AIDS Foundation		
	PEP Navigation - clients engaged		
	1 client connected to PEP per 1 UDC; 40 PEP clients = <b>40 UDC</b>	N/A	40
	Shanti	IN/A	40
	Case Management - Hours		
	1 hour of Individual Health Sessions = 1 UOS; 38 ½ hours		
	individual health sessions per month x 12 months = <b>460</b>		
	UOS		
	1 client engaged in case management = 1 UDC; 25 clients		
	enrolled in case management across 12 months = <b>25 UDC</b>	460	25
	Shanti		
	Support Groups - Hours		
	1 hour of support group sessions = 1 UOS; 1.5 hour meeting		
	$x \frac{2}{\text{week}} x \frac{44}{4} = 132 \text{ UOS}$		
	1 client participating in the group = 1 UDC; 50 clients will		
	participate = 50 UDC	132	50
	Glide Navigation - Hours		
	1 hour of navigation services = 1 UOS; 500 hours of navigation		
	services = 500 UOS		
	1 client engaged in navigation services = 1 UDC; 40 clients w		
	engage in navigation services = 40 UDC	500	40
Total UOS and UDC		1,092	905
C. Harm reduction tobacco, cannab	services for substance use (including for opioids, stimulants)	ts, alcoho	ol,
San Francisco AIDS Fou			
Period / Funds / App	Mode of Service/Intervention Description	UOS	UDC
	Wide of Service/Intervention Description	UUS	ОВС
Term: 7/1/24 -6/30/25	N/A; see methodology		
<b>App A-5, B-5b</b>		N/A	N/A
Total UOS and UDC		N/A	N/A
D. Overdose preven	ntion (including naloxone distribution)		
San Francisco AIDS For	undation		
Period / Funds / App	Mode of Service/Intervention Description	UOS	UDC
Term: 7/1/24 -6/30/25	N/A; see methodology		
<b>AppA-5, B-5b</b>	IVA, See memodology	N/A	N/A
Total UOS and UDC	1	N/A	N/A
E. Syringe access a	nd disposal	11/11	11//
Lead: San Francisco AI	•		
		UOC	IIDO
Period / Funds / App	Mode of Service/Intervention Description	UOS	UDC

10 of 24

			Gener
Term: 7/1/24 -6/30/25			
	N/A; see methodology		
<b>App A-5, B-5b</b>		N/A	N/A
Total UOS and UDC		N/A	N/A
F. Condom distribu			
Lead: San Francisco All			
Period / Funds / App	Mode of Service/Intervention Description	UOS	UDC
	San Francisco AIDS Foundation:		
Term: 7/1/24 -6/30/25	Condom Distribution - Monthly 1 month of condom distribution = 1 UOS; 12 months x 1		
App A-5, B-5b	month of condom distribution = 12 UOS	12	N/A
Total UOS and UDC	month of condom distribution – 12 COS	12	N/A
	ngement and mobilization (physical and online, social med		1 <b>1</b> //A
	ncisco Community Health Center	iia)	
Period / Funds / App	Mode of Service/Intervention Description	UOS	NOC
1 criou / Funus / App	San Francisco Community Health Center	003	NOC
	Events - Hours\$		
	1 Event/quarter x 4 hour/event x 4 quarters = <b>16 UOS</b>		
	15 clients/quarter x 4 quarters = <b>60 NOC</b> \$	16	60
	San Francisco Community Health Center		
	Groups - Hours\$		
Term: 7/1/24 -6/30/25	6 groups/month x 3 hour/group x 12 months = $108 \text{ UOS}$		
	6 groups/month x 12 months x 6 participants/group = $216$		
App A-5, B-5b	NOC \$	108	216
Total UOS and NOC		124	276
H. HIV, HCV, STD	health education and prevention counseling (integrated i	nto all of 1	the
	-		liic
above services, n	ot stand alone)		tii C
above services, n San Francisco AIDS Fou	ot stand alone) indation		
above services, n San Francisco AIDS Fou Period / Funds / App	ot stand alone)	UOS	UDC
above services, n San Francisco AIDS Fou Period / Funds / App  Term: 7/1/24 -6/30/25	ot stand alone) Indation Mode of Service/Intervention Description		
above services, n San Francisco AIDS Fou Period / Funds / App Term: 7/1/24 -6/30/25 AppA-5, B-5b	ot stand alone) indation	UOS N/A	UDC N/A
above services, n San Francisco AIDS Fou Period / Funds / App  Term: 7/1/24 -6/30/25 AppA-5, B-5b  Total UOS and UDC	ot stand alone) Indation  Mode of Service/Intervention Description  N/A; see methodology	UOS	UDC
above services, n San Francisco AIDS Fou Period / Funds / App  Term: 7/1/24 -6/30/25 AppA-5, B-5b  Total UOS and UDC  I. Basic needs servi	ot stand alone) Indation  Mode of Service/Intervention Description  N/A; see methodology  Index (examples: food, housing, and employment)	UOS N/A	UDC N/A
above services, n San Francisco AIDS Fou Period / Funds / App  Term: 7/1/24 -6/30/25 AppA-5, B-5b  Total UOS and UDC  I. Basic needs servi San Francisco AIDS Fou	ot stand alone) Indation  Mode of Service/Intervention Description  N/A; see methodology  Indation  Mode of Service/Intervention Description  N/A; see methodology	UOS N/A N/A	UDC N/A N/A
above services, n San Francisco AIDS Fou Period / Funds / App  Term: 7/1/24 -6/30/25 AppA-5, B-5b  Total UOS and UDC  I. Basic needs servi	ot stand alone) Indation  Mode of Service/Intervention Description  N/A; see methodology  Index (examples: food, housing, and employment)	UOS N/A	UDC N/A
above services, n San Francisco AIDS Fou Period / Funds / App  Term: 7/1/24 -6/30/25 AppA-5, B-5b  Total UOS and UDC  I. Basic needs servi San Francisco AIDS Fou	ot stand alone) Indation  Mode of Service/Intervention Description  N/A; see methodology  Indation  Mode of Service/Intervention Description  Mode of Service/Intervention Description	UOS N/A N/A	UDC N/A N/A
above services, n San Francisco AIDS Fou Period / Funds / App  Term: 7/1/24 -6/30/25 AppA-5, B-5b  Total UOS and UDC I. Basic needs servi San Francisco AIDS Fou Period / Funds / App  Term: 7/1/24 -6/30/25	ot stand alone) Indation  Mode of Service/Intervention Description  N/A; see methodology  Indation  Mode of Service/Intervention Description  N/A; see methodology	UOS N/A N/A	UDC N/A N/A UDC
above services, n San Francisco AIDS Fou Period / Funds / App  Term: 7/1/24 -6/30/25 AppA-5, B-5b  Total UOS and UDC I. Basic needs services an Francisco AIDS Fou Period / Funds / App  Term: 7/1/24 -6/30/25  App A-5, B-5b	ot stand alone) Indation  Mode of Service/Intervention Description  N/A; see methodology  Indation  Mode of Service/Intervention Description  Mode of Service/Intervention Description	UOS N/A N/A UOS	UDC N/A N/A UDC
above services, n San Francisco AIDS Fou Period / Funds / App  Term: 7/1/24 -6/30/25 AppA-5, B-5b  Total UOS and UDC I. Basic needs servi San Francisco AIDS Fou Period / Funds / App  Term: 7/1/24 -6/30/25 App A-5, B-5b  Total UOS and UDC	ot stand alone) Indation  Mode of Service/Intervention Description  N/A; see methodology  Indation  Mode of Service/Intervention Description  N/A; see methodology	UOS N/A N/A UOS N/A N/A	UDC N/A N/A UDC N/A N/A
above services, n San Francisco AIDS Fou Period / Funds / App  Term: 7/1/24 -6/30/25 AppA-5, B-5b  Total UOS and UDC I. Basic needs servi San Francisco AIDS Fou Period / Funds / App  Term: 7/1/24 -6/30/25 App A-5, B-5b  Total UOS and UDC J. Prevention and t	ot stand alone) Indation  Mode of Service/Intervention Description  N/A; see methodology  Indation  Mode of Service/Intervention Description  Mode of Service/Intervention Description  N/A; see methodology  reatment medication: PrEP and ART for HIV; HCV treatment medication:	UOS N/A N/A UOS N/A N/A	UDC  N/A  N/A  UDC  N/A  N/A
above services, n San Francisco AIDS Fou Period / Funds / App  Term: 7/1/24 -6/30/25 AppA-5, B-5b  Total UOS and UDC  I. Basic needs servi San Francisco AIDS Fou Period / Funds / App  Term: 7/1/24 -6/30/25  App A-5, B-5b  Total UOS and UDC  J. Prevention and t treatment, include	ot stand alone) Indation  Mode of Service/Intervention Description  N/A; see methodology  Indation  Mode of Service/Intervention Description  Mode of Service/Intervention Description  N/A; see methodology  reatment medication: PrEP and ART for HIV; HCV treating medication storage	UOS N/A N/A UOS N/A N/A	UDC N/A N/A UDC N/A N/A
above services, n San Francisco AIDS Fou Period / Funds / App  Term: 7/1/24 -6/30/25 AppA-5, B-5b  Total UOS and UDC I. Basic needs services an Francisco AIDS Fou Period / Funds / App  Term: 7/1/24 -6/30/25  App A-5, B-5b  Total UOS and UDC J. Prevention and t treatment, include San Francisco AIDS Fou	ot stand alone) Indation  Mode of Service/Intervention Description  N/A; see methodology  Indation  Mode of Service/Intervention Description  Mode of Service/Intervention Description  N/A; see methodology  reatment medication: PrEP and ART for HIV; HCV treating medication storage  undation	UOS  N/A  N/A  UOS  N/A  N/A  tment; S7	UDC  N/A N/A  UDC  N/A N/A TD
above services, n San Francisco AIDS Fou Period / Funds / App  Term: 7/1/24 -6/30/25 AppA-5, B-5b  Total UOS and UDC  I. Basic needs servi San Francisco AIDS Fou Period / Funds / App  Term: 7/1/24 -6/30/25  App A-5, B-5b  Total UOS and UDC  J. Prevention and t treatment, include	ot stand alone) Indation  Mode of Service/Intervention Description  N/A; see methodology  Indation  Mode of Service/Intervention Description  N/A; see methodology  Treatment medication: PrEP and ART for HIV; HCV treating medication storage  Indation  Mode of Service/Intervention Description	UOS N/A N/A UOS N/A N/A	UDC  N/A  N/A  UDC  N/A  N/A
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above services, n San Francisco AIDS Fou Period / Funds / App  Term: 7/1/24 -6/30/25 AppA-5, B-5b  Total UOS and UDC I. Basic needs services an Francisco AIDS Fou Period / Funds / App  Term: 7/1/24 -6/30/25 App A-5, B-5b  Total UOS and UDC J. Prevention and total treatment, include San Francisco AIDS Fou Period / Funds / App  Period / Funds / App	mode of Service/Intervention Description  N/A; see methodology    Ces (examples: food, housing, and employment)     Indation	UOS  N/A  N/A  UOS  N/A  N/A  tment; S7	UDC  N/A N/A  UDC  N/A N/A TD
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above services, n San Francisco AIDS Fou Period / Funds / App  Term: 7/1/24 -6/30/25 AppA-5, B-5b  Total UOS and UDC  I. Basic needs services an Francisco AIDS Fou Period / Funds / App  Term: 7/1/24 -6/30/25  App A-5, B-5b  Total UOS and UDC  J. Prevention and total treatment, included and the services are services and the services and the services and the services are services and the services and the services and the services are services and the services and the services are services and the services and the services are services and t	mode of Service/Intervention Description  N/A; see methodology    Comparison	UOS  N/A  N/A  UOS  N/A  N/A  tment; ST	UDC  N/A N/A  UDC  N/A TD  UDC
above services, n San Francisco AIDS Fou Period / Funds / App  Term: 7/1/24 -6/30/25 AppA-5, B-5b  Total UOS and UDC  I. Basic needs servi San Francisco AIDS Fou Period / Funds / App  Term: 7/1/24 -6/30/25 App A-5, B-5b  Total UOS and UDC  J. Prevention and t treatment, include San Francisco AIDS Fou Period / Funds / App  Term: 7/1/24 -6/30/25 AppA-5, B-5b	mode of Service/Intervention Description  N/A; see methodology    Ces (examples: food, housing, and employment)	UOS  N/A  N/A  UOS  N/A  N/A  N/A  tment; ST	UDC  N/A N/A  UDC  N/A  N/A  TD  UDC

Period / Funds / App	Mode of Service/Intervention Description	UOS	UDC
Term: 7/1/24 -6/30/25	N/A; see methodology		
<b>App A-5, B-5b</b>		N/A	N/A
Total UOS and UDC		N/A	N/A
L. Primary care			
San Francisco AIDS Fou	ındation		
Period / Funds / App	Mode of Service/Intervention Description	UOS	UDC
Term: 7/1/24 -6/30/25	N/A; see methodology		
<b>App A-5, B-5b</b>		N/A	N/A
Total UOS and UDC		N/A	N/A
M. Substance use tro	eatment		
San Francisco AIDS Fou	ındation		
Period / Funds / App	Mode of Service/Intervention Description	UOS	UDC
Term: 7/1/24 -6/30/25	N/A; see methodology		
<b>AppA-5, B-5b</b>	1 1, 500	N/A	N/A
Total UOS and UDC		N/A	N/A

# Year Four, B-5c: July 1, 2025-June 30, 2026

A. Integrated HIV, HCV, and STD testing				
Lead: San Francisco AIDS Foundation				
Subcontractors: Glide				
Period / Funds / App	Mode of Service/Intervention Description	UOS	UDC	
	San Francisco AIDS Foundation			
	HIV testing - encounter			
	1 HIV testing encounter per 1 UOS; 7,000 testing			
	encounters = 7,000 UOS			
	1 unduplicated client = 1 UDC; <b>3,000 UDC</b>	7,000	3,000	
	San Francisco AIDS Foundation			
	HCV testing - tests administered			
	1 HCV test administered per 1 UOS; 1250 tests			
	administered = 1250 UOS			
	1 unduplicated client = 1 UDC; <b>1,000 UDC</b>	1,250	1,000	
	San Francisco AIDS Foundation			
	STI (gonorrhea/chlamydia) testing - screening			
Term: 7/1/25 - 6/30/26	administered			
<b>App A-5, B-5c</b>	1 chlamydia/gonorrhea screening administered per 1			
Арр А-3, Б-3с	UOS; 10,000 screenings administered = <b>10,000 UOS</b>			
	1 unduplicated client = 1 UDC; <b>3,000 UDC</b>	10,000	3,000	
	San Francisco AIDS Foundation			
	STI (syphilis) testing - screening administered			
	1 syphilis screening administered per 1 UOS; 8,5000			
	screenings administered = <b>8,500 UOS</b>			
	1 unduplicated client = 1 UDC; <b>3,000 UDC</b>	8,500	3,000	
	San Francisco AIDS Foundation			
	Monkey Pox (MPX) screening - screening			
	administered			
	1 MPX screening administered per 1 UOS; 50			
	screenings administered = 50 UOS	50	40	

			Gener
	1 unduplicated client = 1 UDC; <b>40 UDC</b>		
	Glide		
	STI (gonorrhea/chlamydia) testing - screening		
	administered		
	1 gonorrhea/chlamydia screening administered per 1		
	UOS; 1.0 FTE x 13% Level of Effort x 10 screenings		
	per month x 12 months = $120 \text{ UOS}$		
	1 unduplicated client = 1 UDC; 60 UDC	120	60
	•	120	00
	Glide		
	STI (syphilis) testing - screening administered		
	1 syphilis screening administered per 1 UOS; 1.0 FTE x		
	13% Level of Efforts x 16-17 screenings per month x 12		
	months = 200 UOS		
	1 unduplicated client = 1 UDC; <b>100 UDC</b>	200	100
<b>Total UOS and UDC</b>		27,120	10,200
B. Linkage and nav	igation to PrEP, HIV care, HCV treatment, STD treatme	ent, prima	ry care,
	t/intensive case management (ICM) and other services	7.1	•
Lead: San Francisco AII			
Subcontractor: Shanti			
	Mode of Service/Intervention Description	UOS	UDC
Period / Funds / App	Mode of Service/Intervention Description	UUS	UDC
	San Francisco AIDS Foundation		
	PrEP Navigation - clients engaged		
	1 client engaged in PrEP Program per 1 UDC; 750	37/4	==0
Term: 7/1/25 – 6/30/26	clients engaged during 12-month period = <b>750 UDC</b>	N/A	750
<b>App A-5, B-5c</b>	San Francisco AIDS Foundation		
	PEP Navigation - clients engaged		
	1 client connected to PEP per 1 UDC; 40 PEP clients =		
	40 UDC	N/A	40
	<u>Shanti</u>		
	Case Management - Hours		
	1 hour of Individual Health Sessions = 1 UOS; 38 1/3 hours		
	of individual health sessions per month x 12 months = $460$		
	UOS		
	1 client engaged in case management = 1 UDC; 25 clients		
	enrolled in case management across 12 months = <b>25 UDC</b>	460	25
	Shanti	100	
	Support Groups - Hours		
	1 hour of support group sessions = 1 UOS; 1.5 hour		
	meeting x $2$ /week x $44 = 132 \text{ UOS}$		
	1 client participating in the group = 1 UDC; 50 clients will		
	participate = 50 UDC	132	50
	<u>Glide</u>		
	Navigation - Hours		
	1 hour of navigation services = 1 UOS; 500 hours of		
	navigation services = <b>500 UOS</b>		
	1 client engaged in navigation services = 1 UDC; 40 clients		
		ı	
	will engage in navigation services = 40 UDC	500	40

			Genera
	services for substance use (including for opioids, stimula	nts, alcoho	l,
tobacco, cannabi	s)		
San Francisco AIDS Four	ndation		
Period / Funds / App	Mode of Service/Intervention Description	UOS	UDC
Term: 7/1/25 - 6/30/26	N/A; see methodology		
<b>App A-5, B-5c</b>	Twit, see methodology	N/A	N/A
Total UOS and UDC		N/A	N/A
	tion (including naloxone distribution)		
San Francisco AIDS For	undation		
Period / Funds / App	Mode of Service/Intervention Description	UOS	UDC
Term: 7/1/25 – 6/30/26	N/A 4 1 1		
<b>AppA-5</b> , <b>B-5</b> c	N/A; see methodology	N/A	N/A
Total UOS and UDC		N/A	N/A
E. Syringe access an	nd disposal	- "	
Lead: San Francisco AII	•		
Period / Funds / App	Mode of Service/Intervention Description	UOS	UDC
Term: 7/1/25 – 6/30/26	The second secon	2 3 2	
	N/A; see methodology		
<b>App A-5, B-5c</b>		N/A	N/A
Total UOS and UDC		N/A	N/A
F. Condom distribu			
Lead: San Francisco AII		HOC	LIDG
Period / Funds / App	Mode of Service/Intervention Description San Francisco AIDS Foundation	UOS	UDC
	Condom Distribution - Monthly		
Term: 7/1/25 - 6/30/26	1 month of condom distribution = 1 UOS; 12 months x 1		
<b>App A-5, B-5c</b>	month of condom distribution = 12 UOS	12	N/A
<b>Total UOS and UDC</b>		12	N/A
	gement and mobilization (physical and online, social me	dia)	
	ncisco Community Health Center		
Period / Funds / App	Mode of Service/Intervention Description	UOS	NOC
	San Francisco Community Health Center  Events - Hours\$		
	1 Event/quarter x 4 hour/event x 4 quarters = <b>16 UOS</b>		
	15 clients/quarter x 4 quarters = <b>60 NOC</b> \$	16	60
	San Francisco Community Health Center		
	Groups - Hours\$		
Term: 7/1/25 – 6/30/26	6 groups/month x 3 hour/group x 12 months = <b>108 UOS</b>		
App A-5, B-5c	6 groups/month x 12 months x 6 participants/group =	100	216
	216 NOC \$	108 124	216 <b>276</b>
Total UOS and NOC  H HIV HCV STD	health education and prevention counseling (integrated		
above services, no	•	into an or t	
	<u> </u>		
	indation		
San Francisco AIDS Fou Period / Funds / App	Mode of Service/Intervention Description	UOS	UDC
San Francisco AIDS Fou		UOS	UDC

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			Gener
<b>Total UOS and UDC</b>		N/A	N/A
I. Basic needs servi	ices (examples: food, housing, and employment)		
San Francisco AIDS Fo	undation		
Period / Funds / App	Mode of Service/Intervention Description	UOS	UDC
Term: 7/1/25 – 6/30/26			
	N/A; see methodology		
<b>App A-5, B-5c</b>		N/A	N/A
Total UOS and UDC		N/A	N/A
	reatment medication: PrEP and ART for HIV; HCV tr	eatment; ST	T <b>D</b>
	ling medication storage		
San Francisco AIDS Fou			
Period / Funds / App	Mode of Service/Intervention Description	UOS	UDC
	San Francisco AIDS Foundation		
Term: 7/1/25 – 6/30/26	Treatment - Encounters		
	1 treatment encounter = 1 UOS; 650 STI treatment		
<b>AppA-5</b> , <b>B-5c</b>	service encounters (Chlamydia, Gonorrhea, Syphilis,	650	37/4
	MPX) = 650  UOS	650	N/A
Total UOS and UDC		650	N/A
K. Mental health se			
San Francisco AIDS Four		T	
Period / Funds / App	Mode of Service/Intervention Description	UOS	UDC
Term: 7/1/25 - 6/30/26	NT/A		
App A-5, B-5c	N/A; see methodology	NT/A	N/A
Total UOS and UDC		N/A N/A	N/A
		IN/A	IN/A
L. Primary care San Francisco AIDS Fou	undation		
Period / Funds / App	Mode of Service/Intervention Description	UOS	UDC
	Wrote of Service/Intervention Description	008	UDC
Term: 7/1/25 – 6/30/26	N/A; see methodology		
<b>App A-5, B-5c</b>		N/A	N/A
Total UOS and UDC		N/A	N/A
M. Substance use tr			
San Francisco AIDS Fou	ındation		
Period / Funds / App	Mode of Service/Intervention Description	UOS	UDC
Term: 7/1/25 – 6/30/26			
	N/A; see methodology		
AppA-5, B-5c		N/A	N/A
Total UOS and UDC		N/A	N/A

#### **Definitions:**

<u>Linkage</u>: Linkage services are defined as a warm hand-off to a service, typically a one-time occurrence with minimal complexity. Linkage services differ from a referral in that the service is followed-up on to ensure successful linkage to services. The purpose of linkage services is to ensure that a client is successfully linked to care.

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<u>Warm hand-off</u>: is defined as a face-to-face interaction, where the service providers have an open line of communication.

<u>Navigation:</u> Navigation services guide clients through and around barriers in complex health care systems and ensure timely and appropriate care or treatment. Navigation services should help clients address barriers in their own lives that are preventing them from accessing care. Additionally, navigation services are tailored to each individual client to ensure client needs are being met, including mobile services and after hour services. Navigation services usually span a few months in time (1-3 months).

<u>Case Management:</u> Case management services are similar to navigation services; except they span a longer period of time (4-12 months).

### **5.** METHODOLOGY/Service Delivery Description:

### A. Integrated HIV, HCV, and STD testing

The standard of care for the MSM Health Access Point will be the provision of integrated HIV, HCV, and STI testing provided on an opt-out basis. This standard will apply at all SFAF testing sites, including Glide, and at least 80% of all testing experiences across both organizations will involve a comprehensive, integrated testing regimen that includes all relevant HIV, STI, and HCV tests. In some cases, clients will wish to receive only one or two tests based on specific symptoms or as a result of contact with an STI-positive partner, while other clients may have a preference to avoid a blood draw for syphilis.

SFAF offers integrated HIV, HCV, and STI testing and treatment; linkage to HIV care; PEP; daily and event-driven PrEP; gender affirming services; anal health services; hepatitis A and B vaccinations and flu shots; and more. A multi-racial, bilingual, and SFDPH-certified counseling and testing team is available at all SFAF testing locations to provide supportive, client-centered, and trauma-informed testing, treatment, and referral and navigation services that focus on creating a safe, welcoming, and comfortable environment for all clients.

Glide also has extensive experience providing HIV, HCV, and STI testing geared to the needs of low-income and marginalized populations. Glide's contribution will focus on engaging MSM experiencing homelessness or unstable housing in the Tenderloin. For Glide clients who have a positive STI test result, they will be linked to treatment at SFAF or another appropriate provider.

Service totals are projections and may adjust as service needs and program capacity become clearer.

#### In Year 1 (January 1, 2023-June 30, 2024), the MSM HAP will provide:

- 3,500 HIV tests (SFAF)
- 625 HCV tests (SFAF)
- 5,060 Chlamydia/Gonorrhea screenings (SFAF & Glide)
- 4,350 syphilis screenings (SFAF & Glide)
- 25 MPX screenings (SFAF)

#### In Year 2 and beyond, the MSM HAP will annually provide:

- 7,000 HIV tests (SFAF)
- 1,250 HCV tests (SFAF)
- 10,120 Chlamydia/Gonorrhea screenings (SFAF & Glide)

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- 8,700 syphilis screenings (SFAF & Glide)
- 50 MPX screenings (SFAF)

All eligible clients accessing testing and treatment services will be referred to navigation services, including PrEP benefits navigation, HCV treatment, and HIV care.

B. <u>Linkage and navigation to PrEP, HIV care, HCV treatment, STD treatment, primary care, case</u> management/intensive case management (ICM) and other services

The Health Access Point will minimize barriers to needed treatment, retention, benefits enrollment, and support for clients through comprehensive access to HIV, STI and HCV treatment, PrEP and PEP, HIV care and ongoing retention in care support across all SFAF sites.

Glide will link clients in need of navigation services to the MSM HAP. Shanti's case management program will support the ongoing retention needs of MSM living with HIV.

In Year 1 (January 1, 2023-June 30, 2023), SFAF, Shanti, and Glide will provide the following:

- Linking HIV-Negative Clients to PrEP: SFAF will engage 375 individuals in PrEP services. This includes sustaining existing participants as well as enrolling new ones. Glide will navigate 20 clients in needs of HIV and HCV care, as well as STI treatment, PrEP, and PEP, to care through 250 hours of navigation services. SFAF and Glide will provide education and counseling regarding PrEP and PEP to all HIV-negative clients, including working to leverage the confirmation of a positive STI or HCV test result as a moment when clients may be more willing to consider PrEP initiation. PrEP is available at all SFAF locations, and SFAF testing clients who are interested in PrEP will be linked to a Benefits Navigator who will assess any potential barriers to PrEP enrollment or adherence and provide referral and linkage support to any services that may be required prior to PrEP enrollment; the navigator will make every effort to complete the enrollment during that visit or will set them up with an enrollment appointment if needed. Navigators will also continually identify and provide additional levels of support for clients who are most likely to miss appointments, providing personal outreach, support, and appointment reminders to help secure retention.
- <u>Linking newly diagnosed individuals to HIV care</u>: The MSM HAP will link all newly diagnosed individuals to HIV care, including options to start HIV treatment immediately. This includes working with a benefits navigator to acquire necessary public benefits, including insurance enrollment. *[In-Kind]*
- <u>Linking previously diagnosed individuals who are out of care to HIV care:</u> The MSM HAP will link those who are out of care to interim HIV care while a longer-term solution is identified for ongoing HIV treatment and care. This includes working with a benefits navigator to acquire necessary public benefits, including insurance enrollment. *[In-Kind]*
- <u>Linkage to HCV treatment:</u> The MSM HAP will link all those living with HCV to in-house treatment and care options. Individuals enrolled in the HCV care program may also access onsite storage for their medications. *[In-Kind]*
- Linking Eligible HIV-negative Clients to PEP: SFAF will provide PEP to 20 clients.

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- <u>STI treatment:</u> All individuals accessing MSM HAP testing service will be eligible for on-site STI diagnosis and treatment. Individuals who test positive for an STI and were not presumptively treated at the initial appointment will be contacted by a nurse and scheduled for a treatment visit.
- Providing support to those living with HIV: Shanti will engage 13 unduplicated clients in 230 hours of individual health sessions designed to support those living with HIV with a range of supports, including referrals to basic needs, legal issues, mental health services, support groups, community engagement opportunities, and housing resources. Sessions will also provide assistance with public benefits acquisition.
- Creating community connection through Groups: Shanti will engage 25 unduplicated clients in ongoing groups for people impacted by HIV. Groups are typically 1.5 hours in duration and take place twice per week (1.5-hour meeting x 2/week x 22 weeks = 66 UOS). San Francisco Community Health Center will conduct 3 groups/month for transmen (3 hours per group with 6 participants/group)
- <u>Primary care:</u> The MSM HAP will link individuals living with HIV and HCV to a primary care provider. For those who are at-risk of disengaging from care, this may also include "tandem" coordination of medical care between the MSM HAP and a primary care provider. *[In-Kind]*

### In Year 2 and beyond:

- Linking HIV-Negative Clients to PrEP: SFAF will engage 750 individuals in PrEP services. This includes sustaining existing participants as well as enrolling new ones. Glide will navigate 40 clients in needs of HIV and HCV care, as well as STI treatment, PrEP, and PEP, to care through 500 hours of navigation services. SFAF and Glide will provide education and counseling regarding PrEP and PEP to all HIV-negative clients, including working to leverage the confirmation of a positive STI or HCV test result as a moment when clients may be more willing to consider PrEP initiation. PrEP is available at all SFAF locations, and SFAF testing clients who are interested in PrEP will be linked to a Benefits Navigator who will assess any potential barriers to PrEP enrollment or adherence and provide referral and linkage support to any services that may be required prior to PrEP enrollment; the navigator will make every effort to complete the enrollment during that visit or will set them up with an enrollment appointment if needed. Navigators will also continually identify and provide additional levels of support for clients who are most likely to miss appointments, providing personal outreach, support, and appointment reminders to help secure retention.
- <u>Linking newly diagnosed individuals to HIV care</u>: The MSM HAP will link all newly diagnosed individuals to HIV care, including options to start HIV treatment immediately. This includes working with a benefits navigator to acquire necessary public benefits, including insurance enrollment. *[In-Kind]*
- <u>Linking previously diagnosed individuals who are out of care to HIV care:</u> The MSM HAP will link those who are out of care to interim HIV care while a longer-term solution is identified for ongoing HIV treatment and care. This includes working with a benefits navigator to acquire necessary public benefits, including insurance enrollment. *[In-Kind]*

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- <u>Linkage to HCV treatment:</u> The MSM HAP will link all those living with HCV to in-house treatment and care options. Individuals enrolled in the HCV care program may also access onsite storage for their medications. [In-Kind]
- Linking Eligible HIV-negative Clients to PEP: SFAF will provide PEP to 40 clients.
- <u>STI treatment:</u> All individuals accessing MSM HAP testing service will be eligible for on-site STI diagnosis and treatment. Individuals who test positive for an STI and were not presumptively treated at the initial appointment will be contacted by a nurse and scheduled for a treatment visit.
- Providing support to those living with HIV: Shanti will engage 25 unduplicated clients in 460 hours of individual health sessions designed to support those living with HIV with a range of supports, including referrals to basic needs, legal issues, mental health services, support groups, community engagement opportunities, and housing resources. Sessions will also provide assistance with public benefits acquisition.
- Creating community connection through Groups: Shanti will engage 50 unduplicated clients in ongoing groups for people impacted by HIV. Groups are typically 1.5 hours in duration and take place twice per week (1.5 hour meeting x 2/week x 44 weeks = 132 UOS). San Francisco Community Health Center will conduct 3 groups/month for transmen (3 hours per group with 6 participants/group)
- <u>Primary care:</u> The MSM HAP will link individuals living with HIV and HCV to a primary care provider. For those who are at-risk of disengaging from care, this may also include "tandem" coordination of medical care between the MSM HAP and a primary care provider. *[In-Kind]*
- C. <u>Harm reduction services for substance use (including for opioids, stimulants, alcohol, tobacco, cannabis)</u>

The MSM HAP will refer individuals to its in-network harm reduction services for substance use. This includes referring individuals to SFAF's drop-in counseling services, drop-in groups, outpatient treatment, and contingency management services (The Stonewall Project); SFAF's harm reduction services at the Harm Reduction Center or mobile sites (Syringe Access Services); or linking individuals to Glide's harm reduction programming.

Annually, more than 500 MSM, including people who inject drugs (PWID), will receive treatment, support, and referrals for substance use and mental health services through the Stonewall Project across all SFAF sites.

These services are currently supported through other DPH contracts and additional funding streams. Staffing includes health educators, licensed counselors, and program managers and coordinators. *[In-Kind]* 

D. Syringe access and disposal

SFAF and Glide will utilize existing funding to distribute and dispose of syringes for the MSM HAP.

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SFAF's Harm Reduction Center, 5 weekly mobile syringe access sites, and outreach serve approximately 18,000 unduplicated People who Use Drug (PWUD) annually, including members of the MSM HAP. Staffing includes health educators, program managers and coordinators. *[In-Kind]* 

### E. Overdose prevention (including naloxone distribution)

SFAF provides overdose education and distributes naloxone through a separate and distinct CHEP contract. Clients accessing MSM HAP services will have access to robust overdose prevention education and naloxone. In FY22, SFAF trained 10,932 individuals to reverse overdoses. These individuals reported reversing 5,847 overdoses. [In-Kind]

#### F. Condom distribution

SFAF distributes safer sex supplies across all of its sites and locations. SFAF will distribute safer sex supplies each month (1 UOS = 1 month of condom distribution).

G. <u>Community engagement and mobilization (physical and online, social media)</u>
To best serve the wide range of MSM individuals and their sexual networks, San Francisco Community Health Center will engage trans and nonbinary communities who have sex with men (e.g., TMSM or non-binary individuals who have sex with nonbinary individuals assigned male at birth) through community engagement and mobilization efforts.

In Year 1 (January 1, 2023-June 30, 2023), the MSM HAP proposes:

This includes conducting quarterly MSM HAP events and weekly groups. SFCHC proposes hosting 2 events (each 4 hours long) for 15 clients (8 UOS and 30 NOC). Additionally, SFCHC will host 3 groups/month (3 groups/month x 3 hours/group x 6 months = 54 UOS and 3 groups/month x 6 months x 6 participants/group = 108 NOC).

In Year 2 (July 1, 2023-June 30, 2024) and beyond, the MSM HAP proposes:

This includes conducting quarterly MSM HAP events and weekly groups. SFCHC proposes hosting 4 events (each 4 hours long) for 15 clients (16 UOS and 60 NOC). Additionally, SFCHC will host 3 groups/month (3 groups/month x 3 hours/group x 12 months = 108 UOS and 3 groups/month x 12 months x 6 participants/group = 216 NOC).

Through funding from other revenue streams, SFAF will complete over 1,500 actions at the local, state, or federal levels, giving over 200 clients and community members a direct participating voice in the fight for health justice. Additionally, more than 3.6 million people will access health education information on HIV, HCV, other STIs and harm reduction on the SFAF.org, tweaker.org and bhocpartners.org websites and through media partnerships annually. *[In-kind]* 

### H. HIV, HCV, STD health education and prevention counseling\*

Comprehensive risk-reduction and supportive counseling will be provided to all new clients and those who request it, regardless of test results, with discussion and offer of PrEP to those who might benefit, with an emphasis on HIV-negative clients who test positive for syphilis or a rectal STI.

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SFAF uses an Express model for persons who have already participated in an initial, comprehensive testing visit which will be used by roughly 25% of SFAF testing clients. During their first Magnet testing visit, all clients are required to participate in direct, one-on-one counseling as part of their testing experience. Clients who do not face specific barriers to testing participation are then given the option of accessing Express services at their next appointment as a strategy for encouraging them to test more frequently by reducing the appointment length, wait time, and redundant information. This approach is also extremely effective for persons on PrEP, who can utilize Express testing for two of the four annual required visits. The Express model allows clients to register at a kiosk, get their blood drawn, self-collect oral and rectal samples (with clear instructions shared through a sex-positive video shown in the bathroom), and be on their way. Health education is conducted by lab technicians, nurses, and nurse practitioners. *[In-kind]* 

I. Services to meet basic needs services (examples: food, housing, and employment)\*

Through funding from other revenue streams, SFAF provides basic needs services to MSM HAP clients experiencing food insecurity, housing instability, and transportation barriers. This includes provision of healthy snacks, hygiene supplies (socks and underwear), and transportation assistance to medical appointments through our partnership with UberHealth.

Upon registration, MSM HAP client will be asked about their interest in case management services and internally referred to eligible programs. Clients identifying needs are referred to either Benefits Navigators, health educators, services navigators, or case managers internally for individual support. These roles provide internal and external referrals to food programs and pantries, housing and shelter programs, as well as support with public benefits acquisition. Many of SFAF's social support programs offer meals and basic needs as well. Efforts are tracked and documented in eClinicalWorks.

SFAF also provides employment opportunities through the Clinical Assistant program as well as incentivized client leadership opportunities. *[In-kind]* 

J. <u>Prevention and treatment medication: PrEP and ART for HIV; HCV treatment; STD treatment, including medication storage</u>

SFAF provides access to PrEP and ART; HCV treatment; STI treatment; and medication storage options.

MSM HAP benefits navigation staffing will provide linkage to same-day PREP and connect individuals newly diagnosed with HIV to same-day ART. Benefits navigators also engage individuals living with HIV but who are out of care into services, including Interim ART. Clinicians conduct PrEP assessments, provide STI treatments, and administer rapid and interim ART for individuals living with HIV, and support clients through HCV treatment. Services provided by nurses and nurse practitioners in consultation with SFAF's medical director.

#### K. Mental health services

SFAF provides referrals to clients seeking mental health services to SFCHC as well as a network of mental health providers like AHP. Referrals are tracked in eClinicalWorks. For those enrolled in case management and benefits navigation services, successful referrals are tracked. The MSM HAP will establish a system to track its MSM HAP referrals across organizations. *[In-kind]* 

#### L. Primary care

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SFAF will continue to refer clients seeking primary care services to appropriate medical homes. SFCHC, an FQHC, also provides primary care to MSM HAP individuals. *[In-kind]* 

#### M. Substance use treatment

Through efforts funded through other complementary revenue streams, at least 900 Gay / MSM, including people who inject drugs (PWID), will receive treatment, support, and referrals for substance use and mental health services through the Stonewall Project across all SFAF sites. [In-kind]

#### **6. OBJECTIVES and MEASUREMENTS:**

All objectives and descriptions of how objectives will be measured are contained in the CHEP document entitled "CHEP Performance Objectives FY22-23."

#### 7. SUBCONTRACTORS & CONSULTANTS:

- **a.** SFAF is responsible for the performance of its subcontractors and consultants in this Agreement.
- **b.** SFAF acknowledges that it must comply with Article 5, Insurance and Indemnity, of the Agreement, in relation to its subcontractors and consultants. All SFAF staff, as well as its consultants and subcontractors, must have the appropriate insurance coverage as outlined in Article 5 of the Agreement.
- c. SFAF assumes all liability for any and all work-related injuries/illness, including but not limited to infectious exposures such as Bloodborne Pathogen and Aerosol Transmissible Diseases. SFAF must demonstrate appropriate policies and procedures for reporting such work-related injuries/illnesses to the City and to any state or federal regulatory agencies and providing appropriate post-exposure medical management as required by the State Workers' compensation laws and regulations.
- **d.** SFAF acknowledges that it will provide to the City a list of any subcontractors and consultants in relation to which it seeks the City's approval. No such subcontractors or consultants may be used to provide services under this Agreement absent such consent pursuant to Section 4.3.1 of the Agreement.
- e. SFAF will develop and execute subcontract agreements with all approved subcontractors providing services or support outlined in this project. Such subcontracts shall comply with all requirements of the Agreement.
- **f.** Any such subcontract agreements will be kept on file with SFAF, with a copy sent to the Department of Public Health's Program Director associated with this engagement.
- g. This list of requirements is provided to highlight for SFAF, and SFAF acknowledges that it must comply with all requirements of the Agreements, regardless of whether they are listed again here in this Appendix.

#### **8. CONTINUOUS QUALITY IMPROVEMENT:**

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Each program at SFAF reviews data at least every six months and based on the available data refines practices and develops a set of action items to improve program quality. Reviewing both process and outcome data leads on-the-ground changes to ensure that the deliverables are being met and that the most successful strategies are enhanced.

SFAF adheres to the following:

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

SFAF complies with all Health Commission, Local, State, Federal, and/or Funding Source policies and requirements, including those pertaining to Harm Reduction, the Health Insurance Portability and Accountability Act (HIPAA), Cultural Competency, and Client Satisfaction.

- SFAF collects, tracks, and reports by request on demographics on all participants.
- SFAF has developed a retention protocol with DPH for clients who initiate PrEP that includes at minimum follow-up contact and adherence activities.
- SFAF has developed a system to report on the following:
  - o PrEP initiations and time from decision to PrEP initiation,
  - o Participants who initiate, stop and if applicable, re-initiate PrEP and their reasons,
  - o Barriers for clients to access PrEP, and,
  - o Barriers to maintaining the PrEP regimen.
- SFAF assesses, analyzes, and addresses HIV-related stigma in the prioritized population. Such processes include but not be limited to:
  - o Client satisfaction,
  - o Regular client input into programming, and,
  - Maintaining staff reflective of the prioritized population.

#### 9. DATA COLLECTION AND REPORTING REQUIREMENTS:

SFAF complies with all CHEP requirements regarding data collection and submission, and program required elements which will include working with CHEP to measure and report on program-specific objectives and collecting/reporting basic demographic, behavioral risk, and other essential information. Systems/processes used to collect and submit data will include:

- > Evaluation Web
- ➤ CHEP Internal Data Manager (Quarterly Submission/Upload)
- > Quarterly narrative report
- > Other systems/processes as requested

Assigned CHEP Program Liaison will provide technical assistance & training on all above data collection systems.

### 10. REQUIRED LANGUAGE:

#### 11. REQUIRED TRAINING

a. HIV, HCV, and STD Skills Certification

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- b. Harm Reduction
- c. Overdose Response/Naloxone Administration (DOPE Project or internal)
  - i. How to use Fentanyl Test Strips
- d. Syringe Access and Disposal (TBD)
- e. Trauma Informed Systems
- f. Clear Impact Score Card
- g. Other skills building trainings as required

#### 12. ADDITIONAL CONTRACT REQUIREMENTS

- a. Required Participation in Network Referral 30-Minute Huddles (assigned agency staff).
- b. Required participation in HAP Network Monthly Meetings (TBD by SOC).
- c. Implementation of Harm Reduction/Substance use policy
- d. Required to follow all SFDPH and CHEP SOC HIV/STI Testing policies and standard of care procedures.

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# Appendix B Calculation of Charges

#### 1. Method of Payment

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

#### 2. Program Budgets and Final Invoice

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

Appendix B	Budget Summary
Appendix B-1, B-1.1, B-1a, B-1b, B-1c	Training Academy & Clinical Assistance Program
Appendix B-2, B-2a, B-1b, B-1c	Clinical Services Sustainability
Appendix B-3, B-3a, B-3b, B-1c	Capacity Building Activities: The Black Health Clinical Assistant Program
Appendix B-4, B-4a, B-4b, B-4c	HAP Capacity Building Activities Program
Appendix B-5, B-5a, B-5b, B-5c	Health Access Point Gay/MSM

B. Contractor understands that, of the maximum dollar obligation listed in section 3.3.1 of this Agreement, \$1,273,564 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 as specified in Section 3.7 Contract Amendments; Budgeting Revisions. Contractor further understands that no payment of any portion of this contingency amount will be made unless and until such modification or budget revision has been fully approved and executed in accordance with applicable City and Department of Public Health laws, regulations and policies/procedures and certification as to the availability of funds by Controller. Contractor agrees to fully comply with these laws, regulations, and policies/procedures.

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

	Term	Funding Source	Amount
<b>Original Agreement</b>	01/01/2023 - 06/30/2023	GF	\$225,000
<b>Original Agreement</b>	01/01/2023 - 06/30/2023	GF	\$315,433
<b>Original Agreement</b>	01/01/2023 - 06/30/2023	GF	\$200,000
<b>Original Agreement</b>	01/01/2023 - 06/30/2023	GF	\$175,000
<b>Original Agreement</b>	01/01/2023 - 06/30/2023	GF	\$600,000
<b>Original Agreement</b>	01/01/2023 - 07/31/2023	CDC	\$5,000
<b>Original Agreement</b>	07/01/2023 - 06/30/2024	GF	\$450,000
<b>Original Agreement</b>	07/01/2023 - 06/30/2024	GF	\$630,866
<b>Original Agreement</b>	07/01/2023 - 06/30/2024	GF	\$400,000
<b>Original Agreement</b>	07/01/2023 - 06/30/2024	GF	\$350,000
<b>Original Agreement</b>	07/01/2023 - 06/30/2024	GF	\$1,200,000
<b>Original Agreement</b>	07/01/2024 - 06/30/2025	GF	\$450,000

<b>Original Agreement</b>	07/01/2024 - 06/30/2025	GF		\$630,866
Original Agreement	07/01/2024 - 06/30/2025	GF		\$400,000
<b>Original Agreement</b>	07/01/2024 - 06/30/2025	GF		\$350,000
Original Agreement	07/01/2024 - 06/30/2025	GF		\$1,200,000
Original Agreement	07/01/2025 - 06/30/2026	GF		\$450,000
Original Agreement	07/01/2025 - 06/30/2026	GF		\$630,866
Original Agreement	07/01/2025 - 06/30/2026	GF		\$400,000
Original Agreement	07/01/2025 - 06/30/2026	GF		\$350,000
Original Agreement	07/01/2025 - 06/30/2026	GF		\$1,200,000
			Total Award:	\$10,613,031

Total Award: \$10,613,031 Contingency: \$1,273,564

(This equals the total NTE)Total \$11,886,595

- 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.
- 3. 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.

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

Employee Benefits         \$ 29,236         \$ 53,080         \$ 15,675         \$ 10           Total Personnel Expenses         \$ 172,716         \$ 249,673         \$ 158,212         \$ 45           Employee Fringe Benefit Rate         20.4%         27.0%         11.0%         27.0%	_		1/1/2023 - 6/30/2026
Contract Notification Date   Agency Name: San Francisco AIDS Foundation   Capacity Building Activities (Rafiki): The Black Health Clinical Assistant Program   Program/Provider Name:   A-1 / B-1   A-2 / B-2   A-3 / B-3   A-4 / B-4	_		
Agency Name: San Francisco AIDS Foundation   Training Academy & Clinical Services   Clinical Services   Sustainability   Clinical Services   Sustainability   Activities (Rafiki): The Black Health Clinical Assistant Program   Activities Pr	_		
Training Academy & Clinical Services Sustainability	_		
Program/Provider Name:   Program   A-1 / B-1   A-2 / B-2   A-3 / B-3   A-4 / B-4	_		
Appendix Term:         1/1/2023 - 6/30/2023         1/1		nt: Health Access Point: Gay/MSM	TOTALS
EXPENSES         Salaries       \$ 143,480 \$ 196,593 \$ 142,537 \$ 33         Employee Benefits       \$ 29,236 \$ 53,080 \$ 15,675 \$ 10         Total Personnel Expenses       \$ 172,716 \$ 249,673 \$ 158,212 \$ 43         Employee Fringe Benefit Rate       20.4% 27.0% 11.0% 27.0%	A-5 / B-5	A-5 / B-51.1	
Salaries       \$ 143,480       \$ 196,593       \$ 142,537       \$ 33         Employee Benefits       \$ 29,236       \$ 53,080       \$ 15,675       \$ 10         Total Personnel Expenses       \$ 172,716       \$ 249,673       \$ 158,212       \$ 43         Employee Fringe Benefit Rate       20.4%       27.0%       11.0%       27.0%	2023 1/1/2023 - 6/30/202	23 01/01/23-07/31/23	
Employee Benefits         \$ 29,236         \$ 53,080         \$ 15,675         \$ 10           Total Personnel Expenses         \$ 172,716         \$ 249,673         \$ 158,212         \$ 45           Employee Fringe Benefit Rate         20.4%         27.0%         11.0%         27.0%			
Total Personnel Expenses         \$ 172,716         \$ 249,673         \$ 158,212         \$ 472,000           Employee Fringe Benefit Rate         20.4%         27.0%         11.0%         27.0%		449 \$ -	\$ 849,559
Employee Fringe Benefit Rate         20.4%         27.0%         11.0%         27.0%		951 \$ -	\$ 197,067
1 7 0			\$ 1,046,626
0 " " " 00 000   0 00 007   0 1 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	27.0%	0.0%	
		339 \$ 4,348	
		739 \$ 4,348	
		261 \$ 652	\$ 198,317
Indirect Cost Rate (%) 15.0% 15.0% 15.0%	15.0%	15.0%	
	5,000 \$ 600,0	000 \$ 5,000	\$ 1,520,433
REVENUES & FUNDING SOURCES			
DPH Funding Sources			
HHS RWPA EtHE			\$ -
CHEP EHE			\$ -
HHS General Fund			\$ -
	5,000 \$ 600,0		\$ 1,515,433
PS20-2010 CDC: CFDA 93.940		\$ 5,000	
	5,000 \$ 600,0		
Total Non-DPH Revenues \$ - \$ - \$		7	\$ -
	-   \$		
Cost Reimbursement (CR) (CR) (CR) (CR)	- \$ 5,000 \$ 600,0		\$ 1,520,433
Prepared By	- \$ 5,000 \$ 600,0 (CR)	000 \$ 5,000 (CR)	\$ 1,520,433

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

MOU OR CONTRACT NUMBER	- r	ment of r ubite realth of				Appendix B, Page 4
DPH Section: Community Health Equity and Pro	motion (CHEP)				Contract Term :	7/1/2023 - 6/30/2026
Check one:	: [ X] Original Agreemer	nt [ ] Amendment	[ ] Revision to Progra	am Budgets		
CONTRACT NOTIFICATION DATE				•		
Agency Name:	San Francisco AIDS Fo	undation				
Program/Provider Name:	Training Academy & Clinical Assistance Program	Clinical Services Sustainability	Capacity Building Activities (Rafiki): The Black Health Clinical Assistant Program	HAP Capacity Building Activities Program	Health Access Point: Gay/MSM	TOTALS
Appendix Number:	A-1 / B-1a	A-2 / B-2a	A-3 / B-3a	A-4 / B-4a	A-5 / B-5b	
Appendix Term:	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	
EXPENSES						
Salaries	\$ 286,960		· ·			
Employee Benefits	\$ 58,471				\$ 177,902	
Total Personnel Expenses	\$ 345,431		•	-	\$ 836,800	\$ 2,093,254
Employee Fringe Benefit Rate	20.4%	27.0%	11.0%	27.0%	27.0%	
Operating Expense	\$ 45,873		· ·	'	· ·	. ,
Subtotal Direct Costs	\$ 391,304	·		•		
Indirect Cost Amount	\$ 58,696			-		\$ 395,330
Indirect Cost Rate (%)	15.0%	15.0%	15.0%	15.0%	15.0%	
Total Expenses	\$ 450,000	\$ 630,866	\$ 400,000	\$ 350,000	\$ 1,200,000	\$ 3,030,866
REVENUES & FUNDING SOURCES						
DPH Funding Sources						
HHS RWPA EtHE						\$ -
CHEP EHE						\$ -
HHS General Fund						\$ -
CHEP General Fund	\$ 450,000	\$ 630,866	\$ 400,000	\$ 350,000	\$ 1,200,000	\$ 3,030,866
PS20-2010 CDC: CFDA 93.940						\$ -
Total DPH Revenues	\$ 450,000	·	\$ 400,000	\$ 350,000	\$ 1,200,000	\$ 3,030,866
Total Non-DPH Revenues	-	-	\$ -	-	-	-
Total Revenues (DPH and Non-DPH)	\$ 450,000	\$ 630,866	\$ 400,000	\$ 350,000	\$ 1,200,000	\$ 3,030,866
Cost Reimbursement (CR)	(CR)	(CR)	(CR)	(CR)	(CR)	
Prepared By						

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

MOU OR CONTRACT NUMBER			miract Budget Guillinary			Appendix B, Page 5
DPH Section: Community Health Equity and Pro	motion (CHEP)				Contract Term :	7/1/2024 - 6/30/2025
Check one	[ X] Original Agreemen	t [ ] Amendment	[ ] Revision to Progra	am Budgets		
CONTRACT NOTIFICATION DATE		• •		•		
Agency Name:	San Francisco AIDS For	undation				
Program/Provider Name:	Training Academy & Clinical Assistance Program	Clinical Services Sustainability	Capacity Building Activities (Rafiki): The Black Health Clinical Assistant Program	Activities Program	Health Access Point: Gay/MSM	TOTALS
Appendix Number:	A-1 / B-1b	A-2 / B-2b	A-3 / B-3b	A-4 / B-4b	A-5 / B-5c	
Appendix Term:	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	
EXPENSES						
Salaries	\$ 286,960	· ·	· ·	· ·		, ,
Employee Benefits	\$ 58,471			\$ 20,250	\$ 177,902	
Total Personnel Expenses	\$ 345,431		•		\$ 836,800	\$ 2,093,254
Employee Fringe Benefit Rate	20.4%	27.0%	11.0%	27.0%	27.0%	
Operating Expense	\$ 45,873	'	'		'	. ,
Subtotal Direct Costs	\$ 391,304	•	•	•	-	
Indirect Cost Amount	\$ 58,696					\$ 395,330
Indirect Cost Rate (%)	15.0%	15.0%	15.0%	15.0%	15.0%	
Total Expenses	\$ 450,000	\$ 630,866	\$ 400,000	\$ 350,000	\$ 1,200,000	\$ 3,030,866
REVENUES & FUNDING SOURCES						
DPH Funding Sources						
HHS RWPA EtHE						\$ -
CHEP EHE						\$ -
HHS General Fund						\$ -
CHEP General Fund	\$ 450,000	\$ 630,866	\$ 400,000	\$ 350,000	\$ 1,200,000	\$ 3,030,866
PS20-2010 CDC: CFDA 93.940						\$ -
Total DPH Revenues	\$ 450,000	\$ 630,866	\$ 400,000	\$ 350,000	\$ 1,200,000	\$ 3,030,866
Total Non-DPH Revenues	-	\$ -	-	-	-	\$ -
Total Revenues (DPH and Non-DPH)	\$ 450,000	· · · · · · · · · · · · · · · · · · ·	•	\$ 350,000	\$ 1,200,000	\$ 3,030,866
Cost Reimbursement (CR)	(CR)	(CR)	(CR)	(CR)	(CR)	
Prepared By						

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

MOU OR CONTRACT NUMBER												Appe	endix B, Page 6
DPH Section: Community Health Equity and Pro	omoti	ion (CHEP)									Contract Term :	7/1/2	025 - 6/30/2026
Check one:	[X]	Original Agreemen	t [ ] Amendment	[	] Revision to Progr	am	Budgets						
CONTRACT NOTIFICATION DATE													
Agency Name:	San	Francisco AIDS Fo	undation										
Program/Provider Name:		ining Academy & nical Assistance Program	Clinical Services Sustainability		Capacity Building Activities (Rafiki): The Black Health Clinical Assistant Program		HAP Capacity Building Activities Program		Health Access Point: Gay/MSM		TOTALS	GF	AND TOTAL
Appendix Number:		A-1 / B-1c	A-2 / B-2c		A-3 / B-3c		A-4 / B-4c		A-5 / B-5d				
Appendix Term:	7/1	/2025 - 6/30/2026	7/1/2025 - 6/30/2026	7.	/1/2025 - 6/30/2026	7	7/1/2025 - 6/30/2026	7/	1/2025 - 6/30/2026				
EXPENSES	•												
Salaries	\$	286,960			285,073		75,000		658,898		1,699,119		5,946,916
Employee Benefits	\$	58,471			31,351		20,250		177,902	\$	394,135		1,379,472
Total Personnel Expenses	\$	345,431		\$	316,424	\$	95,250	\$	,	\$	2,093,254	\$	7,326,388
Employee Fringe Benefit Rate		20.4%	27.0%		11.0%		27.0%		27.0%				
Operating Expense	\$	45,873	\$ 49,231	\$	31,402	\$	209,098	\$	206,678	\$	542,282	\$	1,902,336
Subtotal Direct Costs	\$	391,304			347,826		304,348		1,043,478		2,635,536	\$	9,228,724
Indirect Cost Amount	\$	58,696		\$	52,174	\$	45,652	\$	156,522	\$	395,330	\$	1,384,307
Indirect Cost Rate (%)		15.0%	15.0%		15.0%		15.0%		15.0%				
Total Expenses	\$	450,000	\$ 630,866	\$	400,000	\$	350,000	\$	1,200,000	\$	3,030,866	\$	10,613,031
REVENUES & FUNDING SOURCES													
DPH Funding Sources													
HHS RWPA EtHE										\$	-	\$	-
CHEP EHE										\$	-	\$	-
HHS General Fund										\$	-	\$	-
CHEP General Fund	\$	450,000	\$ 630,866	\$	400,000	\$	350,000	\$	1,200,000	\$	3,030,866	\$	10,608,031
PS20-2010 CDC: CFDA 93.940										\$	-	\$	-
Total DPH Revenues	\$	450,000	\$ 630,866	\$	400,000	\$	350,000	\$	1,200,000	\$	3,030,866	\$	10,613,031
Total Non-DPH Revenues	\$	-	\$ -	\$	-	\$	-	\$	-	\$	-	\$	-
Total Revenues (DPH and Non-DPH)	\$	450,000	\$ 630,866	\$	400,000	\$	350,000	\$	1,200,000	\$	3,030,866	\$	10,613,031
Cost Reimbursement (CR)		(CR)	(CR)		(CR)		(CR)		(CR)				
Prepared By													

						Appendix B-1, Page 1 1/1/2023 - 6/30/2023
CAPACITY BUILDING ACTIVITIES		UOS COST A	ALLOCATION	N BY SERVICE	MODE	CHEP General Fund
Servic	e Modes:	CAPACITY Start-up		CAPACITY Impleme Activ	ntation	
Position Titles	Annual FTE	Salaries	% FTE	Salaries	% FTE	Totals
Director, Learning and Development	0.238	13,515	50%	13,515	50%	27,030
Manager, Learning and Development	0.50	21,875	50%	21,875	50%	43,750
Clinical Assistance Program Coordinato	0.50	18,750	50%	18,750	50%	37,500
Cohort Participants - Part Time, Benefits	0.76923	17,600	50%	17,600	50%	35,200
Total FTE & Salaries	2.00673	71,740	50%	71,740	50%	143,480
Fringe Benefits	27%	14,618	50%	14,618	50%	29,236
Total Personnel Expenses		86,358	50%	86,358	50%	172,716
Operating Expenses		Expense	%	Expense	%	Totals
Total Occupancy		8,769	50%	8,769	50%	17,538
Total Materials and Supplies		1,540	50%	1,539	50%	3,079
Total General Operating		1,160	50%	1,159	50%	2,319
Total Staff Travel Consultants/Subcontractor:			0%		0%	-
Other (specify):			0%		0%	-
other (specify).			0%		0%	
			0%		0%	_
Total Operation Funance		44.460		44.467		22.026
Total Operating Expenses		11,469	50%	11,467	50%	22,936
Total Direct Expenses		97,827	50%	97,825	50%	195,652
Indirect Expenses	15.0%	14,674	50%	14,674	50%	29,348
TOTAL EXPENSES		112,501	50%	112,499	50%	225,000
Unit of Co	rvice Type	Mon	the	Ца		
Number of UOS per Se		Months 6		<b>Hours</b> 770		776
Cost Per UOS by Se	\$18,75		\$146		N/A	
Number of UDC/NOC per S	Ψ10,10 N/		35		35	

### **BUDGET JUSTIFICATION**

# 1a) SALARIES

1/1/2023 - 6/30/2023

Staff Position 1	Director, Learning and [	Development								
Duties related to this program and UDC served	The Project Manager will collection, data analysis, i	lead subcontractor and ve interpretation and key take	ndor coordination, aways to assist in	convene and facilitate all collaborators writing of final report.	s, assis	st with data				
Degree, license, experience		ement multi-layered progra	m initiatives with c	omplex goals and deliverables. Requir	es a h	igh school				
	Annual Salary x Base FTE x Mos per Yr Annualized FTE if < 12 mo <b>Total</b>									
	113,810	0.475	6	0.238	\$	27,030				
Staff Position 2:	Manager, Learning and	Development								
		event hosts, providing back	end support to trai	ning participants.						
Degree, license exp	BA degree and at least 1	year experience of Training	g experience.							
	Annual Salary	x Base FTE	x Mos per Yr	Annualized FTE if < 12 mo		Total				
	97 F00	1.00	6	0.50	\$	43,750				
	87,500									
	Clinical Assistance Prog Coordinator will partake in provide HIV prevention, tr	n developing a robust Sexureatment and advocacy and	d support Clinical A	Training , will train a cohort of five Clini Assistants. Coordinate and supervise Coordinate and	Clinical	Assistants				
Duties re prog/UDC	Clinical Assistance Prog Coordinator will partake in provide HIV prevention, tr in their work alongside se staff.  A bachelor's degree or eq capacity i.e., a public hea	n developing a robust Sexureatment and advocacy and exual health clinicians and valuivalent of four years expedith organization. CA Phlebo	d support Clinical A volunteers, insuran erience in clinical h	<u> </u>	Clinical nunity p an adr	Assistants program ministrative				
Duties re prog/UDC	Clinical Assistance Prog Coordinator will partake in provide HIV prevention, tr in their work alongside se staff.  A bachelor's degree or eq capacity i.e., a public hea experience in Supervisory	n developing a robust Sexureatment and advocacy and exual health clinicians and valuated to four years expedith organization. CA Phleby or teaching position.	d support Clinical A volunteers, insuran erience in clinical h otomy License & c	Assistants. Coordinate and supervise Coce and benefits navigators, and commealth setting, two years experience in A HIV Test Counselor Certification and	Clinical nunity p an adr	Assistants program ministrative rear of				
Duties re prog/UDC	Clinical Assistance Prog Coordinator will partake in provide HIV prevention, tr in their work alongside se staff.  A bachelor's degree or eq capacity i.e., a public hea experience in Supervisory	n developing a robust Sexument and advocacy and exual health clinicians and valuation of four years expendith organization. CA Phleby or teaching position.  x Base FTE	d support Clinical A volunteers, insuran erience in clinical h otomy License & c	Assistants. Coordinate and supervise Coce and benefits navigators, and commealth setting, two years experience in A HIV Test Counselor Certification and Annualized FTE if < 12 mo	Clinical nunity p an adı d two y	Assistants program ministrative lear of Total				
Duties re prog/UDC Degree, license exp	Clinical Assistance Progression Coordinator will partake in provide HIV prevention, trin their work alongside se staff.  A bachelor's degree or equal capacity i.e., a public heat experience in Supervisory  Annual Salary  75,000	reatment and advocacy and exual health clinicians and valual health clinicians and valual health of four years expelled and the organization. CA Phleby or teaching position.  x Base FTE  1.00	d support Clinical A volunteers, insuran erience in clinical h otomy License & c x Mos per Yr	Assistants. Coordinate and supervise Coce and benefits navigators, and commealth setting, two years experience in A HIV Test Counselor Certification and	Clinical nunity p an adr	Assistants program ministrative lear of Total				
Duties re prog/UDC Degree, license exp	Clinical Assistance Progression Coordinator will partake in provide HIV prevention, trin their work alongside se staff.  A bachelor's degree or equal capacity i.e., a public heat experience in Supervisory  Annual Salary  75,000	n developing a robust Sexument and advocacy and exual health clinicians and valuation of four years expendith organization. CA Phleby or teaching position.  x Base FTE	d support Clinical A volunteers, insuran erience in clinical h otomy License & c x Mos per Yr	Assistants. Coordinate and supervise Coce and benefits navigators, and commealth setting, two years experience in A HIV Test Counselor Certification and Annualized FTE if < 12 mo	Clinical nunity p an adı d two y	Assistants program ministrative lear of Total				
Duties re prog/UDC  Degree, license exp  Staff Position 4:  Duties related to this program and	Clinical Assistance Prog Coordinator will partake in provide HIV prevention, tr in their work alongside se staff.  A bachelor's degree or equapacity i.e., a public heat experience in Supervisory  Annual Salary  75,000  Cohort Participants - Pathe Cohort Participants (a Francisco AIDS Foundation health clinicians and voluments)	reatment and advocacy and exual health clinicians and valuable to four years expelled or teaching position.  x Base FTE  1.00  art Time, Benefits Ineligibalso known as Clinical Asson Health Equity Training Anteers, insurance and benefits individuals on the series.	d support Clinical Avolunteers, insuranterience in clinical hotomy License & comy License & compared to the compared t	Assistants. Coordinate and supervise Coce and benefits navigators, and commealth setting, two years experience in A HIV Test Counselor Certification and Annualized FTE if < 12 mo	an add two y	Assistants program ministrative lear of ministrative learned lear				
Duties re prog/UDC  Degree, license exp  Staff Position 4:  Duties related to this program and UDC served	Clinical Assistance Progression Coordinator will partake in provide HIV prevention, trin their work alongside sestaff.  A bachelor's degree or excapacity i.e., a public heaexperience in Supervisory  Annual Salary  75,000  Cohort Participants - Pa The Cohort Participants (a Francisco AIDS Foundation health clinicians and volume prevention, treatment, and	reatment and advocacy and exual health clinicians and valuable to four years expelled or teaching position.  x Base FTE  1.00  art Time, Benefits Ineligibalso known as Clinical Asson Health Equity Training Anteers, insurance and benefit advocacy. 5 participants	d support Clinical Avolunteers, insuranterience in clinical hotomy License & comy License & compared to the compared t	Assistants. Coordinate and supervise Coce and benefits navigators, and comme ealth setting, two years experience in A HIV Test Counselor Certification and Annualized FTE if < 12 mo 0.50  e in a robust Sexual Health Clinical Training will provide an opportunity to work d community programs staff, all who a	an add two y	Assistants program ministrative lear of ministrative learned lear				
Duties re prog/UDC  Degree, license exp  Staff Position 4:  Duties related to this program and UDC served	Clinical Assistance Prog Coordinator will partake in provide HIV prevention, tr in their work alongside se staff.  A bachelor's degree or equapacity i.e., a public heat experience in Supervisory  Annual Salary  75,000  Cohort Participants - Pathe Cohort Participants (a Francisco AIDS Foundation health clinicians and voluments)	reatment and advocacy and exual health clinicians and valuable to four years expelled or teaching position.  x Base FTE  1.00  art Time, Benefits Ineligibalso known as Clinical Asson Health Equity Training Anteers, insurance and benefit advocacy. 5 participants	d support Clinical Avolunteers, insuranterience in clinical hotomy License & comy License & compared to the compared t	Assistants. Coordinate and supervise Coce and benefits navigators, and comme ealth setting, two years experience in A HIV Test Counselor Certification and Annualized FTE if < 12 mo 0.50  e in a robust Sexual Health Clinical Training will provide an opportunity to work d community programs staff, all who a	an add two y	Assistants program ministrative lear of ministrative learned lear				
Duties re prog/UDC Degree, license exp Staff Position 4: Duties related to this program and UDC served	Clinical Assistance Progression Coordinator will partake in provide HIV prevention, trin their work alongside se staff.  A bachelor's degree or experience in Supervisory Annual Salary 75,000  Cohort Participants - Pa The Cohort Participants (a Francisco AIDS Foundation health clinicians and volume prevention, treatment, and High School Diploma or experience in Supervisory 4000000000000000000000000000000000000	reatment and advocacy and exual health clinicians and valual health constant of four years expelled the organization. CA Phleby or teaching position.  x Base FTE  1.00  art Time, Benefits Ineligibility also known as Clinical Asson Health Equity Training Anteers, insurance and benefit advocacy. 5 participants equivalent.	d support Clinical Avolunteers, insurant prience in clinical hotomy License & community of the community of	Assistants. Coordinate and supervise Coce and benefits navigators, and comme ealth setting, two years experience in A HIV Test Counselor Certification and Annualized FTE if < 12 mo 0.50  e in a robust Sexual Health Clinical Training will provide an opportunity to work documently programs staff, all who are 20 hours per week, for 16 weeks.	an add two y	Assistants program ministrative rear of Total 37,500 with the San side sexual erts in HIV				
Duties re prog/UDC Degree, license exp Staff Position 4: Duties related to this program and UDC served	Clinical Assistance Progression Coordinator will partake in provide HIV prevention, trin their work alongside sestaff.  A bachelor's degree or experience in Supervisory Annual Salary 75,000  Cohort Participants - Pather Cohort Participants (a Francisco AIDS Foundation health clinicians and volume prevention, treatment, and High School Diploma or experience in Supervisory Annual Salary	reatment and advocacy and exual health clinicians and valual health constant control of the control of the constant control of the control of t	d support Clinical Avolunteers, insuranterience in clinical hotomy License & comy License & comp	Assistants. Coordinate and supervise Coce and benefits navigators, and comme ealth setting, two years experience in A HIV Test Counselor Certification and Annualized FTE if < 12 mo 0.50  e in a robust Sexual Health Clinical Training will provide an opportunity to work d community programs staff, all who are 20 hours per week, for 16 weeks.  Annualized FTE if < 12 mo	an add two y	Assistants program ministrative rear of ministrativ				
Duties re prog/UDC Degree, license exp Staff Position 4: Duties related to this program and UDC served	Clinical Assistance Progression Coordinator will partake in provide HIV prevention, trin their work alongside sestaff.  A bachelor's degree or experience in Supervisory Annual Salary 75,000  Cohort Participants - Pather Cohort Participants (a Francisco AIDS Foundation health clinicians and volume prevention, treatment, and High School Diploma or experience in Supervisory Annual Salary	reatment and advocacy and exual health clinicians and valual health constant control of the control of the constant control of the control of t	d support Clinical Avolunteers, insuranterience in clinical hotomy License & comy License & comp	Assistants. Coordinate and supervise Coce and benefits navigators, and comme ealth setting, two years experience in A HIV Test Counselor Certification and Annualized FTE if < 12 mo 0.50  e in a robust Sexual Health Clinical Training will provide an opportunity to work d community programs staff, all who are 20 hours per week, for 16 weeks.  Annualized FTE if < 12 mo	an add two y	Assistants program ministrative rear of Total 37,500 with the San side sexual erts in HIV				

# 1b) EMPLOYEE FRINGE BENEFITS:

(Components provided below are samples only. The budgeted components should reflect	t the contractor's ledger accounts.)	
Estimated Social Security, Retirement, Medical, Dental, Unemployment Ins, Disability, PT	¯0.	
FICA	\$	8,283.42
SUI	\$	563.06
Health/Life	\$	16,242.00
Disability	\$	86.62
WC	\$	649.68
Retirement Plan	\$	3,410.82
	\$	-
	\$	-
	Total Fringe Benefit:	\$ 29,236
	Fringe Benefit %:	27.00%
	Tringe Benefit 78.	21.0070
	TOTAL SALARIES/BENEFITS:	\$ 172,716

# 2) OPERATING EXPENSES:

Occupancy:				
Expense Item	Concise/ Specific Description	Rate/Formula	(	Cost
	Shared Occupancy expenses, including but not limited to Rent and Telephone expense, allocated at \$1,181.05 per FTE per month (excluding cohort FTE).	\$1,181.05	\$	17,538
		Total Occupancy:	\$	17,538

# Materials & Supplies:

Expense Item	Concise/ Specific Description	Rate/Formula	(	Cost
	Shared Office Supply expenses, including but not limited to postage, consumable office supplies, non-depreciable software and			
Office Supplies Sh	technology, at \$41 per FTE per month (excluding cohort FTE).	\$41.00	\$	609
Program Materials	Materials directly related to cohort participation, including but not limited to those needed for cohort gatherings and cohort work spaces. \$494 per participant, for 5 participants.	\$494	¢	2,470
r rogram Materials	Spaces. 9434 per participant, for 5 participants.	Ψ494 	Ψ	2,410
		Total Materials & Supplies:	\$	3,079

# **General Operating:**

Expense Item	Brief Description		Rate/Formula		Cost
	Shared General Operating expenses, including but not limited to insurance, equipment rental and maintenance, and off-site storage,				
General Operating	at \$156.15 per FTE per month (excluding cohort FT	E).	\$156.15	\$	2,319
			Total General Operating:	\$	2,319
			Total General Operating.	Ψ	2,013
			TOTAL OPERATING EXPENSES:	\$	22,936
			TOTAL DIRECT COSTS:	\$	195,652
Please list here the	e personnel and ledger expenses that are included i	n your shared cost	l ds?		
					Amount
TOTAL SALARIES	B/BENEFITS:			\$	172,716
TOTAL OPERATIN	NG EXPENSES:			\$	22,936
4) INDIRECT COS	Indirect Rate: 15.00%		TOTAL INDIRECT COSTS:	\$	29,348
			TOTAL EXPENSES:	\$	225,000

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7/1/2023 - 6/30/2024

#### **CAPACITY BUILDING ACTIVITIES**

#### UOS COST ALLOCATION CHEP General Fund

Service	Service Modes:		BUILDING entation ities	
Position Titles	Annual FTE	Salaries % FTE		Totals
Director, Learning and Development	0.475	54,060	100%	54,060
Manager, Learning and Development	1.00	87,500	100%	87,500
Clinical Assistance Program Coordinato	1.00	75,000	100%	75,000
Cohort Participants - Part Time, Benefits	1.53846	70,400	100%	70,400
Total FTE & Salaries	4.01346	286,960	100%	286,960
Fringe Benefits	27%	58,471	100%	58,471
Total Personnel Expenses		345,431	100%	345,431
Operating Expenses		Expense	%	Totals
Total Occupancy		35,077	100%	35,077
Total Materials and Supplies		6,158	100%	6,158
Total General Operating		4,638	100%	4,638
Total Staff Travel			0%	-
Consultants/Subcontractor:			0%	-
Other (specify):				
			0%	-
			0%	-
Total Operating Expenses		45,873	100%	45,873
Total Direct Expenses		391,304	100%	391,304
	4= 00/			
Indirect Expenses	15.0%	58,696	100%	58,696
TOTAL EXPENSES		450,000	100%	450,000
Unit of Se	rvice Type	Hou	ırs	
Number of UOS per Se	rvice Mode	1,9	95	1,995
Cost Per UOS by Se	rvice Mode	\$225	.57	N/A
Number of UDC/NOC per Se		8	5	85

### **BUDGET JUSTIFICATION**

# 1a) SALARIES

7/1/2023 - 6/30/2024

Ot-# D ''' 4	Dinastan I.a. i I.a.	\				
Staff Position 1	Director, Learning and D	Development				
Duties related to this program and UDC served	The Project Manager will I collection, data analysis, in	ead subcontractor and ve nterpretation and key take	ndor coordination, aways to assist in	convene and facilitate all collaborators writing of final report.	s, assist wi	th data
Degree, license, experience		ement multi-layered progra	m initiatives with c	omplex goals and deliverables. Requi	res a high	school
	Annual Salary	x Base FTE	x Mos per Yr	Annualized FTE if < 12 mo	To	tal
	113,810	0.475	12	0.475	\$	54,060
Staff Position 2:	Manager, Learning and [	Development				
Duties re program and UDC served	Roles include liasoning, e	vent hosts, providing back	end support to trai	ning participants.		
Degree, license exp	BA degree and at least 1 y	year experience of Trainin	g experience.			
	Annual Salary	x Base FTE	x Mos per Yr	Annualized FTE if < 12 mo	To	tal
	87,500	1.00	12	1.00	\$	87,500
Staff Position 3:	Clinical Assistance Proc	ram Coordinator				
	•	developing a robust Sexu		Fraining , will train a cohort of five Clin		
	Coordinator will partake in provide HIV prevention, tro in their work alongside sex	developing a robust Sexue atment and advocacy and	d support Clinical A	Fraining , will train a cohort of five Clin Assistants. Coordinate and supervise ( ce and benefits navigators, and comm	Clinical Ass	sistants
Duties re prog/UDC	Coordinator will partake in provide HIV prevention, troin their work alongside sestaff.  A bachelor's degree or eq	eatment and advocacy and wall health clinicians and wall wivalent of four years expetth organization. CA Phleb	d support Clinical A volunteers, insuran erience in clinical h	Assistants. Coordinate and supervise (	Clinical Ass nunity prog an admini	sistants ram strative
Duties re prog/UDC	Coordinator will partake in provide HIV prevention, to in their work alongside sestaff.  A bachelor's degree or equapacity i.e., a public heal experience in Supervisory	eatment and advocacy and wall health clinicians and wall wivalent of four years expetth organization. CA Phleb	d support Clinical A volunteers, insuran erience in clinical h	Assistants. Coordinate and supervise (ce and benefits navigators, and commeath setting, two years experience in	Clinical Ass nunity prog an admini d two year	sistants ram strative
Duties re prog/UDC	Coordinator will partake in provide HIV prevention, to in their work alongside sestaff.  A bachelor's degree or equapacity i.e., a public heal	eatment and advocacy and wall health clinicians and wall will health clinicians and wall will health of four years expetth organization. CA Phleb or teaching position.	d support Clinical A volunteers, insuran erience in clinical ho otomy License & ca	Assistants. Coordinate and supervise (ce and benefits navigators, and commealth setting, two years experience in A HIV Test Counselor Certification and	Clinical Ass nunity prog an admini d two year	sistants ram strative of
Duties re prog/UDC  Degree, license exp	Coordinator will partake in provide HIV prevention, troin their work alongside sestaff.  A bachelor's degree or equapacity i.e., a public heal experience in Supervisory  Annual Salary	eatment and advocacy and sural health clinicians and sural health clinicians and sural health of four years expet th organization. CA Phleb or teaching position.	d support Clinical A volunteers, insuran erience in clinical he otomy License & ca  x Mos per Yr 12	Assistants. Coordinate and supervise (ce and benefits navigators, and commealth setting, two years experience in A HIV Test Counselor Certification and Annualized FTE if < 12 mo	Clinical Associated As	sistants ram strative of
Duties re prog/UDC  Degree, license exp  Staff Position 4:  Duties related to this program and	Coordinator will partake in provide HIV prevention, to in their work alongside sestaff.  A bachelor's degree or equapacity i.e., a public heal experience in Supervisory  Annual Salary  75,000  Cohort Participants - Participants (a Francisco AIDS Foundation health clinicians and voluring provided in provided in participants (a Francisco AIDS Foundation health clinicians and voluring in their provided in provided in participants (a Francisco AIDS Foundation health clinicians and voluring in their provided in provided in provided in participants (a Francisco AIDS Foundation health clinicians and voluring provided in provided in participants (a Francisco AIDS Foundation health clinicians and voluring provided in provided in participants (a Francisco AIDS Foundation health clinicians and voluring provided in provided in participants (a Francisco AIDS Foundation health clinicians and voluring provided in provided in participants (a Francisco AIDS Foundation health clinicians and voluring provided in participants (a Francisco AIDS Foundation health clinicians and voluring provided in participants (a Francisco AIDS Foundation health clinicians and voluring provided in participants (a Francisco AIDS Foundation health clinicians and voluring provided in participants (a Francisco AIDS Foundation health clinicians and voluring provided in participants (a Francisco AIDS Foundation health clinicians a Francisco AIDS Foundation health clinicians and voluring provided in participants (a Francisco AIDS Foundation health clinicians a Francisco AIDS Foundation health clinicians and voluring provided in participants (a Francisco AIDS Foundation health clinicians a Franc	developing a robust Sexue atment and advocacy and advocacy and advocacy and a sure at the alth clinicians and we wivelent of four years expet the organization. CA Phleb or teaching position.  x Base FTE  1.00  rt Time, Benefits Ineligibates known as Clinical Asson Health Equity Training Anteers, insurance and benefits in the sure and the sure a	d support Clinical Avolunteers, insuran erience in clinical hotomy License & can be a can be	Assistants. Coordinate and supervise (ce and benefits navigators, and commealth setting, two years experience in A HIV Test Counselor Certification and Annualized FTE if < 12 mo	an adminid two year  To \$ aining with a alongside	sistants ram  strative of  75,000  the San
Duties re prog/UDC  Degree, license exp  Staff Position 4:  Duties related to this program and UDC served	Coordinator will partake in provide HIV prevention, to in their work alongside sestaff.  A bachelor's degree or equapacity i.e., a public heal experience in Supervisory  Annual Salary  75,000  Cohort Participants - Participants (a Francisco AIDS Foundation health clinicians and voluring provided in provided in participants (a Francisco AIDS Foundation health clinicians and voluring in their provided in provided in participants (a Francisco AIDS Foundation health clinicians and voluring in their provided in provided in provided in participants (a Francisco AIDS Foundation health clinicians and voluring provided in provided in participants (a Francisco AIDS Foundation health clinicians and voluring provided in provided in participants (a Francisco AIDS Foundation health clinicians and voluring provided in provided in participants (a Francisco AIDS Foundation health clinicians and voluring provided in provided in participants (a Francisco AIDS Foundation health clinicians and voluring provided in participants (a Francisco AIDS Foundation health clinicians and voluring provided in participants (a Francisco AIDS Foundation health clinicians and voluring provided in participants (a Francisco AIDS Foundation health clinicians and voluring provided in participants (a Francisco AIDS Foundation health clinicians and voluring provided in participants (a Francisco AIDS Foundation health clinicians a Francisco AIDS Foundation health clinicians and voluring provided in participants (a Francisco AIDS Foundation health clinicians a Francisco AIDS Foundation health clinicians and voluring provided in participants (a Francisco AIDS Foundation health clinicians a Franc	developing a robust Sexue atment and advocacy and advocacy. 5 participants	d support Clinical Avolunteers, insuran erience in clinical hotomy License & can be a can be	Assistants. Coordinate and supervise (ce and benefits navigators, and commeath setting, two years experience in A HIV Test Counselor Certification and Annualized FTE if < 12 mo  1.00  e in a robust Sexual Health Clinical Training will provide an opportunity to work docommunity programs staff, all who a	an adminid two year  To \$ aining with a alongside	sistants ram  strative of  75,000  the San
Duties re prog/UDC  Degree, license exp  Staff Position 4:  Duties related to this program and UDC served	Coordinator will partake in provide HIV prevention, to in their work alongside sestaff.  A bachelor's degree or equapacity i.e., a public heal experience in Supervisory  Annual Salary  75,000  Cohort Participants - Pather Cohort Participants (a Francisco AIDS Foundation health clinicians and volum prevention, treatment, and	developing a robust Sexue atment and advocacy and advocacy. 5 participants	d support Clinical Avolunteers, insuran erience in clinical hotomy License & can be a can be	Assistants. Coordinate and supervise (ce and benefits navigators, and commeath setting, two years experience in A HIV Test Counselor Certification and Annualized FTE if < 12 mo  1.00  e in a robust Sexual Health Clinical Training will provide an opportunity to work docommunity programs staff, all who a	Clinical Associated Association and Adminidation and Admi	sistants ram strative of  75,000 the San
Duties re prog/UDC  Degree, license exp  Staff Position 4:  Duties related to this program and UDC served	Coordinator will partake in provide HIV prevention, to in their work alongside sestaff.  A bachelor's degree or equapacity i.e., a public heal experience in Supervisory  Annual Salary  75,000  Cohort Participants - Partice Cohort Participants (a Francisco AIDS Foundation health clinicians and volum prevention, treatment, and High School Diploma or experience in Supervisory  Annual Salary  75,000	developing a robust Sexue atment and advocacy and advocacy. 5 participants and advocacy.	d support Clinical Avolunteers, insuran erience in clinical hotomy License & can avoid to the colony License & can avoid to the can avoid to the colony License & can avoid to the can avoid to the colony License & can avoid to the colony License	Assistants. Coordinate and supervise (ce and benefits navigators, and commeath setting), two years experience in A HIV Test Counselor Certification and Annualized FTE if < 12 mo 1.00  a in a robust Sexual Health Clinical Training will provide an opportunity to work documently programs staff, all who are 20 hours per week, for 16 weeks.	Clinical Associated Association and Adminidation and Admi	sistants ram strative of  75,000 the San e sexual in HIV
Duties re prog/UDC  Degree, license exp  Staff Position 4:  Duties related to this program and UDC served	Coordinator will partake in provide HIV prevention, trein their work alongside sex staff.  A bachelor's degree or equapacity i.e., a public heal experience in Supervisory  Annual Salary  75,000  Cohort Participants - Participants (a Francisco AIDS Foundation health clinicians and volum prevention, treatment, and High School Diploma or each Annual Salary  45,760	developing a robust Sexue atment and advocacy and advocacy and advocacy and advocacy and advocacy and advocacy and advocacy. Sexue at a control of the advocacy and advocacy. Sexue advocacy. Sexue and benefits and advocacy. Sexue and benefits advocacy.	d support Clinical Avolunteers, insuran erience in clinical hotomy License & can be a can be	Assistants. Coordinate and supervise (ce and benefits navigators, and comme alth setting, two years experience in A HIV Test Counselor Certification and Annualized FTE if < 12 mo  1.00  e in a robust Sexual Health Clinical Training will provide an opportunity to work downward community programs staff, all who are 20 hours per week, for 16 weeks.  Annualized FTE if < 12 mo  1.53846	an adminid two year  To \$ anining with a alongside are experts	sistants ram strative of  75,000 the San e sexual in HIV
Duties re prog/UDC  Degree, license exp  Staff Position 4:  Duties related to this program and UDC served	Coordinator will partake in provide HIV prevention, trein their work alongside sestaff.  A bachelor's degree or equapacity i.e., a public heal experience in Supervisory  Annual Salary  75,000  Cohort Participants - Participants (a Francisco AIDS Foundation health clinicians and volum prevention, treatment, and High School Diploma or example of the provided High School Diploma or example of the prov	developing a robust Sexue atment and advocacy and sual health clinicians and valuations and valuations are superior to reaching position.  x Base FTE  1.00  rt Time, Benefits Ineligible also known as Clinical Asson Health Equity Training Anteers, insurance and benefit advocacy. 5 participants quivalent.  x Base FTE	d support Clinical Avolunteers, insuranterience in clinical hotomy License & carrience in clinical hotomy License & carrience in clinical hotomy License & carrience in a factor of the license in a factor of the	Assistants. Coordinate and supervise (ce and benefits navigators, and comme alth setting, two years experience in A HIV Test Counselor Certification and Annualized FTE if < 12 mo 1.00  e in a robust Sexual Health Clinical Traing will provide an opportunity to work documentity programs staff, all who are 20 hours per week, for 16 weeks.  Annualized FTE if < 12 mo	Clinical Associated Association and Associatio	sistants ram strative of 75,000 the San e sexual in HIV

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# 1b) EMPLOYEE FRINGE BENEFITS:

(Components provided below are samples only. The budgeted components should reflect	t the contractor's ledger accounts.)		
Estimated Social Security, Retirement, Medical, Dental, Unemployment Ins, Disability, PT	-o		
FICA	\$	16,566.84	
SUI	\$	1,126.11	
Health/Life	\$	32,484.00	
Disability	ability \$ 173.2		
WC	WC \$ 1,299.3		
Retirement Plan	\$	6,821.64	
	\$	-	
	\$	-	
	Total Fringe Benefit:	\$ 58,471	
	Fringe Benefit %:	27.00%	
	TOTAL SALARIES/BENEFITS:	\$ 345,431	

### 2) OPERATING EXPENSES:

Occupancy:				
Expense Item	Concise/ Specific Description	Rate/Formula		Cost
	Shared Occupancy expenses, including but not limited to Rent and Telephone expense, allocated at \$1,181.05 per FTE per month (excluding cohort FTE).	\$1,181.05	\$	35,077
	( ) ( )	V / 1 11	•	, -
		Total Occupancy:	•	35.077

### Materials & Supplies:

Expense Item	Concise/ Specific Description	Rate/Formula	Co	st
	Shared Office Supply expenses, including but not limited to postage, consumable office supplies, non-depreciable software and			
Office Supplies Sh	technology, at \$41 per FTE per month (excluding cohort FTE).	\$41.00	\$	1,218
	Materials directly related to cohort participation, including but not limited to those needed for cohort gatherings and cohort work			
<b>Program Materials</b>	spaces. \$494 per participant, for 10 participants.	\$494	\$	4,940
		Total Materials & Supplies:	\$	6,158

# General Operating:

Expense Item	Brief Description	Rate/Formula		Cost
	Shared General Operating expenses, including but not limited to insurance, equipment rental and maintenance, and off-site storage,			
General Operating	at \$156.15 per FTE per month (excluding cohort FTE).	\$156.15	\$	4,638
		Total General Operating:	\$	4,638
		Total Scholar Sperating.	Ψ	4,000
	TOTAL	OPERATING EXPENSES:	\$	45,873
		TOTAL DIRECT COSTS:	\$	391,304
Please list here the	personnel and ledger expenses that are included in your shared costs?			
				Amount
TOTAL SALARIES	/BENEFITS:		\$	345,431
TOTAL OPERATIN	IG EXPENSES:		\$	45,873
4) INDIRECT COS	Indirect Rate: 15.00%	TOTAL INDIRECT COSTS:	\$	58,696
		TOTAL EXPENSES:	\$	450,000

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7/1/2024 - 6/30/203	25

#### **CAPACITY BUILDING ACTIVITIES**

#### UOS COST ALLOCATION CHEP General Fund

Service	CAPACITY BUILDING Implementation Activities			
osition Titles Annual FTE		Salaries	% FTE	Totals
Director, Learning and Development	0.475	54,060	100%	54,060
Manager, Learning and Development	1.00	87,500	100%	87,500
Clinical Assistance Program Coordinator	1.00	75,000	100%	75,000
Cohort Participants - Part Time, Benefits	1.53846	70,400	100%	70,400
Total FTE & Salaries	4.01346	286,960	100%	286,960
Fringe Benefits	27%	58,471	100%	58,471
Total Personnel Expenses		345,431	100%	345,431
				•
Operating Expenses		Expense	%	Totals
Total Occupancy		35,077	100%	35,077
Total Materials and Supplies		6,158	100%	6,158
Total General Operating		4,638	100%	4,638
Total Staff Travel			0%	-
Consultants/Subcontractor:			0%	-
Other (specify):				
			0%	-
			0%	-
Total Operating Expenses		45,873	100%	45,873
Total Direct Expenses		391,304	100%	391,304
Indirect Expenses	15.0%	58,696	100%	58,696
TOTAL EXPENSES		450,000	100%	450,000
Unit of Se	rvice Type	Hou	ırs	
Number of UOS per Se		1,9	95	1,995
Cost Per UOS by Se		\$225		N/A
Number of UDC/NOC per S	ervice Mode	8	5	85

### **BUDGET JUSTIFICATION**

# 1a) SALARIES

7/1/2024 - 6/30/2025

	Director, Learning and I	Development						
Duties related to this program and UDC served	The Project Manager will	-	ndor coordination, aways to assist in	convene and facilitate all collaborators writing of final report.	, assis	st with data		
Degree, license, experience	-	bility to design and implement multi-layered program initiatives with complex goals and deliverables. Requires a high school ploma.						
	Annual Salary	x Base FTE	x Mos per Yr	Annualized FTE if < 12 mo		Total		
	113,810	0.475	12	0.475	\$	54,060		
Staff Position 2:	Manager, Learning and	Development						
Duties re program and UDC served		event hosts, providing back	end support to trai	ning participants.				
Degree, license exp	BA degree and at least 1	year experience of Trainin	g experience.					
	Annual Salary	x Base FTE	x Mos per Yr	Annualized FTE if < 12 mo		Total		
	87,500	1.00	12	1.00	\$	87,500		
Staff Position 3:	Clinical Assistance Pro	gram Coordinator						
	provide HIV prevention, to	reatment and advocacy and		Assistants. Coordinate and supervise (		sistants to I Assistants		
Duties re prog/UDC	in their work alongside se staff. A bachelor's degree or ec capacity i.e., a public hea	quivalent of four years expe	d support Clinical A volunteers, insuran erience in clinical h	•	Clinica unity <sub>l</sub> an ad	I Assistants program ministrative		
	in their work alongside se staff. A bachelor's degree or ec capacity i.e., a public hea experience in Supervisor	quivalent of four years expelled here of the control of the contro	d support Clinical A volunteers, insuran erience in clinical h otomy License & c	Assistants. Coordinate and supervise Conce and benefits navigators, and commended and benefits navigators, and commended and benefits navigators, and commended and benefits a superior contraction and the co	Clinica unity <sub>l</sub> an ad	I Assistants program ministrative year of		
	in their work alongside se staff.  A bachelor's degree or ec capacity i.e., a public hea experience in Supervisor	quivalent of four years expe lth organization. CA Phleb y or teaching position. x Base FTE	d support Clinical A volunteers, insuran erience in clinical h otomy License & c	Assistants. Coordinate and supervise Conce and benefits navigators, and common ealth setting, two years experience in A HIV Test Counselor Certification and Annualized FTE if < 12 mo	Clinica unity   an ad I two y	I Assistants program ministrative year of		
	in their work alongside se staff. A bachelor's degree or ec capacity i.e., a public hea experience in Supervisor	quivalent of four years expelled here of the control of the contro	d support Clinical A volunteers, insuran erience in clinical h otomy License & c	Assistants. Coordinate and supervise Conce and benefits navigators, and commended and benefits navigators, and commended and benefits navigators, and commended and benefits a superior contraction and the co	Clinica unity <sub>l</sub> an ad	I Assistants program ministrative year of		
Degree, license exp	in their work alongside se staff.  A bachelor's degree or ed capacity i.e., a public hea experience in Supervisory Annual Salary  75,000	quivalent of four years expe lth organization. CA Phleb y or teaching position. x Base FTE	d support Clinical Avolunteers, insuranterience in clinical hotomy License & company	Assistants. Coordinate and supervise Conce and benefits navigators, and common ealth setting, two years experience in A HIV Test Counselor Certification and Annualized FTE if < 12 mo	Clinica unity   an ad I two y	I Assistants program ministrative year of		
Degree, license exp  Staff Position 4:  Duties related to this program and	in their work alongside se staff.  A bachelor's degree or eccapacity i.e., a public heat experience in Supervisory  Annual Salary  75,000  Cohort Participants - Pather Cohort Participants (Francisco AIDS Foundati health clinicians and volu	quivalent of four years experite organization. CA Phleb by or teaching position.  x Base FTE  1.00  art Time, Benefits Ineligible also known as Clinical Asson Health Equity Training Anteers, insurance and benefits in the same of the same of the same or the s	d support Clinical Avolunteers, insuranterience in clinical hotomy License & comy License & compared to the compared t	Assistants. Coordinate and supervise Conce and benefits navigators, and common ealth setting, two years experience in A HIV Test Counselor Certification and Annualized FTE if < 12 mo	an ad two y	I Assistants program ministrative year of Total 75,000 with the San gside sexual		
Degree, license exp  Staff Position 4:  Duties related to this program and UDC served	in their work alongside se staff.  A bachelor's degree or eccapacity i.e., a public heat experience in Supervisory  Annual Salary  75,000  Cohort Participants - Pather Cohort Participants (Francisco AIDS Foundati health clinicians and volu	quivalent of four years experimental programment of four years experimental programment of four years experimental programment of four years experiment of four years experiment of four years experiment of four years experiment of four years and benefits in the four years on Health Equity Training of the four years experiment years of the four y	d support Clinical Avolunteers, insuranterience in clinical hotomy License & comy License & compared to the compared t	Assistants. Coordinate and supervise Conce and benefits navigators, and comme ealth setting, two years experience in A HIV Test Counselor Certification and Annualized FTE if < 12 mo 1.00  e in a robust Sexual Health Clinical Training will provide an opportunity to work d community programs staff, all who a	an ad two y	I Assistants program ministrative year of Total 75,000 with the San gside sexual		
Degree, license exp  Staff Position 4:  Duties related to this program and UDC served	in their work alongside se staff.  A bachelor's degree or eccapacity i.e., a public heat experience in Supervisory  Annual Salary  75,000  Cohort Participants - Pather Cohort Participants (Francisco AIDS Foundati health clinicians and voluprevention, treatment, an	quivalent of four years experimental programment of four years experimental programment of four years experimental programment of four years experiment of four years experiment of four years experiment of four years experiment of four years and benefits in the four years on Health Equity Training of the four years experiment years of the four y	d support Clinical Avolunteers, insuranterience in clinical hotomy License & comy License & compared to the compared t	Assistants. Coordinate and supervise Conce and benefits navigators, and comme ealth setting, two years experience in A HIV Test Counselor Certification and Annualized FTE if < 12 mo 1.00  e in a robust Sexual Health Clinical Training will provide an opportunity to work d community programs staff, all who a	an ad two y	I Assistants program ministrative year of Total 75,000 with the San gside sexual		
Degree, license exp  Staff Position 4:  Duties related to this program and UDC served	in their work alongside se staff.  A bachelor's degree or eccapacity i.e., a public heat experience in Supervisory  Annual Salary  75,000  Cohort Participants - Pather Cohort Participants (Francisco AIDS Foundatine health clinicians and voluprevention, treatment, and High School Diploma or extending the staff of the	quivalent of four years expensival health clinicians and valuivalent of four years expensive the organization. CA Phleby or teaching position.  x Base FTE  1.00  art Time, Benefits Ineligible also known as Clinical Asson Health Equity Training Anteers, insurance and benefit advocacy. 5 participants equivalent.	d support Clinical Avolunteers, insuranterience in clinical hotomy License & comy License & compared to the compared	Assistants. Coordinate and supervise Core and benefits navigators, and comme ealth setting, two years experience in A HIV Test Counselor Certification and Annualized FTE if < 12 mo 1.00  e in a robust Sexual Health Clinical Training will provide an opportunity to work documently programs staff, all who are 20 hours per week, for 16 weeks.	an ad two y	I Assistants program ministrative year of Total 75,000 with the San uside sexual perts in HIV		
Degree, license exp  Staff Position 4:  Duties related to this program and UDC served	in their work alongside se staff.  A bachelor's degree or eccapacity i.e., a public heat experience in Supervisory  Annual Salary  75,000  Cohort Participants - Patter Cohort Participants (Francisco AIDS Foundati health clinicians and voluprevention, treatment, an High School Diploma or experience in the salary  Annual Salary  45,760	quivalent of four years experimental programment of four years experimental programment of four years experimental programment of four years experiment of four years exper	d support Clinical Avolunteers, insuranterience in clinical hotomy License & comparison of the compari	Assistants. Coordinate and supervise Coce and benefits navigators, and comme ealth setting, two years experience in A HIV Test Counselor Certification and Annualized FTE if < 12 mo 1.00  e in a robust Sexual Health Clinical Training will provide an opportunity to work d community programs staff, all who as a 20 hours per week, for 16 weeks.  Annualized FTE if < 12 mo 1.53846	an ad I two y	I Assistants program ministrative year of Total 75,000 with the San gside sexual perts in HIV		
Degree, license exp  Staff Position 4:  Duties related to this program and UDC served	in their work alongside se staff.  A bachelor's degree or eccapacity i.e., a public heat experience in Supervisory  Annual Salary  75,000  Cohort Participants - Pathe Cohort Participants (Francisco AIDS Foundati health clinicians and voluprevention, treatment, an High School Diploma or experience of the staff of the	quivalent of four years expelled organization. CA Phleb by or teaching position.  x Base FTE  1.00  art Time, Benefits Ineligible also known as Clinical Asson Health Equity Training Anteers, insurance and benefit advocacy. 5 participants equivalent.  x Base FTE	d support Clinical Avolunteers, insuranterience in clinical hotomy License & compared to the c	Assistants. Coordinate and supervise Core and benefits navigators, and comme ealth setting, two years experience in A HIV Test Counselor Certification and Annualized FTE if < 12 mo 1.00  e in a robust Sexual Health Clinical Training will provide an opportunity to work d community programs staff, all who as a 20 hours per week, for 16 weeks.  Annualized FTE if < 12 mo	an ad two y	I Assistants program ministrative year of Total 75,000 with the San gside sexual perts in HIV		

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# 1b) EMPLOYEE FRINGE BENEFITS:

(Components provided below are samples only. The budgeted components should reflect	t the contractor's ledger accounts.)	
Estimated Social Security, Retirement, Medical, Dental, Unemployment Ins, Disability, PT	0	
FICA	\$	16,566.84
SUI	\$	1,126.11
Health/Life	\$	32,484.00
Disability	\$	173.25
WC	\$	1,299.36
Retirement Plan	\$	6,821.64
	\$	-
	\$	-
	Total Fringe Benefit:	\$ 58,471
	Fringe Benefit %:	27.00%
	Fringe Benefit %:	21.00%
	TOTAL SALARIES/BENEFITS:	\$ 345,431

### 2) OPERATING EXPENSES:

Expense Item Concise/ Specific Description Rate/Formula Cost  Shared Occupancy expenses, including but not limited to Rent and Telephone expense, allocated at \$1,181.05 per FTE per month  Occupancy Shared (excluding cohort FTE). \$1,181.05 \$35,077	Occupancy:				
Telephone expense, allocated at \$1,181.05 per FTE per month	Expense Item	Concise/ Specific Description	Rate/Formula		Cost
Occupancy Shared (excluding cohort FTE). \$1,181.05 \$ 35,077					
	Occupancy Shared	(excluding cohort FTE).	\$1,181.05	\$	35,077
Total Occupancy: \$ 35.077			Total Occurrence	<u></u>	25.077

# Materials & Supplies:

Expense Item	Concise/ Specific Description	Rate/Formula	Cost
	Shared Office Supply expenses, including but not limited to postage, consumable office supplies, non-depreciable software and technology, at \$41 per FTE per month (excluding cohort FTE).	\$41.00	\$ 1,218
	Materials directly related to cohort participation, including but not limited to those needed for cohort gatherings and cohort work spaces. \$494 per participant, for 10 participants.	\$494	\$ 4,940
		Total Materials & Supplies:	\$ 6,158

# **General Operating:**

Expense Item	Brief Description		Rate/Formula	Cost
	Shared General Operating expenses, including bu insurance, equipment rental and maintenance, and			
	at \$156.15 per FTE per month (excluding cohort F		\$156.15	\$ 4,638
			Total General Operating:	\$ 4,638
			TOTAL OPERATING EXPENSES:	45,873
			TOTAL DIRECT COSTS:	\$ 391,304
Please list here the	personnel and ledger expenses that are included	in your shared cost	ts?	
				Amount
TOTAL SALARIES	/BENEFITS:			\$ 345,431
TOTAL OPERATIN	IG EXPENSES:			\$ 45,873
4) INDIRECT COS	Indirect Rate: 15.00%		TOTAL INDIRECT COSTS:	\$ 58,696
			TOTAL EXPENSES:	\$ 450,000

### Appendix B-1c, Page 1 7/1/2025 - 6/30/2026

#### **CAPACITY BUILDING ACTIVITIES**

#### UOS COST ALLOCATION CHEP General Fund

Position Titles  Director, Learning and Development  Manager, Learning and Development	Modes:  Annual FTE  0.475  1.00	CAPACITY Impleme Activ Salaries 54,060 87,500	entation	Totals 54,060 87,500
Clinical Assistance Program Coordinator	1.00	75,000	100%	75,000
Cohort Participants - Part Time, Benefits	1.53846	70,400	100%	70,400
Total FTE & Salaries Fringe Benefits	<b>4.01346</b> 27%	<b>286,960</b> 58,471	<b>100%</b> 100%	<b>286,960</b> 58,471
Total Personnel Expenses		345,431	100%	345,431
Operating Expenses		Expense	%	Totals
Total Occupancy		35,077	100%	35,077
Total Materials and Supplies Total General Operating		6,158 4,638	100% 100%	6,158 4,638
Total Staff Travel		4,030	0%	4,030
Consultants/Subcontractor:			0%	-
Other (specify):				
, , , , ,			0%	-
			0%	-
Total Operating Expenses		45,873	100%	45,873
Total Direct Expenses		391,304	100%	391,304
Indirect Expenses	15.0%	58,696	100%	58,696
TOTAL EXPENSES		450,000	100%	450,000
Unit of Serv	ice Type	Hoi	urs	
Number of UOS per Serv		1,9		1,995
Cost Per UOS by Serv		\$225		N/A
Number of UDC/NOC per Se	rvice Mode	8	5	85

### **BUDGET JUSTIFICATION**

# 1a) SALARIES

7/1/2025 - 6/30/2026

	Total FTE, Base:	4.01346	Annualized:	4.01346			
	T ( LETE D	4.04040					
	70,100	1.00010	12	1.00010	Ψ	70,700	
	Annual Salary 45,760	x Base FTE 1.53846	x Mos per Yr 12	Annualized FTE if < 12 mo	\$	Total 70,400	
egree, license exp		·				T / I	
this program and	Francisco AIDS Foundation	on Health Equity Training Anteers, insurance and bene	Academy. The trair efits navigators, an	e in a robust Sexual Health Clinical Tra ning will provide an opportunity to work d community programs staff, all who a r 20 hours per week, for 16 weeks.	along	side sexual	
Staff Position 4:	Cohort Participants - Pa	rt Time, Benefits Ineligib	ole		_		
	75,000	1.00	12	1.00	\$	75,00	
	Annual Salary	x Base FTE	x Mos per Yr	Annualized FTE if < 12 mo		Total	
	A bachelor's degree or ed	uivalent of four years expe organization. CA Phleboto	erience in clinical h	and benefits navigators, and commure ealth setting, two years experience in IIV Test Counselor Certification and two	an ad	ministrative	
	provide HIV prevention, tr	n developing a robust Sexu ratment and advocacy and	support Clinical As	Training , will train a cohort of five Clin	linical	Assistants i	
	87,500	1.00	12	1.00	\$	87,50	
	Annual Salary	x Base FTE	x Mos per Yr	Annualized FTE if < 12 mo		Total	
egree, license exp	BA degree and at leat 1 y	ear experience of Training	,				
Outies re program and UDC served	Roles include liasoning, e	vent hosts, providing back	end support to trai	ning particiants.			
Staff Position 2:	Manager, Learning and	Development					
	113,810	0.475	12	0.475	\$	54,06	
	Annual Salary	x Base FTE	x Mos per Yr	Annualized FTE if < 12 mo		Total	
Degree, license, experience		ity to design and implement multi-layered program initiatives with complex goals and deliverables. Requires a high school oma.					
this program and UDC served	collection data analysis i	lead subcontractor and ve interpretation and key take	ndor coordination, aways to assist in	convene and facilitate all collaborators writing of final report.	s, assis	st with data	
Duties related to							

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# 1b) EMPLOYEE FRINGE BENEFITS:

(Components provided below are samples only. The budgeted components should reflect	t the contractor's ledger accounts.)		
Estimated Social Security, Retirement, Medical, Dental, Unemployment Ins, Disability, PT	<sup>-</sup> 0		
FICA	\$	16,566.84	
SUI	\$	1,126.11	
Health/Life	\$	32,484.00	
Disability	\$	173.25	
WC	VC \$ 1,299.3		
Retirement Plan	\$	6,821.64	
	\$	-	
	\$	-	
	Total Fringe Benefit:	\$ 58,471	
	Fringe Benefit %:	27.00%	
	Tringe Benefit 70.	21.0070	
	TOTAL SALARIES/BENEFITS:	\$ 345,431	

### 2) OPERATING EXPENSES:

Occupancy:	-		
Expense Item	Concise/ Specific Description	Rate/Formula	Cost
Occupancy Share	Shared Occupancy expenses, including but not limited to Rent and Telephone expense, allocated at \$1,181.05 per FTE per month (excluding cohort FTE).	\$1,181.05	\$ 35,077
		Total Occupancy:	\$ 35 077

# Materials & Supplies:

Expense Item	Concise/ Specific Description	Rate/Formula	Cost
	Shared Office Supply expenses, including but not limited to postage,		
	consumable office supplies, non-depreciable software and technology, at \$41 per FTE per month (excluding cohort FTE).	\$41.00	\$ 1,218
	Materials directly related to cohort participation, including but not limited to those needed for cohort gatherings and cohort work		,
Program Materials	spaces. \$494 per participant, for 10 participants	\$494	\$ 4,940
		Total Materials & Supplies:	\$ 6.158

### **General Operating:**

Expense Item	Brief Description		Rate/Formula		Cost
	Shared General Operating expenses, including b				
	insurance, equipment rental and maintenance, a at \$156.15 per FTE per month (excluding cohort		\$156.15	\$	4,638
	, , , , , , , , , , , , , , , , , , ,	,	<b>V</b> .000.00	•	.,
			Total General Operating:	\$	4,638
			TOTAL OPERATING EXPENSES:		45,873
			TOTAL DIRECT COSTS:	\$	391,304
Please list here the	e personnel and ledger expenses that are include	ad in your shared cost	e?		
i lease list fiele the	personner and reager expenses that are include	ed iii your shared cosi	.s: 		Amount
TOTAL SALARIES	/BENEFITS:			\$	345,431
TOTAL OPERATIN	IG EXPENSES:			\$	45,873
4) INDIRECT COS	Indirect Rate: 15.00%		TOTAL INDIRECT COSTS:	\$	58,696
			TOTAL EXPENSES:		450,000

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Appendix B-2, Page 1 1/1/2023 - 6/30/2023

#### INTEGRATED HCV/HIV TESTING PROGRAM

#### UOS COST ALLOCATION BY SERVICE MODE

**CHEP General Fund** 

						П		
Service Modes:		INTEGE HIV/HCV/ST		LINKAGE AND NAVIGATION		PREVENT TREAT MEDICA		
Position Titles	Annual FTE	Salaries	% FTE	Salaries	% FTE	Salaries	% FTE	Totals
Registered Nurse	0.40	41,283	95%		0%	2,173	5%	43,456
Nurse Practitioner	0.40	49,471	95%		0%	2,604	5%	52,075
Manager of Registered Nurses	0.40	49,471	95%		0%	2,604	5%	52,075
Manager of Nurse Practitioners	0.175	25,315	95%		0%	1,332	5%	26,647
Director of Clinical Services	0.1134	21,223	95%		0%	1,117	5%	22,340
	•		•					
Total FTE & Salaries	1.4884	186,763	95%	-	0%	9,830	5%	196,593
Fringe Benefits	27%	50,426	95%	-	0%	2,654	5%	53,080
Total Personnel Expenses		237,189	95%	-	0%	12,484	5%	249,673
Operating Expenses		Expense	%	Expense	%	Expense	%	Totals
Total Occupancy		20,040	95%		0%	1,055	5%	21,095
Total Materials and Supplies		695	95%		0%	37	5%	732
Total General Operating		2,650	95%		0%	140	5%	2,790
Total Staff Travel		-	0%		0%	-	0%	-
Consultants/Subcontractor:		-	0%		0%	-	0%	-
Other (specify):								
			0%		0%		0%	-
			0%		0%		0%	-
Total Operating Expenses		23,385	95%	-		1,232	5%	24,617
Total Direct Expenses		260,574	95%	_	0%	13,716	5%	274,290
Indirect Expenses	15.0%	39,085	95%	-	0%	2,057	5%	41,142
TOTAL EXPENSES		299,659	95%	-	0%	15,773	5%	315,432
Unit of Ser	rvice Type	Encou	ınters	Ho	ıre	Encou	nters	
Number of UOS per Se		8,9		N/		25		9,175
Cost Per UOS by Se		\$33		\$0.		\$63.		9,173 N/A
Number of UDC/NOC per So		N/		29		\$63.10 N/A		290

### **BUDGET JUSTIFICATION**

# 1a) SALARIES

1/1/2023 - 6/30/2023

				11	1/2023 - 0/30/20/	
Staff Position 1	Registered Nurse					
Duties related to this program and	The Clinical Registered Nurse (RN) provides direct patient care at the Nurse-led clinic at Magnet at Strut. The position will function within the scope of practice as defined by Strut's protocols and the State of California. This includes assessment, planning, implementing, and evaluating Strut's clients for sexually transmitted infections (STI) and HIV infection. All Magnet at Strut staff members also serve as HIV testing counselors as needed in the clinic. This is a per diem position that includes weekday, weekends, and evening shifts.					
Degree, license,	A minimum of an Associate Degree in Nursing is required; Bachelor of Science in Nursing preferred; Current California Registered Nurse License is required; must maintain an active Registered Nurse License with the California Board of Nursing; Basic Life Support (BLS) certification for Health Care Providers required; Current California Certification as an HIV Counselor required or must be obtained within 6 months of hire; At least one year of nursing experience in an outpatient sexual health setting preferred.					
	Annual Salary	x Base FTE	x Mos per Yr	Annualized FTE if < 12 mo	Total	
	108,641	0.80	6	0.40	\$ 43,4	
Ot-# D. ''' O	N D					
Staff Position 2:	Nurse Practitioner					
Duties re program	The Nurse Practitioner (NP) provides advanced sexual health care and takes an active leadership role for the daily clinical operations of the Foundation, reporting to the Clinic Director. The NP works under a clinical scope of practice with the Senior Director of Clinical Services and Medical Director.					
	Master's degree in Nursing required; Current California Registered Nurse and Nurse Practitioner license; Must have or obtain certification as a Nurse practitioner (NP) within 6 months of hire; must maintain an active Registered Nurse and Nurse Practitioner License with the California Board of Nursing; Current DEA and California Furnishing license required; Current Health Care Provider Basic Life Support (BLS) certification required; Current California Certification as an HIV Counselor required or must be obtained within 6 months of hire.					
	Annual Salary	x Base FTE	x Mos per Yr	Annualized FTE if < 12 mo	Total	
	130,188	0.80	6	0.40	\$ 52,0	
Staff Position 3:	Manager of Registered	Nurses				
	Provides direct patient care at the Nurse-led clinic at Magnet at Strut. The position will function within the scope of practice as defined by Strut's protocols and the State of California. This includes assessment, planning, implementing, and evaluating Strut's clients for sexually transmitted infections (STI) and HIV infection.					
	A minimum of an Associate Degree in Nursing is required; Bachelor of Science in Nursing preferred; Current California Registered Nurse License is required; must maintain an active Registered Nurse License with the California Board of Nursing; Basic Life Support (BLS) certification for Health Care Providers required; Current California Certification as an HIV Counselor required or must be obtained within 6 months of hire; At least one year of nursing experience in an outpatient sexual health setting preferred.					
	Annual Salary	x Base FTE	x Mos per Yr	Annualized FTE if < 12 mo	Total	
	130,188	0.80	6	0.40	\$ 52,0	
Staff Position 4:	Manager of Nurse Pract	itioners				

ı	,			Total Salaries:	\$ 196,593		
	Total FTE, Base:	2.9768	Annualized:	1.4884			
	197,000	0.2200	0	0.1134	<b>Φ</b> 22,340		
	Annual Salary 197,000	0.2268	x Mos per Yr	0.1134	\$ 22,340		
Degree, license exp	health screenings and pre	evention.  x Base FTE	x Mos per Yr	Annualized FTE if < 12 mo	Total		
	Bachelor's Degree highly regarded; 3 years of managing and supervising staff required; Possession and maintenance of a State of California Certification as a Phlebotomist I or II; Basic Life Support (BLS) certification for Health Care Providers required; Knowledge of Title 22, Title 24, HIPAA and other regulations related to healthcare; Preferred experience in sexual						
	Responsible for overseeing the day to day operations at all SFAF clinical sites. Primary responsibilities include supervising the managers of the lab technician and services navigation teams, ensuring compliance with lab regulations at all SFAF sites (i.e., staff competencies, proficiency testing, and quality assurance under Moderate Complexity CLIA regulations), oversees clinical licensing, ensures supply availability at all clinical sites, updating client and laboratory related policies and best practices when indicated, and oversees clinical partnerships with San Francisco Department of Public Health and community-based						
Staff Position 5:	Director of Clinical Serv	rices			,		
	Annual Salary 152,271	0.35	x Mos per Yr 6	0.175	\$ 26,647		
Duties related to this program and UDC served	client counseling, and education. Assists the Director of Nursing in developing, implementing and evaluating best practices, protocols, policies and procedures. Ensures Confidential Morbidity Reports are submitted to the Department of Public Health and addresses any submission issues.  Master's degree in Nursing required. Current California Registered Nurse and Nurse Practitioner license. Must have or obtain certification as a Nurse practitioner (NP) within 6 months of hire. Employee must maintain an active Registered Nurse and Nurse Practitioner License with the California Board of Nursing. Current DEA and California Furnishing license required. Current Health Care Provider Basic Life Support (BLS) certification required. Current California Certification as an HIV Counselor required or must be obtained within 6 months of hire. Training in Good Clinical Practices, research ethics, and IATA shipping preferred. At least one year experience in outpatient sexual health clinic preferred. At least one year experience in clinical research preferred.						
	The Nurse Practitioner provides advanced sexual health care and takes an active leadership role for the daily clinical operations, under a scope of practice with the Medical Director. The Nurse Practitioner serves as the primary interface with clients seeking screening for sexually health services, Hepatitis C treatment, Pre Exposure Prophylaxis (PrEP) and non-Occupational Post Exposure Prophylaxis (nPEP) services. Provides direct clinical services as defined by clinic protocols and treatment guidelines including but not limited to obtaining medical history and physical, specimen collection, high-volume phlebotomy, administration of treatments, performing point of care lab tests, management of Hepatitis C, PrEP and nPEP care,						

# 1b) EMPLOYEE FRINGE BENEFITS:

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

Estimated Social Security, Retirement, Medical, Dental, Unemployment Ins, Disability, PTO.				
FICA	\$ 15,039.36			
SUI	\$ 1,022.28			
Health/Life	\$ 29,488.95			
Disability	\$ 157.27			
WC	\$ 1,179.56			
Retirement Plan	\$ 6,192.68			
	\$ -			

		Ι φ	
		\$ Total Fringe Benefit:	\$ 53,08
		Fringe Benefit %:	27.00
		TOTAL SALARIES/BENEFITS:	\$ 249,67
2) OPERATING E	EXPENSES:		
Occupancy:	_		
Expense Item	Concise/ Specific Description	Rate/Formula	Cost
Occupancy Share	Shared Occupancy expenses, including but not limited to Rent and Telephone expense, allocated at \$1,181.05 per FTE per month.	\$1,181.05	\$ 21,09
		Total Occupancy:	\$ 21,09
		Total Occupancy.	Ψ 21,03
Materials & Supp	olies:		
Expense Item	Concise/ Specific Description	Rate/Formula	Cost
	Shared Office Supply expenses, including but not limited to postage, consumable office supplies, non-depreciable software and		
Office Supplies Sl	technology, at \$41 per FTE per month.	\$41.00	\$ 73
		T (   M ( )   0.00	<b>A</b> 70
		Total Materials & Supplies:	\$ 73
General Operatir	ng:		
Expense Item	Brief Description	Rate/Formula	Cost
	Observed Osserved Osserved Osserved State of the State of		

Expense Item	Brief Description	Rate/Formula		Cost
	Shared General Operating expenses, including but not limited to insurance, equipment rental and maintenance, and off-site storage, at \$156.15 per FTE per month.	<b>\$156.15</b>	\$	2,790
остогол ороголине		¥.000	· ·	_,
		Total General Operating:	\$	2,790

TOTAL OPERATING EXPENSES:	\$ 24,617
TOTAL DIRECT COSTS:	\$ 274,290

Please list here the personnel and ledger expenses that are	ncluded in your shared costs?	
	A	mount
TOTAL SALARIES/BENEFITS:	\$	249,673
TOTAL OPERATING EXPENSES:	\$	24,617
4) INDIDECT COS Indirect Date: 45 000	TOTAL INDIDECT COCTS. C	44 442
4) INDIRECT COS Indirect Rate: 15.00%	TOTAL INDIRECT COSTS: \$	41,143
	TOTAL EXPENSES: \$	315,433

Appendix B-2a, Page 1 7/1/2023 - 6/30/2024

#### INTEGRATED HCV/HIV TESTING PROGRAM

#### **UOS COST ALLOCATION BY SERVICE MODE**

**CHEP General Fund** 

Service	e Modes:	HIV/HC TEST	V/STD		SE AND ATION	PREVENT TREAT MEDIC	MENT	
Position Titles	Annual FTE	Salaries	% FTE	Salaries	% FTE	Salaries	% FTE	Totals
Registered Nurse	0.80	82,567	95%		0%	4,346	5%	86,913
Nurse Practitioner	0.80	98,942	95%		0%	5,208	5%	104,150
Manager of Registered Nurses	0.80	98,942	95%		0%	5,208	5%	104,150
Manager of Nurse Practitioners	0.35	50,630	95%		0%	2,665	5%	53,295
The Nurse Practitioner provides advance	0.2268	42,446	95%		0%	2,234	5%	44,680
Total FTE & Salaries	2.9768	373,527	95%	-	0%	19,661	5%	393,188
Fringe Benefits	27%	100,852	95%	-	0%	5,309	5%	106,161
Total Personnel Expenses		474,379	95%	-	0%	24,970	5%	499,349
Operating Expenses		Expense	%	Expense	%	Expense	%	Totals
Total Occupancy		40,078	95%		0%	2,109	5%	42,187
Total Materials and Supplies		1,391	95%		0%	73	5%	1,464
Total General Operating		5,301	95%		0%	279	5%	5,580
Total Staff Travel		-	0%		0%	-	0%	-
Consultants/Subcontractor:		-	0%		0%	-	0%	-
Other (specify):								
			0%		0%		0%	-
			0%		0%		0%	-
Total Operating Expenses		46,770	95%	-		2,461	5%	49,231
Total Direct Expenses		521,149	95%	_	0%	27,431	5%	548,580
Indirect Expenses	15.0%	78,171	95%	_	0%	4,115	5%	82.286
TOTAL EXPENSES		599,320	95%	-	0%	31,546	5%	630,866
Unit of Ser	nica Tuna	Encou	unto vo	Но		Encou	untoro	
								4
Number of UOS per Se			825		/A	50		15,325
Cost Per UOS by Se		\$40		\$0.		\$63		N/A
Number of UDC/NOC per Se	ervice Mode	N/	/A	58	30	N.	/A	580

# 1a) SALARIES

7/1/2023 - 6/30/2024

Staff Position 1	Registered Nurse				
Duties related to this program and UDC served	function within the scope planning, implementing, a	of practice as defined by S and evaluating Strut's clien serve as HIV testing couns	strut's protocols and ts for sexually trans	Nurse-led clinic at Magnet at Strut. The state of California. This includes smitted infections (STI) and HIV infections the clinic. This is a per diem position	assessment, on. All Magnet at
Degree, license, experience	Registered Nurse License Basic Life Support (BLS)	e is required; must maintain certification for Health Car	n an active Registe e Providers require	Science in Nursing preferred; Current red Nurse License with the California ed; Current California Certification as a of nursing experience in an outpatien	Board of Nursing; n HIV Counselor
	Annual Salary	x Base FTE	x Mos per Yr	Annualized FTE if < 12 mo	Total
	108,641	0.80	12	0.80	\$ 86,91
Staff Position 2:	Nurse Practitioner				
				d takes an active leadership role for the	
	operations of the Founda Director of Clinical Servic Master's degree in Nursir	tion, reporting to the Clinic les and Medical Director. ag required; Current Califor	Director. The NP v	vorks under a clinical scope of practice rse and Nurse Practitioner license; Mu	with the Senior
	operations of the Founda Director of Clinical Service Master's degree in Nursing certification as a Nurse poly Practitioner License with Health Care Provider Base	tion, reporting to the Clinic less and Medical Director. Ing required; Current Califor ractitioner (NP) within 6 months the California Board of Nur	nia Registered Nu onths of hire; must rsing; Current DEA fication required; C	vorks under a clinical scope of practice	e with the Senior st have or obtain nd Nurse sired; Current
and UDC served	operations of the Founda Director of Clinical Service Master's degree in Nursing certification as a Nurse poly Practitioner License with Health Care Provider Base	tion, reporting to the Clinic tes and Medical Director.  In grequired; Current Califor ractitioner (NP) within 6 months the California Board of Nursic Life Support (BLS) certification.	nia Registered Nu onths of hire; must rsing; Current DEA fication required; C	rse and Nurse Practitioner license; Mu maintain an active Registered Nurse a and California Furnishing license requ	e with the Senior st have or obtain nd Nurse sired; Current
and UDC served	operations of the Founda Director of Clinical Service Master's degree in Nursing certification as a Nurse poly Practitioner License with Health Care Provider Baster required or must be obtain	tion, reporting to the Clinic tes and Medical Director. Ing required; Current Califor ractitioner (NP) within 6 mo the California Board of Nur sic Life Support (BLS) certi- ned within 6 months of hire	Director. The NP variance Registered Nu onths of hire; must rising; Current DEA fication required; Ce.	rse and Nurse Practitioner license; Mu maintain an active Registered Nurse a and California Furnishing license requ urrent California Certification as an HI	e with the Senior st have or obtain nd Nurse nired; Current V Counselor
and UDC served  Degree, license exp	operations of the Founda Director of Clinical Service Master's degree in Nursing certification as a Nurse poly Practitioner License with Health Care Provider Base required or must be obtaing Annual Salary	tion, reporting to the Clinic res and Medical Director.  In grequired; Current Califor ractitioner (NP) within 6 months California Board of Nursic Life Support (BLS) certined within 6 months of hire x Base FTE  0.80	rnia Registered Nu onths of hire; must rsing; Current DEA fication required; Co.	rse and Nurse Practitioner license; Mu maintain an active Registered Nurse a and California Furnishing license requ urrent California Certification as an HI	e with the Senior st have or obtain nd Nurse nired; Current V Counselor  Total
and UDC served  Degree, license exp  Staff Position 3:	operations of the Founda Director of Clinical Service Master's degree in Nursing certification as a Nurse polyperactitioner License with Health Care Provider Basterquired or must be obtain Annual Salary 130,188  Manager of Registered Provides direct patient catefined by Strut's protocol	tion, reporting to the Clinic res and Medical Director.  Ing required; Current Califor ractitioner (NP) within 6 months California Board of Nursic Life Support (BLS) certined within 6 months of hire x Base FTE  0.80  Nurses  In at the Nurse-led clinic a	nia Registered Nu onths of hire; must rising; Current DEA fication required; Co.  x Mos per Yr 12  t Magnet at Strut. nia. This includes a	rse and Nurse Practitioner license; Mumaintain an active Registered Nurse and California Furnishing license requerrent California Certification as an HI  Annualized FTE if < 12 mo  0.80  The position will function within the soassessment, planning, implementing, a	e with the Senior  st have or obtain nd Nurse uired; Current V Counselor  Total \$ 104,15
and UDC served  Degree, license exp  Staff Position 3:  Duties re prog/UDC	operations of the Founda Director of Clinical Servic Master's degree in Nursir certification as a Nurse p Practitioner License with Health Care Provider Bas required or must be obtai  Annual Salary 130,188  Manager of Registered Provides direct patient ca defined by Strut's protoco Strut's clients for sexually A minimum of an Associa Registered Nurse License Basic Life Support (BLS) required or must be obtai	tion, reporting to the Clinic res and Medical Director.  Ing required; Current Califor ractitioner (NP) within 6 months California Board of Nursic Life Support (BLS) certined within 6 months of hire x Base FTE  0.80  Nurses  Inter at the Nurse-led clinic and the State of California transmitted infections (ST ate Degree in Nursing is received; is required; must maintain certification for Health Carned within 6 months of hires	mia Registered Number of hire; must resing; Current DEA fication required; Commerced; Co	rse and Nurse Practitioner license; Mumaintain an active Registered Nurse and California Furnishing license requerrent California Certification as an HI  Annualized FTE if < 12 mo  0.80  The position will function within the soassessment, planning, implementing, a	e with the Senior  st have or obtain nd Nurse uired; Current V Counselor  Total \$ 104,15  Dispe of practice as and evaluating  California Board of Nursing; n HIV Counselor
and UDC served  Degree, license exp  Staff Position 3:	operations of the Founda Director of Clinical Servic Master's degree in Nursir certification as a Nurse p Practitioner License with Health Care Provider Bas required or must be obtai  Annual Salary 130,188  Manager of Registered Provides direct patient ca defined by Strut's protoco Strut's clients for sexually A minimum of an Associa Registered Nurse License Basic Life Support (BLS) required or must be obtai	tion, reporting to the Clinic res and Medical Director.  Ing required; Current Califor ractitioner (NP) within 6 months are california Board of Nursic Life Support (BLS) certined within 6 months of hire x Base FTE  0.80  Nurses  Ire at the Nurse-led clinic and sols and the State of California transmitted infections (ST are Degree in Nursing is received; must maintain certification for Health Car	mia Registered Number of hire; must resing; Current DEA fication required; Commerced; Co	rse and Nurse Practitioner license; Mumaintain an active Registered Nurse a and California Furnishing license requurrent California Certification as an HI  Annualized FTE if < 12 mo  0.80  The position will function within the scrassessment, planning, implementing, and Science in Nursing preferred; Current and Certification as a seried Nurse License with the California and; Current California Certification as a	e with the Senior  st have or obtain nd Nurse uired; Current V Counselor  Total \$ 104,15  Dispe of practice as and evaluating  California Board of Nursing; n HIV Counselor

Staff Position 5: Director of Clinical Services  Responsible for overseeing the day to day operations at all SFAF clinical sites. Primary responsibilities include supervising the managers of the lab technician and services navigation teams, ensuring compliance with lab regulations at all SFAF sites (i.e., staff competencies, proficiency testing, and quality assurance under Moderate Complexity CLIA regulations), oversees clinical licensing, ensures supply availability at all clinical sites, updating client and laboratory related policies and best practices when Duties re program and UDC served organizations.  Bachelor's Degree highly regarded; 3 years of managing and supervising staff required; Possession and maintenance of a State of California Certification as a Phlebotomist I or II; Basic Life Support (BLS) certification for Health Care Providers	Res			ns at all SEAF clinic	cal sites. Primary responsibilities inclu	de euromieina the
	Duties re program indicand UDC served orga	inagers of the lab techniff competencies, proficensing, ensures supply licated, and oversees opanizations.  chelor's Degree highly	nician and services navigation of the control of th	tion teams, ensurir assurance under M tes, updating client an Francisco Depa aging and supervis	ng compliance with lab regulations at a loderate Complexity CLIA regulations) and laboratory related policies and be rtment of Public Health and community ing staff required; Possession and main	Il SFAF sites (i.e., , oversees clinical est practices when y-based
required; Knowledge of Title 22, Title 24, HIPAA and other regulations related to healthcare; Preferred experience in sexual begree, license exp health screenings and prevention.	requ	quired; Knowledge of T alth screenings and pre	itle 22, Title 24, HIPAA and evention.	d other regulations	related to healthcare; Preferred exper	ience in sexual
Annual Salary         x Base FTE         x Mos per Yr         Annualized FTE if < 12 mo						
	•					

# 1b) EMPLOYEE FRINGE BENEFITS:

Estimated Social Security, Retirement, Medical, Dental, Unemployment Ins, Disability, PT	<sup>-</sup> O.
FICA	\$ 30,078.88
SUI	\$ 2,044.58
Health/Life	\$ 58,978.20
Disability	\$ 314.55
WC	\$ 2,359.13
Retirement Plan	\$ 12,385.42
	\$ -

Total Fringe Benefit:	106,161
<u>-</u>	
Fringe Benefit %:	27.00%
Ţ.	
OTAL SALARIES/BENEFITS:	\$ 499,349
0	 OTAL SALARIES/BENEFITS: \$

Occupancy:	-		
Expense Item	Concise/ Specific Description	Rate/Formula	Cost
Occupancy Share	Shared Occupancy expenses, including but not limited to Rent and Telephone expense, allocated at \$1,181.05 per FTE per month.	\$1,181.05	\$ 42,187
		Total Occupancy:	\$ 42 187

Total Occupancy: \$ 42,187

# Materials & Supplies:

Shared Office Supply expenses, including but not limited to postage, consumable office supplies, non-depreciable software and  Office Supplies Sh technology, at \$41 per FTE per month.  \$41.00 \$ 1			Cost
	consumable office supplies, non-depreciable software and	\$	1,464
Total Materials 9 Supplies \$ 4			

Total Materials & Supplies: \$ 1,464

Expense Item	Brief Description	Rate/Formula	Co	st
	Shared General Operating expenses, including but not limited to insurance, equipment rental and maintenance, and off-site storage,			
General Operating	at \$156.15 per FTE per month.	\$156.15	\$	5,580
		Total General Operating:	\$	5,580

TOTAL OPERATING EXPENSES:	\$ 49,231
TOTAL DIRECT COSTS:	\$ 548,580

Please list here the personnel and ledger expenses that are inclu	ed in your shared costs?
	Amount
TOTAL SALARIES/BENEFITS:	\$ 499,349
TOTAL OPERATING EXPENSES:	\$ 49,231
(V. N. N. N. D. C.	TOTAL INDIDECT COOTS A COOSS
4) INDIRECT COS Indirect Rate: 15.00%	TOTAL INDIRECT COSTS: \$ 82,286
	T.
	TOTAL EXPENSES: \$ 630,866

Appendix B-2b, Page 1 7/1/2024 - 6/30/2025

#### INTEGRATED HCV/HIV TESTING PROGRAM

#### UOS COST ALLOCATION BY SERVICE MODE

**CHEP General Fund** 

Service	Modes:	INTEGI HIV/HC TES	V/STD	LINKA( NAVIG		PREVENT TREAT MEDIC	MENT	
Position Titles	Annual FTE	Salaries	% FTE	Salaries	% FTE	Salaries	% FTE	Totals
Registered Nurse	0.80	82,567	95%		0%	4,346	5%	86,913
Nurse Practitioner	0.80	98,942	95%		0%	5,208	5%	104,150
Manager of Registered Nurses	0.80	98,942	95%		0%	5,208	5%	104,150
Manager of Nurse Practitioners	0.35	50,630	95%		0%	2,665	5%	53,295
The Nurse Practitioner provides advance	0.2268	42,446	95%		0%	2,234	5%	44,680
					•		•	
Total FTE & Salaries	2.9768	373,527	95%	•	0%	19,661	5%	393,188
Fringe Benefits	27%	100,852	95%	-	0%	5,309	5%	106,161
Total Personnel Expenses		474,379	95%	-	0%	24,970	5%	499,349
Operating Expenses		Expense	%	Expense	%	Expense	%	Totals
Total Occupancy		40,078	95%	-	0%	2,109	5%	42,187
Total Materials and Supplies		1,391	95%		0%	73	5%	1,464
Total General Operating		5,301	95%		0%	279	5%	5,580
Total Staff Travel		-	0%		0%	-	0%	-
Consultants/Subcontractor:		-	0%		0%	-	0%	-
Other (specify):								
			0%		0%		0%	-
			0%		0%		0%	-
Total Operating Expenses		46,770	95%	-		2,461	5%	49,231
Total Direct Expenses		521,149	95%	_	0%	27,431	5%	548.580
Indirect Expenses	15.0%	78,171	95%	_	0%	4,115	5%	82,286
TOTAL EXPENSES		599,320	95%	-	0%	31,546	5%	630,866
Unit of Serv	ice Tyne	Encou	ıntare	Но	ure	Encou	intore	
Number of UOS per Serv			825	N.		50		15,325
Cost Per UOS by Serv		\$40		\$0.		\$63		15,525 N/A
Number of UDC/NOC per Sen		, .	/A	58		N/	_	580
r						· · · · · · · · · · · · · · · · · · ·		

# 1a) SALARIES

7/1/2024 - 6/30/2025

Staff Position 1	Registered Nurse			.,	1/2024 - 0/30/2023
Duties related to this program and	function within the scope planning, implementing, a	of practice as defined by S and evaluating Strut's clien serve as HIV testing couns	trut's protocols and ts for sexually trans	Nurse-led clinic at Magnet at Strut. The difference of California. This includes smitted infections (STI) and HIV infections the clinic. This is a per diem position	s assessment, on. All Magnet at
Degree, license,	Registered Nurse License Basic Life Support (BLS)	e is required; must maintain certification for Health Car	n an active Registe e Providers require	Science in Nursing preferred; Current ered Nurse License with the California ed; Current California Certification as a of nursing experience in an outpatien	Board of Nursing; n HIV Counselor
	Annual Salary	x Base FTE	x Mos per Yr	Annualized FTE if < 12 mo	Total
	108,641	0.80	12	0.80	\$ 86,913
Staff Position 2:	Nurse Practitioner				
Duties re program and UDC served	operations of the Founda Director of Clinical Servic	tion, reporting to the Clinic es and Medical Director.	Director. The NP v	d takes an active leadership role for the works under a clinical scope of practice rse and Nurse Practitioner license; Mu	e with the Senior
	certification as a Nurse por Practitioner License with Health Care Provider Bas	ractitioner (NP) within 6 mo the California Board of Nur	onths of hire; must rsing; Current DEA fication required; C	maintain an active Registered Nurse a and California Furnishing license requerrent California Certification as an HI	ind Nurse uired; Current
	Annual Salary	x Base FTE	x Mos per Yr	Annualized FTE if < 12 mo	Total
	130,188	0.80	12	0.80	\$ 104,150
Staff Position 3:	Manager of Registered	Nurses			
	Provides direct patient ca defined by Strut's protoco	re at the Nurse-led clinic a	nia. This includes	The position will function within the scassessment, planning, implementing, and	•
	A minimum of an Associa Registered Nurse License Basic Life Support (BLS) required or must be obtai	te Degree in Nursing is receive is required; must maintain certification for Health Car	quired; Bachelor of an active Registe e Providers require	Science in Nursing preferred; Current ered Nurse License with the California ed; Current California Certification as a rof nursing experience in an outpatien	Board of Nursing; n HIV Counselor
	Annual Salary	x Base FTE	x Mos per Yr	Annualized FTE if < 12 mo	Total
	130,188	0.80	12	0.80	\$ 104,150
Staff Position 4:	Manager of Nurse Pract	itioners			

this program and UDC served	operations, under a scop clients seeking screening Occupational Post Expostreatment guidelines incluphlebotomy, administration client counseling, and ed protocols, policies and prand addresses any subm Master's degree in Nursing certification as a Nurse polynomer Practitioner Licens Current Health Care Procounselor required or musting a screening counselor required or must be seeking screening counselor required	e of practice with the Medic for sexually health service ure Prophylaxis (nPEP) se uding but not limited to obta on of treatments, performin ucation. Assists the Directo occedures. Ensures Confide ission issues. Ingrequired. Current Califor ractitioner (NP) within 6 more with the California Board vider Basic Life Support (Blust be obtained within 6 more ast one year experience in	cal Director. The N is, Hepatitis C treat rvices. Provides di aining medical histo g point of care lab or of Nursing in devential Morbidity Rep rnia Registered Nu onths of hire. Empl of Nursing. Curre LS) certification reconths of hire. Train	es an active leadership role for the daily urse Practitioner serves as the primary tment, Pre Exposure Prophylaxis (PrEF rect clinical services as defined by clinical services as defined by clinical services, specimen collection, but tests, management of Hepatitis C, PrEF reloping, implementing and evaluating ports are submitted to the Department arse and Nurse Practitioner license. Maloyee must maintain an active Register and DEA and California Furnishing licent puried. Current California Certification ing in Good Clinical Practices, research calth clinic preferred. At least one year	r interface with P) and non- ic protocols and high-volume P and nPEP care, best practices, of Public Health  ust have or obtain red Nurse and se required. as an HIV h ethics, and IATA
	Annual Salary	x Base FTE	x Mos per Yr	Annualized FTE if < 12 mo	Total
	152,271	0.35	12	0.35	\$ 53,295
	managers of the lab tech staff competencies, profic licensing, ensures supply indicated, and oversees of	ng the day to day operation nician and services navigat siency testing, and quality a availability at all clinical sit	tion teams, ensurir assurance under M tes, updating client	cal sites. Primary responsibilities including compliance with lab regulations at alloderate Complexity CLIA regulations), and laboratory related policies and be rtment of Public Health and community	Il SFAF sites (i.e., oversees clinical est practices when
Degree, license exp	State of California Certific	cation as a Phlebotomist I c itle 22, Title 24, HIPAA and	or II; Basic Life Sup	ing staff required; Possession and mai oport (BLS) certification for Health Care related to healthcare; Preferred experi	Providers
	197,000	0.2268	12	0.2268	\$ 44,680
	,	V.=V		3.233	,,
	Total FTE, Base:	2.9768	Annualized:	2.9768	
	Total I IL, Dase.	2.0100	Allifudii2ed.	Total Salaries:	\$ 393,188
				i Otal Salalies.	Ψ 333,100

# 1b) EMPLOYEE FRINGE BENEFITS:

Estimated Social Security, Retirement, Medical, Dental, Unemployment Ins, Disability, PT	0
FICA	\$ 30,078.88
SUI	\$ 2,044.58
Health/Life	\$ 58,978.20
Disability	\$ 314.55
WC	\$ 2,359.13
Retirement Plan	\$ 12,385.42
	\$ -

		¢	
		\$ Total Fringe Benefit:	\$ 106,16
		Fringe Benefit %:	27.00
		TOTAL SALARIES/BENEFITS:	
		TOTAL SALARIES/BENEFITS:	\$ 499,34
) OPERATING I	EXPENSES:		
Occupancy:			
	- Oversign   Oversign Departmention	D ( /5 )	•
Expense Item	Concise/ Specific Description  Shared Occupancy expenses, including but not limited to Rent and	Rate/Formula	Cost
Occupancy Share	Telephone expense, allocated at \$1,181.05 per FTE per month.	\$1,181.05	\$ 42,18
, ,			
		Total Occumency	
Materials & Sup	olies:	Total Occupancy:	\$ 42,18
	_	Rate/Formula	\$ 42,18
Materials & Sup	Concise/ Specific Description		
Expense Item	Concise/ Specific Description  Shared Office Supply expenses, including but not limited to postage, consumable office supplies, non-depreciable software and	Rate/Formula	Cost
Expense Item	Concise/ Specific Description  Shared Office Supply expenses, including but not limited to postage,		Cost
Expense Item	Concise/ Specific Description  Shared Office Supply expenses, including but not limited to postage, consumable office supplies, non-depreciable software and	Rate/Formula	Cost
Expense Item	Concise/ Specific Description  Shared Office Supply expenses, including but not limited to postage, consumable office supplies, non-depreciable software and	Rate/Formula \$41.00	<b>Cost</b> \$ 1,46
Expense Item	Concise/ Specific Description  Shared Office Supply expenses, including but not limited to postage, consumable office supplies, non-depreciable software and	Rate/Formula	<b>Cost</b> \$ 1,46
Expense Item	Concise/ Specific Description  Shared Office Supply expenses, including but not limited to postage, consumable office supplies, non-depreciable software and hetechnology, at \$41 per FTE per month.	Rate/Formula \$41.00	<b>Cost</b> \$ 1,46
Expense Item  Office Supplies S  General Operation	Concise/ Specific Description  Shared Office Supply expenses, including but not limited to postage, consumable office supplies, non-depreciable software and hetechnology, at \$41 per FTE per month.	Rate/Formula \$41.00	<b>Cost</b> \$ 1,46
Expense Item  Office Supplies S  General Operation	Concise/ Specific Description  Shared Office Supply expenses, including but not limited to postage, consumable office supplies, non-depreciable software and hetechnology, at \$41 per FTE per month.  mg:  Brief Description  Shared General Operating expenses, including but not limited to insurance, equipment rental and maintenance, and off-site storage,	Rate/Formula \$41.00  Total Materials & Supplies:  Rate/Formula	\$ 1,46 \$ Cost
Expense Item  Office Supplies S  General Operation	Concise/ Specific Description  Shared Office Supply expenses, including but not limited to postage, consumable office supplies, non-depreciable software and htechnology, at \$41 per FTE per month.  ng:  Brief Description  Shared General Operating expenses, including but not limited to	Rate/Formula \$41.00 Total Materials & Supplies:	\$ 1,46

Appendix B-2b
01/01/2023

5,580

49,231

548,580

Total General Operating: \$

TOTAL DIRECT COSTS: \$

TOTAL OPERATING EXPENSES: \$

Please list here the personnel and ledger expenses that are included in your shared	d costs?
	Amount
TOTAL SALARIES/BENEFITS:	\$ 499,349
TOTAL OPERATING EXPENSES:	\$ 49,231
4) INDIRECT COS Indirect Rate: 15.00%	TOTAL INDIRECT COSTS: \$ 82,286
4) INDIRECT COS Indirect Rate: 15.00%	TOTAL INDIRECT COSTS: \$ 82,286
	TOTAL EXPENSES: \$ 630,866

Appendix B-2c, Page 1 7/1/2025 - 6/30/2026

#### INTEGRATED HCV/HIV TESTING PROGRAM

#### UOS COST ALLOCATION BY SERVICE MODE

**CHEP General Fund** 

				1		П		
Service I	Modes:	_	RATED CV/STD TING	LINKA( NAVIG	GE AND	PREVENT TREAT MEDIC	MENT	
Position Titles	Annual FTE	Salaries	% FTE	Salaries	% FTE	Salaries	% FTE	Totals
Registered Nurse	0.80	82,567	95%		0%	4,346	5%	86,913
Nurse Practitioner	0.80	98,942	95%		0%	5,208	5%	104,150
Manager of Registered Nurses	0.80	98,942	95%		0%	5,208	5%	104,150
Manager of Nurse Practitioners	0.35	50,630	95%		0%	2,665	5%	53,295
Director of Clinical Services	0.2268	42,446	95%		0%	2,234	5%	44,680
Total FTE & Salaries	2.9768	373,527	95%	-	0%	19,661	5%	393,188
Fringe Benefits	27%	100,852	95%	-	0%	5,309	5%	106,161
Total Personnel Expenses		474,379	95%	-	0%	24,970	5%	499,349
Operating Expenses		Expense	%	Expense	%	Expense	%	Totals
Total Occupancy		40,078	95%		0%	2,109	5%	42,187
Total Materials and Supplies		1,391	95%		0%	73	5%	1,464
Total General Operating		5,301	95%		0%	279	5%	5,580
Total Staff Travel		-	0%		0%	-	0%	-
Consultants/Subcontractor:		-	0%		0%	-	0%	-
Other (specify):								
			0%		0%	_	0%	-
			0%		0%		0%	-
Total Operating Expenses		46,770	95%	-		2,461	5%	49,231
Total Direct Expenses		521,149	95%	_	0%	27,431	5%	548,580
Indirect Expenses	15.0%	78,171	95%	_	0%	4,115	5%	82,286
TOTAL EXPENSES		599,320	95%	-	0%	31,546	5%	630,866
Unit of Servi	ce Tyne	Encou	ınters	Ho	urs	Encou	ınters	
Number of UOS per Servi			825		/A		00	15,325
Cost Per UOS by Servi		\$40		\$0.		\$63		N/A
Number of UDC/NOC per Serv		N.	/Δ	58	30	N/	/Δ	580

# 1a) SALARIES

7/1/2025 - 6/30/2026

Staff Position 1	Registered Nurse					
this program and	function within the scope planning, implementing,	of practice as defined by S and evaluating Strut's clien serve as HIV testing couns	Strut's protocols and ts for sexually trans	Nurse-led clinic at Magnet at Strut. The State of California. This include smitted infections (STI) and HIV infections the clinic. This is a per diem position	es asses ction. All	sment, Magnet at
	Registered Nurse Licens Basic Life Support (BLS)	e is required; must maintain certification for Health Car	n an active Registere Providers require	Science in Nursing preferred; Currer red Nurse License with the California d; Current California Certification as of nursing experience in an outpatie	a Board o an HIV (	of Nursing; Counselor Il health
	Annual Salary	x Base FTE	x Mos per Yr	Annualized FTE if < 12 mo		Total
	108,641	0.80	12	0.80	\$	86,913
Ctoff Docition 2	Nurse Practitioner					
		ation, reporting to the Clinic		vorks under a clinical scope of praction	ce with the	he Senior
	operations of the Founda Director of Clinical Servic Master's degree in Nursi	ation, reporting to the Clinic ces and Medical Director. ng required; Current Califor	Director. The NP v	vorks under a clinical scope of practions of practions of the scope of	ust have	e or obtain
and UDC served	operations of the Founda Director of Clinical Servic Master's degree in Nursin certification as a Nurse p Practitioner License with Health Care Provider Bas	ntion, reporting to the Clinic ces and Medical Director. Ing required; Current Califor ractitioner (NP) within 6 mo the California Board of Nur sic Life Support (BLS) certii	nia Registered Nur onths of hire; must rsing; Current DEA fication required; C	vorks under a clinical scope of praction	lust have and Nur quired; C	e or obtain rse current
and UDC served	operations of the Founda Director of Clinical Service Master's degree in Nursing certification as a Nurse poly Practitioner License with Health Care Provider Bastequired or must be obtain	ntion, reporting to the Clinic ces and Medical Director. Ing required; Current Califor ractitioner (NP) within 6 mo the California Board of Nur sic Life Support (BLS) certifined within 6 months of hire	rnia Registered Nur onths of hire; must rsing; Current DEA fication required; C	rse and Nurse Practitioner license; M maintain an active Registered Nurse and California Furnishing license red urrent California Certification as an F	lust have and Nur quired; C	e or obtain rse current nselor
and UDC served	operations of the Founda Director of Clinical Servic Master's degree in Nursin certification as a Nurse p Practitioner License with Health Care Provider Bas	ntion, reporting to the Clinic ces and Medical Director. Ing required; Current Califor ractitioner (NP) within 6 mo the California Board of Nur sic Life Support (BLS) certii	nia Registered Nur onths of hire; must rsing; Current DEA fication required; C	vorks under a clinical scope of practions of practical scope of practions of practical scope of practical	lust have and Nur quired; C	e or obtain rse current nselor
and UDC served	operations of the Founda Director of Clinical Service Master's degree in Nursing certification as a Nurse peractitioner License with Health Care Provider Bastequired or must be obtain Annual Salary	ation, reporting to the Clinic tees and Medical Director.  Ing required; Current Califor ractitioner (NP) within 6 months California Board of Nursic Life Support (BLS) certificated within 6 months of hire x Base FTE  0.80	rnia Registered Nur onths of hire; must rsing; Current DEA fication required; C e.	rse and Nurse Practitioner license; M maintain an active Registered Nurse and California Furnishing license red urrent California Certification as an H	lust have and Nur quired; C	e or obtain rse current nselor
and UDC served Degree, license exp	operations of the Foundal Director of Clinical Service Master's degree in Nursing certification as a Nurse peractitioner License with Health Care Provider Bastequired or must be obtain Annual Salary 130,188  Manager of Registered Provides direct patient cardefined by Strut's protocol	ation, reporting to the Clinic tees and Medical Director.  Ing required; Current Califor ractitioner (NP) within 6 months California Board of Nursic Life Support (BLS) certificated within 6 months of hire x Base FTE  0.80  Nurses  are at the Nurse-led clinic a	rnia Registered Nur onths of hire; must rsing; Current DEA fication required; Ce.  x Mos per Yr  12  t Magnet at Strut. nia. This includes a	rse and Nurse Practitioner license; Maintain an active Registered Nurse and California Furnishing license recurrent California Certification as an Formula Annualized FTE if < 12 mo 0.80  The position will function within the sassessment, planning, implementing,	ust have and Nur quired; C HIV Cour	e or obtain rse current nselor  Total 104,150 practice as
and UDC served Degree, license exp Staff Position 3:	operations of the Foundar Director of Clinical Service Master's degree in Nursing certification as a Nurse puractitioner License with Health Care Provider Bastered or must be obtain Annual Salary 130,188  Manager of Registered Provides direct patient care defined by Strut's protocon Strut's clients for sexually A minimum of an Associate Registered Nurse Licens Basic Life Support (BLS) required or must be obtain	ation, reporting to the Clinic ces and Medical Director.  Ing required; Current Califor ractitioner (NP) within 6 months of Nursic Life Support (BLS) certified within 6 months of hire x Base FTE 0.80  Nurses  The American State of Californ of the State Degree in Nursing is received; must maintain certification for Health Carrell.	rnia Registered Nur onths of hire; must rsing; Current DEA fication required; Ce.   x Mos per Yr  12  t Magnet at Strut. nia. This includes a Tl) and HIV infection quired; Bachelor of n an active Registe e Providers require	rse and Nurse Practitioner license; Maintain an active Registered Nurse and California Furnishing license recurrent California Certification as an Fannualized FTE if < 12 mo  0.80  The position will function within the sassessment, planning, implementing,	and Nur quired; C HIV Cour \$ cope of and eva	e or obtain rse current nselor  Total 104,150  practice as aluating rnia of Nursing; Counselor
and UDC served Degree, license exp	operations of the Foundal Director of Clinical Service Master's degree in Nursing certification as a Nurse puractitioner License with Health Care Provider Basterquired or must be obtain Annual Salary 130,188  Manager of Registered Provides direct patient can defined by Strut's protocon Strut's clients for sexually A minimum of an Associated Registered Nurse License Basic Life Support (BLS) required or must be obtain	ation, reporting to the Clinic ces and Medical Director.  Ing required; Current Califor ractitioner (NP) within 6 months of Nursic Life Support (BLS) certified within 6 months of hire x Base FTE 0.80  Nurses  The American State of Californ of the State Degree in Nursing is received; must maintain certification for Health Carrell.	rnia Registered Nur onths of hire; must rsing; Current DEA fication required; Ce.   x Mos per Yr  12  t Magnet at Strut. nia. This includes a Tl) and HIV infection quired; Bachelor of n an active Registe e Providers require	rse and Nurse Practitioner license; Maintain an active Registered Nurse and California Furnishing license recurrent California Certification as an Fannualized FTE if < 12 mo  O.80  The position will function within the seasessment, planning, implementing, in.  Science in Nursing preferred; Current red Nurse License with the California d; Current California Certification as	and Nur quired; C HIV Cour \$ cope of and eva	e or obtain rse current nselor  Total 104,150  practice as aluating rnia of Nursing; Counselor

1

# 1b) EMPLOYEE FRINGE BENEFITS:

stimated Social Security, Retirement, Medical, Dental, Unemployment Ins, Disability, PTO				
FICA	\$ 30,078.88			
SUI	\$ 2,044.58			
Health/Life	\$ 58,978.20			
Disability	\$ 314.55			
WC	\$ 2,359.13			
Retirement Plan	\$ 12,385.42			
	-			

		\$	-
		Total Fringe Benefit:	\$ 106,16
		Fringe Benefit %:	27.00
		TOTAL SALARIES/BENEFITS:	\$ 499,34
2) OPERATING E	XPENSES:		
Occupancy:			
Expense Item	Concise/ Specific Description	Rate/Formula	Cost
Occupancy Share	Shared Occupancy expenses, including but not limited to Rent and Telephone expense, allocated at \$1,181.05 per FTE per month.	\$1,181.05	\$ 42,18
		Total Occupancy:	\$ 42,18
Materials & Supp	lies:		
Expense Item	Concise/ Specific Description	Rate/Formula	Cost
	Shared Office Supply expenses, including but not limited to postage, consumable office supplies, non-depreciable software and		
Office Supplies Sh	technology, at \$41 per FTE per month.	\$41.00	\$ 1,46

Expense Item	Brief Description	Rate/Formula	С	Cost
	Shared General Operating expenses, including but not limited to insurance, equipment rental and maintenance, and off-site storage,			
General Operating	at \$156.15 per FTE per month.	\$156.15	\$	5,580
		T ( 10 10 1)	Ļ	5 500
		Total General Operating:	\$	5,580

TOTAL DIRECT COSTS:	548,580
TOTAL OPERATING EXPENSES:	49,231

Please list here the personnel and ledger expenses that are include	n your shared costs?
	Amount
TOTAL SALARIES/BENEFITS:	\$ 499,349
TOTAL OPERATING EXPENSES:	\$ 49,231
4) INDIRECT COS Indirect Rate: 15.00%	TOTAL INDIRECT COSTS: \$ 82,286
4) INDIRECT COS IIIuliect Rate. 15.00%	101AL INDIRECT COSTS. \$ 62,200
	TOTAL EXPENSES: \$ 630,866

						Appendix B-3, Page 1 1/1/2023 - 6/30/2023
CAPACITY BUILDING ACTIVITIES						
		UOS COST A	ALLOCATIO	N BY SERVIC	E MODE	CHEP General Fund
Servio	e Modes:	CAPACITY Start-up		CAPACITY Impleme Activ	entation	
Position Titles	Annual FTE	Salaries	% FTE	Salaries	% FTE	Totals
Clinical Assistance Program Coordinato	0.50	18,750	50%	18,750	50%	37,500
Sr. Director, Community Partnerships a	0.104	10,278	50%	10,279	50%	20,557
Cohort Participants - Part-Time, Benefit	1.84616	42,240	50%	42,240	50%	84,480
Total FTE & Salaries	2.45016	71,268	50%	71,269	50%	142,537
Fringe Benefits	27%	7,837	50%	7,838	50%	15,675
Total Personnel Expenses		79,105	50%	79,107	50%	158,212
Operating Expenses		Expense	%	Expense	%	Totals
Total Occupancy		4,280	50%	4,280	50%	8,560
Total Materials and Supplies		3,004	50%	3,005	50%	6,009
Total General Operating		566	50%	566	50%	1,132
Total Staff Travel		-	0%	-	0%	-
Consultants/Subcontractor:		-	0%	-	0%	-
Other (specify):						
			0%		0%	-
			0%		0%	-
Total Operating Expenses		7,850	50%	7,851		15,701
				1		II
Total Direct Expenses		86,955	50%	86,958	50%	173,913
Indirect Expenses	15.0%	13,043	50%	13,044	50%	26,087
TOTAL EXPENSES		99,998	50%	100,002	50%	200,000
Unit of Se	rvice Type	Mon	iths	Hou	ırs	
Number of UOS per Se		3		1,2		1,203
Cost Per UOS by Se		\$33,33	32.67	\$83.		N/A
Number of UDC/NOC per S	Service Mode	N/	'A	1:	2	12

### 1a) SALARIES

1/1/2023 - 6/30/2023

Ctoff Docition 4	Clinical Assistance Due	aven Ceerdineter		<u>.                                    </u>			
Staff Position 1	Clinical Assistance Pro						
this program and	to provide HIV prevention	, treatment and advocacy	and support Clinica	Training , will train a cohort of twelve C al Assistants. Coordinate and superviso ers, insurance and benefits navigators,	e Clinio	cal	
209.00,,	_	organization. CA Phlebot		ealth setting , two years experience in HIV Test Counselor Certification and t			
	Annual Salary	x Base FTE	x Mos per Yr	Annualized FTE if < 12 mo		Total	
	75,000	1.00	6	0.50	\$	37,500	
Ctoff Docition O	Sr Director Community	/ Partnerships and Engag					
	Program development and implementation of a portfolio of programs serving Black communities, including but not limited to staffing, training, protocols, and materials development; Maintain relationship with subcontractors, establish data reporting systems, and ensure compliance with reporting and contract requirements; Program and service oversight and supervision of staff.						
Degree, license exp	Experience overseeing go experiencing supervising		s, designing and ir	mplementing new services and prograr	ns; Pre	vious	
	Annual Salary	x Base FTE	x Mos per Yr	Annualized FTE if < 12 mo		Total	
	197,660	0.208	6	0.104	\$	20,557	
Staff Position 3:	Cohort Participants - Pa	art-Time, Benefits Ineligib	ole				
The Cohort Participants (also known as Clinical Assistants) will partake in a robust Sexual Health Clinical Training with the San Francisco AIDS Foundation Health Equity Training Academy. The training will provide an opportunity to work alongside sexual health clinicians and volunteers, insurance and benefits navigators, and community programs staff, all who are experts in HIV Duties re prog/UDC prevention, treatment, and advocacy. 12 participants at \$22/hr, for 20 hrs/week, for 16 weeks.							
Degree, license exp	High school Diploma or e	quivalent					
	Annual Salary	x Base FTE	x Mos per Yr	Annualized FTE if < 12 mo		Total	
	45,760	3.69231	6	1.84616	\$	84,480	
	T (   FTF D	4.00004		0.45040			
	Total FTE, Base:	4.90031	Annualized:	2.45016	•	440 ===	
				Total Salaries:	\$	142,537	

# 1b) EMPLOYEE FRINGE BENEFITS:

Estimated Social Security, Retirement, Medical, Dental, Unemployment Ins, Disability, PT	<sup>-</sup> O.
FICA	\$ 4,441.36
SUI	\$ 301.90
Health/Life	\$ 8,708.55
Disability	\$ 46.45
WC	\$ 348.34

Retirement Plan	\$	1,828.80
	\$	-
	\$	-
	Total Fringe Benefit:	\$ 15,675
	Fringe Benefit %:	27.00%
	TOTAL SALARIES/BENEFITS:	\$ 158,212

# 2) OPERATING EXPENSES:

Occupancy:

	•			
Expense Item	Concise/ Specific Description	Rate/Formula	Co	st
	Shared Occupancy expenses, including but not limited to Rent and Telephone expense, allocated at \$1,181.05 per FTE per month			
Occupancy Share	(excluding cohort FTE).	\$1,181.05	\$	8,560

Total Occupancy: \$ 8,560

### Materials & Supplies:

Expense Item	Concise/ Specific Description	Rate/Formula	Cost
Office Supplies Sh	Shared Office Supply expenses, including but not limited to postage, consumable office supplies, non-depreciable software and technology, at \$41 per FTE per month (excluding cohort FTE).	\$41.00	\$ 297
Program Materials	Materials directly related to cohort participation, including but not limited to those needed for cohort gatherings and cohort work spaces. \$476 per participant, for 12 participants.	\$476.00	\$ 5,712
		Total Materials & Supplies:	\$ 6 009

Total Materials & Supplies: \$ 6,009

Expense Item	Brief Description	Rate/Formula	Cost
	Shared General Operating expenses, including but not limited to insurance, equipment rental and maintenance, and off-site storage,		
<b>General Operating</b>	at \$188.67 per FTE per month (excluding cohort FTE).	\$188.67	\$ 1,132
		Total General Operating:	\$ 1,132

	TOTAL OPERATING EXPENSES:	\$ 15,701
	TOTAL DIRECT COSTS:	\$ 173,913
Please list here the personnel and ledger expenses that are included in your shared co	sts?	
		Amount
TOTAL SALARIES/BENEFITS:		\$ 158,212
TOTAL OPERATING EXPENSES:		\$ 15,701
4) INDIRECT COS Indirect Rate: 15.00%	TOTAL INDIRECT COSTS:	\$ 26,087
	TOTAL EXPENSES:	\$ 200,000

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7/1/2023 - 6/30/2024	

#### **CAPACITY BUILDING ACTIVITIES**

#### UOS COST ALLOCATIOI CHEP General Fund

Service Modes:		CAPACITY BUILDING Implementation Activities		
Position Titles Annual FTE		Salaries	% FTE	Totals
Clinical Assistance Program Coordinato	1.00	75,000	100%	75,000
Sr. Director, Community Partnerships a	0.208	41,113	100%	41,113
Cohort Participants - Part-Time, Benefit	3.69231	168,960	100%	168,960
Total FTE & Salaries	4.90031	285,073	100%	285,073
Fringe Benefits	27%	31,351	100%	31,351
Total Personnel Expenses		316,424	100%	316,424
Operating Expenses		Expense	%	Totals
Total Occupancy		17,120	100%	17,120
Total Materials and Supplies		12,018	100%	12,018
Total General Operating		2,264	100%	2,264
Total Staff Travel			0%	-
Consultants/Subcontractor:			0%	-
Other (specify):				
			0%	-
			0%	-
Total Operating Expenses		31,402	100%	31,402
Total Direct Expenses		347,826	100%	347,826
Indirect Expenses	15.0%	52,174	100%	52,174
TOTAL EXPENSES		400,000	100%	400,000
Unit of Se	rvice Type	Hou	ırs	
Number of UOS per Se		2,4		2,400
Cost Per UOS by Se		\$166		N/A
Number of UDC/NOC per S		24		24

# 1a) SALARIES

7/1/2023 - 6/30/2024

Staff Position 1	Clinical Assistance Pro	gram Coordinator				
Duties related to this program and	Coordinator will partake in developing a robust Sexual Health Clinical Training, will train a cohort of twelve Clinical Assistants to provide HIV prevention, treatment and advocacy and support Clinical Assistants. Coordinate and supervise Clinical Assistants in their work alongside sexual health clinicians and volunteers, insurance and benefits navigators, and community program staff.					
Degree, license,	_	organization. CA Phlebot		ealth setting , two years experience in HIV Test Counselor Certification and t		
	Annual Salary	x Base FTE	x Mos per Yr	Annualized FTE if < 12 mo	-	<b>Total</b>
	75,000	1.00	12	1.00	\$	75,000
		/ Partnerships and Engag	<del>_</del>	erving Black communities, including by	ıt not lim	aited to
Duties re program and UDC served	Program development and implementation of a portfolio of programs serving Black communities, including but not limited to staffing, training, protocols, and materials development; Maintain relationship with subcontractors, establish data reporting systems, and ensure compliance with reporting and contract requirements; Program and service oversight and supervision of staff.					
	Experience overseeing go experiencing supervising		s, designing and ir	nplementing new services and prograr	ns; Prev	ious
	Annual Salary	x Base FTE	x Mos per Yr	Annualized FTE if < 12 mo		Γotal
	197,660	0.208	12	0.208	\$	41,113
Staff Position 3:	Cohort Participants - Pa	rt-Time, Benefits Ineligib	le			
The Cohort Participants (also known as Clinical Assistants) will partake in a robust Sexual Health Clinical Training with the San Francisco AIDS Foundation Health Equity Training Academy. The training will provide an opportunity to work alongside sexual health clinicians and volunteers, insurance and benefits navigators, and community programs staff, all who are experts in HIV prevention, treatment, and advocacy. 12 participants at \$22/hr, for 20 hrs/week, for 16 weeks.						de sexual
Degree, license exp High school Diploma or equivalent.						
	Annual Salary	x Base FTE	x Mos per Yr	Annualized FTE if < 12 mo		Total
	45,760	3.69231	12	3.69231	\$	168,960
	Total FTE, Base:	4.90031	Annualized:	4.90031		
				Total Salaries:	\$	285,073

# 1b) EMPLOYEE FRINGE BENEFITS:

Estimated Social Security, Retirement, Medical, Dental, Unemployment Ins, Disability, PTO.					
FICA	\$ 8,882.64				
SUI	\$ 603.79				
Health/Life	\$ 17,416.95				
Disability	\$ 92.89				
WC	\$ 696.68				

Retirement Plan	\$	3,657.56
	\$	-
	\$	-
	Total Fringe Benefit:	\$ 31,351
	Fringe Benefit %:	27.00%
	TOTAL SALARIES/BENEFITS:	\$ 316,424

# 2) OPERATING EXPENSES:

Occupancy:				
Expense Item	Concise/ Specific Description	Rate/Formula		Cost
	Shared Occupancy expenses, including but not limited to Rent and Telephone expense, allocated at \$1,181.05 per FTE per month	04 404 05	Φ.	47.400
Occupancy Shared	(excluding cohort FTE).	\$1,181.05	\$	17,120
		Total Occupancy:	\$	17,120

# Materials & Supplies:

Expense Item	Concise/ Specific Description	Rate/Formula	Cost
	Shared Office Supply expenses, including but not limited to postage, consumable office supplies, non-depreciable software and technology, at \$41 per FTE per month (excluding cohort FTE).	\$41.00	\$ 594
Program Materials	Materials directly related to cohort participation, including but not limited to those needed for cohort gatherings and cohort work spaces. \$476 per participant, for 24 participants.	\$476.00	\$ 11,424
		Total Materials & Supplies:	\$ 12,018

Expense Item	Brief Description	Rate/Formula	(	Cost
General Operating	Shared General Operating expenses, including but not limited to insurance, equipment rental and maintenance, and off-site storage, at \$156.15 per FTE per month (excluding cohort FTE).	\$156.15	\$	2,264
		Total General Operating:	\$	2,264

	TOTAL OPERATING EXPENSES: \$	31,402
	TOTAL DIRECT COSTS: \$	347,826
Please list here the personnel and ledger expenses that are included in your shared	d costs?	
		Amount
TOTAL SALARIES/BENEFITS:	\$	316,424
TOTAL OPERATING EXPENSES:	\$	31,402
A NUMBER OF COOK	TOTAL INDIDECT COSTO	50.474
4) INDIRECT COS Indirect Rate: 15.00%	TOTAL INDIRECT COSTS:   \$	52,174
	TOTAL EVDENCES. ¢	400,000
	TOTAL EXPENSES:   \$	400,000

Appendix B-3b, Page 1
7/1/2024 - 6/30/2025

#### **CAPACITY BUILDING ACTIVITIES**

#### UOS COST ALLOCATION CHEP General Fund

Service Modes:		CAPACITY BUILDING Implementation Activities		
Position Titles	Annual FTE	Salaries	% FTE	Totals
Clinical Assistance Program Coordinato	1.00	75,000	100%	75,000
Sr. Director, Community Partnerships a	0.208	41,113	100%	41,113
Cohort Participants - Part-Time, Benefit	3.69231	168,960	100%	168,960
Total FTE & Salaries	4.90031	285,073	100%	285,073
Fringe Benefits	27%	31,351	100%	31,351
Total Personnel Expenses		316,424	100%	316,424
Operating Expenses		Expense	%	Totals
Total Occupancy		17,120	100%	17,120
Total Materials and Supplies		12,018	100%	12,018
Total General Operating		2,264	100%	2,264
Total Staff Travel			0%	-
Consultants/Subcontractor:			0%	-
Other (specify):				
			0%	-
			0%	-
Total Operating Expenses		31,402	100%	31,402
Total Direct Expenses		347,826	100%	347,826
Indirect Expenses	15.0%	52,174	100%	52,174
TOTAL EXPENSES	10.070	400,000	100%	400,000
Unit of Serv	ico Typo	Hou	ıre	
Number of UOS per Serv		2,4		2,400
Cost Per UOS by Serv		\$166		2,400 N/A
Number of UDC/NOC per Service Mode		24		24

### 1a) SALARIES

7/1/2024 - 6/30/2025

Staff Position 1	Clinical Assistance Pro	gram Coordinator					
this program and	Coordinator will partake in developing a robust Sexual Health Clinical Training, will train a cohort of twelve Clinical Assistants						
	capacity in a public health	A bachelor's degree or equivalent of four years experience in clinical health setting, two years experience in an administrative capacity in a public health organization. CA Phlebotomy License & cA HIV Test Counselor Certification and two year of experience in Supervisory or teaching position.					
	Annual Salary	x Base FTE	x Mos per Yr	Annualized FTE if < 12 mo		Total	
	75,000	1.00	12	1.00	\$	75,000	
Staff Position 2:	Sr Director Community	/ Partnerships and Engag	rement				
Degree, license exp		Experience overseeing government funded contracts, designing and implementing new services and programs; Previous experiencing supervising staff; Bachelors degree.					
	Annual Salary	x Base FTE	x Mos per Yr	Annualized FTE if < 12 mo		Total	
	197,660	0.208	12	0.208	\$	41,113	
Staff Position 3:	Cohort Participants - Pa	rt-Time, Benefits Ineligib	ole				
The Cohort Participants (also known as Clinical Assistants) will partake in a robust Sexual Health Clinical Training with the San Francisco AIDS Foundation Health Equity Training Academy. The training will provide an opportunity to work alongside sexual health clinicians and volunteers, insurance and benefits navigators, and community programs staff, all who are experts in HIV prevention, treatment, and advocacy. 12 participants at \$22/hr, for 20 hrs/week, for 16 weeks.							
Degree, license exp	High school Diploma or equivalent						
	Annual Salary	x Base FTE	x Mos per Yr	Annualized FTE if < 12 mo		Total	
_	45,760	3.69231	12	3.69231	\$	168,960	
	Total FTE, Base:	4.90031	Annualized:	4.90031			
				Total Salaries:	\$	285,073	

# 1b) EMPLOYEE FRINGE BENEFITS:

	,
Estimated Social Security, Retirement, Medical, Dental, Unemployment Ins, Disability, PT	0.
FICA	\$ 8,882.64
SUI	\$ 603.79
Health/Life	\$ 17,416.95
Disability	\$ 92.89
WC	\$ 696.68

Retirement Plan	\$	3,657.56
	\$	-
	\$	-
	Total Fringe Benefit:	\$ 31,351
	Fringe Benefit %:	27.00%
	TOTAL SALARIES/BENEFITS:	\$ 316,424

# 2) OPERATING EXPENSES:

Occupancy:			
Expense Item	Concise/ Specific Description	Rate/Formula	Cost
	Shared Occupancy expenses, including but not limited to Rent and Telephone expense, allocated at \$1,181.05 per FTE per month (excluding cohort FTE).	\$1,181.05	\$ 17,120
		Total Occupancy:	\$ 17,120

### Materials & Supplies:

Expense Item	Concise/ Specific Description	Rate/Formula		Cost	
Office Supplies Sh	Shared Office Supply expenses, including but not limited to postage, consumable office supplies, non-depreciable software and technology, at \$41 per FTE per month (excluding cohort FTE).	\$41.00	\$	594	
Program Materials	Materials directly related to cohort participation, including but not limited to those needed for cohort gatherings and cohort work spaces. \$476 per participant, for 24 participants.	\$476.00	\$	11,424	
Total Materials & Supplies: \$					

Expense Item	Brief Description	Rate/Formula	Cost
	Shared General Operating expenses, including but not limited to insurance, equipment rental and maintenance, and off-site storage,		
General Operating	at \$156.15 per FTE per month (excluding cohort FTE).	\$156.15	\$ 2,264
		Total General Operating:	\$ 2,264

	TOTAL OPERATING EXPENSES:	\$	31,402
	TOTAL DIRECT COSTS:	\$	347,826
Please list here the personnel and ledger expenses that are included in your shared co	sts?		
			Amount
TOTAL SALARIES/BENEFITS:		\$	316,424
TOTAL OPERATING EXPENSES:		\$	31,402
·			
4) INDIRECT COS Indirect Rate: 15.00%	TOTAL INDIRECT COSTS:	\$	52,174
		_	400.000
	TOTAL EXPENSES:	\$	400,000

#### Appendix B-3c, Page 1 7/1/2025 - 6/30/2026

#### **CAPACITY BUILDING ACTIVITIES**

#### UOS COST ALLOCATION CHEP General Fund

Service	Modes:	CAPACITY Impleme Activ	entation	
Position Titles	Annual FTE	Salaries	% FTE	Totals
Clinical Assistance Program Coordinato	1.00	75,000	100%	75,000
Sr. Director, Community Partnerships a	0.208	41,113	100%	41,113
Cohort Participants - Part-Time, Benefit	3.69231	168,960	100%	168,960
Total FTE & Salaries	4.90031	285,073	100%	285,073
Fringe Benefits	27%	31,351	100%	31,351
Total Personnel Expenses		316,424	100%	316,424
Operating Expenses		Expense	%	Totals
Total Occupancy		17,120	100%	17,120
Total Materials and Supplies		12,018	100%	12,018
Total General Operating		2,264	100%	2,264
Total Staff Travel			0%	-
Consultants/Subcontractor:			0%	-
Other (specify):				
			0%	-
			0%	-
Total Operating Expenses		31,402	100%	31,402
Total Direct Expenses		347,826	100%	347,826
Indirect Expenses	15.0%	52,174	100%	52,174
TOTAL EXPENSES		400,000	100%	400,000
Unit of Serv	ice Type	Hou	ırs	
Number of UOS per Serv	2,4		2,400	
Cost Per UOS by Serv	<u>2, 1</u> \$166		N/A	
Number of UDC/NOC per Ser		24	4	24

### 1a) SALARIES

7/1/2025 - 6/30/2026

Coordinator will partake in developing a robust Sexual Health Clinical Training , will train a cohort of twelve Clinical Assistant to provide HIV prevention, treatment and advocacy and support Clinical Assistants. Coordinate and supervise Clinical Assistants in their work alongside sexual health clinicians and volunteers, insurance and benefits navigators, and community program staff.  A bachelor's degree or equivalent of four years experience in clinical health setting , two years experience in an administratic capacity in a public health organization. CA Phlebotomy License & cA HIV Test Counselor Certification and two year of experience in Supervisory or teaching position.  Annual Salary X Base FTE X Mos per Yr Annualized FTE if < 12 mo Total 75,000 1.00 12 1.00 \$ 75,000 \$ 75,000 \$ 75,000 \$ 75,000 \$ 1.00 \$ 12 \$ 1.00 \$ 75,000 \$ 75,000 \$ 1.00 \$ 12 \$ 1.00 \$ 10,00 \$ 1	Staff Position 1	Clinical Assistance Pro	gram Coordinator				
Degree, license, experience in Supervisory or teaching position.  Annual Salary x Base FTE x Mos per Yr Annualized FTE if < 12 mo Total 75,000 1.00 12 1.00 \$ 75,  Staff Position 2: Sr. Director, Community Partnerships and Engagement Program development and implementation of a portfolio of programs serving Black communities, including but not limited to staffing, training, protocols, and materials development, Maintain relationship with subcontractors, establish data reporting and UDC served staff.  Experience overseeing government funded contracts, designing and implementing new services and programs; Previous experiencing supervising staff; Bachelors degree.  Annual Salary x Base FTE x Mos per Yr Annualized FTE if < 12 mo Total 197,660 0.208 12 0.208 \$ 41,  Staff Position 3: Cohort Participants - Part-Time, Benefits Ineligible  The Cohort Participants (also known as Clinical Assistants) will partake in a robust Sexual Health Clinical Training with the Serancisco AIDS Foundation Health Equity Training Academy. The training will provide an opportunity to work alongside sext health clinicians and volunteers, insurance and benefits navigators, and community programs staff, all who are experts in HI prevention, treatment, and advocacy. 12 participants at \$22/hr, for 20 hrs/week, for 16 weeks.  Duttes re prog/UDC  Degree, license exp  High school Diploma or equivalent  Annual Salary x Base FTE x Mos per Yr Annualized FTE if < 12 mo Total 45,760 3.69231 12 3.69231 \$ 168,	Duties related to this program and	Assistants in their work alongside sexual health clinicians and volunteers, insurance and benefits navigators, and community					
Staff Position 2: Sr. Director, Community Partnerships and Engagement  Program development and implementation of a portfolio of programs serving Black communities, including but not limited to staffing, training, protocols, and materials development; Maintain relationship with subcontractors, establish data reporting Duties re program systems, and ensure compliance with reporting and contract requirements; Program and service oversight and supervision of staff.  Experience overseeing government funded contracts, designing and implementing new services and programs; Previous Perperiencing supervising staff; Bachelors degree.  Annual Salary x Base FTE x Mos per Yr Annualized FTE if < 12 mo Total 197,660 0.208 12 0.208 \$ 41,  Staff Position 3: Cohort Participants - Part-Time, Benefits Ineligible  The Cohort Participants (also known as Clinical Assistants) will partake in a robust Sexual Health Clinical Training with the Sexual Health Clinical Training Academy. The training will provide an opportunity to work alongside sexual Health Clinical Training	Degree, license,	A bachelor's degree or equivalent of four years experience in clinical health setting, two years experience in an administrative capacity in a public health organization. CA Phlebotomy License & cA HIV Test Counselor Certification and two year of					
Staff Position 2: Sr. Director, Community Partnerships and Engagement Program development and implementation of a portfolio of programs serving Black communities, including but not limited to staffing, training, protocols, and materials development; Maintain relationship with subcontractors, establish data reporting Duties re program systems, and ensure compliance with reporting and contract requirements; Program and service oversight and supervision of staff.  Experience overseeing government funded contracts, designing and implementing new services and programs; Previous experiencing supervising staff; Bachelors degree.  Annual Salary X Base FTE X Mos per Yr Annualized FTE if < 12 mo Total 197,660 0.208 12 0.208 \$ 41,  Staff Position 3: Cohort Participants - Part-Time, Benefits Ineligible  The Cohort Participants (also known as Clinical Assistants) will partake in a robust Sexual Health Clinical Training with the Sexual Health clinicians and volunteers, insurance and benefits navigators, and community programs staff, all who are experts in HI puties re prog/UDC  Duties re prog/UDC  Degree, license exp  High school Diploma or equivalent  Annual Salary X Base FTE X Mos per Yr Annualized FTE if < 12 mo Total 45,760 3.69231 12 3.69231 \$ 168,		Annual Salary	x Base FTE	x Mos per Yr	Annualized FTE if < 12 mo		Total
Program development and implementation of a portfolio of programs serving Black communities, including but not limited to staffing, training, protocols, and materials development; Maintain relationship with subcontractors, establish data reporting systems, and ensure compliance with reporting and contract requirements; Program and service oversight and supervision of staff.  Degree, license exp    Experience overseeing government funded contracts, designing and implementing new services and programs; Previous experiencing supervising staff; Bachelors degree.    Annual Salary   x Base FTE   x Mos per Yr   Annualized FTE if < 12 mo   Total		75,000	1.00	12	1.00	\$	75,000
Annual Salary × Base FTE × Mos per Yr Annualized FTE if < 12 mo Total 197,660 0.208 12 0.208 \$41,  Staff Position 3: Cohort Participants - Part-Time, Benefits Ineligible  The Cohort Participants (also known as Clinical Assistants) will partake in a robust Sexual Health Clinical Training with the Sexual Health Clinical Trai	Duties re program and UDC served	Program development and implementation of a portfolio of programs serving Black communities, including but not limited to staffing, training, protocols, and materials development; Maintain relationship with subcontractors, establish data reporting systems, and ensure compliance with reporting and contract requirements; Program and service oversight and supervision of staff.  Experience overseeing government funded contracts, designing and implementing new services and programs; Previous					
Staff Position 3: Cohort Participants - Part-Time, Benefits Ineligible  The Cohort Participants (also known as Clinical Assistants) will partake in a robust Sexual Health Clinical Training with the Sexual Francisco AIDS Foundation Health Equity Training Academy. The training will provide an opportunity to work alongside sexus health clinicians and volunteers, insurance and benefits navigators, and community programs staff, all who are experts in HI prevention, treatment, and advocacy. 12 participants at \$22/hr, for 20 hrs/week, for 16 weeks.  Degree, license exp  High school Diploma or equivalent  Annual Salary X Base FTE X Mos per Yr Annualized FTE if < 12 mo Total 45,760 3.69231 12 3.69231 \$168,	Degree, licerise exp	· · · · · · · · · · · · · · · · · · ·		x Mos ner Yr	Annualized FTF if < 12 mo		Total
Staff Position 3: Cohort Participants - Part-Time, Benefits Ineligible  The Cohort Participants (also known as Clinical Assistants) will partake in a robust Sexual Health Clinical Training with the Sexual Francisco AIDS Foundation Health Equity Training Academy. The training will provide an opportunity to work alongside sexus health clinicians and volunteers, insurance and benefits navigators, and community programs staff, all who are experts in HI prevention, treatment, and advocacy. 12 participants at \$22/hr, for 20 hrs/week, for 16 weeks.  Degree, license exp  High school Diploma or equivalent  Annual Salary x Base FTE x Mos per Yr Annualized FTE if < 12 mo Total  45,760 3.69231 12 3.69231 \$ 168,		•		-		s	41,113
Annual Salary         x Base FTE         x Mos per Yr         Annualized FTE if < 12 mo         Total           45,760         3.69231         12         3.69231         \$ 168,           Total FTE, Base:         4.90031         Annualized:         4.90031	The Cohort Participants (also known as Clinical Assistants) will partake in a robust Sexual Health Clinical Training with the San Francisco AIDS Foundation Health Equity Training Academy. The training will provide an opportunity to work alongside sexual health clinicians and volunteers, insurance and benefits navigators, and community programs staff, all who are experts in HIV						
45,760 3.69231 12 3.69231 \$ 168,  Total FTE, Base: 4.90031 Annualized: 4.90031	Degree, license exp	High school Diploma or equivalent					
Total FTE, Base: 4.90031 Annualized: 4.90031		Annual Salary	x Base FTE	x Mos per Yr	Annualized FTE if < 12 mo		Total
		45,760	3.69231	12	3.69231	\$	168,960
		Total FTE, Base:	4.90031	Annualized:	4.90031		
Total Salaries:   \$ 285,		·			Total Salaries:	\$	285,073

# 1b) EMPLOYEE FRINGE BENEFITS:

	0 /
Estimated Social Security, Retirement, Medical, Dental, Unemployment Ins, Disability, PT	O.
FICA	\$ 8,882.64
SUI	\$ 603.79
Health/Life	\$ 17,416.95
Disability	\$ 92.89
WC	\$ 696.68

Retirement Plan	\$	3,657.56
	\$	-
	\$	-
	Total Fringe Benefit:	\$ 31,351
	Fringe Benefit %:	27.00%
	TOTAL SALARIES/BENEFITS:	\$ 316,424

# 2) OPERATING EXPENSES:

Occupancy:			
Expense Item	Concise/ Specific Description	Rate/Formula	Cost
	Shared Occupancy expenses, including but not limited to Rent and Telephone expense, allocated at \$1,181.05 per FTE per month (excluding cohort FTE).	\$1,181.05	\$ 17,120
		Total Occupancy:	\$ 17,120

### Materials & Supplies:

Expense Item	Concise/ Specific Description	Rate/Formula	Cost
	Shared Office Supply expenses, including but not limited to postage, consumable office supplies, non-depreciable software and technology, at \$41 per FTE per month (excluding cohort FTE).	\$41.00	\$ 594
Program Materials	Materials directly related to cohort participation, including but not limited to those needed for cohort gatherings and cohort work spaces. \$476 per participant, for 24 participants.	\$476.00	\$ 11,424
		Total Materials & Supplies:	\$ 12,018

Expense Item	Brief Description	Rate/Formula	(	Cost
	Shared General Operating expenses, including but not limited to insurance, equipment rental and maintenance, and off-site storage,			
General Operating	at \$156.15 per FTE per month (excluding cohort FTE).	\$156.15	\$	2,264
		Total General Operating:	\$	2,264

	TOTAL OPERATING EXPENSES: \$	31,402
	TOTAL DIRECT COSTS: \$	347,826
Please list here the personnel and ledger expenses that are included in your shared	d costs?	
		Amount
TOTAL SALARIES/BENEFITS:	\$	316,424
TOTAL OPERATING EXPENSES:	\$	31,402
A) INDIDECT COO.	TOTAL INDIDECT COSTS A	50.474
4) INDIRECT COS Indirect Rate: 15.00%	TOTAL INDIRECT COSTS:   \$	52,174
	TOTAL EVDENCES. ¢	400,000
	TOTAL EXPENSES: \$	400,000

# Appendix B-4, Page 1 1/1/2023 - 6/30/2023

#### **CAPACITY BUILDING ACTIVITIES**

#### UOS COST ALLOCATIOI CHEP General Fund

Service M	Modes:	CAPACITY Impleme Activ	entation	
Position Titles	Annual FTE	Salaries	% FTE	Totals
Project Coordinator	0.50	37,500	100%	37,500
Total FTE & Salaries	0.50	37,500	100%	37,500
Fringe Benefits	27%	10,125	100%	10,125
Total Personnel Expenses		47,625	100%	47,625
Operating Expenses		Expense	%	Totals
Total Occupancy		7,086	100%	7,086
Total Materials and Supplies		246	100%	246
Total General Operating		937	100%	937
Total Staff Travel			0%	-
Consultants/Subcontractor:		96,280	100%	96,280
Other (specify):				
			0%	-
			0%	-
Total Operating Expenses		104,549	100%	104,549
Total Direct Expenses		152,174	100%	152,174
Indirect Expenses	15.0%	22,826	100%	22,826
TOTAL EXPENSES		175,000	100%	175,000
Unit of Servi	ce Type	Mor	nths	
Number of UOS per Service		(	3	6
Cost Per UOS by Servio		\$29,16	66.68	N/A
Number of UDC/NOC per Serv	ice Mode	N/	/A	N/A

# 1a) SALARIES

1/1/2023 - 6/30/2023

Staff Position 1	Project Coordinator					
Duties related to this program and UDC served	Coordinator will partake in prevention, treatment and sexual health and volunte	n developing a robust Sexu advocacy and support As ers, insurance and benefit	ial Health Training sistants. Coordinat s navigators, and c	, will train a cohort of six Assistants to e and supervise Assistants in their wo community program staff.	provion rk alo	de HIV ngside
Degree, license, experience	A bachelor's degree or eq capacity in a public health	uivalent of four years expe organization and 2 year e	erience in health se xperience in a sup	etting , two years experience in an admervisory or teaching position.	inistra	ative
	Annual Salary	x Base FTE	x Mos per Yr	Annualized FTE if < 12 mo		Total
	75,000	1.00	6	0.50	\$	37,500
	Total FTE, Base:	1.00	Annualized:	0.50		
				Total Salaries:	\$	37,500

### 1b) EMPLOYEE FRINGE BENEFITS:

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

Estimated Social Security, Retirement, Medical, Dental, Unemployment Ins, Disability, PT	·O	
FICA	\$	2,868.75
SUI	\$	195.00
Health/Life	\$	5,625.00
Disability	\$	30.00
WC	\$	225.00
Retirement Plan	\$	1,181.25
	\$	-
	\$	-
	Total Fringe Benefit:	\$ 10,125
	Fringe Benefit %:	27.00%
	TOTAL SALARIES/BENEFITS:	\$ 47,625

# 2) OPERATING EXPENSES:

(	Occu	pano	:у:		

Expense Item	Concise/ Specific Description	Rate/Formula	(	Cost
	Shared Occupancy expenses, including but not limited to Rent and Telephone expense, allocated at \$1,181.05 per FTE per month.	\$1,181.05	\$	7,086
		Total Occupancy:	\$	7,086

Expense Item	Concise/ Specific Description	Rate/Formula		Cost
	Shared Office Supply expenses, including but not limited to postage,			
	consumable office supplies, non-depreciable software and	444.00	•	0.4
Office Supplies Sh	technology, at \$41 per FTE per month.	\$41.00	\$	24
		Total Materials & Supplies:	\$	24
Seneral Operatin	ıg:			
xpense Item	Brief Description	Rate/Formula		Cost
	Shared General Operating expenses, including but not limited to			
	insurance, equipment rental and maintenance, and off-site storage,	<b>*</b> ( <b>*</b> ) ( <b>*</b>	•	
Seneral Operating	gat \$156.15 per FTE per month.	\$156.15	\$	93
		Total General Operating:	•	93
		Total General Operating.	Ψ	
Consultants/Sub	contractors:			
Consult/Subcont	r Service Description	Rate/Formula		Cost
ntegrated	i i	I I		
_	IProfessional Services consulting on an as-needed basis to support			
Testing	Professional Services consulting on an as-needed basis to support Integrated HIV/STI/HEP C Testing within HAP Network. Time			
		\$161.00	\$	96,28
	Integrated HIV/STI/HEP C Testing within HAP Network. Time	\$161.00	\$	96,28
	Integrated HIV/STI/HEP C Testing within HAP Network. Time	\$161.00	\$	96,28
	Integrated HIV/STI/HEP C Testing within HAP Network. Time	\$161.00  Total Consultants/Subcontractors:		96,28
	Integrated HIV/STI/HEP C Testing within HAP Network. Time			,
	Integrated HIV/STI/HEP C Testing within HAP Network. Time		\$	,
	Integrated HIV/STI/HEP C Testing within HAP Network. Time	Total Consultants/Subcontractors:	\$	96,28
Consultant	Integrated HIV/STI/HEP C Testing within HAP Network. Time estimated at \$161/hr for 598 hours.	Total Consultants/Subcontractors:  TOTAL OPERATING EXPENSES: TOTAL DIRECT COSTS:	\$	96,28
Consultant	Integrated HIV/STI/HEP C Testing within HAP Network. Time	Total Consultants/Subcontractors:  TOTAL OPERATING EXPENSES: TOTAL DIRECT COSTS:	\$ \$	96,28 104,54 152,17
Please list here th	Integrated HIV/STI/HEP C Testing within HAP Network. Time estimated at \$161/hr for 598 hours.  e personnel and ledger expenses that are included in your shared cost	Total Consultants/Subcontractors:  TOTAL OPERATING EXPENSES: TOTAL DIRECT COSTS:	\$ \$ \$	96,28 104,54 152,17
Please list here the	Integrated HIV/STI/HEP C Testing within HAP Network. Time estimated at \$161/hr for 598 hours.  e personnel and ledger expenses that are included in your shared costs/ S/BENEFITS:	Total Consultants/Subcontractors:  TOTAL OPERATING EXPENSES: TOTAL DIRECT COSTS:	\$ \$	96,28 104,54 152,17 Amount 47,62
Please list here the	Integrated HIV/STI/HEP C Testing within HAP Network. Time estimated at \$161/hr for 598 hours.  e personnel and ledger expenses that are included in your shared costs/ S/BENEFITS:	Total Consultants/Subcontractors:  TOTAL OPERATING EXPENSES: TOTAL DIRECT COSTS:	\$ \$ \$	96,28 104,54 152,17 Amount 47,62
Please list here th	Integrated HIV/STI/HEP C Testing within HAP Network. Time estimated at \$161/hr for 598 hours.  e personnel and ledger expenses that are included in your shared costs/ S/BENEFITS:	Total Consultants/Subcontractors:  TOTAL OPERATING EXPENSES: TOTAL DIRECT COSTS:	\$ \$ \$	96,28 104,54 152,17
Please list here the	Integrated HIV/STI/HEP C Testing within HAP Network. Time estimated at \$161/hr for 598 hours.  e personnel and ledger expenses that are included in your shared cost S/BENEFITS:  NG EXPENSES:	Total Consultants/Subcontractors:  TOTAL OPERATING EXPENSES: TOTAL DIRECT COSTS:	\$ \$ \$ \$	96,28 104,54 152,17 Amount 47,62

### Appendix B-4a, Page 1 7/1/2023 - 6/30/2024

### **CAPACITY BUILDING ACTIVITIES**

### UOS COST ALLOCATIOI CHEP General Fund

Service M	Modes:	CAPACITY Impleme Activ	entation	
Position Titles	Annual FTE	Salaries	% FTE	Totals
Project Coordinator	1.00	75,000	100%	75,000
Total FTE & Salaries	1.00	75,000	100%	75,000
Fringe Benefits	27%	20,250	100%	20,250
Total Personnel Expenses		95,250	100%	95,250
Operating Expenses		Expense	%	Totals
Total Occupancy		14,172	100%	14,172
Total Materials and Supplies		492	100%	492
Total General Operating		1,874	100%	1,874
Total Staff Travel			0%	-
Consultants/Subcontractor:		192,560	100%	192,560
Other (specify):				
			0%	-
			0%	-
Total Operating Expenses		209,098	100%	209,098
Total Direct Expenses		304,348	100%	304,348
Indirect Expenses	15.0%	45,652	100%	45,652
TOTAL EXPENSES		350,000	100%	350,000
Unit of Servi	се Туре	Mor	nths	
Number of UOS per Service	ce Mode	1	2	12
Cost Per UOS by Servio		\$29,16	66.68	N/A
Number of UDC/NOC per Serv	ice Mode	N/	/A	N/A

### 1a) SALARIES

7/1/2023 - 6/30/2024

Staff Position 1	Project Coordinator					
Duties related to this program and UDC served	Coordinator will partake in developing a robust Sexual Health Training, will train a cohort of six Assistants to provide HIV prevention, treatment and advocacy and support Assistants. Coordinate and supervise Assistants in their work alongside sexual health and volunteers, insurance and benefits navigators, and community program staff.					
Degree, license, experience	A bachelor's degree or equivalent of four years experience in health setting, two years experience in an administrative capacity in a public health organization and 2 year experience in a supervisory or teaching position.					ative
	Annual Salary	x Base FTE	x Mos per Yr	Annualized FTE if < 12 mo		Total
	75,000	1.00	12	1.00	\$	75,000
	_				•	
	Total FTE, Base:	1.00	Annualized:	1.00		
				Total Salaries:	\$	75,000

### 1b) EMPLOYEE FRINGE BENEFITS:

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

Estimated Social Security, Retirement, Medical, Dental, Unemployment Ins, Disability, PT	<sup>-</sup> O	
FICA	\$	5,737.50
SUI	\$	390.00
Health/Life	\$	11,250.00
Disability	\$	60.00
WC	\$	450.00
Retirement Plan	\$	2,362.50
	\$	-
	\$	-
	Total Fringe Benefit:	\$ 20,250
	Fringe Benefit %:	27.00%
	TOTAL SALARIES/BENEFITS:	\$ 95,250

## 2) OPERATING EXPENSES:

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n	201	Ina	ncv	
u	LLI	JVa	HU	

Expense Item	Concise/ Specific Description	Rate/Formula		Cost
	Shared Occupancy expenses, including but not limited to Rent and Telephone expense, allocated at \$1,181.05 per FTE per month.	\$1,181.05	\$	14,172
			Ĺ	
		Total Occupancy:	\$	14,172

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	olies:		
Expense Item	Concise/ Specific Description	Rate/Formula	Cost
LAPENSE ILEM	Shared Office Supply expenses, including but not limited to postage,	rate/i Oillidia	0031
	consumable office supplies, non-depreciable software and		
Office Supplies SI	technology, at \$41 per FTE per month.	\$41.00	\$ 49
		Total Materials & Supplies:	\$ 49
General Operatir	ıg:		
Expense Item	Brief Description	Rate/Formula	Cost
	Shared General Operating expenses, including but not limited to		
	insurance, equipment rental and maintenance, and off-site storage,		
General Operating	at \$156.15 per FTE per month.	\$156.15	\$ 1,87
		Total Compand On anothing	<b>.</b> 4.07
		Total General Operating:	\$ 1,87
Consultants/Sub	contractors:		
Consult/Subcont	r Service Description	Rate/Formula	Cost
Integrated	Professional Services consulting on an as-needed basis to support	Nator Officia	
Testing	Integrated HIV/STI/HEP C Testing within HAP Network. Time		
Consultant	estimated at \$161/hr for 1,196 hours.	\$161.00	\$ 192,56
		Total Consultants/Subcontractors:	\$ 192,56
			•
		TOTAL OPERATING EXPENSES:	\$ 209.09
		TOTAL OPERATING EXPENSES: TOTAL DIRECT COSTS:	·
			·
Please list here th	e personnel and ledger expenses that are included in your shared cost	TOTAL DIRECT COSTS:	\$ 304,34
		TOTAL DIRECT COSTS:	\$ 304,34 Amount
TOTAL SALARIE	S/BENEFITS:	TOTAL DIRECT COSTS:	\$ 304,34 Amount \$ 95,25
Please list here th TOTAL SALARIE TOTAL OPERATI	S/BENEFITS:	TOTAL DIRECT COSTS:	\$ 304,34 Amount
TOTAL SALARIE	S/BENEFITS:	TOTAL DIRECT COSTS:	\$ 304,34 Amount \$ 95,25
TOTAL SALARIE	S/BENEFITS: NG EXPENSES:	TOTAL DIRECT COSTS:	\$ 304,34 Amount \$ 95,25 \$ 209,09
TOTAL SALARIE TOTAL OPERATI	S/BENEFITS: NG EXPENSES:	TOTAL DIRECT COSTS:	\$ 304,34 Amount \$ 95,25 \$ 209,09 \$ 45,65

### Appendix B-4b, Page 1 7/1/2024 - 6/30/2025

### **CAPACITY BUILDING ACTIVITIES**

### UOS COST ALLOCATION CHEP General Fund

Service M	/lodes:	CAPACITY Impleme Activ	entation	
Position Titles	Annual FTE	Salaries	% FTE	Totals
Project Coordinator	1.00	75,000	100%	75,000
Total FTE & Salaries	1.00	75,000	100%	75,000
Fringe Benefits	27%	20,250	100%	20,250
Total Personnel Expenses		95,250	100%	95,250
Operating Expenses		Expense	%	Totals
Total Occupancy		14,172	100%	14,172
Total Materials and Supplies		492	100%	492
Total General Operating		1,874	100%	1,874
Total Staff Travel			0%	-
Consultants/Subcontractor:		192,560	100%	192,560
Other (specify):				
			0%	-
			0%	-
Total Operating Expenses		209,098	100%	209,098
Total Direct Expenses		304,348	100%	304,348
Indirect Expenses	15.0%	45,652	100%	45,652
TOTAL EXPENSES		350,000	100%	350,000
Unit of Servi	се Туре	Mon	iths	
Number of UOS per Service		1:	2	12
Cost Per UOS by Service		\$29,16	66.68	N/A
Number of UDC/NOC per Serv	ice Mode	N/	/A	N/A

## 1a) SALARIES

7/1/2024 - 6/30/2025

Staff Position 1	Project Coordinator					
Duties related to this program and UDC served	Coordinator will partake in developing a robust Sexual Health Training, will train a choort of six Assistants to provide HIV prevention, tratment and advocacy and support Assistants. Coordinate and supervise Assistants in their work alongside sexual health and volunteers, insurance and benefits navigators, and community program staff.					
Degree, license, experience	A bachelor's degree or equivalent of four years experience in health setting, two years experience in an administrative e, license, experience capacity in a public health organization and 2 year experience in a supervisory or teaching position.					ative
	Annual Salary	x Base FTE	x Mos per Yr	Annualized FTE if < 12 mo		Total
	75,000	1.00	12	1.00	\$	75,000
	<u> </u>	<u> </u>	·	·		
	Total FTE, Base:	1.00	Annualized:	1.00		
				Total Salaries:	\$	75,000

### 1b) EMPLOYEE FRINGE BENEFITS:

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

Estimated Social Security, Retirement, Medical, Dental, Unemployment Ins, Disability, P7	ГО
FICA	\$ 5,737.50
SUI	\$ 390.00
Health/Life	\$ 11,250.00
Disability	\$ 60.00
WC	\$ 450.00
Retirement Plan	\$ 2,362.50
	-
	-
	Total Fringe Benefit: \$ 20,250
	Fringe Benefit %: 27.00%
	TOTAL SALARIES/BENEFITS: \$ 95,250

## 2) OPERATING EXPENSES:

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n	201	Ina	ncv	
u	LLI	JVa	HU	

Expense Item	Concise/ Specific Description	Rate/Formula	С	ost
	Shared Occupancy expenses, including but not limited to Rent and Telephone expense, allocated at \$1,181.05 per FTE per month.	\$1,181.05	\$	14,172
		Total Occupancy:	\$	14,172

Expense Item	Concise/ Specific Description	Rate/Formula	Cost
	Shared Office Supply expenses, including but not limited to postage,		
· · · · · ·	consumable office supplies, non-depreciable software and	044.00	
office Supplies S	htechnology, at \$41 per FTE per month.	\$41.00	\$ 49
		Total Materials & Supplies:	\$ 49
Canaral Operatio			
Seneral Operation	<u></u>		
Expense Item	Brief Description	Rate/Formula	Cost
	Shared General Operating expenses, including but not limited to		
	insurance, equipment rental and maintenance, and off-site storage,		
General Operatin	g at \$156.15 per FTE per month.	\$156.15	\$ 1,87
		Total General Operating:	\$ 1,87
0   <del>1</del> <del>1</del>   <del>0</del>			
Consultants/Sub	contractors:		
Consult/Subcon	tı Service Description	Rate/Formula	Cost
ntegrated	Professional Services consulting on an as-needed basis to support		
esting	Integrated HIV/STI/HEP C Testing within HAP Network. Time		
Consultant	estimated at \$161/hr for 1,196 hours.	\$161.00	\$ 192,56
		Total Consultants/Subcontractors:	\$ 192,56
			Ψ .σ=,σσ
			<del>*************************************</del>
		TOTAL OPERATING EXPENSES:	\$ 209,09
		TOTAL OPERATING EXPENSES: TOTAL DIRECT COSTS:	\$ 209,09
Please list here th	e personnel and ledger expenses that are included in your shared cost	TOTAL DIRECT COSTS:	\$ 209,09
Please list here th	ne personnel and ledger expenses that are included in your shared cost	TOTAL DIRECT COSTS:	\$ 209,09 \$ 304,34
		TOTAL DIRECT COSTS:	\$ 209,09
OTAL SALARIE		TOTAL DIRECT COSTS:	\$ 209,09 \$ 304,34 Amount
OTAL SALARIE	S/BENEFITS:	TOTAL DIRECT COSTS:	\$ 209,09 \$ 304,34 Amount \$ 95,25
TOTAL SALARIE	S/BENEFITS:	TOTAL DIRECT COSTS:	\$ 209,09 \$ 304,34 Amount \$ 95,25
OTAL SALARIE	S/BENEFITS: ING EXPENSES:	ts?	\$ 209,09 \$ 304,34 Amount \$ 95,25 \$ 209,09
TOTAL SALARIE	S/BENEFITS: ING EXPENSES:	TOTAL DIRECT COSTS:	\$ 209,09 \$ 304,34 Amount \$ 95,25 \$ 209,09

### Appendix B-4c, Page 1 7/1/2025 - 6/30/2026

### **CAPACITY BUILDING ACTIVITIES**

### UOS COST ALLOCATION CHEP General Fund

Service M	/lodes:	CAPACITY Impleme Activ	ntation	
Position Titles	Annual FTE	Salaries	% FTE	Totals
Project Coordinator	1.00	75,000	100%	75,000
Total FTE & Salaries	1.00	75,000	100%	75,000
Fringe Benefits	27%	20,250	100%	20,250
Total Personnel Expenses		95,250	100%	95,250
Operating Expenses		Expense	%	Totals
Total Occupancy		14,172	100%	14,172
Total Materials and Supplies		492	100%	492
Total General Operating		1,874	100%	1,874
Total Staff Travel			0%	-
Consultants/Subcontractor:		192,560	100%	192,560
Other (specify):				
			0%	-
			0%	-
Total Operating Expenses		209,098	100%	209,098
Total Direct Expenses		304,348	100%	304,348
Indirect Expenses	15.0%	45,652	100%	45,652
TOTAL EXPENSES		350,000	100%	350,000
Unit of Servi	се Туре	Mon	ths	
Number of UOS per Service	ce Mode	12	2	12
Cost Per UOS by Service		\$29,16	6.68	N/A
Number of UDC/NOC per Serv	ice Mode	N/A	A	N/A

## 1a) SALARIES

7/1/2025 - 6/30/2026

Staff Position 1	Project Coordinator								
Duties related to this program and UDC served	Coordinator will partake in developing a robust Sexual Health Training, will train a cohort of six Assistants to provide HIV prevention, treatment and advocacy and support Assistants. Coordinate and supervise Assistants in their work alongside sexual health and volunteers, insurance and benefits navigators, and community program staff.								
	capacity in a public health			etting , two years experience in an admervisory or teaching position	inistra	ative			
	Annual Salary	x Base FTE	x Mos per Yr	Annualized FTE if < 12 mo		Total			
	75,000	1.00	12	1.00	\$	75,000			
			_						
	Total FTE, Base:	1.00	Annualized:	1.00					
				Total Salaries:	\$	75,000			

### 1b) EMPLOYEE FRINGE BENEFITS:

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

Estimated Social Security, Retirement, Medical, Dental, Unemployment Ins, Disability, PT	<sup>-</sup> 0	
FICA	\$	5,737.50
SUI	\$	390.00
Health/Life	\$	11,250.00
Disability	\$	60.00
WC	\$	450.00
Retirement Plan	\$	2,362.50
	\$	-
	\$	-
	Total Fringe Benefit:	\$ 20,250
	Fringe Benefit %:	27.00%
	TOTAL SALARIES/BENEFITS:	\$ 95,250

## 2) OPERATING EXPENSES:

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Expense Item	Concise/ Specific Description	Rate/Formula	(	Cost
	Shared Occupancy expenses, including but not limited to Rent and Telephone expense, allocated at \$1,181.05 per FTE per month.	\$1,181.05	\$	14,172
		Total Occupancy:	\$	14,172

Materials & Supp	olies:		
Evnanaa Itam	Concise/ Specific Description	Rate/Formula	Cost
Expense Item		Rate/Formula	COSI
	Shared Office Supply expenses, including but not limited to postage, consumable office supplies, non-depreciable software and		
Office Supplies S	technology, at \$41 per FTE per month.	\$41.00	\$ 492
	577		,
	<u> </u>	Total Materials & Supplies:	\$ 492
General Operatir	na:		
		D-4-/5	04
Expense Item	Brief Description	Rate/Formula	Cost
	Shared General Operating expenses, including but not limited to insurance, equipment rental and maintenance, and off-site storage,		
General Operating	g at \$156.15 per FTE per month	\$156.15	\$ 1,874
,		·	,
		Total General Operating:	\$ 1,874
Consultants/Sub	Service Description	Rate/Formula	Cost
Integrated	Professional Services consulting on an as-needed basis to support		
Testing	Integrated HIV/STI/HEP C Testing within HAP Network. Time		
Consultant	estimated at \$161/hr for 1,196 hours.	\$161.00	\$ 192,560
		Total Consultants/Subcontractors:	\$ 192,560
		TOTAL OPERATING EXPENSES:	\$ 209,098
		TOTAL DIRECT COSTS:	\$ 304,348
Please list here th	e personnel and ledger expenses that are included in your shared cost	S? I	Amount
TOTAL SALARIE	S/RENEFITS:		\$ 95,250
	NG EXPENSES:		\$ 209,098
4) INDIRECT CO	Indirect Rate: 15.00%	TOTAL INDIRECT COSTS:	\$ 45,652
.,			
,		TOTAL EXPENSES:	\$ 350,000

Appendix B-5, Page 1 1/1/2023 - 6/30/2023

CAT 4: GAY/MSM HEALTH ACCESS POINT (F

#### UOS COST ALLOCATION BY SERVICE MODE

**CHEP General Fund** 

Service M	flodes:	INTEGI HIV/HCV/ST	RATED D TESTING	PREVENT TREAT MEDIC	MENT	CONI DISTRIB		LINKAG NAVIG		COMMI ENGAGEM MOBILIZ	ENT AND	
Position Titles	Annual FTE	Salaries	% FTE	Salaries	% FTE	Salaries	% FTE	Salaries	% FTE	Salaries	% FTE	Totals
Lab Technician	1.00	61,696	90%	6,855	10%	-	0%		0%		0%	68,551
Manager - Lab Technicians	0.50	48,383	90%	5,376	10%	-	0%		0%		0%	53,759
Manager, Navigation	0.50	17,200	62%	8,323	30%	832	3%	1,387	5%		0%	27,742
Navigator	0.375	14,124	60%	7,062	30%	706	3%	1,648	7%		0%	23,540
Associate Director, PrEP & HIV Services	0.15	10,025	62%	4,850	30%	485	3%	808	5%		0%	16,168
Nurse	0.50	33,718	62%	19,034	35%	1,632	3%		0%		0%	54,384
Nurse Practitioner	0.275	23,195	62%	13,094	35%	1,122	3%		0%		0%	37,411
Clinical Services Director	0.25	28,736	60%	19,158	40%	-	0%		0%		0%	47,894
Total FTE & Salaries	3.55	237,077	72%	83,752	25%	4,777	1%	3,843	1%	-	0%	329,449
Fringe Benefits	27%	64,010	72%	22,613	25%	1,290	1%	1,038	1%	-	0%	88,951
Total Personnel Expenses		301,087	72%	106,365	25%	6,067	1%	4,881	1%	-	0%	418,400
Operating Expenses		Expense	%	Expense	%	Expense	%	Expense	%	Expense	%	Totals
Total Occupancy			0%		0%		0%		0%		0%	-
Total Materials and Supplies		4.000	0%	4.070	0%		0%		0%		0%	-
Total General Operating		1,669	2%	1,670	2%		0%		0%		0%	3,339
Total Staff Travel		05.000	0%		0%		0%	50,000	0% 48%	05.000	0%	100.000
Consultants/Subcontractor: Other (specify):		25,000	24%		0%		0%	50,000	48%	25,000	24%	100,000
other (Speedily).			0%		0%		0%		0%		0%	_
			0%		0%		0%		0%		0%	_
Total Operating Expenses		26,669	26%	1,670	0,0	_	0,0	50,000	0,0	25,000	070	103,339
Total operating Expenses		20,000	2070	1,070		<u> </u>		00,000		20,000	Į.	100,000
								54.004		1		504 500
Total Direct Expenses		327,756	63%	108,035	21%	6,067	1%	54,881	11%	25,000	5%	521,739
Total Direct Expenses Indirect Expenses	15.0%	327,756 49,164	63% 63%	108,035 16,205	21% 21%	6,067 910	1% 1%	54,881 8,232	11% 11%	25,000 3,750	5% 5%	521,739 78,261
	15.0%	, , , , , , , , , , , , , , , , , , , ,		,				- ,				,
Indirect Expenses		49,164 <b>376,920</b>	63% <b>63%</b>	16,205	21% <b>21%</b>	910	1% <b>1%</b>	8,232	11% <b>11%</b>	3,750	5% <b>5%</b>	78,261
Indirect Expenses TOTAL EXPENSES	се Туре	49,164 376,920 Encou	63% <b>63%</b>	16,205 <b>124,240</b>	21% 21% urs	910 <b>6,977</b>	1% 1% oths	8,232 63,113	11% 11% urs	3,750 <b>28,750</b>	5% 5%	78,261 <b>600,000</b>
Indirect Expenses  TOTAL EXPENSES  Unit of Servi	ce Type	49,164 376,920 Encou	63% 63% unters	16,205 124,240 Ho	21% 21% urs	910 6,977 Mon	1% 1% oths	8,232 63,113	11% 11% urs	3,750 28,750 Hou	5% 5% sirs	78,261

## 1a) SALARIES

1/1/2023 - 6/30/2023

Staff Position 1	Lab Technician				
Duties related to this program and UDC served	Itransport to SEDPH Jahor	vices for confirmatory HIV ratory.	antibody testing ar	nd RNA testing. Prepares specimen co	ollection for
Degree, license, experience	State certified phlebotom	ist.			
	Annual Salary	x Base FTE	x Mos per Yr	Annualized FTE if < 12 mo	Total
	68,551	2.00	6	1.00	\$ 68,
Staff Position 2:	Manager - Lab Technici	ans			
Duties re program and UDC served	Operations to oversee lab	onsible for supervising the coratory services. This pos		h team and working with the Director of a lab tech as needed.	of Clinical
	including but not limited t	o LGBTQ+, injection drug unum of three years of expe	users, and unhouse	ublic Health; Experience working with and individuals; Must have two years of laboratory setting; Must have two years	fexperience
	Annual Salary	x Base FTE	x Mos per Yr	Annualized FTE if < 12 mo	Total
	107,518	1.00	6	0.50	\$ 53,7
Staff Position 3:	Manager, Navigation	***			
	Manager, Navigation The Services Navigator is assessing client and guesappropriate services and	s responsible for greeting c st needs, scheduling and re for individuals and keeping community expectations a	lients and other vis egistering clients fo the lobby areas fu	oitors and guests, managing the flow or services, explaining and referring penctioning smoothly. The Services Navenvironment that is inviting across our	of traffic, eople to vigator is
Duties re prog/UDC	Manager, Navigation The Services Navigator is assessing client and gues appropriate services and responsible for enforcing Market and Castro location. High School diploma or ework or triage required; Epeople living with HIV, pe	s responsible for greeting of st needs, scheduling and reform individuals and keeping community expectations a ons.  Equivalent; Minimum of three experience with electronic heapple who are substance us	lients and other visegistering clients for the lobby areas fund maintaining an e years of work in lealth record systems	sitors and guests, managing the flow or or services, explaining and referring penctioning smoothly. The Services Nav	of traffic, eople to vigator is Mid
Duties re prog/UDC	Manager, Navigation The Services Navigator is assessing client and gues appropriate services and responsible for enforcing Market and Castro location. High School diploma or ework or triage required;	s responsible for greeting of st needs, scheduling and reform individuals and keeping community expectations a ons.  Equivalent; Minimum of three experience with electronic heapple who are substance us	lients and other visegistering clients for the lobby areas fund maintaining an e years of work in lealth record systems	sitors and guests, managing the flow or services, explaining and referring penctioning smoothly. The Services Navenvironment that is inviting across our community-based customer service, sms highly regarded; Experience worki	of traffic, eople to vigator is Mid
Duties re prog/UDC	Manager, Navigation The Services Navigator is assessing client and gues appropriate services and responsible for enforcing Market and Castro location. High School diploma or ework or triage required; Epeople living with HIV, per homelessness highly regreen.	s responsible for greeting of st needs, scheduling and reform individuals and keeping community expectations a ons.  Equivalent; Minimum of three experience with electronic heaple who are substance us arded.	lients and other visegistering clients for the lobby areas fund maintaining an e years of work in lealth record systemsers, have a mental	sitors and guests, managing the flow or services, explaining and referring penctioning smoothly. The Services Navenvironment that is inviting across our community-based customer service, sms highly regarded; Experience working the latest diagnosis, and/or are experience.	of traffic, eople to vigator is f Mid social ng with noing
Duties re prog/UDC	Manager, Navigation The Services Navigator is assessing client and guesappropriate services and responsible for enforcing Market and Castro location High School diploma or ework or triage required; Epeople living with HIV, perhomelessness highly regulary  Annual Salary  55,483	s responsible for greeting of st needs, scheduling and refor individuals and keeping community expectations a ons.  Equivalent; Minimum of three experience with electronic happine who are substance us arded.   x Base FTE	lients and other visegistering clients for the lobby areas fund maintaining an e years of work in lealth record systems for the lobby areas of work in lealth record systems for the least of the lobby areas of work in least of the lobby areas fundamental work in le	sitors and guests, managing the flow or services, explaining and referring per nctioning smoothly. The Services Navenvironment that is inviting across our community-based customer service, sms highly regarded; Experience working I health diagnosis, and/or are experience.	of traffic, eople to rigator is Mid social ng with ncing
Duties re prog/UDC  Degree, license exp  Staff Position 4:  Duties related to this program and	Manager, Navigation The Services Navigator is assessing client and guesappropriate services and responsible for enforcing Market and Castro location High School diploma or ework or triage required; Epeople living with HIV, pehomelessness highly regularly 55,483  Navigator Answers phone calls, gree COVID-19 exposure and referrals. Obtains patient	s responsible for greeting of st needs, scheduling and refor individuals and keeping community expectations a ons.  Equivalent; Minimum of three experience with electronic has experienced and electronic has experience	lients and other visegistering clients for the lobby areas fund maintaining and e years of work in health record systems, have a mental of the lobby areas of work in health record systems.  I make the lobby areas fund wisitors to pertinate the needs and concert insurance information.	sitors and guests, managing the flow or services, explaining and referring per nctioning smoothly. The Services Navenvironment that is inviting across our community-based customer service, sms highly regarded; Experience working I health diagnosis, and/or are experience.	of traffic, eople to vigator is Mid social ng with noing  Total \$ 27,7
Duties re prog/UDC  Degree, license exp  Staff Position 4:  Duties related to this program and UDC served	Manager, Navigation The Services Navigator is assessing client and guesappropriate services and responsible for enforcing Market and Castro location High School diploma or ework or triage required; Epeople living with HIV, performed by the melessness highly regundary 55,483  Navigator  Answers phone calls, gree COVID-19 exposure and referrals. Obtains patient SFAF programs, services	s responsible for greeting of st needs, scheduling and refor individuals and keeping community expectations a cons.  Inquivalent; Minimum of three experience with electronic has been substance usuarded.  In a Base FTE  In a substance with the experience with electronic has been substance usuarded.  In a substance with the experience with electronic has been substance usuarded.  In a substance with the experience with electronic has been substance usuarded.  In a substance with the experience with electronic has been substance usuarded.  In a substance with electronic has been substance usuarded.  In a substance with electronic has been substance usuarded.  In a substance with electronic has been substance usuarded.  In a substance with electronic has been substance usuarded.  In a substance with electronic has been substance usuarded.  In a substance with electronic has been substance usuarded.  In a substance with electronic has been substance usuarded.  In a substance with electronic has been substance usuarded.  In a substance with electronic has been substance usuarded.  In a substance with electronic has been substance usuarded.  In a substance with electronic has been substance usuarded.  In a substance with electronic has been substance usuarded.  In a substance with electronic has been substance usuarded.  In a substance with electronic has been subst	lients and other visegistering clients for the lobby areas fund maintaining an e years of work in lealth record systems, have a mental x Mos per Yr 6	sitors and guests, managing the flow or services, explaining and referring per nctioning smoothly. The Services Navenvironment that is inviting across our community-based customer service, seems highly regarded; Experience working I health diagnosis, and/or are experience.  Annualized FTE if < 12 mo  0.50  ent services, resources or staff. Screens and provides support, assistance attion at each visit. Educates clients an	of traffic, eople to vigator is Mid social ng with nating Total \$ 27,1
Duties re prog/UDC  Degree, license exp  Staff Position 4:  Duties related to this program and UDC served	Manager, Navigation The Services Navigator is assessing client and guesappropriate services and responsible for enforcing Market and Castro location High School diploma or ework or triage required; Epeople living with HIV, performed by the melessness highly regular and Salary 55,483  Navigator  Answers phone calls, gree COVID-19 exposure and referrals. Obtains patient SFAF programs, services HS Diploma, 3 years of exposure of the services and referrals.	s responsible for greeting of st needs, scheduling and refor individuals and keeping community expectations a cons.  Inquivalent; Minimum of three experience with electronic has been substance usuarded.  In a Base FTE  In a substance with the experience with electronic has been substance usuarded.  In a substance with the experience with electronic has been substance usuarded.  In a substance with the experience with electronic has been substance usuarded.  In a substance with the experience with electronic has been substance usuarded.  In a substance with electronic has been substance usuarded.  In a substance with electronic has been substance usuarded.  In a substance with electronic has been substance usuarded.  In a substance with electronic has been substance usuarded.  In a substance with electronic has been substance usuarded.  In a substance with electronic has been substance usuarded.  In a substance with electronic has been substance usuarded.  In a substance with electronic has been substance usuarded.  In a substance with electronic has been substance usuarded.  In a substance with electronic has been substance usuarded.  In a substance with electronic has been substance usuarded.  In a substance with electronic has been substance usuarded.  In a substance with electronic has been substance usuarded.  In a substance with electronic has been subst	lients and other visegistering clients for the lobby areas fund maintaining an e years of work in lealth record systems, have a mental x Mos per Yr 6	sitors and guests, managing the flow or services, explaining and referring penctioning smoothly. The Services Navenvironment that is inviting across our community-based customer service, sms highly regarded; Experience working I health diagnosis, and/or are experied Annualized FTE if < 12 mo 0.50  ent services, resources or staff. Screens and provides support, assistance attion at each visit. Educates clients and ses and schedules client appointments.	of traffic, eople to vigator is Mid social ng with nating Total \$ 27,1

	Associate Director, PrE									
Duties re program and UDC served	Responsible for the development and implementation of community and clinical level navigation interventions that targets the health of clients served in clinical services at SFAF. Supervises and develops Navigators.									
	Bachelors Degree. Experience in target population, experience and knowledge of navigation interventions and rameworks, extensive knowledge of social support and health services in the region.  Total									
	x Base FTE x Mos per Yr Annualized FTE if < 12 mo <b>Total</b>									
	107,786	0.30	6	0.15	\$	16,168				
Staff Position 6:	Nurse									
Duties re program and UDC served	function within the scope planning, implementing, a Strut staff members also	of practice as defined by S and evaluating Strut's client serve as HIV testing couns	trut's protocols and ts for sexually trans	Nurse-led clinic at Magnet at Strut. The difference of California. This includes smitted infections (STI) and HIV infections the clinic. This is a per diem position	s assess ion. All I	sment, Magnet at				
Degree, license exp	Registered Nurse License Basic Life Support (BLS) required or must be obtain	e is required; must maintair certification for Health Care ned within 6 months of hire	n an active Registe Providers require	Science in Nursing preferred; Current ered Nurse License with the California ed; Current California Certification as a er of nursing experience in an outpatien	Board on HIV Control	of Nursing; Counselor I health				
	Annual Salary	x Base FTE	x Mos per Yr	Annualized FTE if < 12 mo		Total				
	,									
	108,767	1.00	6	0.50	\$	54,384				
Staff Position 7:	· · · · · · · · · · · · · · · · · · ·	1.00	6	0.50	\$	54,384				
Duties re program	Nurse Practitioner The Nurse Practitioner (N	IP) provides advanced sex tion, reporting to the Clinic	ual health care and	0.50 d takes an active leadership role for the vorks under a clinical scope of practice	e daily o	clinical				
Duties re program and UDC served	Nurse Practitioner The Nurse Practitioner (Noperations of the Foundar Director of Clinical Service Master's degree in Nursin certification as a Nurse preparatitioner License with Health Care Provider Base	IP) provides advanced sextion, reporting to the Clinic less and Medical Director.  In grequired; Current Califor ractitioner (NP) within 6 months the California Board of Nur	ual health care and Director. The NP v nia Registered Nu onths of hire; must sing; Current DEA fication required; C	d takes an active leadership role for the	e daily of the with the ust have and Nursuired; Co	clinical ne Senior or obtain se urrent				
Duties re program and UDC served	Nurse Practitioner The Nurse Practitioner (Noperations of the Foundar Director of Clinical Service Master's degree in Nursin certification as a Nurse preparatitioner License with Health Care Provider Base	IP) provides advanced sex tion, reporting to the Clinic ses and Medical Director. In grequired; Current Califor ractitioner (NP) within 6 most the California Board of Nursic Life Support (BLS) certif	ual health care and Director. The NP v nia Registered Nu onths of hire; must sing; Current DEA fication required; C	d takes an active leadership role for the works under a clinical scope of practice rse and Nurse Practitioner license; Mumaintain an active Registered Nurse a and California Furnishing license requ	e daily of e with the ust have and Nursuired; County V Coun	clinical ne Senior or obtain se urrent				
Duties re program and UDC served	Nurse Practitioner The Nurse Practitioner (Noperations of the Foundar Director of Clinical Service Master's degree in Nursin certification as a Nurse predictioner License with Health Care Provider Basterquired or must be obtain	IP) provides advanced sextion, reporting to the Clinic ses and Medical Director.  In required; Current Califor ractitioner (NP) within 6 months California Board of Nursic Life Support (BLS) certified within 6 months of hire	ual health care and Director. The NP vania Registered Nu on the of hire; must sing; Current DEA fication required; Co.	d takes an active leadership role for the works under a clinical scope of practice rse and Nurse Practitioner license; Mu maintain an active Registered Nurse a and California Furnishing license requ turrent California Certification as an HI	e daily of e with the ust have and Nursuired; County V Coun	clinical ne Senior or obtain se urrent selor				
Duties re program and UDC served Degree, license exp	Nurse Practitioner The Nurse Practitioner (Noperations of the Foundar Director of Clinical Service Master's degree in Nursin certification as a Nurse prepractitioner License with Health Care Provider Bastequired or must be obtain Annual Salary	IP) provides advanced sextion, reporting to the Clinic ses and Medical Director.  In grequired; Current Califor ractitioner (NP) within 6 months California Board of Nursic Life Support (BLS) certification of the Medical Director.	ual health care and Director. The NP v nia Registered Nu onths of hire; must sing; Current DEA fication required; Co s.	d takes an active leadership role for the works under a clinical scope of practice rse and Nurse Practitioner license; Mumaintain an active Registered Nurse a and California Furnishing license requirent California Certification as an HI	e daily ce with the ust have and Nursuired; Coun	or obtain se urrent selor				
Duties re program and UDC served  Degree, license exp  Staff Position 8:	Nurse Practitioner The Nurse Practitioner (Noperations of the Foundar Director of Clinical Service Master's degree in Nursin certification as a Nurse predictioner License with Health Care Provider Bastequired or must be obtain Annual Salary 136,041  Clinical Services Director Responsible for overseein managers of the lab techn staff competencies, proficilicensing, ensures supply indicated, and oversees of the lab techn staff competencies of the lab techn sta	IP) provides advanced sex tion, reporting to the Clinic tes and Medical Director.  Ing required; Current Califor ractitioner (NP) within 6 months California Board of Nursic Life Support (BLS) certifined within 6 months of hire x Base FTE  0.55  Or  Ing the day to day operation incian and services navigate the california and quality at a variability at all clinical site availability at all clinical site.	ual health care and Director. The NP v nia Registered Nu noths of hire; must sing; Current DEA cication required; Co x Mos per Yr 6  as at all SFAF clinic ion teams, ensurir assurance under M res, updating client	d takes an active leadership role for the works under a clinical scope of practice rse and Nurse Practitioner license; Mumaintain an active Registered Nurse a and California Furnishing license requirent California Certification as an HI	e daily ce with the st have and Nursuired; Cov Couns \$	clinical ne Senior or obtain se urrent selor  Total 37,411  rivising the sites (i.e., es clinical tices when				
Duties re program and UDC served  Degree, license exp  Staff Position 8:  Duties re program and UDC served	Nurse Practitioner The Nurse Practitioner (Noperations of the Foundar Director of Clinical Service Master's degree in Nursin certification as a Nurse prepractitioner License with Health Care Provider Bastequired or must be obtain Annual Salary 136,041  Clinical Services Director Responsible for overseein managers of the lab technistaff competencies, proficilicensing, ensures supply indicated, and oversees organizations.  Bachelor's Degree highly State of California Certifical	IP) provides advanced sextion, reporting to the Clinic tes and Medical Director.  Ingrequired; Current Califor ractitioner (NP) within 6 months of Nursic Life Support (BLS) certifined within 6 months of hire x Base FTE  0.55  Or  Ing the day to day operation incian and services navigate clency testing, and quality a variability at all clinical site clinical partnerships with Salar regarded; 3 years of managation as a Phlebotomist I clinical site 22, Title 24, HIPAA and	ual health care and Director. The NP vania Registered Nu on the Solidary of the New York of th	d takes an active leadership role for the vorks under a clinical scope of practice rse and Nurse Practitioner license; Mumaintain an active Registered Nurse a and California Furnishing license requirement California Certification as an HI  Annualized FTE if < 12 mo  0.275  Cal sites. Primary responsibilities including compliance with lab regulations at a oderate Complexity CLIA regulations) and laboratory related policies and be	e daily of e with the list have and Nursuired; Colv Coun \$	clinical ne Senior or obtain se urrent selor  Total 37,411  rvising the sites (i.e., ees clinical tices when				
Duties re program and UDC served  Degree, license exp  Staff Position 8:  Duties re program and UDC served	Nurse Practitioner The Nurse Practitioner (Noperations of the Foundar Director of Clinical Service Master's degree in Nursin certification as a Nurse presentationer License with Health Care Provider Bastequired or must be obtain Annual Salary 136,041  Clinical Services Director Responsible for overseein managers of the lab technistaff competencies, proficilicensing, ensures supply indicated, and oversees organizations.  Bachelor's Degree highly State of California Certificationer (November 1) and the service of Talifornia Certificationer (November 2) and the service of Talifornia Certificationer (November 2) and the service of California Certificationer (November 2) and the servic	IP) provides advanced sextion, reporting to the Clinic tes and Medical Director.  Ingrequired; Current Califor ractitioner (NP) within 6 months of Nursic Life Support (BLS) certifined within 6 months of hire x Base FTE  0.55  Or  Ing the day to day operation incian and services navigate clency testing, and quality a variability at all clinical site clinical partnerships with Salar regarded; 3 years of managation as a Phlebotomist I clinical site 22, Title 24, HIPAA and	ual health care and Director. The NP vania Registered Nu on the Solidary of the New York of th	d takes an active leadership role for the works under a clinical scope of practice are and Nurse Practitioner license; Mustain an active Registered Nurse a and California Furnishing license requirement California Certification as an HI  Annualized FTE if < 12 mo  0.275  Cal sites. Primary responsibilities included g compliance with lab regulations at a oderate Complexity CLIA regulations) and laboratory related policies and beartment of Public Health and community ing staff required; Possession and main poort (BLS) certification for Health Care	e daily of e with the list have and Nursuired; Colv Coun \$  de supe all SFAF, overse est practy-based intenance intenance intenance intence in	clinical ne Senior or obtain se urrent selor  Total 37,411  rvising the sites (i.e., ees clinical tices when l				

	3.55	Annualized:	7.10	Total FTE, Base:
\$ 329,44	Total Salaries:			

### 1b) EMPLOYEE FRINGE BENEFITS:

(Components provided below are samples only. The budgeted components should reflect	t the c	contractor's ledger accounts.)	
Estimated Social Security, Retirement, Medical, Dental, Unemployment Ins, Disability, P	ΓΟ	,	
FICA	\$		25,202.85
SUI	\$		1,713.13
Health/Life	\$		49,417.35
Disability	\$		263.56
WC	\$		1,976.69
Retirement Plan	\$		10,377.64
	\$		-
	\$		-
		Total Fringe Benefit:	\$ 88,951
		Fringe Benefit %:	27.00%
		TOTAL SALARIES/BENEFITS:	\$ 418.400

## 2) OPERATING EXPENSES:

Occupancy:	_		
Expense Item	Concise/ Specific Description	Rate/Formula	Cost
		Total Occupancy:	\$ -
Expense Item	Concise/ Specific Description	Rate/Formula	Cost
		Total Materials & Supplies:	\$ -
General Operat	ing:		

4

**Expense Item** 

Data Collection

**Brief Description** 

Employee Health Record, eClinicalWorks license - 5 licenses at

Rate/Formula

525

Cost

3,339

\$

				Total General Operating:	\$	3,339
Staff Travel:						
Purpose of Trave	Location		Expense Item	Rate/Formula		Cost
					L_	
				Total Staff Travel:	\$	-
Consultants/Sub	contractors:					
				<b>-</b>		
	Service Description			Rate/Formula		Cost
SFCHC Chanti	Subcontract on cost reimb			25000	\$	25,000
Shanti	Subcontract on cost reimb			50000	\$	50,000
Glide	Subcontract on cost reimb	oursement basis.		25000	\$	25,000
				T 110 11 10 1	<u> </u>	100.000
				Total Consultants/Subcontractors:	\$	100,000
	7					
Other Expenses						
Expense Item		Brief Description		Rate/Formula		Cost
				T ( 100	^	
				Total Other:	<b>\$</b>	-
				TOTAL OPERATING EXPENSES:		103,339
				TOTAL DIRECT COSTS:	\$	521,739
Please list here the	e personnel and ledger ex	penses that are included i	n your shared cost	ts?		
						Amount
TOTAL SALARIES	S/BENEFITS:				\$	418,400
TOTAL OPERAT	ING EXPENSES:				\$	103,339
						,
			•			
4) INDIRECT COS	Indirect Rate:	15.00%		TOTAL INDIRECT COSTS:	\$	78,261
,						,
				TOTAL EXPENSES:	\$	600,000

Appendix B-5.1, Page 1 1/1/2023 - 7/31/2023

PS20-2010 CDC: CFDA 93.940

### CAT 4: GAY/MSM HEALTH ACCESS POINT (H.

### **UOS COST ALLOCATION BY SERVICE MODE**

Service I	Modes:	INTEGI HIV/HCV/ST		
Position Titles	Annual FTE	Salaries	% FTE	Totals
Total FTE & Salaries	0.00	-	0%	•
Fringe Benefits	0%	-	0%	-
Total Personnel Expenses		-	0%	-
Operating Expenses		Expense	%	Totals
Total Occupancy		•	0%	-
Total Materials and Supplies		2,848	100%	2,848
Total General Operating		1,500	100%	1,500
Total Staff Travel			0%	-
Consultants/Subcontractor:			0%	-
Other (specify):				
			0%	-
			0%	-
Total Operating Expenses		4,348	100%	4,348
Total Direct Expenses		4,348	100%	4,348
Indirect Expenses	15.0%	652	100%	652
TOTAL EXPENSES		5,000	100%	5,000
Unit of Servi	се Туре	Encou	unters	
Number of UOS per Servi	ce Mode	18	30	180
Cost Per UOS by Servi	ce Mode	\$27.79		N/A
Number of UDC/NOC per Serv	rice Mode	N	/A	N/A

### 1a) SALARIES

1/1/23 - 7/31/23

Staff Position 1	Position 1				
Duties related to this program and UDC served					
Degree, license, experience					
	Annual Salary	x Base FTE	x Mos per Yr	Annualized FTE if < 12 mo	Total
				0.00	\$
	Total ETE Dags	0.00	Ammunicado	0.00	
	Total FTE, Base:	0.00	Annualized:	0.00 Total Salaries:	¢
				i otai Saiaries:	J

## 1b) EMPLOYEE FRINGE BENEFITS:

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

Estimated Social Security, Retirement, Medical, Dental, Unemployment Ins, Disability, PT	<sup>-</sup> 0	
Social Security	\$	-
Retirement	\$	-
Medical	\$	-
Dental	\$	-
Unemployment Insurance	\$	-
Disability Insurance	\$	-
Paid Time Off	\$	-
Life Insurance	\$	-
	Total Fringe Benefit:	\$ -
	Fringe Benefit %:	0.00%
	TOTAL SALARIES/BENEFITS:	\$ -

## 2) OPERATING EXPENSES:

Occupancy:	_		
Expense Item	Concise/ Specific Description	Rate/Formula	Cost
		Total Occupancy:	\$ -

## Materials & Supplies:

Expense Item	Concise/ Specific Description	Rate/Formula	Cost
	Materials to operate the clinic. Includes, but not limited to,		
Program Materials	vaccutainers, alcohol pads, bandaids, test kits, specimen cups, etc.	2848	\$ 2,848

				Total Materials & Supplies:	\$ 2,848
General Operatir	<u>ıg</u> :				
Expense Item	Brief Description			Rate/Formula	Cost
Staff Training		contract for clinical services state	ff training.	1500	\$ 1,500
	1			Total General Operating:	\$ 1,500
					 · ·
				TOTAL OPERATING EXPENSES:	\$ 4,348
				TOTAL DIRECT COSTS:	\$ 4,348
					7,070
					7,040
Please list here th	ne personnel and ledger exp	enses that are included in your	shared cos	ts?	
		enses that are included in your	shared cos	ts?	 Amount
Total Materials &	Supplies:	enses that are included in your	shared cos	ts?	\$ <b>Amount</b> 2,848
	Supplies:	enses that are included in your	shared cos	ts?	 Amount
Total Materials &	Supplies:	nenses that are included in your s	shared cos	ts?	\$ <b>Amount</b> 2,848
Total Materials &	Supplies:	penses that are included in your	shared cost	ts?	\$ <b>Amount</b> 2,848
Total Materials &	Supplies: erating:	penses that are included in your s	shared cost	ts?  TOTAL INDIRECT COSTS:	\$ <b>Amount</b> 2,848

Appendix B-5a, Page 1 7/1/2023 - 6/30/2024

CAT 4: GAY/MSM HEALTH ACCESS POINT (F

#### UOS COST ALLOCATION BY SERVICE MODE

**CHEP General Fund** 

Service Modes:		INTEGRATED HIV/HCV/STD TESTING		PREVENTION AND TREATMENT MEDICATION		CONDOM DISTRIBUTION		LINKAG NAVIG		COMMUNITY ENGAGEMENT AND MOBILIZATION		Totale
Position Titles	Annual FTE	Salaries	% FTE	Salaries	% FTE	Salaries	% FTE	Salaries	% FTE	Salaries	% FTE	Totals
Lab Technician	2.00	123,392	90%	13,710	10%	-	0%		0%		0%	137,102
Manager - Lab Technicians	1.00	96,766	90%	10,752	10%	-	0%		0%		0%	107,518
Manager, Navigation	1.00	34,400	62%	16,645	30%	1,664	3%	2,774	5%		0%	55,483
Navigator	0.75	28,248	60%	14,124	30%	1,412	3%	3,296	7%		0%	47,080
Associate Director, PrEP & HIV Service	0.30	20,048	62%	9,701	30%	970	3%	1,617	5%		0%	32,336
Nurse	1.00	67,436	62%	38,068	35%	3,263	3%		0%		0%	108,767
Nurse Practitioner	0.55	46,390	62%	26,188	35%	2,245	3%		0%		0%	74,823
Clinical Services Director	0.50	57,473	60%	38,316	40%	-	0%		0%		0%	95,789
Total FTE & Salaries	7.10	474,153	72%	167,504	25%	9,554	1%	7,687	1%	-	0%	658,898
Fringe Benefits	27%	128,022	72%	45,226	25%	2,579	1%	2,075	1%	-	0%	177,902
Total Personnel Expenses		602,175	72%	212,730	25%	12,133	1%	9,762	1%	-	0%	836,800
			.,	_	~	_	~	_			•	T-4-1-
Operating Expenses Total Occupancy		Expense	<b>%</b> 0%	Expense	<b>%</b> 0%	Expense	<b>%</b> 0%	Expense	<b>%</b> 0%	Expense	<b>%</b> 0%	Totals
Total Materials and Supplies			0%		0%		0%		0%		0%	-
Total General Operating		3,339	2%	3,339	2%		0%		0%		0%	6,678
Total Staff Travel		-,	0%	.,	0%		0%		0%		0%	-
Consultants/Subcontractor:		50,000	24%		0%		0%	100,000	48%	50,000	24%	200,000
Other (specify):												
			0%		0%		0%		0%		0%	-
			0%		0%		0%		0%		0%	-
Total Operating Expenses		53,339	0% <b>26%</b>	3,339	0%		0%	100,000	0%	50,000	0%	206,678
Total Operating Expenses  Total Direct Expenses		<b>53,339</b> 655,514		<b>3,339</b> 216,069	21%	12,133	1%	100,000	11%	<b>50,000</b>	5%	<b>206,678</b> 1,043,478
Total Direct Expenses	15.0%	655,514	26%	216,069	21%	,	1%	109,762	11%	50,000	5%	1,043,478
	15.0%		<b>26%</b> 63%			12,133 1,820 13,953				II		,
Total Direct Expenses Indirect Expenses		655,514 98,327 <b>753,841</b>	26% 63% 63% 63%	216,069	21% 21% <b>21%</b>	1,820	1% 1% <b>1%</b>	109,762 16,464	11% 11% <b>11%</b>	50,000 7,500	5% 5% <b>5%</b>	1,043,478 156,522
Total Direct Expenses Indirect Expenses TOTAL EXPENSES	се Туре	655,514 98,327 <b>753,841</b>	26% 63% 63% 63% inters	216,069 32,411 <b>248,480</b>	21% 21% 21% 21%	1,820 13,953	1% 1% 1%	109,762 16,464 126,226	11% 11% 11%	50,000 7,500 <b>57,500</b>	5% 5% 5%	1,043,478 156,522
Total Direct Expenses Indirect Expenses TOTAL EXPENSES Unit of Servi	ce Type	655,514 98,327 <b>753,841</b> Encou	63% 63% 63% inters	216,069 32,411 <b>248,480</b> Hor	21% 21% 21% 21% urs	1,820 13,953 Mon	1% 1% 1% ouths	109,762 16,464 126,226	11% 11% 11% urs	50,000 7,500 57,500	5% 5% 5%	1,043,478 156,522 1,200,000

## 1a) SALARIES

7/1/2023 - 6/30/2024

UDC served	transport to SFDPH labo	rvices for confirmatory HIV ratory.	antibody testing ar	nd RNA testing. Prepares specimen	collection	n for
Degree, license, experience		nist.				
	Annual Salary	x Base FTE	x Mos per Yr	Annualized FTE if < 12 mo		Total
	68,551	2.00	12	2.00	\$	137,10
Staff Position 2:	Manager - Lab Technic	ians				
Duties re program and UDC served	Operations to oversee la	onsible for supervising the boratory services. This pos		n team and working with the Director s a lab tech as needed.	r of Clinic	cal
Degree, license exp	including but not limited supervising staff; A minir	to LGBTQ+, injection drug of three years of expe	users, and unhouse	ablic Health; Experience working with ed individuals; Must have two years of laboratory setting; Must have two year	of experie	ence
	Annual Salary	x Base FTE	x Mos per Yr	Annualized FTE if < 12 mo		Total
	107,518	1.00	12	1.00	\$	107,51
	1917919					
Staff Position 3:	Manager, Navigation The Services Navigator		clients and other vis	itors and guests, managing the flow		,
	Manager, Navigation The Services Navigator i assessing client and gue appropriate services and	est needs, scheduling and re l/or individuals and keeping community expectations a	clients and other visegistering clients for the lobby areas fu	eitors and guests, managing the flow or services, explaining and referring p nctioning smoothly. The Services Na environment that is inviting across of	people to avigator is	,
Duties re prog/UDC	Manager, Navigation The Services Navigator i assessing client and gue appropriate services and responsible for enforcing Market and Castro locati High School diploma or e work or triage required; E	est needs, scheduling and re l/or individuals and keeping community expectations a ons. equivalent; Minimum of thre Experience with electronic heeple who are substance us	clients and other visegistering clients for the lobby areas fund maintaining and the years of work in the lobby record system	r services, explaining and referring processing referring processing smoothly. The Services Na	people to avigator is ur Mid social king with	, S
Duties re prog/UDC	Manager, Navigation The Services Navigator assessing client and gue appropriate services and responsible for enforcing Market and Castro location work or triage required; people living with HIV, people services Navigation	est needs, scheduling and re l/or individuals and keeping community expectations a ons. equivalent; Minimum of thre Experience with electronic heeple who are substance us	clients and other visegistering clients for the lobby areas fund maintaining and the years of work in the lobby record system	or services, explaining and referring proctioning smoothly. The Services National environment that is inviting across of community-based customer service, ms highly regarded; Experience world	people to avigator is ur Mid social king with	, S
Outies re prog/UDC	Manager, Navigation The Services Navigator assessing client and gue appropriate services and responsible for enforcing Market and Castro location. High School diploma or every work or triage required; Epeople living with HIV, possible for enforcing with HIV, possible for enforcing the following with HIV, possible for enforcing the following with HIV, possible for enforcing the following with HIV, possible for enforcements and the following with HIV, possible for enforcing the following with HIV, possible for enforcements and the following with	est needs, scheduling and rel/or individuals and keeping community expectations a ons.  equivalent; Minimum of three experience with electronic becople who are substance usparded.	clients and other visegistering clients for the lobby areas fund maintaining and the years of work in the lobby areas fundamental work in the lobby areas of work in the lobby	or services, explaining and referring proctioning smoothly. The Services National services not environment that is inviting across of community-based customer service, ms highly regarded; Experience world health diagnosis, and/or are experience.	people to avigator is ur Mid social king with	, s
Duties re prog/UDC Degree, license exp	Manager, Navigation The Services Navigator is assessing client and gue appropriate services and responsible for enforcing Market and Castro location. High School diploma or ework or triage required; people living with HIV, per homelessness highly regressions. Annual Salary 55,483	est needs, scheduling and rel/or individuals and keeping community expectations a ons.  equivalent; Minimum of three experience with electronic because who are substance usuarded.  x Base FTE	clients and other visegistering clients for the lobby areas fund maintaining an electric years of work in electric health record systemsers, have a mental x Mos per Yr	or services, explaining and referring proctioning smoothly. The Services National services not environment that is inviting across of community-based customer service, ms highly regarded; Experience world health diagnosis, and/or are experience.  Annualized FTE if < 12 mo	social king with	, S
Duties re prog/UDC	Manager, Navigation The Services Navigator is assessing client and gue appropriate services and responsible for enforcing Market and Castro location. High School diploma or ework or triage required; Expeople living with HIV, point homelessness highly regarded and Salary 55,483  Navigator  Answers phone calls, gree COVID-19 exposure and referrals. Obtains patients	est needs, scheduling and relifor individuals and keeping community expectations a ons.  equivalent; Minimum of three experience with electronic repole who are substance usuarded.	clients and other visegistering clients for the lobby areas fund maintaining and the years of work in the ealth record system is a mental of the work	or services, explaining and referring proctioning smoothly. The Services National services not environment that is inviting across of community-based customer service, ms highly regarded; Experience world health diagnosis, and/or are experience.  Annualized FTE if < 12 mo	social king with encing  \$ eens clier e, inform nd visitor	Total 55,48  nts for ation and
Duties re prog/UDC Degree, license exp Staff Position 4:  Duties related to this program and UDC served	Manager, Navigation The Services Navigator is assessing client and guest appropriate services and responsible for enforcing Market and Castro location. High School diploma or ework or triage required; Epeople living with HIV, per homelessness highly regarded. Annual Salary  55,483  Navigator  Answers phone calls, gree COVID-19 exposure and referrals. Obtains patient SFAF programs, service	est needs, scheduling and rel/or individuals and keeping community expectations a ons.  equivalent; Minimum of three experience with electronic because who are substance usuarded.  x Base FTE  1.00  eets and connects clients a lor symptoms. Assess client demographic and verifyings and departments. Register experience in customer services.	elients and other visegistering clients for the lobby areas fund maintaining and the years of work in the lobby areas fundamental in the lobby areas of work i	or services, explaining and referring proctioning smoothly. The Services National Services National Services of the American Services of the American Services of the American Services of the American Services of the Services of Services or Staff. Screens and provides support, assistanction at each visit. Educates clients a	social king with encing \$	Total 55,48
Duties re prog/UDC Degree, license exp Staff Position 4:  Duties related to this program and UDC served	Manager, Navigation The Services Navigator is assessing client and gue appropriate services and responsible for enforcing Market and Castro location. High School diploma or work or triage required; Expeople living with HIV, proposed in the people	est needs, scheduling and rel/or individuals and keeping community expectations a ons.  equivalent; Minimum of three experience with electronic because who are substance usuarded.  x Base FTE  1.00  eets and connects clients a lor symptoms. Assess client demographic and verifyings and departments. Register experience in customer services.	elients and other visegistering clients for the lobby areas fund maintaining and the years of work in the lobby areas fundamental in the lobby areas of work i	or services, explaining and referring proctioning smoothly. The Services National services has environment that is inviting across of community-based customer service, ms highly regarded; Experience world health diagnosis, and/or are experience.  Annualized FTE if < 12 mo  1.00  ent services, resources or staff. Screens and provides support, assistanction at each visit. Educates clients a sees and schedules client appointment.	social king with encing \$	Total 55,48

Duties re program	health of clients served in	lopment and implementation clinical services at SFAF.	on of community ar Supervises and de	d clinical level navigation interventions	s that tar	gets the
una 020 00110a	Bachelors Degree. Exper		experience and kn	owledge of navigation interventions ar	nd	
-3,	irameworks, extensive ki	x Base FTE	x Mos per Yr	Annualized FTE if < 12 mo	l T	otal
	107,786	0.30	12	0.30	\$	32,336
Staff Position 6:	Nurse					
Duties re program and UDC served	function within the scope planning, implementing, a Strut staff members also	of practice as defined by S and evaluating Strut's clien serve as HIV testing couns	trut's protocols and ts for sexually trans	Nurse-led clinic at Magnet at Strut. The district the State of California. This includes smitted infections (STI) and HIV infections the clinic. This is a per diem position	assessn on. All M	ment, lagnet at
Degree, license exp	Registered Nurse License Basic Life Support (BLS) required or must be obtai	e is required; must maintain certification for Health Car	n an active Registe e Providers require	Science in Nursing preferred; Current red Nurse License with the California ed; Current California Certification as a of nursing experience in an outpatient	Board of n HIV Co	Nursing; ounselor
	Annual Salary	x Base FTE	x Mos per Yr	Annualized FTE if < 12 mo	T	Total
	108,767	1.00	12	1.00	\$	108,767
Staff Position 7:	Nurse Practitioner					
Duties re program	The Nurse Practitioner (N	tion, reporting to the Clinic		d takes an active leadership role for the vorks under a clinical scope of practice		
Duties re program and UDC served	The Nurse Practitioner (Noperations of the Founda Director of Clinical Service Master's degree in Nursing certification as a Nurse practitioner License with Health Care Provider Bastrequired or must be obtain	tion, reporting to the Clinic tes and Medical Director. Ing required; Current Califor ractitioner (NP) within 6 months the California Board of Nur	nia Registered Nu onths of hire; must sing; Current DEA fication required; C		e with the st have c ind Nurse ired; Cur	e Senior or obtain e rrent
Duties re program	The Nurse Practitioner (Noperations of the Founda Director of Clinical Service Master's degree in Nursing certification as a Nurse practitioner License with Health Care Provider Bastrequired or must be obtain	tion, reporting to the Clinic tes and Medical Director. In grequired; Current Califor ractitioner (NP) within 6 mo the California Board of Nur sic Life Support (BLS) certif	nia Registered Nu onths of hire; must rising; Current DEA fication required; C	vorks under a clinical scope of practice rse and Nurse Practitioner license; Mu maintain an active Registered Nurse a and California Furnishing license requ	st have cond Nurse lired; Cur	e Senior or obtain e rrent elor
Duties re program and UDC served	The Nurse Practitioner (Noperations of the Founda Director of Clinical Service Master's degree in Nursing certification as a Nurse practitioner License with Health Care Provider Bastrequired or must be obtain	tion, reporting to the Clinic tes and Medical Director.  In grequired; Current Califor ractitioner (NP) within 6 months of Nur- sic Life Support (BLS) certified within 6 months of hire	nia Registered Nu onths of hire; must sing; Current DEA fication required; C	rse and Nurse Practitioner license; Mu maintain an active Registered Nurse a and California Furnishing license requ urrent California Certification as an HI	st have cond Nurse lired; Cur	e Senior or obtain e rrent elor
Duties re program and UDC served	The Nurse Practitioner (Noperations of the Founda Director of Clinical Service Master's degree in Nursing certification as a Nurse practitioner License with Health Care Provider Bastrequired or must be obtain Annual Salary 136,041	tion, reporting to the Clinic tees and Medical Director.  In grequired; Current Califor ractitioner (NP) within 6 months of Nursic Life Support (BLS) certified within 6 months of hire x Base FTE  0.55	nia Registered Nu onths of hire; must sing; Current DEA fication required; Co.	rse and Nurse Practitioner license; Mu maintain an active Registered Nurse a and California Furnishing license requ urrent California Certification as an HI	st have cond Nurse vired; Curv Counse	e Senior or obtain e rrent elor
Duties re program and UDC served  Degree, license exp  Staff Position 8:	The Nurse Practitioner (Noperations of the Founda Director of Clinical Service Master's degree in Nursir certification as a Nurse practitioner License with Health Care Provider Bastrequired or must be obtain Annual Salary 136,041  Clinical Services Direct Responsible for overseein managers of the lab tech staff competencies, profic licensing, ensures supply indicated, and oversees of the supplementation of the	tion, reporting to the Clinic tes and Medical Director.  In grequired; Current Califor ractitioner (NP) within 6 months of Nursic Life Support (BLS) certified within 6 months of hire x Base FTE  0.55  Or  Ing the day to day operation nician and services navigate a variability at all clinical signary.	nia Registered Nu onths of hire; must rising; Current DEA fication required; Co.  x Mos per Yr  12  ns at all SFAF clinication teams, ensurir assurance under Mates, updating client	rse and Nurse Practitioner license; Mu maintain an active Registered Nurse a and California Furnishing license requ urrent California Certification as an HI	e with the st have cound Nurse ired; Cur V Counse  T \$ de superv II SFAF s , oversee est practic	e Senior or obtain e rrent elor  Total 74,823  vising the sites (i.e., es clinical
Duties re program and UDC served  Degree, license exp  Staff Position 8:  Duties re program and UDC served	The Nurse Practitioner (Noperations of the Founda Director of Clinical Service Master's degree in Nursir certification as a Nurse practitioner License with Health Care Provider Bastrequired or must be obtain Annual Salary 136,041  Clinical Services Direct Responsible for overseein managers of the lab technical staff competencies, proficilicensing, ensures supply indicated, and oversees organizations.  Bachelor's Degree highly State of California Certific required; Knowledge of T	tion, reporting to the Clinic tes and Medical Director.  Ingrequired; Current Califor ractitioner (NP) within 6 months of Nursic Life Support (BLS) certified within 6 months of hire x Base FTE  0.55  Or  Ing the day to day operation incian and services navigation incian and services navigation incian and services incial services incial partnerships with Satisfaction as a Phlebotomist I of itle 22, Title 24, HIPAA and its and incian and services incian and services incian services incian and services inciant services inciant services incident services in the services incident services in the services	nia Registered Nu onths of hire; must sing; Current DEA fication required; Co.  x Mos per Yr  12  ns at all SFAF clinication teams, ensuring assurance under Markes, updating client an Francisco Departure and supervisor II; Basic Life Supervisor III; Basic L	rse and Nurse Practitioner license; Mumaintain an active Registered Nurse a and California Furnishing license requurrent California Certification as an HI Annualized FTE if < 12 mo 0.55  cal sites. Primary responsibilities include g compliance with lab regulations at a oderate Complexity CLIA regulations), and laboratory related policies and be	e with the st have cond Nurse vired; Cur V Counse V Couns	e Senior or obtain e rrent elor  Total 74,823  vising the sites (i.e., es clinical ces when elor)
Duties re program and UDC served  Degree, license exp  Staff Position 8:  Duties re program and UDC served	The Nurse Practitioner (Noperations of the Founda Director of Clinical Service Master's degree in Nursir certification as a Nurse practitioner License with Health Care Provider Bastrequired or must be obtain Annual Salary 136,041  Clinical Services Direct Responsible for overseein managers of the lab techn staff competencies, proficilicensing, ensures supply indicated, and oversees corganizations.  Bachelor's Degree highly State of California Certifice	tion, reporting to the Clinic tes and Medical Director.  Ingrequired; Current Califor ractitioner (NP) within 6 months of Nursic Life Support (BLS) certified within 6 months of hire x Base FTE  0.55  Or  Ing the day to day operation incian and services navigation incian and services navigation incian and services incial services incial partnerships with Satisfaction as a Phlebotomist I of itle 22, Title 24, HIPAA and its and incian and services incian and services incian services incian and services inciant services inciant services incident services in the services incident services in the services	nia Registered Nu onths of hire; must sing; Current DEA fication required; Co.  x Mos per Yr  12  ns at all SFAF clinication teams, ensuring assurance under Markes, updating client an Francisco Departure and supervisor II; Basic Life Supervisor III; Basic L	rse and Nurse Practitioner license; Mumaintain an active Registered Nurse a and California Furnishing license requurrent California Certification as an HI Annualized FTE if < 12 mo 0.55  cal sites. Primary responsibilities include g compliance with lab regulations at a oderate Complexity CLIA regulations), and laboratory related policies and be retment of Public Health and community ling staff required; Possession and mai aport (BLS) certification for Health Care	e with the st have cond Nurse vired; Cur V Counse V Couns	e Senior or obtain e rrent elor  Total 74,823  vising the sites (i.e., es clinical ces when elor)

Total FTE, Base:	7.10	Annualized:	7.10	
			Total Salaries:	\$ 658,898

## 1b) EMPLOYEE FRINGE BENEFITS:

(	(Components)	provided be	elow are sample	s only. The bu	daeted com	ponents should	reflect the cont	tractor's ledger ac	counts.)
- 1	( Componionico	pioriada ad	non and dannpid	o omy. The bu	agotoa com	portorito ortogia		, actor o roagor ac	00011101

(compensate provided and complete comp	<u> </u>	
Estimated Social Security, Retirement, Medical, Dental, Unemployment Ins, Disability, PT	<sup>-</sup> O	
FICA	\$	50,405.70
SUI	\$	3,426.27
Health/Life	\$	98,834.70
Disability	\$	527.12
WC	\$	3,953.39
Retirement Plan	\$	20,755.29
	\$	-
	\$	-
	Total Fringe Benefit:	\$ 177,902
	Fringe Benefit %:	27.00%
	Tringe Benefit 70.	27.0070
	TOTAL SALARIES/BENEFITS:	\$ 836,800

### 2) OPERATING EXPENSES:

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Expense Item	Concise/ Specific Description	Rate/Formula	Cost
		Total Occumency	<b>^</b>

Total Occupancy: \$

### Materials & Supplies:

Expense Item	Concise/ Specific Description	Rate/Formula	Cost

Total Materials & Supplies: \$

## **General Operating:**

Expense Item Brief Description Rate/Formula Cost

	Employee Health Record, eClinicalWorks license - 5	icenses at			
	\$525 per month, totaling \$31,500 per year. This con				
Data Callagtian		ווומנו סכבאס	505	φ.	C C70
Data Collection	reimbursement for \$6,678 total.		525	\$	6,678
			Total General Operating:	\$	6,678
					, , , , , , , , , , , , , , , , , , ,
Staff Travel:					
	_				
Purpose of Trav	e Location	Expense Item	Rate/Formula		Cost
T dipose of flav		LAPONSC Item		1	
				<u> </u>	
			Total Staff Travel:	\$	-
Consultants/Sul	bcontractors:				
Consult/Subcon	tı Service Description		Rate/Formula		Cost
SFCHC	Subcontract on cost reimbursement basis.		50000	\$	50,000
Glide	Subcontract on cost reimbursement basis.		100000	\$	100,000
Shanti	Subcontract on cost reimbursement basis.		50000	\$	50,000
				T	
			Total Consultants/Subcontractors:	\$	200,000
				Ψ	200,000
04 E	7				
Other Expenses			_	1	
Expense Item	Brief Description		Rate/Formula		Cost
	•		Total Other:	\$	-
			TOTAL OPERATING EXPENSES:	\$	206,678
			TOTAL DIRECT COSTS:		
			TOTAL DIRECT COSTS:	Þ	1,043,478
Please list here the	he personnel and ledger expenses that are included i	n your shared cost	ts?		
					Amount
TOTAL SALARIE	S/BENEFITS:			\$	836,800
	TING EXPENSES:			\$	206,678
TOTAL OF LINA	THIO LAI LINOLO.			Ψ	200,070
A 111111111111111111111111111111111111	A			_	
4) INDIRECT CO	S Indirect Rate: 15.00%		TOTAL INDIRECT COSTS:	I S	156,522
+) INDINLOT GO	Indirect Rate: 15.00%		TOTAL INDINECT COOTS.	Ψ	,
4) INDINEOT GO	illullect Nate. 15.00 /6				
+) INDINCEOT GO	inuliect Nate. 13.00 /6		TOTAL EXPENSES:		1,200,000

Appendix B-5b, Page 1 7/1/2024 - 6/30/2025

CAT 4: GAY/MSM HEALTH ACCESS POINT (F

#### UOS COST ALLOCATION BY SERVICE MODE

**CHEP General Fund** 

Service I	/lodes:	INTEGI HIV/HCV/ST		PREVENT TREAT MEDICA	MENT	CONI		LINKAG NAVIG		COMMI ENGAGEM MOBILIZ	ENT AND	
Position Titles	Annual FTE	Salaries	% FTE	Salaries	% FTE	Salaries	% FTE	Salaries	% FTE	Salaries	% FTE	Totals
Lab Technician	2.00	123,392	90%	13,710	10%	-	0%		0%		0%	137,102
Manager - Lab Technicians	1.00	96,766	90%	10,752	10%	-	0%		0%		0%	107,518
Manager, Navigation	1.00	34,400	62%	16,645	30%	1,664	3%	2,774	5%		0%	55,484
Navigator	0.75	28,248	60%	14,124	30%	1,412	3%	3,296	7%		0%	47,080
Associate Director, PrEP & HIV Service	0.30	20,048	62%	9,701	30%	970	3%	1,617	5%		0%	32,336
Nurse	1.00	67,436	62%	38,068	35%	3,263	3%		0%		0%	108,767
Nurse Practitioner	0.55	46,390	62%	26,188	35%	2,245	3%		0%		0%	74,823
Clinical Services Director	0.50	57,473	60%	38,316	40%	-	0%		0%		0%	95,789
Total FTE & Salaries	7.10	474,153	72%	167,504	25%	9,554	1%	7,687	1%	-	0%	658,898
Fringe Benefits	27%	128,022	72%	45,226	25%	2,579	1%	2,075	1%	-	0%	177,902
Total Personnel Expenses		602,175	72%	212,730	25%	12,133	1%	9,762	1%	-	0%	836,800
Operating Expenses		Expense	%	Expense	%	Expense	%	Expense	%	Expense	%	Totals
Total Occupancy Total Materials and Supplies			0% 0%		0% 0%		0%		0% 0%		0% 0%	-
Total General Operating		3.339	2%	3.339	2%		0%		0%		0%	6.678
Total Staff Travel		0,000	0%	0,000	0%		0%		0%		0%	
Consultants/Subcontractor:		50,000	24%		0%		0%	100,000	48%	50,000	24%	200,000
Other (specify):												
			0%		0%		0%		0%		0%	-
			0%		00/		0%		0%		0%	-
			U /0		0%		070		0 /0		0%	
Total Operating Expenses		53,339	26%	3,339	0%	-	U70	100,000	076	50,000	0%	206,678
Total Operating Expenses  Total Direct Expenses		<b>53,339</b> 655,514		<b>3,339</b> 216,069	21%	12,133	1%	100,000	11%	<b>50,000</b>	5%	<b>206,678</b> 1,043,478
Total Direct Expenses	15.0%	655,514	<b>26%</b> 63%	216,069	21%	,	1%	109,762	11%	50,000	5%	1,043,478
	15.0%		26%	,		12,133 1,820 13,953				II		,
Total Direct Expenses Indirect Expenses		655,514 98,327 <b>753,841</b>	26% 63% 63% 63%	216,069	21% 21% <b>21%</b>	1,820	1% 1% <b>1%</b>	109,762 16,464	11% 11% <b>11%</b>	50,000 7,500	5% 5% <b>5%</b>	1,043,478 156,522
Total Direct Expenses Indirect Expenses TOTAL EXPENSES Unit of Servi	се Туре	655,514 98,327 <b>753,841</b>	26% 63% 63% 63% inters	216,069 32,411 <b>248,480</b>	21% 21% 21% 21%	1,820 13,953 Mon	1% 1% 1%	109,762 16,464 126,226	11% 11% 11%	50,000 7,500 <b>57,500</b>	5% 5% 5%	1,043,478 156,522
Total Direct Expenses Indirect Expenses TOTAL EXPENSES	ce Type	655,514 98,327 <b>753,841</b> Encou	63% 63% 63% inters	216,069 32,411 <b>248,480</b> Hor	21% 21% 21% 21% urs	1,820 13,953	1% 1% 1% ouths	109,762 16,464 126,226	11% 11% 11% urs	50,000 7,500 57,500	5% 5% 5%	1,043,478 156,522 1,200,000

## 1a) SALARIES

7/1/2024 - 6/30/2025

Stall Position I	Lab Technician					
Duties related to this program and UDC served	Itransport to SEDPH labor	vices for confirmatory HIV ratory.	antibody testing an	d RNA testing. Prepares specimen o	collection	for
Degree, license experience		ist.				
	Annual Salary	x Base FTE	x Mos per Yr	Annualized FTE if < 12 mo		Total
	68,551	2.00	12	2.00	\$	137,102
Staff Position 2:	Manager - Lab Technici	ans				
Duties re program and UDC served	Operations to oversee lab	onsible for supervising the boratory services. This pos	SFAF-wide lab tech	n team and working with the Director a lab tech as needed.	of Clinic	al
Degree, license exp	including but not limited to	o LGBTQ+, injection drug on the contraction of three years of expe	users, and unhouse	blic Health; Experience working with ed individuals; Must have two years of laboratory setting; Must have two years	of experie	ence
	Annual Salary	x Base FTE	x Mos per Yr	Annualized FTE if < 12 mo		Total
	407.540	1.00	40	1.00	\$	107,51
	107,518	1.00	12	1.00	Ψ	107,51
Staff Position 3:	Manager, Navigation The Services Navigator is assessing client and gues	s responsible for greeting o	clients and other vis	itors and guests, managing the flow r services, explaining and referring p	of traffic,	
	Manager, Navigation The Services Navigator is assessing client and gues appropriate services and responsible for enforcing	s responsible for greeting of st needs, scheduling and re for individuals and keeping community expectations a	clients and other visegistering clients for the lobby areas ful	itors and guests, managing the flow	of traffic, eople to vigator is	
Duties re prog/UDC	Manager, Navigation The Services Navigator is assessing client and gues appropriate services and responsible for enforcing Market and Castro location. High School diploma or ework or triage required;	s responsible for greeting of st needs, scheduling and reformation of individuals and keeping community expectations a cons.  Equivalent; Minimum of three experience with electronic becople who are substance uses	clients and other visegistering clients for the lobby areas fund maintaining an experience years of work in chealth record syster	itors and guests, managing the flow r services, explaining and referring p nctioning smoothly. The Services Na	of traffic, people to vigator is ur Mid social king with	
Duties re prog/UDC	Manager, Navigation The Services Navigator is assessing client and gues appropriate services and responsible for enforcing Market and Castro location High School diploma or ework or triage required; Epeople living with HIV, pe	s responsible for greeting of st needs, scheduling and reformation of individuals and keeping community expectations a cons.  Equivalent; Minimum of three experience with electronic becople who are substance uses	clients and other visegistering clients for the lobby areas fund maintaining an experience years of work in chealth record syster	itors and guests, managing the flow r services, explaining and referring partitioning smoothly. The Services National environment that is inviting across outcommunity-based customer service, ms highly regarded; Experience work	of traffic, people to vigator is ur Mid social king with	
Duties re prog/UDC	Manager, Navigation The Services Navigator is assessing client and gues appropriate services and responsible for enforcing Market and Castro location High School diploma or ework or triage required; Epeople living with HIV, perhomelessness highly reg	s responsible for greeting of st needs, scheduling and reformation of the state of	clients and other visegistering clients for the lobby areas furnd maintaining an experience years of work in ealth record systemsers, have a mental	itors and guests, managing the flow r services, explaining and referring proctioning smoothly. The Services National environment that is inviting across outcommunity-based customer service, ms highly regarded; Experience work I health diagnosis, and/or are experience	of traffic, people to vigator is ur Mid social king with	Total
Duties re prog/UDC	Manager, Navigation The Services Navigator is assessing client and gues appropriate services and responsible for enforcing Market and Castro location High School diploma or ework or triage required; Epeople living with HIV, per homelessness highly regressions.  Annual Salary 55,483	s responsible for greeting of st needs, scheduling and reform individuals and keeping community expectations a cons.  Equivalent; Minimum of three experience with electronic becopie who are substance usuarded.  X Base FTE	elients and other vis egistering clients fo the lobby areas fur nd maintaining an ele ee years of work in chealth record system sers, have a menta	itors and guests, managing the flow r services, explaining and referring proctioning smoothly. The Services National environment that is inviting across outcommunity-based customer service, ms highly regarded; Experience work I health diagnosis, and/or are experience.	of traffic, people to vigator is ur Mid social king with encing	Total
Duties re prog/UDC  Degree, license exp  Staff Position 4:  Duties related to this program and	Manager, Navigation The Services Navigator is assessing client and guesappropriate services and responsible for enforcing Market and Castro location High School diploma or ework or triage required; Epeople living with HIV, performed by the same statement of the sa	s responsible for greeting of st needs, scheduling and refor individuals and keeping community expectations at ons.  Equivalent; Minimum of three experience with electronic heaple who are substance us arded.   X Base FTE  1.00  Sets and connects clients at for symptoms. Assess cliented demographic and verifying	elients and other visegistering clients for the lobby areas fur and maintaining an elegant for the lobby areas fur and maintaining and the eyears of work in the lobby areas fur and wisitors to pertine the needs and concern insurance information.	itors and guests, managing the flow r services, explaining and referring proctioning smoothly. The Services National environment that is inviting across outcommunity-based customer service, ms highly regarded; Experience work I health diagnosis, and/or are experience.	of traffic, beople to vigator is ur Mid social king with encing \$	Total 55,48  ats for ation and
Duties re prog/UDC Degree, license exp Staff Position 4:  Duties related to this program and UDC served	Manager, Navigation The Services Navigator is assessing client and gues appropriate services and responsible for enforcing Market and Castro location High School diploma or ework or triage required; Epeople living with HIV, performed by homelessness highly regressed and Services Annual Salary  55,483  Navigator  Answers phone calls, gressed covid-19 exposure and referrals. Obtains patient SFAF programs, services	s responsible for greeting of st needs, scheduling and refor individuals and keeping community expectations at ons.  Equivalent; Minimum of three experience with electronic heaple who are substance us arded.   X Base FTE  1.00  Sets and connects clients at for symptoms. Assess cliented and departments. Registed experience in customer services.	clients and other visegistering clients for the lobby areas furned maintaining and the years of work in the lobby areas of work in the lobby areas furned to years of work in the years of	itors and guests, managing the flow r services, explaining and referring proctioning smoothly. The Services National services are environment that is inviting across out community-based customer service, as highly regarded; Experience work I health diagnosis, and/or are experience work I health diagnosis work I health diagnosis work I health diagnosis	of traffic, people to vigator is ur Mid social king with encing \$	Total 55,48
Duties re prog/UDC Degree, license exp Staff Position 4:  Duties related to this program and UDC served	Manager, Navigation The Services Navigator is assessing client and guesappropriate services and responsible for enforcing Market and Castro location High School diploma or ework or triage required; Epeople living with HIV, performed by the services of th	s responsible for greeting of st needs, scheduling and refor individuals and keeping community expectations at ons.  Equivalent; Minimum of three experience with electronic heaple who are substance us arded.   X Base FTE  1.00  Sets and connects clients at for symptoms. Assess cliented and departments. Registed experience in customer services.	clients and other visegistering clients for the lobby areas furned maintaining and the years of work in the lobby areas of work in the lobby areas furned to years of work in the years of	itors and guests, managing the flow r services, explaining and referring prectioning smoothly. The Services Naterovironment that is inviting across outcommunity-based customer service, ms highly regarded; Experience work I health diagnosis, and/or are experied Annualized FTE if < 12 mo 1.00  ent services, resources or staff. Screens and provides support, assistance tion at each visit. Educates clients and schedules client appointments	of traffic, people to vigator is ur Mid social king with encing \$	Total 55,483  ats for ation and as about

2

Duties re program and UDC served	health of clients served in	lopment and implementation clinical services at SFAF.	-	nd clinical level navigation interventions evelops Navigators.	s that targets the
		ience in target population, nowledge of social support	· ·	owledge of navigation interventions an s in the region.	nd
		x Base FTE	x Mos per Yr	Annualized FTE if < 12 mo	Total
	107,786	0.30	12	0.30	\$ 32,336
Staff Position 6:	Nurse				
Dimes le brootam	function within the scope planning, implementing, a Strut staff members also	of practice as defined by S and evaluating Strut's clien serve as HIV testing couns	trut's protocols ands for sexually tran	Nurse-led clinic at Magnet at Strut. Th d the State of California. This includes smitted infections (STI) and HIV infecti n the clinic. This is a per diem position	s assessment, on. All Magnet at
Degree, license exp	Registered Nurse License Basic Life Support (BLS) required or must be obtai	e is required; must maintain certification for Health Car	n an active Registe Providers require	Science in Nursing preferred; Current ered Nurse License with the California led; Current California Certification as a for of nursing experience in an outpatient	Board of Nursing; n HIV Counselor
	Annual Salary	x Base FTE	x Mos per Yr	Annualized FTE if < 12 mo	Total
	108,767	1.00	12	1.00	\$ 108,767
Staff Position 7:	Nurse Practitioner				
	The Nurse Practitioner (N	IP) provides advanced sex	ual baalth sara an		
		tion, reporting to the Clinic		d takes an active leadership role for the works under a clinical scope of practice	
and UDC served	operations of the Founda Director of Clinical Servic Master's degree in Nursir certification as a Nurse pi Practitioner License with Health Care Provider Bas	tion, reporting to the Clinic es and Medical Director. ng required; Current Califor ractitioner (NP) within 6 mo the California Board of Nur	nia Registered Nunths of hire; must sing; Current DEA		e with the Senior st have or obtain nd Nurse uired; Current
and UDC served	operations of the Founda Director of Clinical Servic Master's degree in Nursir certification as a Nurse pr Practitioner License with Health Care Provider Bas required or must be obtai	tion, reporting to the Clinic es and Medical Director. ng required; Current Califor ractitioner (NP) within 6 mo the California Board of Nur sic Life Support (BLS) certif	nia Registered Nunths of hire; must sing; Current DEA	works under a clinical scope of practice rse and Nurse Practitioner license; Mu maintain an active Registered Nurse a and California Furnishing license requ	e with the Senior st have or obtain and Nurse uired; Current
and UDC served	operations of the Founda Director of Clinical Servic Master's degree in Nursir certification as a Nurse pi Practitioner License with Health Care Provider Bas	tion, reporting to the Clinic es and Medical Director.  In grequired; Current Califor ractitioner (NP) within 6 months of Nur- sic Life Support (BLS) certified within 6 months of hire	Director. The NP value of the	rse and Nurse Practitioner license; Mu maintain an active Registered Nurse a and California Furnishing license requ turrent California Certification as an HI	e with the Senior st have or obtain and Nurse uired; Current V Counselor
and UDC served  Degree, license exp	operations of the Founda Director of Clinical Servic Master's degree in Nursir certification as a Nurse pi Practitioner License with Health Care Provider Bas required or must be obtai	tion, reporting to the Clinic res and Medical Director.  In grequired; Current Califor ractitioner (NP) within 6 months and of Nursic Life Support (BLS) certificated within 6 months of hire x Base FTE  0.55	nia Registered Nu onths of hire; must sing; Current DEA cication required; Constant of the con	rse and Nurse Practitioner license; Mu maintain an active Registered Nurse a and California Furnishing license requ current California Certification as an HI	e with the Senior  st have or obtain and Nurse uired; Current V Counselor  Total
and UDC served  Degree, license exp  Staff Position 8:	operations of the Founda Director of Clinical Service Master's degree in Nursir certification as a Nurse properties of the lab technical Services Direct Responsible for overseein managers of the lab technical staff competencies, proficilicensing, ensures supply indicated, and oversees of the lab technical staff of the lab technical staff competencies of the lab te	tion, reporting to the Clinic res and Medical Director.  In grequired; Current Califor ractitioner (NP) within 6 months California Board of Nursic Life Support (BLS) certified within 6 months of hire x Base FTE  0.55  Or  Ing the day to day operation incian and services navigate the california and quality at a variability at all clinical site availability at all clinical site.	nia Registered Nu nia Registered Nu niths of hire; must sing; Current DEA fication required; Constant of the second of the secon	rse and Nurse Practitioner license; Mu maintain an active Registered Nurse a and California Furnishing license requ current California Certification as an HI	e with the Senior  st have or obtain and Nurse uired; Current V Counselor  Total \$ 74,823  de supervising the II SFAF sites (i.e., a oversees clinical est practices when
and UDC served  Degree, license exp  Staff Position 8:	operations of the Founda Director of Clinical Service Master's degree in Nursir certification as a Nurse present of California Certification as a Nurse present of the lab technical Services Direct  Clinical Services Direct Responsible for overseein managers of the lab technical from the lab techni	tion, reporting to the Clinic res and Medical Director.  Ingrequired; Current Califor ractitioner (NP) within 6 months of Nursic Life Support (BLS) certificated within 6 months of hire x Base FTE 0.55  Or  Ing the day to day operation incian and services navigate cavailability at all clinical site clinical partnerships with Salar regarded; 3 years of manageration as a Phlebotomist I of itle 22, Title 24, HIPAA and	nia Registered Nu niths of hire; must sing; Current DEA fication required; Common services at all SFAF clinical signification teams, ensuring assurance under Man Francisco Departments of II; Basic Life Superior III; Basic Life Superior III III III III III III III III III I	rse and Nurse Practitioner license; Mu maintain an active Registered Nurse a and California Furnishing license requeurrent California Certification as an HI Annualized FTE if < 12 mo 0.55  cal sites. Primary responsibilities including compliance with lab regulations at all loderate Complexity CLIA regulations), and laboratory related policies and be	st have or obtain and Nurse sired; Current V Counselor  Total \$ 74,823  de supervising the II SFAF sites (i.e., oversees clinical est practices when y-based
and UDC served  Degree, license exp  Staff Position 8:  Duties re program and UDC served	operations of the Founda Director of Clinical Service Master's degree in Nursir certification as a Nurse present of California Certification as a Nurse present of the lab technical Services Direct  Clinical Services Direct Responsible for overseein managers of the lab technical from the lab techni	tion, reporting to the Clinic res and Medical Director.  Ingrequired; Current Califor ractitioner (NP) within 6 months of Nursic Life Support (BLS) certificated within 6 months of hire x Base FTE 0.55  Or  Ing the day to day operation incian and services navigate cavailability at all clinical site clinical partnerships with Salar regarded; 3 years of manageration as a Phlebotomist I of itle 22, Title 24, HIPAA and	nia Registered Nu niths of hire; must sing; Current DEA fication required; Common services at all SFAF clinical signification teams, ensuring assurance under Man Francisco Departments of II; Basic Life Superior III; Basic Life Superior III III III III III III III III III I	rse and Nurse Practitioner license; Mu maintain an active Registered Nurse a and California Furnishing license requirement California Certification as an HIV Annualized FTE if < 12 mo 0.55  cal sites. Primary responsibilities including compliance with lab regulations at all defeate Complexity CLIA regulations), and laboratory related policies and be retment of Public Health and community ing staff required; Possession and main poort (BLS) certification for Health Care	st have or obtain and Nurse sired; Current V Counselor  Total \$ 74,823  de supervising the II SFAF sites (i.e., oversees clinical est practices when y-based

7	Annualized:	7.10	7	Total FTE, Base:

### 1b) EMPLOYEE FRINGE BENEFITS:

(Components provided below are samples only. The budgeted components should reflect	t the contractor's ledger accounts.)	
Estimated Social Security, Retirement, Medical, Dental, Unemployment Ins, Disability, PT	<sup>-</sup> 0	
FICA	\$	50,405.70
SUI	\$	3,426.27
Health/Life	\$	98,834.70
Disability	\$	527.12
WC	\$	3,953.39
Retirement Plan	\$	20,755.29
	\$	-
	\$	-
	Total Fringe Benefit:	\$ 177,902
	Fringe Benefit %:	27.00%
	go zoe //	2110070
	TOTAL SALARIES/BENEFITS:	\$ 836,800

### 2) OPERATING EXPENSES:

Occupancy:	_		
Expense Item	Concise/ Specific Description	Rate/Formula	Cost
		Total Occupancy:	\$ -
Materials & Sup	pplies:		
Expense Item	Concise/ Specific Description	Rate/Formula	Cost
Expense Item	Concise/ Specific Description	Rate/Formula	Cost
Expense Item	Concise/ Specific Description	Rate/Formula	Cost
Expense Item	Concise/ Specific Description	Rate/Formula	Cost
Expense Item	Concise/ Specific Description	Rate/Formula  Total Materials & Supplies:	
Expense Item  General Operation			

	Employee Health Record, eClinicalWorks license - 5	5 licenses at			
	\$525 per month, totaling \$31,500 per year. This con				
Data Collection	reimbursement for \$6,678 total.	itract scens	525	¢	6 670
Data Collection	reimbursement for \$0,070 total.		525	\$	6,678
			Total General Operating:	\$	6,678
				•	.,
Staff Travel:					
Otan maven	_				
Durnage of Trav	a Lagation	Expanse Item	Rate/Formula		Cost
Purpose of Trave	e Location	Expense Item	Kate/Formula	1	Cost
			Total Staff Travel:	\$	-
Consultants/Sub	ocontractors:				
	<u>-</u>				
Consult/Subcon	tı Service Description		Rate/Formula		Cost
SFCHC	Subcontract on cost reimbursement basis.		50000	\$	50,000
Glide					· · · · · · · · · · · · · · · · · · ·
	Subcontract on cost reimbursement basis.		100000	\$	100,000
Shanti	Subcontract on cost reimbursement basis.		50000	\$	50,000
			Total Consultants/Subcontractors:	\$	200,000
Other Expenses					
Expense Item	Brief Description		Rate/Formula		Cost
	2.10. 2000. p.10.		1.0.10/1.01/1.01		
			Total Other:	\$	-
			TOTAL OPERATING EXPENSES:	\$	206,678
			TOTAL DIRECT COSTS:		1,043,478
			. 517 (2 511 (201 )	, <del>,</del>	.,010,410
DI " ( )	as a second lead to the second l		 		
Please list here th	ne personnel and ledger expenses that are included in	n your shared cos	IS?		
					Amount
TOTAL SALARIE	S/BENEFITS:			\$	836,800
	TING EXPENSES:			\$	206,678
. 0 17 12 01 12 01 1				<u> </u>	230,010
A 101=1=================================	<b>.</b>				
4) INDIRECT CO	S Indirect Rate: 15.00%		TOTAL INDIRECT COSTS:	\$	156,522
			TOTAL EXPENSES:	\$	1,200,000

Appendix B-5c, Page 1 7/1/2025 - 6/30/2026

CAT 4: GAY/MSM HEALTH ACCESS POINT (F

#### UOS COST ALLOCATION BY SERVICE MODE

**CHEP General Fund** 

		1	-			1		1		1	-	
Service M	odes:	INTEGI HIV/HCV/ST		PREVENT TREAT MEDIC	MENT	CONI DISTRIB		LINKAG NAVIG <i>i</i>		COMM ENGAGEN MOBILIZ	IENT AND	
Position Titles	Annual FTE	Salaries	% FTE	Salaries	% FTE	Salaries	% FTE	Salaries	% FTE	Salaries	% FTE	Totals
Lab Technician	2.00	123,392	90%	13,710	10%	-	0%		0%		0%	137,102
Manager - Lab Technicians	1.00	96,766	90%	10,752	10%	-	0%		0%		0%	107,518
Manager, Navigation	1.00	34,400	62%	16,645	30%	1,664	3%	2,774	5%		0%	55,483
Navigator	0.75	28,248	60%	14,124	30%	1,412	3%	3,296	7%		0%	47,080
Associate Director, PrEP & HIV Service	0.30	20,048	62%	9,701	30%	970	3%	1,617	5%		0%	32,336
Nurse	1.00	67,436	62%	38,068	35%	3,263	3%		0%		0%	108,767
Nurse Practitioner	0.55	46,390	62%	26,188	35%	2,245	3%		0%		0%	74,823
Clinical Services Director	0.50	57,473	60%	38,316	40%	-	0%		0%		0%	95,789
•												
Total FTE & Salaries	7.10	474,153	72%	167,504	25%	9,554	1%	7,687	1%	-	0%	658,898
Fringe Benefits	27%	128,022	72%	45,226	25%	2,579	1%	2,075	1%	-	0%	177,902
Total Personnel Expenses		602,175	72%	212,730	25%	12,133	1%	9,762	1%		0%	836,800
Operating Expenses		Expense	%	Expense	%	Expense	%	Expense	%	Expense	%	Totals
Total Occupancy			0%		0%		0%		0%		0%	
Total Materials and Supplies			0%		0%		0%		0%		0%	-
Total General Operating		3,339	2%	3,339	2%		0%		0%		0%	6,678
Total Staff Travel			0%		0%		0%		0%		0%	-
Consultants/Subcontractor:		50,000	24%		0%		0%	100,000	48%	50,000	24%	200,000
Other (specify):					201							
			0%		0%		0% 0%		0%		0%	
T. (10 " F		50.000		2 222	U%		076	400.000	0%	50.000	076	-
Total Operating Expenses		53,339	26%	3,339		-		100,000		50,000		206,678
Total Direct Expenses		655.514	63%	216.069	21%	12.133	1%	109.762	11%	50.000	5%	1,043,478
	15.0%	98,327	63%	32,411	21%	1,820	1%	16,464	11%	7,500	5%	156,522
TOTAL EXPENSES		753,841	63%	248,480	21%	13,953	1%	126,226	11%	57,500	5%	1,200,000
Unit of Servic	e Type	Encou	ınters	Но	urs	Mor	iths	Ноц	ırs	Hoi	urs	
Number of UOS per Service	- ,.			6:		1		1.0		12		28.998
Cost Per UOS by Service Mode			_					\$115		\$463		20,990 N/A
Number of UDC/NOC per Service Mode				\$382.28 N/A		\$1,162.75 N/A		\$115.60 905		\$403.72 276		

## 1a) SALARIES

7/1/2025 - 6/30/2026

Stall Fusition 1	Lab Technician							
Duties related to this program and UDC served	transport to SEDPH Jaho	rvices for confirmatory HIV ratory.	antibody testing ar	nd RNA testing. Prepares specimen o	ollectior	n for		
Degree, license, experience	State certified phiedotomist.							
	Annual Salary	x Base FTE	x Mos per Yr	Annualized FTE if < 12 mo		Total		
	68,551	2.00	12	2.00	\$	137,102		
Staff Position 2:	Manager - Lab Technic	ians						
Duties re program and UDC served		onsible for supervising the boratory services. This pos		h team and working with the Director s a lab tech as needed.	of Clinic	al		
Degree, license exp	including but not limited t	to LGBTQ+, injection drug unum of three years of expe	users, and unhouse	ublic Health; Experience working with ed individuals; Must have two years of laboratory setting; Must have two ye	f experi	ence		
	Annual Salary	x Base FTE	x Mos per Yr	Annualized FTE if < 12 mo		Total		
				4.00	\$	407 E40		
	107,518	1.00	12	1.00	Þ	107,51		
Staff Position 3:	Manager, Navigation The Services Navigator is assessing client and gue	s responsible for greeting c st needs, scheduling and re	lients and other vis	sitors and guests, managing the flow or services, explaining and referring p	of traffic			
Staff Position 3:  Duties re prog/UDC	Manager, Navigation The Services Navigator is assessing client and gue appropriate services and responsible for enforcing	s responsible for greeting c st needs, scheduling and re /or individuals and keeping community expectations a	lients and other vis egistering clients fo the lobby areas fu	sitors and guests, managing the flow	of traffic eople to	,		
	Manager, Navigation The Services Navigator is assessing client and gue appropriate services and responsible for enforcing Market and Castro location. High School diploma or ework or triage required;	s responsible for greeting of st needs, scheduling and reform individuals and keeping community expectations a ons.  Equivalent; Minimum of three experience with electronic heeple who are substance us	lients and other visegistering clients for the lobby areas fund maintaining and e years of work in lealth record system	sitors and guests, managing the flow or services, explaining and referring ponctioning smoothly. The Services Na	of traffic eople to vigator in r Mid social ing with	S		
Duties re prog/UDC	Manager, Navigation The Services Navigator is assessing client and gue appropriate services and responsible for enforcing Market and Castro location High School diploma or ework or triage required; Epeople living with HIV, pe	s responsible for greeting of st needs, scheduling and reform individuals and keeping community expectations a ons.  Equivalent; Minimum of three experience with electronic heeple who are substance us	lients and other visegistering clients for the lobby areas fund maintaining and e years of work in lealth record system	sitors and guests, managing the flow or services, explaining and referring proctioning smoothly. The Services Natenvironment that is inviting across outcommunity-based customer service, ms highly regarded; Experience work	of traffic eople to vigator in r Mid social ing with	S		
Duties re prog/UDC	Manager, Navigation The Services Navigator is assessing client and gue appropriate services and responsible for enforcing Market and Castro location High School diploma or ework or triage required; Epeople living with HIV, perhomelessness highly reg	s responsible for greeting of st needs, scheduling and reform individuals and keeping community expectations a ons.  Equivalent; Minimum of three experience with electronic heaple who are substance us parded.	lients and other visegistering clients for the lobby areas fund maintaining and e years of work in lealth record systemsers, have a mental	sitors and guests, managing the flow or services, explaining and referring proctioning smoothly. The Services Natenvironment that is inviting across outcommunity-based customer service, ms highly regarded; Experience work I health diagnosis, and/or are experience	of traffic eople to vigator in r Mid social ing with	Total		
Duties re prog/UDC	Manager, Navigation The Services Navigator is assessing client and gue appropriate services and responsible for enforcing Market and Castro location High School diploma or ework or triage required; Epeople living with HIV, performed by the people living with HIV, performed by the services of the servi	s responsible for greeting cost needs, scheduling and reform individuals and keeping community expectations a ons.  Equivalent; Minimum of three experience with electronic heeple who are substance us larded.  x Base FTE	lients and other visegistering clients for the lobby areas fund maintaining and e years of work in the alth record systems of the sers, have a mental of the systems of the sers, have a mental of the systems of the sy	sitors and guests, managing the flow or services, explaining and referring positioning smoothly. The Services Natenvironment that is inviting across outcommunity-based customer service, ms highly regarded; Experience work I health diagnosis, and/or are experience.  Annualized FTE if < 12 mo	of traffic eople to vigator in r Mid social ing with incing	, S		
Duties re prog/UDC Degree, license exp Staff Position 4: Duties related to this program and	Manager, Navigation The Services Navigator is assessing client and gue appropriate services and responsible for enforcing Market and Castro location High School diploma or every work or triage required; Epeople living with HIV, performelessness highly reguined Salary  55,483  Navigator  Answers phone calls, gree COVID-19 exposure and referrals. Obtains patient	s responsible for greeting of st needs, scheduling and refor individuals and keeping community expectations a ons.  equivalent; Minimum of three Experience with electronic heaple who are substance us arded.   x Base FTE  1.00  eets and connects clients and for symptoms. Assess clients and demographic and verifying	lients and other visegistering clients for the lobby areas fund maintaining and e years of work in lealth record systems of the lobby areas fund wisitors to pertinat needs and concerting insurance information.	sitors and guests, managing the flow or services, explaining and referring positioning smoothly. The Services Natenvironment that is inviting across outcommunity-based customer service, ms highly regarded; Experience work I health diagnosis, and/or are experience.  Annualized FTE if < 12 mo	of traffic eople to vigator is r Mid social ing with encing \$ ens clief	Total 55,483		
Duties re prog/UDC Degree, license exp Staff Position 4: Duties related to this program and UDC served	Manager, Navigation The Services Navigator is assessing client and gue appropriate services and responsible for enforcing Market and Castro location High School diploma or ework or triage required; Epeople living with HIV, performed by the services of th	s responsible for greeting of st needs, scheduling and refor individuals and keeping community expectations a ons.  equivalent; Minimum of three experience with electronic heaple who are substance us arded.   x Base FTE  1.00  eets and connects clients are for symptoms. Assess clients and departments. Register experience in customer services.	lients and other visegistering clients for the lobby areas fund maintaining and e years of work in lealth record systems are, have a mental x Mos per Yr 12	sitors and guests, managing the flow or services, explaining and referring proctioning smoothly. The Services Natenvironment that is inviting across out community-based customer service, ms highly regarded; Experience work I health diagnosis, and/or are experied Annualized FTE if < 12 mo  1.00  ent services, resources or staff. Screems and provides support, assistance attion at each visit. Educates clients are	of traffic eople to vigator is r Mid social ing with encing \$ ens client, inform and visitor	Total 55,483  Ints for ation and re about		
Duties re prog/UDC Degree, license exp Staff Position 4: Duties related to this program and UDC served	Manager, Navigation The Services Navigator is assessing client and gue appropriate services and responsible for enforcing Market and Castro location High School diploma or every work or triage required; Epeople living with HIV, performed by the services of the services	s responsible for greeting of st needs, scheduling and refor individuals and keeping community expectations a ons.  equivalent; Minimum of three experience with electronic heaple who are substance us arded.   x Base FTE  1.00  eets and connects clients are for symptoms. Assess clients and departments. Register experience in customer services.	lients and other visegistering clients for the lobby areas fund maintaining and e years of work in lealth record systems are, have a mental x Mos per Yr 12	sitors and guests, managing the flow or services, explaining and referring proctioning smoothly. The Services Natenvironment that is inviting across out community-based customer service, ms highly regarded; Experience work I health diagnosis, and/or are experied Annualized FTE if < 12 mo 1.00  ent services, resources or staff. Screems and provides support, assistance attion at each visit. Educates clients are seen and schedules client appointment	of traffic eople to vigator is r Mid social ing with encing \$ ens client, inform and visitor	Total 55,483  Ints for ation and re about		

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Duties re program and UDC served	health of clients served im	lopment and implementation clinical services at SFAF.		nd clinical level navigation intervention evelops Navigators.	s that targets the				
Degree, license exp	Bachelors Degree. Experience in target population, experience and knowledge of navigation interventions and frameworks, extensive knowledge of social support and health services in the region.								
		x Base FTE	x Mos per Yr	Annualized FTE if < 12 mo	Total				
	107,786	0.30	12	0.30	\$ 32,336				
Staff Position 6:	Nurse								
Duties re program and UDC served	function within the scope planning, implementing, a	of practice as defined by S and evaluating Strut's clien serve as HIV testing couns	trut's protocols and ts for sexually trans	Nurse-led clinic at Magnet at Strut. The difference of California. This includes smitted infections (STI) and HIV infect the clinic. This is a per diem position	s assessment, ion. All Magnet at				
Degree, license exp	Registered Nurse License Basic Life Support (BLS) required or must be obtai	e is required; must maintain certification for Health Car	n an active Registe e Providers require e; At least one year	Science in Nursing preferred; Current ered Nurse License with the California ed; Current California Certification as a of nursing experience in an outpatien	Board of Nursing; an HIV Counselor it sexual health				
	Annual Salary	x Base FTE	x Mos per Yr	Annualized FTE if < 12 mo	Total				
	108,767	1.00	12	1.00	\$ 108,767				
Staff Position 7:	Nurse Practitioner								
Duties re program	The Nurse Practitioner (N	tion, reporting to the Clinic		d takes an active leadership role for th works under a clinical scope of practice					
Duties re program and UDC served	The Nurse Practitioner (Noperations of the Foundar Director of Clinical Service Master's degree in Nursing certification as a Nurse property of the Practitioner License with Health Care Provider Bases	tion, reporting to the Clinic ces and Medical Director. ng required; Current Califor ractitioner (NP) within 6 mo the California Board of Nur sic Life Support (BLS) certii	nia Registered Numbership of hire; must resing; Current DEA fication required; C		e with the Senior ust have or obtain and Nurse uired; Current				
Duties re program and UDC served	The Nurse Practitioner (Noperations of the Foundar Director of Clinical Service Master's degree in Nursing certification as a Nurse property of the Practitioner License with Health Care Provider Bases	tion, reporting to the Clinic ces and Medical Director. ng required; Current Califor ractitioner (NP) within 6 mo the California Board of Nur	nia Registered Numbership of hire; must resing; Current DEA fication required; C	rse and Nurse Practitioner license; Mumaintain an active Registered Nurse and California Furnishing license requ	e with the Senior ust have or obtain and Nurse uired; Current				
Duties re program and UDC served	The Nurse Practitioner (Noperations of the Foundar Director of Clinical Service Master's degree in Nursing certification as a Nurse properties of the Practitioner License with Health Care Provider Basterquired or must be obtain	tion, reporting to the Clinic tes and Medical Director. Ing required; Current Califor ractitioner (NP) within 6 mo the California Board of Nur sic Life Support (BLS) certified ined within 6 months of hire	Director. The NP variance Registered Number of hire; must sing; Current DEA fication required; C	rse and Nurse Practitioner license; Mumaintain an active Registered Nurse and California Furnishing license requurrent California Certification as an HI	e with the Senior ust have or obtain and Nurse uired; Current V Counselor				
Duties re program and UDC served Degree, license exp	The Nurse Practitioner (Noperations of the Foundar Director of Clinical Service Master's degree in Nursing certification as a Nurse properactitioner License with Health Care Provider Bastequired or must be obtaing Annual Salary	tion, reporting to the Clinic tes and Medical Director.  Ing required; Current Califor ractitioner (NP) within 6 months of Nursic Life Support (BLS) certified within 6 months of hire x Base FTE  0.55	nia Registered Numbers of hire; must raing; Current DEA fication required; Co.	rse and Nurse Practitioner license; Mumaintain an active Registered Nurse and California Furnishing license requirent California Certification as an HI	e with the Senior ust have or obtain and Nurse uired; Current V Counselor  Total				
Duties re program and UDC served  Degree, license exp  Staff Position 8:	The Nurse Practitioner (Noperations of the Foundar Director of Clinical Service Master's degree in Nursing certification as a Nurse properactitioner License with Health Care Provider Basterquired or must be obtain Annual Salary 136,041  Clinical Services Director Responsible for overseeing managers of the lab technists of	tion, reporting to the Clinic res and Medical Director.  Ing required; Current Califor ractitioner (NP) within 6 months are california Board of Nursic Life Support (BLS) certified within 6 months of hire x Base FTE  0.55  Or  Ing the day to day operation incian and services navigate called a variability at all clinical site and a service in the california and called a variability at all clinical site.	Director. The NP variance Registered Numbers of hire; must rain; Current DEA fication required; Cea.  x Mos per Yr 12  as at all SFAF clinication teams, ensuring assurance under Mates, updating client	rse and Nurse Practitioner license; Mumaintain an active Registered Nurse and California Furnishing license requirent California Certification as an HI	e with the Senior  ust have or obtain and Nurse uired; Current V Counselor  Total \$ 74,823  de supervising the all SFAF sites (i.e., , oversees clinical est practices when				
Duties re program and UDC served  Degree, license exp  Staff Position 8:  Duties re program and UDC served	The Nurse Practitioner (Noperations of the Foundar Director of Clinical Service Master's degree in Nursing certification as a Nurse proposed in Practitioner License with Health Care Provider Basterquired or must be obtain Annual Salary 136,041  Clinical Services Director Responsible for overseeing managers of the lab technist staff competencies, proficilicensing, ensures supply indicated, and oversees organizations.  Bachelor's Degree highly State of California Certifical Services Director Staff Competencies Supply indicated, and oversees organizations.	tion, reporting to the Clinic res and Medical Director.  In grequired; Current Califor ractitioner (NP) within 6 months of Nursic Life Support (BLS) certified within 6 months of hire x Base FTE 0.55  Or  In g the day to day operation in the day at all clinical situation and services navigate a variability at all clinical situation as a Phlebotomist I of the day operation as a Phlebotomi	nia Registered Number of hire; must sing; Current DEA fication required; Commerced; Comm	rse and Nurse Practitioner license; Mumaintain an active Registered Nurse and California Furnishing license requirent California Certification as an HI  Annualized FTE if < 12 mo  0.55  cal sites. Primary responsibilities including compliance with lab regulations at a oderate Complexity CLIA regulations) and laboratory related policies and be	e with the Senior  ust have or obtain and Nurse uired; Current IV Counselor  Total \$ 74,823  de supervising the all SFAF sites (i.e., oversees clinical est practices when y-based intenance of a e Providers				
Duties re program and UDC served  Degree, license exp  Staff Position 8:  Duties re program and UDC served	The Nurse Practitioner (Noperations of the Foundar Director of Clinical Service Master's degree in Nursing certification as a Nurse proposed in Practitioner License with Health Care Provider Basterquired or must be obtain Annual Salary 136,041  Clinical Services Director Responsible for overseeing managers of the lab technist staff competencies, proficilicensing, ensures supply indicated, and oversees of organizations.  Bachelor's Degree highly State of California Certifications (Nowledge of Technical Services)	tion, reporting to the Clinic res and Medical Director.  In grequired; Current Califor ractitioner (NP) within 6 months of Nursic Life Support (BLS) certified within 6 months of hire x Base FTE 0.55  Or  In g the day to day operation in the day at all clinical situation and services navigate a variability at all clinical situation as a Phlebotomist I of the day operation as a Phlebotomi	nia Registered Number of hire; must sing; Current DEA fication required; Commerced; Comm	rse and Nurse Practitioner license; Mumaintain an active Registered Nurse and California Furnishing license requirement California Certification as an HI  Annualized FTE if < 12 mo  0.55  cal sites. Primary responsibilities included compliance with lab regulations at a loderate Complexity CLIA regulations) and laboratory related policies and be retment of Public Health and communiting staff required; Possession and material port (BLS) certification for Health Care	e with the Senior  ust have or obtain and Nurse uired; Current IV Counselor  Total \$ 74,823  de supervising the all SFAF sites (i.e., oversees clinical est practices when y-based intenance of a e Providers				

Total FTE, Base:	7.10	Annualized:	7.10	
			Total Salaries:	\$ 65

### 1b) EMPLOYEE FRINGE BENEFITS:

(Components provided below are samples only. The budgeted components should reflect	t the contractor's ledger accounts.)	
Estimated Social Security, Retirement, Medical, Dental, Unemployment Ins, Disability, PT	<u>-</u> 0	
FICA	\$	50,405.70
SUI	\$	3,426.27
Health/Life	\$	98,834.70
Disability	\$	527.12
WC	\$	3,953.39
Retirement Plan	\$	20,755.29
	\$	-
	\$	-
	Total Fringe Benefit:	\$ 177,902
	Fringe Benefit %:	27.00%
	TOTAL SALARIES/BENEFITS:	\$ 836,800

### 2) OPERATING EXPENSES:

Occupancy:	_		
Expense Item	Concise/ Specific Description	Rate/Formula	Cost
		Total Occupancy:	\$ -
Materials & Sup	nliee		
materials & Sup	μnes.		
Expense Item	Concise/ Specific Description	Rate/Formula	Cost
	_	Rate/Formula  Total Materials & Supplies:	
	Concise/ Specific Description		

	Employee Health Record, eClinicalWorks license - 5	5 licenses at			
	\$525 per month, totaling \$31,500 per year. This con				
Data Collection	reimbursement for \$6,678 total.	itraot scens	525	¢	6 670
Data Collection	reimbursement for \$0,070 total.		525	\$	6,678
			Total General Operating:	\$	6,678
					.,
Staff Travel:					
Otan maven.	_				
Durnoss of Trav	o Logotion	Evnanca Itam	Rate/Formula		Cost
Purpose of Trav	e Location	Expense Item	Kate/Formula		Cost
			Total Staff Travel:	\$	-
Consultants/Sul	ocontractors:				
	<u>_</u>				
Consult/Subcon	tr Service Description		Rate/Formula		Cost
SFCHC	Subcontract on cost reimbursement basis.		50000	\$	50,000
Glide					· · · · · · · · · · · · · · · · · · ·
	Subcontract on cost reimbursement basis.		100000	\$	100,000
Shanti	Subcontract on cost reimbursement basis.		50000	\$	50,000
			Total Consultants/Subcontractors:	\$	200,000
Other Expenses					
Expense Item	Brief Description		Rate/Formula		Cost
			1.6.107. 0.111.6.1		
			Total Other:	\$	-
			TOTAL OPERATING EXPENSES:	\$	206,678
			TOTAL DIRECT COSTS:		1,043,478
			. 5 17 12 511 12 51 10 10 10 10 10 10 10 10 10 10 10 10 10	, ,	.,010,410
DI " ( )	and the second s		1		
Please list here th	ne personnel and ledger expenses that are included i	n your shared cos	IS?		
					Amount
TOTAL SALARIE	S/BENEFITS:			\$	836,800
	TING EXPENSES:			\$	206,678
. O I / L OI LIVI				۳	230,070
A DIE:	<b>4</b>				
4) INDIRECT CO	S Indirect Rate: 15.00%		TOTAL INDIRECT COSTS:	\$	156,522
			TOTAL EXPENSES:	\$	1,200,000
					, ,

## Appendix C

**Insurance Waiver Reserved** 

## Appendix D

## FEMA EMERGENCY & EXIGENCY CONTRACTS REQUIREMENTS Reserved

#### APPENDIX E



# San Francisco Department of Public Health Business Associate Agreement

This Business Associate Agreement ("BAA") supplements and is made a part of the contract by and between the City and County of San Francisco, the Covered Entity ("CE"), and Contractor, the Business Associate ("BA") (the "Agreement"). To the extent that the terms of the Agreement are inconsistent with the terms of this BAA, the terms of this BAA shall control.

### **RECITALS**

- A. CE, by and through the San Francisco Department of Public Health ("SFDPH"), wishes to disclose certain information to BA pursuant to the terms of the Agreement, some of which may constitute Protected Health Information ("PHI") (defined below).
- B. For purposes of the Agreement, CE requires Contractor, even if Contractor is also a covered entity under HIPAA, to comply with the terms and conditions of this BAA as a BA of CE.
- C. CE and BA intend to protect the privacy and provide for the security of PHI disclosed to BA pursuant to the Agreement 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 there under by the U.S. Department of Health and Human Services (the "HIPAA Regulations") and other applicable laws, including, but not limited to, California Civil Code §§ 56, et seq., California Health and Safety Code § 1280.15, California Civil Code §§ 1798, et seq., California Welfare & Institutions Code §§5328, et seq., and the regulations promulgated there under (the "California Regulations").
- D. As part of the HIPAA Regulations, the Privacy Rule and the Security Rule (defined below) require CE to enter into a contract containing specific requirements with BA prior to the disclosure of PHI, as set forth in, but not limited to, Title 45, Sections 164.314(a), 164.502(a) and (e) and 164.504(e) of the Code of Federal Regulations ("C.F.R.") and contained in this BAA.
- E. BA enters into agreements with CE that require the CE to disclose certain identifiable health information to BA. The parties desire to enter into this BAA to permit BA to have access to such information and comply with the BA requirements of HIPAA, the HITECH Act, and the corresponding Regulations.

In consideration of the mutual promises below and the exchange of information pursuant to this BAA, the parties agree as follows:

#### 1. Definitions.

**a. Breach** means the unauthorized acquisition, access, use, or disclosure of PHI that compromises the security or privacy of such information, except where an unauthorized person to whom such information is disclosed would not reasonably have been able to retain such information, and shall have the meaning given to such term under the HITECH Act and HIPAA Regulations [42 U.S.C. Section 17921 and 45 C.F.R. Section 164.402], as well as California Civil Code Sections 1798.29 and 1798.82.

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#### APPENDIX E



# San Francisco Department of Public Health Business Associate Agreement

- **b. Breach Notification Rule** shall mean the HIPAA Regulation that is codified at 45 C.F.R. Parts 160 and 164, Subparts A and D.
- **c. Business Associate** is a person or entity that performs certain functions or activities that involve the use or disclosure of protected health information received from a covered entity, but other than in the capacity of a member of the workforce of such covered entity or arrangement, and shall have the meaning given to such term under the Privacy Rule, the Security Rule, and the HITECH Act, including, but not limited to, 42 U.S.C. Section 17938 and 45 C.F.R. Section 160.103.
- **d.** Covered Entity means a health plan, a health care clearinghouse, or a health care provider who transmits any information in electronic form in connection with a transaction covered under HIPAA Regulations, and shall have the meaning given to such term under the Privacy Rule and the Security Rule, including, but not limited to, 45 C.F.R. Section 160.103.
- **e. Data Aggregation** means the combining of Protected Information by the BA with the Protected Information received by the BA in its capacity as a BA of another CE, to permit data analyses that relate to the health care operations of the respective covered entities, 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.
- **f. Designated Record Set** means a group of records maintained by or for a CE, 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.
- **g.** Electronic Protected Health Information means Protected Health Information that is maintained in or transmitted by electronic media and shall have the meaning given to such term under HIPAA and the HIPAA Regulations, including, but not limited to, 45 C.F.R. Section 160.103. For the purposes of this BAA, Electronic PHI includes all computerized data, as defined in California Civil Code Sections 1798.29 and 1798.82.
- **h.** Electronic Health Record means an electronic record of health-related information on an individual that is created, gathered, managed, and consulted by authorized health care clinicians and staff, and shall have the meaning given to such term under the HITECH Act, including, but not limited to, 42 U.S.C. Section 17921.
- i. Health Care Operations shall have the meaning given to such term under the Privacy Rule, including, but not limited to, 45 C.F.R. Section 164.501.
- **j. Privacy Rule** shall mean the HIPAA Regulation that is codified at 45 C.F.R. Parts 160 and 164, Subparts A and E.
- **k.** Protected Health Information or PHI means any information, including electronic PHI, whether oral or recorded in any form or medium: (i) that relates to the past, present or future physical or mental condition of an individual; the provision of health care to an individual; or the past, present or future payment for the provision of health care to an individual; and (ii) that identifies the individual or

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#### San Francisco Department of Public Health Business Associate Agreement

with respect to which there is a reasonable basis to believe the information can be used to identify the individual, and shall have the meaning given to such term under the Privacy Rule, including, but not limited to, 45 C.F.R. Sections 160.103 and 164.501. For the purposes of this BAA, PHI includes all medical information and health insurance information as defined in California Civil Code Sections 56.05 and 1798.82.

- **l. Protected Information** shall mean PHI provided by CE to BA or created, maintained, received or transmitted by BA on CE's behalf.
- **m. Security Incident** means the attempted or successful unauthorized access, use, disclosure, modification, or destruction of information or interference with system operations in an information system, and shall have the meaning given to such term under the Security Rule, including, but not limited to, 45 C.F.R. Section 164.304.
- **n. Security Rule** shall mean the HIPAA Regulation that is codified at 45 C.F.R. Parts 160 and 164, Subparts A and C.
- **o.** Unsecured PHI means PHI that is not secured by a technology standard that renders PHI unusable, unreadable, or indecipherable to unauthorized individuals and is developed or endorsed by a standards developing organization that is accredited by the American National Standards Institute, and shall have the meaning given to such term under the HITECH Act and any guidance issued pursuant to such Act including, but not limited to, 42 U.S.C. Section 17932(h) and 45 C.F.R. Section 164.402.

#### 2. Obligations of Business Associate.

- a. Attestations. Except when CE's data privacy officer exempts BA in writing, the BA shall complete the following forms, attached and incorporated by reference as though fully set forth herein, SFDPH Attestations for Privacy (Attachment 1) and Data Security (Attachment 2) within sixty (60) calendar days from the execution of the Agreement. If CE makes substantial changes to any of these forms during the term of the Agreement, the BA will be required to complete CE's updated forms within sixty (60) calendar days from the date that CE provides BA with written notice of such changes. BA shall retain such records for a period of seven years after the Agreement terminates and shall make all such records available to CE within 15 calendar days of a written request by CE.
- b. User Training. The BA shall provide, and shall ensure that BA subcontractors, provide, training on PHI privacy and security, including HIPAA and HITECH and its regulations, to each employee or agent that will access, use or disclose Protected Information, upon hire and/or prior to accessing, using or disclosing Protected Information for the first time, and at least annually thereafter during the term of the Agreement. BA shall maintain, and shall ensure that BA subcontractors maintain, records indicating the name of each employee or agent and date on which the PHI privacy and security trainings were completed. BA shall retain, and ensure that BA subcontractors retain, such records for a period of seven years after the Agreement terminates and shall make all such records available to CE within 15 calendar days of a written request by CE.



### San Francisco Department of Public Health Business Associate Agreement

- c. Permitted Uses. BA may use, access, and/or disclose Protected Information only for the purpose of performing BA's obligations for, or on behalf of, the City and as permitted or required under the Agreement and BAA, or as required by law. Further, BA shall not use Protected Information in any manner that would constitute a violation of the Privacy Rule or the HITECH Act if so used by CE. However, BA may use Protected Information as necessary (i) for the proper management and administration of BA; (ii) to carry out the legal responsibilities of BA; (iii) as required by law; or (iv) for Data Aggregation purposes relating to the Health Care Operations of CE [45 C.F.R. Sections 164.502, 164.504(e)(2). and 164.504(e)(4)(i)].
- **d.** Permitted Disclosures. BA shall disclose Protected Information only for the purpose of performing BA's obligations for, or on behalf of, the City and as permitted or required under the Agreement and BAA, or as required by law. BA shall not disclose Protected Information in any manner that would constitute a violation of the Privacy Rule or the HITECH Act if so disclosed by CE. However, BA may disclose Protected Information as necessary (i) for the proper management and administration of BA; (ii) to carry out the legal responsibilities of BA; (iii) as required by law; or (iv) for Data Aggregation purposes relating to the Health Care Operations of CE. If BA discloses Protected Information to a third party, BA must obtain, prior to making any such disclosure, (i) reasonable written assurances from such third party that such Protected Information will be held confidential as provided pursuant to this BAA and used or disclosed only as required by law or for the purposes for which it was disclosed to such third party, and (ii) a written agreement from such third party to immediately notify BA of any breaches, security incidents, or unauthorized uses or disclosures of the Protected Information in accordance with paragraph 2 (n) of this BAA, to the extent it has obtained knowledge of such occurrences [42 U.S.C. Section 17932; 45 C.F.R. Section 164.504(e)]. BA may disclose PHI to a BA that is a subcontractor and may allow the subcontractor to create, receive, maintain, or transmit Protected Information on its behalf, if the BA obtains satisfactory assurances, in accordance with 45 C.F.R. Section 164.504(e)(1), that the subcontractor will appropriately safeguard the information [45 C.F.R. Section 164.502(e)(1)(ii)].
- e. Prohibited Uses and Disclosures. BA shall not use or disclose Protected Information other than as permitted or required by the Agreement and BAA, or as required by law. BA shall not use or disclose Protected Information for fundraising or marketing purposes. BA shall not disclose Protected Information to a health plan for payment or health care operations purposes if the patient has requested this special restriction, and has paid out of pocket in full for the health care item or service to which the Protected Information solely relates [42 U.S.C. Section 17935(a) and 45 C.F.R. Section 164.522(a)(1)(vi)]. BA shall not directly or indirectly receive remuneration in exchange for Protected Information, except with the prior written consent of CE and as permitted by the HITECH Act, 42 U.S.C. Section 17935(d)(2), and the HIPAA regulations, 45 C.F.R. Section 164.502(a)(5)(ii); however, this prohibition shall not affect payment by CE to BA for services provided pursuant to the Agreement.
- **f.** Appropriate Safeguards. BA shall take the appropriate security measures to protect the confidentiality, integrity and availability of PHI that it creates, receives, maintains, or transmits on behalf of the CE, and shall prevent any use or disclosure of PHI other than as permitted by the Agreement or this



### San Francisco Department of Public Health Business Associate Agreement

BAA, including, but not limited to, administrative, physical and technical safeguards in accordance with the Security Rule, including, but not limited to, 45 C.F.R. Sections 164.306, 164.308, 164.310, 164.312, 164.314 164.316, and 164.504(e)(2)(ii)(B). BA shall comply with the policies and procedures and documentation requirements of the Security Rule, including, but not limited to, 45 C.F.R. Section 164.316, and 42 U.S.C. Section 17931. BA is responsible for any civil penalties assessed due to an audit or investigation of BA, in accordance with 42 U.S.C. Section 17934(c).

- g. Business Associate's Subcontractors and Agents. BA shall ensure that any agents and subcontractors that create, receive, maintain or transmit Protected Information on behalf of BA, agree in writing to the same restrictions and conditions that apply to BA with respect to such PHI and implement the safeguards required by paragraph 2.f. above with respect to Electronic PHI [45 C.F.R. Section 164.504(e)(2) through (e)(5); 45 C.F.R. Section 164.308(b)]. BA shall mitigate the effects of any such violation.
- **h.** Accounting of Disclosures. Within ten (10) calendar days of a request by CE for an accounting of disclosures of Protected Information or upon any disclosure of Protected Information for which CE is required to account to an individual, BA and its agents and subcontractors shall make available to CE the information required to provide an accounting of disclosures to enable CE to fulfill its obligations under the Privacy Rule, including, but not limited to, 45 C.F.R. Section 164.528, and the HITECH Act, including but not limited to 42 U.S.C. Section 17935 (c), as determined by CE. BA agrees to implement a process that allows for an accounting to be collected and maintained by BA and its agents and subcontractors for at least seven (7) years prior to the request. However, accounting of disclosures from an Electronic Health Record for treatment, payment or health care operations purposes are required to be collected and maintained for only three (3) years prior to the request, and only to the extent that BA maintains an Electronic Health Record. At a minimum, the information collected and maintained shall include: (i) the date of disclosure; (ii) the name of the entity or person who received Protected Information and, if known, the address of the entity or person; (iii) a brief description of Protected Information disclosed; and (iv) a brief statement of purpose of the disclosure that reasonably informs the individual of the basis for the disclosure, or a copy of the individual's authorization, or a copy of the written request for disclosure [45 C.F.R. 164.528(b)(2)]. If an individual or an individual's representative submits a request for an accounting directly to BA or its agents or subcontractors, BA shall forward the request to CE in writing within five (5) calendar days.
- i. Access to Protected Information. BA shall make Protected Information maintained by BA or its agents or subcontractors in Designated Record Sets available to CE for inspection and copying within (5) days of request by CE to enable CE to fulfill its obligations under state law [Health and Safety Code Section 123110] and the Privacy Rule, including, but not limited to, 45 C.F.R. Section 164.524 [45 C.F.R. Section 164.504(e)(2)(ii)(E)]. If BA maintains Protected Information in electronic format, BA shall provide such information in electronic format as necessary to enable CE to fulfill its obligations under the HITECH Act and HIPAA Regulations, including, but not limited to, 42 U.S.C. Section 17935(e) and 45 C.F.R. 164.524.



### San Francisco Department of Public Health Business Associate Agreement

- **j.** Amendment of Protected Information. Within ten (10) days of a request by CE for an amendment of Protected Information or a record about an individual contained in a Designated Record Set, BA and its agents and subcontractors shall make such Protected Information available to CE for amendment and incorporate any such amendment or other documentation to enable CE to fulfill its obligations under the Privacy Rule, including, but not limited to, 45 C.F.R Section 164.526. If an 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 and of any approval or denial of amendment of Protected Information maintained by BA or its agents or subcontractors [45 C.F.R. Section 164.504(e)(2)(ii)(F)].
- **k.** Governmental Access to Records. BA shall make its internal practices, books and records relating to the use and disclosure of Protected Information available to CE and to the Secretary of the U.S. Department of Health and Human Services (the "Secretary") for purposes of determining BA's compliance with HIPAA [45 C.F.R. Section 164.504(e)(2)(ii)(I)]. BA shall provide CE a copy of any Protected Information and other documents and records that BA provides to the Secretary concurrently with providing such Protected Information to the Secretary.
- **I.** Minimum Necessary. BA, its agents and subcontractors shall request, use and disclose only the minimum amount of Protected Information necessary to accomplish the intended purpose of such use, disclosure, or request. [42 U.S.C. Section 17935(b); 45 C.F.R. Section 164.514(d)]. BA understands and agrees that the definition of "minimum necessary" is in flux and shall keep itself informed of guidance issued by the Secretary with respect to what constitutes "minimum necessary" to accomplish the intended purpose in accordance with HIPAA and HIPAA Regulations.
- **m. Data Ownership.** BA acknowledges that BA has no ownership rights with respect to the Protected Information.
- n. Notification of Breach. BA shall notify CE within 5 calendar days of any breach of Protected Information; any use or disclosure of Protected Information not permitted by the BAA; any Security Incident (except as otherwise provided below) related to Protected Information, and any use or disclosure of data in violation of any applicable federal or state laws by BA or its agents or subcontractors. The notification shall include, to the extent possible, the identification of each individual whose unsecured Protected Information has been, or is reasonably believed by the BA to have been, accessed, acquired, used, or disclosed, as well as any other available information that CE is required to include in notification to the individual, the media, the Secretary, and any other entity under the Breach Notification Rule and any other applicable state or federal laws, including, but not limited, to 45 C.F.R. Section 164.404 through 45 C.F.R. Section 164.408, at the time of the notification required by this paragraph or promptly thereafter as information becomes available. BA shall take (i) prompt corrective action to cure any deficiencies and (ii) any action pertaining to unauthorized uses or disclosures required by applicable federal and state laws. [42 U.S.C. Section 17921; 42 U.S.C. Section 17932; 45 C.F.R. 164.410; 45 C.F.R. Section 164.504(e)(2)(ii)(C); 45 C.F.R. Section 164.308(b)]



#### San Francisco Department of Public Health Business Associate Agreement

#### o. Breach Pattern or Practice by Business Associate's Subcontractors and Agents.

Pursuant to 42 U.S.C. Section 17934(b) and 45 C.F.R. Section 164.504(e)(1)(iii), if the BA knows of a pattern of activity or practice of a subcontractor or agent that constitutes a material breach or violation of the subcontractor or agent's obligations under the Contract or this BAA, the BA must take reasonable steps to cure the breach or end the violation. If the steps are unsuccessful, the BA must terminate the contractual arrangement with its subcontractor or agent, if feasible. BA shall provide written notice to CE of any pattern of activity or practice of a subcontractor or agent that BA believes constitutes a material breach or violation of the subcontractor or agent's obligations under the Contract or this BAA 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.

#### 3. Termination.

- **a. Material Breach.** A breach by BA of any provision of this BAA, as determined by CE, shall constitute a material breach of the Agreement and this BAA and shall provide grounds for immediate termination of the Agreement and this BAA, any provision in the AGREEMENT to the contrary notwithstanding. [45 C.F.R. Section 164.504(e)(2)(iii).]
- **b.** Judicial or Administrative Proceedings. CE may terminate the Agreement and this BAA, effective immediately, if (i) BA is named as defendant in a criminal proceeding for a violation of HIPAA, the HITECH Act, the HIPAA Regulations or other security or privacy laws or (ii) a finding or stipulation that the BA has violated any standard or requirement of HIPAA, the HITECH Act, the HIPAA Regulations or other security or privacy laws is made in any administrative or civil proceeding in which the party has been joined.
- c. Effect of Termination. Upon termination of the Agreement and this BAA for any reason, BA shall, at the option of CE, return or destroy all Protected Information that BA and its agents and subcontractors still maintain in any form, and shall retain no copies of such Protected Information. If return or destruction is not feasible, as determined by CE, BA shall continue to extend the protections and satisfy the obligations of Section 2 of this BAA to such information, and limit further use and disclosure of such PHI to those purposes that make the return or destruction of the information infeasible [45 C.F.R. Section 164.504(e)(2)(ii)(J)]. If CE elects destruction of the PHI, BA shall certify in writing to CE that such PHI has been destroyed in accordance with the Secretary's guidance regarding proper destruction of PHI. Per the Secretary's guidance, the City will accept destruction of electronic PHI in accordance with the standards enumerated in the NIST SP 800-88, Guidelines for Media Sanitization. The City will accept destruction of PHI contained in paper records by shredding, burning, pulping, or pulverizing the records so that the PHI is rendered unreadable, indecipherable, and otherwise cannot be reconstructed.
- **d.** Civil and Criminal Penalties. BA understands and agrees that it is subject to civil or criminal penalties applicable to BA for unauthorized use, access or disclosure or Protected Information in accordance with the HIPAA Regulations and the HITECH Act including, but not limited to, 42 U.S.C. 17934 (c).



### San Francisco Department of Public Health Business Associate Agreement

**e. Disclaimer.** CE makes no warranty or representation that compliance by BA with this BAA, HIPAA, the HITECH Act, or the HIPAA Regulations or corresponding California law provisions will be adequate or satisfactory for BA's own purposes. BA is solely responsible for all decisions made by BA regarding the safeguarding of PHI.

#### 4. Amendment to Comply with Law.

The parties acknowledge that state and federal laws relating to data security and privacy are rapidly evolving and that amendment of the Agreement or this BAA may be required to provide for procedures to ensure compliance with such developments. The parties specifically agree to take such action as is necessary to implement the standards and requirements of HIPAA, the HITECH Act, the HIPAA regulations and other applicable state or federal laws relating to the security or confidentiality of PHI. The parties understand and agree that CE must receive satisfactory written assurance from BA that BA will adequately safeguard all Protected Information. Upon the request of either party, the other party agrees to promptly enter into negotiations concerning the terms of an amendment to this BAA embodying written assurances consistent with the updated standards and requirements of HIPAA, the HITECH Act, the HIPAA regulations or other applicable state or federal laws. CE may terminate the Agreement upon thirty (30) days written notice in the event (i) BA does not promptly enter into negotiations to amend the Agreement or this BAA when requested by CE pursuant to this section or (ii) BA does not enter into an amendment to the Agreement or this BAA providing assurances regarding the safeguarding of PHI that CE, in its sole discretion, deems sufficient to satisfy the standards and requirements of applicable laws.

#### 5. Reimbursement for Fines or Penalties.

In the event that CE pays a fine to a state or federal regulatory agency, and/or is assessed civil penalties or damages through private rights of action, based on an impermissible access, use or disclosure of PHI by BA or its subcontractors or agents, then BA shall reimburse CE in the amount of such fine or penalties or damages within thirty (30) calendar days from City's written notice to BA of such fines, penalties or damages.

Attachment 1 – SFDPH Privacy Attestation, version 06-07-2017 Attachment 2 – SFDPH Data Security Attestation, version 06-07-2017

Office of Compliance and Privacy Affairs San Francisco Department of Public Health 101 Grove Street, Room 330, San Francisco, CA 94102

Email: <a href="mailto:compliance.privacy@sfdph.org">compliance.privacy@sfdph.org</a> Hotline (Toll-Free): 1-855-729-6040

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וו דו מוונוגנט ו	pehartillelit ol Lablic u	במונוו (אבה	rn, Office of Compliance and P	rivacy Affairs (OCPA)			ATTACHI	MENI 1
ontractor Nai	me:					Contractor City Vendor ID		
			PRIVAC	Y ATTESTATION				
TRUCTIONS:	: Contractors and Partners	who receiv			onic hea	alth record systems maintained by SFD	PH must c	omplete '
						, along with evidence related to the fo		-
do so by SFDI			,	, , , , , , , , , , , , , , , , , , ,		,	. 0	-,
•		requireme	nt is Not Applicable to you, see ins	tructions below in Section	n IV on l	how to request clarification or obtain	an exception	on.
All Contracto	<del></del>	•				·	•	
OES YOUR O	RGANIZATION						Yes	No*
Have formal Privacy Policies that comply with the Health Insurance Portability and Accountability Act (HIPAA)?								
_			ated as the person in charge of in			elated incidents?		
	ame &	<u>U</u>	Phone		Email:			
yes: Tit	tle:							
Require he	ealth information Privacy	Training up	n hire and annually thereafter for	all employees who have	access	to health information? [Retain		
-			rs.] [SFDPH privacy training mater					
	<u> </u>		. , ,		•	cknowledging that they have received		
			umentation of acknowledgement		-			
		_				aintain , transmit, or access SFDPH's		
health info	ormation?	•	-					
Assure tha	at staff who create, or trar	sfer health	information (via laptop, USB/thun	nb-drive, handheld), hav	e prior si	upervisorial authorization to do so		
AND that	health information is <b>only</b>	transferre	or created on encrypted devices	approved by SFDPH Info	ormatio	n Security staff?		
Contractors	uba samua nationta/aliant		seess to CEDDII DIII must also se	mulata this sastion				
	DOES YOUR ORGANIZAT		access to SFDPH PHI, must also co	mpiete this section.			Yes	No*
			that SEDBH Sorvice Dock (638, 206	SEDV) was notified to d	o provis	ion employees who have access to	163	INO
			n 2 business days for regular term					
			or electronic file that a Privacy Not					
			e, Vietnamese, Tagalog, Spanish, F	<del></del>	_			
			cy Practices in all six languages in o		•			
	•		·	·		•		
_			health information for purposes		-			
_		_		that meet the requirem	ents of t	he HIPAA Privacy Rule) are obtained		
PRIOR to r	eleasing a patient's/client	s health in	ormation?					
ATTEST: Und	der penalty of periury. I h	ereby attes	t that to the best of my knowleds	e the information herei	n is true	and correct and that I have authority	to sign or	າ behalf ເ
	r listed above.		· · · · · · · · · · · · · · · · · · ·	,				
		, Name:						
A	TTESTED by Privacy Office or designated persor	'   ,						
	or designated persor	1 (1,5)		Signature	2		Date	
*FXCEDTIO	NS. If you have answer	ed "NO" +a	any question or helieve a ques	tion is Not Applicable	nlesce	contact OCPA at <b>1-855-729-6040</b> c	nr.	
LACLETIO	•				•	ewed and approved by OCPA below		
			s ioi a consultation. All ivo o	i iv/A alisweis illust	be revi	ewed and approved by OCPA belov	/v .	
	EXCEPTION(S) APPROVED	Name (print)						
	hy OCD/	a i (brint)		C:			D-4-	

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San Francisco Department of Public Health	ו נארטדח) טוווגע 16	f Compliance and Priv	acy Affairs (OCPA)

$\Delta T$			

Contractor Name:	Contractor	
	City Vendor ID	

#### **DATA SECURITY ATTESTATION**

**INSTRUCTIONS**: Contractors and Partners who receive or have access to health or medical information or electronic health record systems maintained by SFDPH must complete this form. Retain completed Attestations in your files for a period of 7 years. Be prepared to submit completed attestations, along with evidence related to the following items, if requested to do so by SFDPH.

**Exceptions:** If you believe that a requirement is Not Applicable to you, see instructions in Section III below on how to request clarification or obtain an exception.

#### I. All Contractors.

	Contra									4
DC	ES YOU	IR ORGANIZ	ATION						Yes	No*
Α	Condu	ıct assessme	nts/audits of your data security safeguards to	o demonst	rate and do	ocument compliance v	with you	r security policies and the		
	requir	ements of H	IPAA/HITECH at least every two years? [Retai	in docume	ntation for	a period of 7 years]				
В	Use fir	ndings from	the assessments/audits to identify and mitiga	ate known	risks into o	documented remediat	ion plan	s?		
		Date of la	st Data Security Risk Assessment/Audit:							
		Name of t	firm or person(s) who performed the							
		Assessme	nt/Audit and/or authored the final report:							
С	Have a	a formal Data	a Security Awareness Program?	•	•	_				
D	Have f	formal Data S	Security Policies and Procedures to detect, co	ntain, and	correct se	curity violations that	comply v	with the Health Insurance Portability		
	and Accountability Act (HIPAA) and the Health Information Technology for Economic and Clinical Health Act (HITECH)?									
Е	Have a	a Data Securi	ty Officer or other individual designated as th	he person	in charge c	of ensuring the securit	y of conf	fidential information?		
	If	Name &			Phone #	<u> </u>	Email:			
	yes:	Title:								
F	Requir	re Data Secu	rity Training upon hire and annually thereafte	er for all er	nployees v	vho have access to he	alth info	rmation? [Retain documentation of		
	-		od of 7 years.] [SFDPH data security training I							
G	Have p	oroof that er	nployees have signed a form upon hire and a	nnually, or	regularly,	thereafter, with their	name ai	nd the date, acknowledging that they		
	have r	eceived data	a security training? [Retain documentation of	acknowle	dgement o	f trainings for a period	d of 7 ye	ars.]		
Н	Have (	or will have	if/when applicable) Business Associate Agree	ments wit	h subcontr	actors who create, re	ceive, m	aintain , transmit, or access SFDPH's		
	health information?									
I	Have (	or will have	if/when applicable) a diagram of how SFDPH	data flows	between	your organization and	subcon	tractors or vendors (including named		
	users,	access meth	ods, on-premise data hosts, processing syste	ms, etc.)?						

II. ATTEST: Under penalty of perjury, I hereby attest that to the best of my knowledge the information herein is true and correct and that I have authority to sign on behalf of and bind Contractor listed above.

ATTESTED by Data Security	Name:			
Officer or designated person	(print)	Signature	Date	
		Jigitatare	Date	

III. \*EXCEPTIONS: If you have answered "NO" to any question or believe a question is Not Applicable, please contact OCPA at 1-855-729-6040 or <a href="mailto:compliance.privacy@sfdph.org">compliance.privacy@sfdph.org</a> for a consultation. All "No" or "N/A" answers must be reviewed and approved by OCPA below.

EXCEPTION(S) APPROVED by	Name			
ОСРА	(print)			
GEFA		Signature	Date	

F-1 01/01/2023 - 06/30/2023 PAGE A

Contractor: San Francisco AIDS Founda Address: 1035 Market Street, Suite 40 San Francisco, CA 94103			act ID # 024734	] Cor	ntract Purchase O	Order No:	Α	voice Numl A-1JAN23	
·				7		-			
Telephone: 415-487-3000 Fax:	ĺ	СН	IEP	De De	Funding epartment ID-Auth	g Source:		GF	
Program Name: Training Academy & Clinica	al Assista	ince Proç	ıram		epartment ID-Autr Project ID-Ac	٠ ,			
ACE Control #:	i					e Period:	01/1	/23 - 01/3	104 102
								-	
	TΩ	~*1	טבווי			L Invoice		(check if	f Yes) AINING
DELIVERABLES	CONTRA UOS	TAL RACTED NOC		VERED PERIOD NOC	DELIVERED TO DATE UOS NOC	% ( TOT UOS	TAL NOC	DELIVER UOS	ERABLES NOC
Capacity Building Start-up Activities	6	n/a					######		######
Capacity Building Implementation Activities	770	35					الت	770	35
	<u> </u>	<del>-</del>		<del>-</del>				<u> </u>	<del></del>
						#	<b>—</b>		
		NOC	<u> </u>	NOC	NOC	<u> </u>	NOC		NOC
Number of Clients for Appendix		35		NOC	INCO		NOC		35
EXPENDITURES	BUD	)GET		ENSES PERIOD	EXPENSES TO DATE	% ( BUD(			AINING ANCE
Total Salaries (See Page B)	\$143,						=	\$143,4	480.00
Fringe Benefits  Total Personnel Expenses	\$29,2 \$172		<u> </u>		<u></u>	<del></del>	/	\$29,23 \$172.7	
Total Personnel Expenses Operating Expenses:	\$172,	,710	₩	—	<del> </del>	₩	<del></del>	\$172,7	16.00
Occupancy-(e.g., Rental of Property, Utilities,	\$17,5	538	<u> </u>		<u> </u>	<del></del>		\$17,53	38.00
Building Maintenance Supplies and Repairs)							<u> </u>		
Materials and Supplies-(e.g., Office,	\$3,0	)79 <u> </u>	<del></del>		<u> </u>	<del></del>		\$3,07	79.00
Postage, Printing and Repro., Program Supplies)					<u> </u>				
General Operating-(e.g., Insurance, Staff	\$2,3	र19	<u> </u>		<del></del>	<del>-</del>	<del></del>	\$2,31	19.00
Training, Equipment Rental/Maintenance)									
Staff Travel - (e.g., Local & Out of Town)		<del></del>							
Consultant/Subcontractor									
Other - (Meals, Audit, Transportation Reimb,			<b>├</b> ──		<u></u>	<del></del>		<u> </u>	
Stipends, Facilitators)						<b></b>			
Total Operating Expenses	\$22,9	.936	<u> </u>		<b></b>	<b>├</b>		\$22,9	936.00
Capital Expenditures									
TOTAL DIRECT EXPENSES	\$195,		<u> </u>			<b>_</b>		\$195,6	
Indirect Expenses TOTAL EXPENSES	\$29,3 \$225,	,	<b>├</b> ──	<del></del>	<b></b>	1	<b></b> /	\$29,3 <sup>2</sup> \$225,0	
LESS: Initial Payment Recovery		000			NOTES:	<u>#</u>		Ψ	100.
Other Adjustments (Enter as negative, if appropriate and appro	riate)				1				
REIMBURSEMENT  I certify that the information provided above is, to the best accordance with the budget approved for the contract cite records for those claims are maintained in our office at the Signature:  Title:	ted for service he address in	ces provided indicated.	d under the	e provision o	of that contract. Full		n and back		
Send to: AidsOffice@sfdph.org									
Attn: Accounts Pavable		Ву:		·:a	Signatory)	_	Date:		

F-1 01/01/2023 - 06/30/2023 PAGE B

					01/01/2	PAGE B	
					Inve	oice Number	
Contractor: San Francisco					Α	-1JAN23	
Address: 1035 Market St San Francisco	•		Contract	Purchase Order No:			
	,						
Telephone: 415-487-3000 Fax:				Fund Source:		GF	
I dx.			Departm	nent ID-Authority ID:			
Program Name: Training Acade	emy & Clin	ical Assistance F					
ACE Control #:			P	roject ID-Activity ID:			
AGE COMMON M.				Invoice Period:	01/1/2	23 - 01/31/23	
				FINAL Invoice		(check if Yes)	
DETAIL PERSONNEL EXPENDI	TURES					,	
PERSONNEL	FTE	BUDGETED SALARY	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE	
Director, Learning and Development	0.238	\$27,030				\$27,030.00	
Manager, Learning and Development Clinical Assistance Program Coordina	0.50 0.50	\$43,750 \$37,500				\$43,750.00 \$37,500.00	
Cohort Participants - Part Time, Bene		\$35,200				\$35,200.00	
TOTAL SALARIES	2.00723					\$143,480.00	
I certify that the information provided above is, accordance with the budget approved for the correcords for those claims are maintained in our of the corrections are maintained in our of the corrections.	ontract cited fo	or services provided ur					
Certified By:			Date	:			

F-1a 07/01/2023 - 06/30/2024 PAGE A

Contractor: San Francisco AIDS Founda	ation		act ID #	٦				voice Numl	
Address: 1035 Market Street, Suite 40		1000.	2410-1	J		Ī		A-100LL	<u>3</u>
San Francisco, CA 94103				Con	ntract Purchase (	Order No:			
Telephone: 415-487-3000				7	Fundin	ng Source:	.[	GF	
Fax:	!	СН	IEP	De	epartment ID-Aut	thority ID:			
Program Name: Training Academy & Clinica	ıl Assista	ance Proc	gram	1	Project ID-A				
ACE Control #:	i				-			27/	
						ce Period:		1/23 - 07/3	
						AL Invoice		(check if	,
DELIVERABLES	CONTRA UOS	OTAL RACTED NOC		VERED PERIOD NOC	DELIVERED TO DATE UOS NOC	TO	OF OTAL NOC	DELIVER UOS	AINING ERABLES NOC
Capacity Building Implementation Activities	1,995	85						1,995	85
		<del></del>	₩	+	<del></del>	<del>-</del>	<del></del>	<del></del>	<del></del>
		<u> </u>				<b>#</b>			
		<del>  '</del>		-	<del></del>	<del>  </del>	$\longleftarrow$	<b></b>	<del></del>
			1	:22	Noc				:22
Number of Clients for Appendix		NOC 85	П	NOC	NOC	<del></del>	NOC		NOC 85
EXPENDITURES	виг	DGET		ENSES PERIOD	EXPENSES TO DATE		OF DGET		AINING ANCE
Total Salaries (See Page B)	\$286,	6,960						\$286,9	960.00
Fringe Benefits  Total Personnel Expenses	\$58,4 \$345,		₽		<del></del>	↓		\$58,47 \$345,4	
Operating Expenses:			<del></del>		<del></del>	<del></del>			
Occupancy-(e.g., Rental of Property, Utilities, Building Maintenance Supplies and Repairs)	\$35,0	077						\$35,07	77.00
Materials and Supplies-(e.g., Office,	\$6,1	158	₩		<u> </u>	<del> </del>		\$ <u>6,1</u> 5	58.00
Postage, Printing and Repro., Program Supplies)						#			
General Operating-(e.g., Insurance, Staff	\$4,6	638	₩		<u> </u>	<del> </del>		\$4,63	38.00
Training, Equipment Rental/Maintenance)						#			
Staff Travel - (e.g., Local & Out of Town)			<del> </del>			#			
Consultant/Subcontractor			#		<b></b>	1			
Other - (Meals, Audit, Transportation Reimb,					<u> </u>	上			
Stipends, Facilitators)			<b>_</b>		F	<del> </del>		<u> </u>	
Total Operating Expenses	\$45,8	,873			<u> </u>	世		\$45,87	73.00
Capital Expenditures	\$391,	204				<del>-</del>		\$391,3	204.00
TOTAL DIRECT EXPENSES Indirect Expenses	\$58,6	,696	₩		<u> </u>	<del> </del>		\$58,69	96.00
TOTAL EXPENSES	\$450,				TIOTEO.	上		\$450,0	
LESS: Initial Payment Recovery Other Adjustments (Enter as negative, if appropr	vriate)		₩		NOTES:				
REIMBURSEMENT	law,				<u></u>				-
I certify that the information provided above is, to the best accordance with the budget approved for the contract cite records for those claims are maintained in our office at the Signature:	ed for service ne address in	ces provided indicated.	•	-			on and back		
Title:		<u> </u>		<u></u>			_	_	_
Send to: AidsOffice@sfdph.org									
Attn: Accounts Pavable		Ву:		'' - <del>''</del> - <b>'</b>	Signatory)	_	Date:	:	

F-1a 07/01/2023 - 06/30/2024

						PAGE B
				_	Invo	oice Number
Contractor: San Francisco	<b>AIDS Four</b>	ndation			А	-1JUL23
Address: 1035 Market St	reet, Suite	400		·		
San Francisco	, CA 94103	3	Contract	Purchase Order No:		
				_		
Telephone: 415-487-3000				Fund Source:		GF
Fax:						
				nent ID-Authority ID:		
Program Name: Training Acade	emy & Clin	ical Assistance I		-		
		1	P	roject ID-Activity ID:		
ACE Control #:				Invoice Period:	07/4//	00 07/04/00
				invoice Period:	07/1/2	23 - 07/31/23
				FINAL Invoice		(check if Yes)
				FINAL IIIVOICE		(check if Yes)
DETAIL PERSONNEL EXPENDI	TURES	DUDOETED	EVENIOR	EVENIORO	0/ 05	1
PERSONNEL	FTE	BUDGETED SALARY	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Director, Learning and Development	0.475	\$54,060	THIOT ENIOD	TODATE	DODOLI	\$54,060.00
Manager, Learning and Development		\$87,500				\$87,500.00
Clinical Assistance Program Coordina		\$75,000				\$75,000.00
Cohort Participants - Part Time, Bene		\$70,400				\$70,400.00
				<b> </b>		
				1		
				+		
				<del> </del>		ļ
TOTAL SALARIES	4.01346	\$286,960				\$286,960,00
I certify that the information provided above is,	to the best of r	my knowledge, comple	ete and accurate; the a	mount requested for reim	bursement is	
	to the best of rontract cited fo	my knowledge, compler r services provided ur				
Certified By:			Date	:		

F-1b 07/01/2024 - 06/30/2025 PAGE A

Contractory Con Evangings AIDS Found	ation		act ID #	٦		Г		voice Num	
Contractor: San Francisco AIDS Founda Address: 1035 Market Street, Suite 40		10000	024734	J		L		A-1JUL2	4
San Francisco, CA 94103				Con	ntract Purchase C	Order No:			
Telephone: 415-487-3000				1	Fundinç	g Source:	·	GF	
Fax:		СН	IEP	De	epartment ID-Auth	· _			
Program Name: Training Academy & Clinica	al Assista	ance Prog	gram			-			
ACE Control #:	l				Project ID-Ad	_			
<del></del>					Invoice	e Period:	07/1/	/24 - 07/3	31/24
					FINA	L Invoice		(check if	Yes)
DELIVERABLES		TAL RACTED NOC		VERED PERIOD NOC	DELIVERED TO DATE UOS NOC	% C TOTA UOS			AINING RABLES NOC
Capacity Building Implementation Activities	1,995	85						1,995	85
	<del>-</del>	<del>                                     </del>	₽	<del>[</del>	<del></del>	<b></b>		\llbracket	<u> </u>
	<u> </u>	<del> </del>	$\vdash$	+	<u> </u>	$\parallel$	=	$\vdash$	
	$\equiv$	$\sqsubseteq$		$\square$					
			<u> </u>		<u>.                                    </u>			4	
Number of Clients for Appendix		NOC 85	п	NOC	NOC	<del></del>	NOC	π	NOC 85
		O.	ш					ш	•
EXPENDITURES	BUD	BUDGET		ENSES PERIOD	EXPENSES TO DATE	% C BUDG			AINING ANCE
Total Salaries (See Page B)	\$286	\$286,960						\$286,9	960.00
Fringe Benefits Total Personnel Expenses	\$58,4 \$345.		₽			₣──		\$58,4° \$345,4	
Total Personnel Expenses Operating Expenses:	ψυ-τυ,	,401	<del></del>	<del></del>	i <del></del>	╬───	—	ΦΟ≒ο,∴	131.00
Occupancy-(e.g., Rental of Property, Utilities,	\$35,	\$35,077			<u></u>	<del> </del>		\$35,0	77.00
Building Maintenance Supplies and Repairs)									
Materials and Supplies-(e.g., Office,	\$6,1	450	<b>↓</b>		<b></b>	<b>↓</b>		\$6,15	-0 00
Postage, Printing and Repro., Program Supplies)	ψυ, .	158	╂		<b> </b>	<del> </del>		Φυ, ιω	00.00
, , ,					<b>i</b>				
General Operating-(e.g., Insurance, Staff	\$4,6	338	₽		<u> </u>	<b></b>		\$4,63	38.00
Training, Equipment Rental/Maintenance)			<del> </del>	—— <b>/</b> '	<b> </b>	╂		╂	
Staff Travel - (e.g., Local & Out of Town)									
Consultant/Subcontractor	<del></del>		₽		<b></b>	<b></b>		<b></b>	
Consultanio Subconti actor	<u> </u>		<del> </del>		<u> </u>	╫—		<del> </del>	
Other - (Meals, Audit, Transportation Reimb,									
Stipends, Facilitators)			<b>├</b> ──		<b>/</b> ──	╂		<b>├</b> ──	
Total Operating Expenses	\$45,	,873			<u> </u>			\$45,8	73.00
Capital Expenditures	£301	204	<del></del>			<del></del>		#204.1	204.00
TOTAL DIRECT EXPENSES Indirect Expenses	\$391, \$58,		<del> </del>	——/	<u> </u>	∄——	$\overline{}$	\$391,3 \$58,69	
TOTAL EXPENSES	\$450.		<u> </u>		<u> </u>	<u> </u>		\$450,0	
LESS: Initial Payment Recovery		<u> </u>			NOTES:		<del>-</del>	<del></del>	<del>-</del>
Other Adjustments (Enter as negative, if approp REIMBURSEMENT	riate)		<del> </del>						
I certify that the information provided above is, to the bes accordance with the budget approved for the contract citr records for those claims are maintained in our office at th Signature:	ted for servic he address ir	ces provided indicated.	d under the	e provision o			n and back		
Send to: AidsOffice@sfdph.org									
Arra Announta Barrakia		Ву:		21 de ad	<b>3</b> : ''	_	Date:		
Attn: Accounts Payable			(DPH At	ıthorizea	Signatory)				

F-1b 07/01/2024 - 06/30/2025 PAGE B

Address: 1035 Market S San Francisco Telephone: 415-487-3000 Fax:	Fax:  Departme  Program Name: Training Academy & Clinical Assistance Program  Pro								
				FINAL Invoice	ce (check if Yes)				
PERSONNEL  Director, Learning and Development Manager, Learning and Development Clinical Assistance Program Coordin: Cohort Participants - Part Time, Beneficial Assistance Program Coordin: Cohort Participants - Part Time, Beneficial Assistance Program Coordinate Participants - Part Time, Beneficial Assistance Program Coordinate Participants - Part Time, Beneficial Participants -	### 1.00   1.00   1.53846	r services provided u							
Certified By:			Date	:					

F-1c 07/01/2025 - 06/30/2026 PAGE A

Contractor: San Erangicoo AIDS Found	lation		act ID #	1		Г		voice Num	
Contractor: San Francisco AIDS Founda Address: 1035 Market Street, Suite 40		TUUUU	)24734	j		L		A-1JUL2	5
San Francisco, CA 94103				Con	ntract Purchase C	Order No:			
Telephone: 415-487-3000				1	Fundinç	g Source:	·	GF	
Fax:		CH	IEP	De	epartment ID-Autl	· _			
Program Name: Training Academy & Clinica	al Assista	ance Prog	gram	]		-			
ACE Control #:	i				Project ID-Ac	tivity ID:			
					Invoic	e Period:	07/1	/25 - 07/3	31/25
					FINA	L Invoice		(check if	Yes)
DELIVERABLES		TAL RACTED NOC		VERED PERIOD NOC	DELIVERED TO DATE UOS NOC	% C TOTA UOS			AINING RABLES NOC
Capacity Building Implementation Activities	1,995	85			000		1400	1,995	85
				$\square$					
	<del></del>	<del></del>	⊬		<del>                                     </del>	╫		<u> </u>	<del>  _</del> _
		<u> </u>							
<u> </u>			<u> </u>		<u>.                                    </u>			<u> </u>	
Number of Clients for Appendix		NOC 85	<del></del>	NOC	NOC	п	NOC	п—	NOC 85
		00	<u> </u>					<u> </u>	•
EXPENDITURES	BUD	BUDGET		ENSES PERIOD	EXPENSES TO DATE	% C BUDG			AINING ANCE
Total Salaries (See Page B)	\$286	5,960					<u> </u>	\$286,9	960.00
Fringe Benefits Total Personnel Expenses	\$58,4 \$345.		<b>└</b>	/		<b>↓</b>		\$58,4° \$345,4	
Total Personnel Expenses Operating Expenses:	φυτυ	,401	₩	$\longrightarrow$	i <del></del>	<del> </del>	—	Φ∪+∪,∴	131.00
Occupancy-(e.g., Rental of Property, Utilities,	\$35,	\$35,077			<u></u>	<del> </del>		\$35,0	77.00
Building Maintenance Supplies and Repairs)									
Materials and Supplies-(e.g., Office,	\$6,1	450	<b>↓</b>		<b></b>	<b> </b>		\$6,15	-0 00
Postage, Printing and Repro., Program Supplies)	ψυ, ι	158	<del> </del>		1	<del> </del>		Φυ, ιω	00.00
, , ,	<u></u>								
General Operating-(e.g., Insurance, Staff	\$4,6	338	<b>└</b>	/	<u> </u>	<b>_</b>		\$4,63	38.00
Training, Equipment Rental/Maintenance)	<del> </del>		<b>├</b> ──	——/	<b> </b>	<del> </del>		├	
Staff Travel - (e.g., Local & Out of Town)									
Consultant/Subcontractor	<u> </u>		-		<b> </b>	<b> </b>		<b> </b>	
Consultanio Subconti actor	<del> </del>		<del></del>		<u> </u>	₩		<u> </u>	
Other - (Meals, Audit, Transportation Reimb,									
Stipends, Facilitators)	<b></b>		<b>├</b> ──	<b>——</b> /	<b> </b>	<del> </del>		<del> </del>	
Total Operating Expenses	\$45,	,873				<u>  </u>		\$45,8	73.00
Capital Expenditures	6301	204	<u> </u>			़==		#201 S	204.00
TOTAL DIRECT EXPENSES Indirect Expenses	\$391, \$58,0		₩—	<del></del>	l <del></del>	╂	$\longrightarrow$	\$391,3 \$58,69	
TOTAL EXPENSES	\$450				i	<u> </u>		\$450,0	
LESS: Initial Payment Recovery	<del></del> -	<u> </u>			NOTES:		<del>-</del>		<del>-</del>
Other Adjustments (Enter as negative, if approp REIMBURSEMENT	riate)		₩		<u> </u>		_	_	
I certify that the information provided above is, to the bes accordance with the budget approved for the contract citr records for those claims are maintained in our office at th Signature:	ted for servic he address ir	ces provided indicated.	d under the	provision o			n and back		
						·			
Send to: AidsOffice@sfdph.org									
		Ву:					Date:		
Attn: Accounts Payable			(DPH Au	ıthorized '	Signatory)	·			

F-1c 07/01/2025 - 06/30/2026

						PAGE B	
					Invo	oice Number	
Contractor: San Francisco	AIDS Four	ndation			Α	-1JUL25	
Address: 1035 Market S	•						
San Francisco	, CA 9410	3	Contract	Purchase Order No:			
Telephone: 415-487-3000				Fund Source:		GF	
Fax:				i una courco.		<u> </u>	
			Departn	nent ID-Authority ID:			
Program Name: Training Acad	emy & Clin	ical Assistance F					
			Р	roject ID-Activity ID:			
ACE Control #:				Invoice Period:	07/1/25 - 07/31/25		
				invoice i criou.	01/1/2	23 - 07/31/23	
				FINAL Invoice		(check if Yes)	
DETAIL PERSONNEL EXPENDI	TURES		=\/==\/==	= 1/2=1/2=2		1	
PERSONNEL	FTE	BUDGETED SALARY	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE	
Director, Learning and Development	0.475	\$54,060				\$54,060.00	
Manager, Learning and Development		\$87,500				\$87,500.00	
Clinical Assistance Program Coordina Cohort Participants - Part Time, Bene		\$75,000 \$70,400				\$75,000.00 \$70,400.00	
Conort antiopanto Tart Time, Bene	1.00040	ψ10,400				Ψ70,400.00	
	<del> </del>						
	<del> </del>						
TOTAL SALARIES	4.01346	\$286,960				\$286,960.00	
I certify that the information provided above is,							
accordance with the budget approved for the c records for those claims are maintained in our			ider the provision of th	at contract. Full justificat	ion and dacki	ıp	
Certified By:			Date	e:		•	

F-2 01/01/2023 - 06/30/2023 PAGE A

Contractor: San Francisco AIDS Found Address: 1035 Market Street, Suite 40		Contra 10000						voice Num A-2JAN2	
San Francisco, CA 94103				Cor	tract Purchase C	order No:			
Telephone: 415-487-3000 Fax:		СН	EP		_	Source:		GF	
Program Name: Clinical Services Sustainab	ility			De	partment ID-Auti	- '			
ACE Control #:					Project ID-Ac	tivity ID:			
					Invoic	e Period:	01/1	/23 - 01/3	31/23
					FINA	L Invoice		(check if	Yes)
DELIVERABLES		TAL RACTED NOC	DELIV THIS P UOS		DELIVERED TO DATE UOS NOC		OF TAL NOC		INING RABLES NOC
Integrated HIV/HCV/STD Testing	8,925	N/A					######	8,925	######
Linkage and Navigation	N/A	290				######		#######	290
Prevention and Treatment Medication	250	N/A					######	250	######
Alumbay of Cliente for Amondiy		NOC	1	NOC	NOC	1	NOC		NOC
Number of Clients for Appendix		290						I	290
EXPENDITURES	BUD	GET	EXPE THIS P		EXPENSES TO DATE		OF GET		INING ANCE
Total Salaries (See Page B)	\$196	<i>'</i>						\$196,5	
Fringe Benefits	\$53,080 \$249,673							\$53,08 \$249,6	
Total Personnel Expenses Operating Expenses:	\$249,073							<b>Φ</b> 249,0	73.00
Occupancy-(e.g., Rental of Property, Utilities,	\$21,095							\$21,0	95.00
Building Maintenance Supplies and Repairs)									
Mark the LO III	<b>^</b>							470	
Materials and Supplies-(e.g., Office, Postage, Printing and Repro., Program Supplies)	\$73	32				<b>I</b>		\$732	2.00
Postage, Printing and Repro., Program Supplies)									
General Operating-(e.g., Insurance, Staff	\$2,7	790						\$2,79	0.00
Training, Equipment Rental/Maintenance)									
Staff Travel - (e.g., Local & Out of Town)									
Consultant/Subcontractor						1			
Consultant/Subcontractor									
Other - (Meals, Audit, Transportation Reimb, Stipends, Facilitators)									
Total Operating Expenses	\$24	617						\$24,6	17 00
Capital Expenditures	7= 11							4	
TOTAL DIRECT EXPENSES	\$274	<i>'</i>						\$274,2	
Indirect Expenses	\$41,					<b>.</b>		\$41,14 \$315,4	
TOTAL EXPENSES  LESS: Initial Payment Recovery	\$315	,402			NOTES:			ψ515,4	32.00
Other Adjustments (Enter as negative, if approp	riate)								
REIMBURSEMENT									
I certify that the information provided above is, to the bes accordance with the budget approved for the contract cit records for those claims are maintained in our office at th Signature:	ed for servic ie address ir	ces provided ndicated.					n and bacl		
Title:						-			
Send to: AidsOffice@sfdph.org									
		By:					Date:		
Attn: Accounts Payable		ъy.		thorized	Signatory)	-	Dale.	-	

F-2 01/01/2023 - 06/30/2023 PAGE B

	035 Market Si an Francisco 15-487-3000	treet, Suite , CA 94103	400	Departm	Purchase Order No:  Fund Source:  nent ID-Authority ID:  roject ID-Activity ID:  Invoice Period:  FINAL Invoice	A	PAGE B  pice Number -2JAN23  GF  23 - 01/31/23  (check if Yes)
DETAIL PERSONNE	EL EXPENDI		BUDGETED	EXPENSES	EXPENSES	% OF	REMAINING
PERSONNEL Registered Nurse		FTE 0.40	SALARY	THIS PERIOD	TO DATE	BUDGET	\$43,456.00
Nurse Practitioner		0.40 0.40	\$43,456 \$52,075				\$52,075.00
	Niversa				<b> </b>		
Manager of Registered		0.40	\$52,075		-		\$52,075.00
Manager of Nurse Pract	itioners	0.175	\$26,647				\$26,647.00
Director Clinical Service	es .	0.1134	\$22,340				\$22,340.00
		<del>                                     </del>	+		1		
		-			1		
					<b>.</b>		
		<del>                                     </del>	+		1		
		-			1		
					1		
		-	+		<del> </del>		
		1			1		
		4 1001	0100 505				
TOTAL SALARIES  I certify that the information pr accordance with the budget al records for those claims are many control of the second of the	pproved for the o	ontract cited for	services provided un				

Date:

Certified By:

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

Appendix F-2 01/01/2023

F-2a 07/01/2023 - 06/30/2024 PAGE A

Contractor: San Francisco AIDS Found	lation	Contra	ect ID #					voice Num	
Address: 1035 Market Street, Suite 4 San Francisco, CA 94103			-	Con	tract Purchase	Order No:			
Telephone: 415-487-3000 Fax:		СН	ΕP	Do	Fundin partment ID-Au	g Source:		GF	
Program Name: Clinical Services Sustainal	oility			De	Project ID-Au	_			
ACE Control #:	)				-	ce Period:		122 0713	04/00
								<u>/23 - 07/3</u> -	
					FINA	L Invoice		(check if	,
DELIVERABLES		TAL RACTED NOC	DELIV THIS P UOS		DELIVERED TO DATE UOS NOC		OF TAL NOC		INING RABLES NOC
Integrated HIV/HCV/STD Testing	14,825	N/A					######	14,825	######
Linkage and Navigation	N/A	580				######		#######	580
Prevention and Treatment Medication	500	N/A					######	500	######
		NOC		NOC	NOC		NOC		NOC
Number of Clients for Appendix	I	580		1100	1100		1100		580
EXPENDITURES	BUD	GET	EXPE THIS P		EXPENSES TO DATE		OF DGET		INING
Total Salaries (See Page B)		\$393,188						\$393,1	88.00
Fringe Benefits	\$106							\$106,1	
Total Personnel Expenses Operating Expenses:	\$499	,349						\$499,3	49.00
Occupancy-(e.g., Rental of Property, Utilities,	\$42.	187						\$42,1	87.00
Building Maintenance Supplies and Repairs)	, ,	_							
M		101							
Materials and Supplies-(e.g., Office, Postage, Printing and Repro., Program Supplies)	\$1,4	164				╂		\$1,46	4.00
Postage, Printing and Repro., Program Supplies)									
General Operating-(e.g., Insurance, Staff	\$5,	580						\$5,58	0.00
Training, Equipment Rental/Maintenance)									
Staff Travel - (e.g., Local & Out of Town)									
Consultant/Subcontractor									
Other - (Meals, Audit, Transportation Reimb, Stipends, Facilitators)									
Total Operating Expenses	\$49,	231						\$49,2	31.00
Capital Expenditures TOTAL DIRECT EXPENSES	\$548	580						\$548,5	80 00
Indirect Expenses	\$82,							\$82,2	
TOTAL EXPENSES	\$630	,866						\$630,8	66.00
LESS: Initial Payment Recovery Other Adjustments (Enter as negative, if appropriate and approp	nrioto)				NOTES:				
REIMBURSEMENT	priate)								
I certify that the information provided above is, to the best accordance with the budget approved for the contract cit records for those claims are maintained in our office at the Signature:	ted for service he address in	es provided ndicated.	under the	provision	of that contract. Fu		on and bac		
Send to: AidsOffice@sfdph.org									
		Ву:					Date:		
Attn: Accounts Payable		,.		thorized	Signatory)	_		1	

F-2a 07/01/2023 - 06/30/2024 PAGE B

					0770172	PAGE B
Contractor: San Franc	nicoo AIDS Eoun	dation				oice Number -2JUL23
Address: 1035 Marl					<i>P</i>	i-2JUL23
	cisco, CA 94103		Contract	Purchase Order No:		
Telephone: 415-487-3	000			Fund Source:		GF
Fax:						
Program Name: Clinical S	ervices Sustaina	ability	Departm	nent ID-Authority ID:		
ACE Control #:			P	roject ID-Activity ID:		
ACE CONTOUR.				Invoice Period:	07/1/2	23 - 07/31/23
				FINAL Invoice		(check if Yes)
DETAIL PERSONNEL EXP	ENDITURES					
DEDSONNEI	ETE	BUDGETED	EXPENSES	EXPENSES	% OF	REMAINING
PERSONNEL Registered Nurse	FTE 0.80	\$86,913	THIS PERIOD	TO DATE	BUDGET	\$86,913.00
Nurse Practitioner	0.80	\$104,150				\$104,150.00
Manager of Registered Nurses	0.80	\$104,150				\$104,150.00
Manager of Nurse Practitioners	0.35	\$53,295				\$53,295.00
Director Clinical Services	0.2268	\$44,680				\$44,680.00
		, ,				, , ,
				1		
				1		
				1		
	<u> </u>			1	1	
				1		
TOTAL SALARIES	2.9768	\$393,188				\$393,188.00
I certify that the information provided aboaccordance with the budget approved for records for those claims are maintained	r the contract cited for	services provided un				
Certified By:			Date	:		_

Title:

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Contractor: San Francisco AIDS Found Address: 1035 Market Street, Suite 4		<b>Contra</b> 10000						voice Num A-2JUL2	
San Francisco, CA 94103				Con	ntract Purchase C	order No:			
Telephone: 415-487-3000 Fax:		СН	EP		Funding	Source:		GF	
Program Name: Clinical Services Sustainab	oility			De	partment ID-Auti	-			
ACE Control #:					Project ID-Ad	tivity ID:			
					Invoic	e Period:	07/1	/24 - 07/3	31/24
					FINA	L Invoice		(check if	Yes)
DELIVERABLES	TOT CONTR UOS		DELIV THIS P UOS		DELIVERED TO DATE UOS NOC		OF TAL NOC		INING RABLES NOC
Integrated HIV/HCV/STD Testing	14,825	N/A					######	14,825	######
Linkage and Navigation	N/A	580				######		########	580
Prevention and Treatment Medication	500	N/A					######	500	######
		NOC	ī	NOC	NOC	n-	NOC	ır .	NOC
Number of Clients for Appendix		580							580
EXPENDITURES	BUD	GET	EXPE THIS P		EXPENSES TO DATE		OF GET		INING ANCE
Total Salaries (See Page B)		\$393,188						\$393,1	
Fringe Benefits	\$106,161							\$106,1	
Total Personnel Expenses Operating Expenses:	\$499,349							\$499,3	49.00
Occupancy-(e.g., Rental of Property, Utilities,	\$42,187							\$42,18	87.00
Building Maintenance Supplies and Repairs)	<b>,</b>							<del>- + ,</del>	
Materials and Supplies-(e.g., Office,	\$1,4	64						\$1,46	4.00
Postage, Printing and Repro., Program Supplies)						l			
General Operating-(e.g., Insurance, Staff	\$5,5	380						\$5,58	0.00
Training, Equipment Rental/Maintenance)	ΨΟ,Ο	,00						ψ5,50	0.00
3, 11									
Staff Travel - (e.g., Local & Out of Town)									
Comparison til Carlo and transfer									
Consultant/Subcontractor									
Other - (Meals, Audit, Transportation Reimb,									
Stipends, Facilitators)									
Total Occuption Frances	\$49.2	224						£40.00	24.00
Total Operating Expenses  Capital Expenditures	φ49,	231				i		\$49,23	31.00
TOTAL DIRECT EXPENSES	\$548.	,580						\$548,5	80.00
Indirect Expenses	\$82,	286						\$82,28	86.00
TOTAL EXPENSES	\$630	,866			NOTES	ļ		\$630,8	66.00
LESS: Initial Payment Recovery  Other Adjustments (Enter as negative, if appropriate the content of the content	vriate)				NOTES:				
REIMBURSEMENT	nato)				4				
I certify that the information provided above is, to the bes accordance with the budget approved for the contract cit records for those claims are maintained in our office at the Signature:	ed for servic ne address ir	es provided ndicated.	under the	provision	of that contract. Ful		n and bacl		
Send to: AidsOffice@sfdph.org									
Ausomice supriorg		D					Doto		
Attn: Accounts Payable		Ву:		thorized	Signatory)	-	Dale.		

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					07/01/2	PAGE B
				ı		oice Number
Contractor: San Francisco Address: 1035 Market S				l	A	-2JUL24
San Francisco	•		Contract I	Purchase Order No:		
Telephone: 415-487-3000				Fund Source:		GF
Fax:				runa Source.		GF
December 10 miles	0	L!!!4.	Departm	ent ID-Authority ID:		
Program Name: Clinical Service	es Sustaina	DIIITY	Pr	oject ID-Activity ID:		
ACE Control #:						
				Invoice Period:	07/1/2	24 - 07/31/24
				FINAL Invoice		(check if Yes)
DETAIL PERSONNEL EXPEND	ITLIDES					
		BUDGETED	EXPENSES	EXPENSES	% OF	REMAINING
PERSONNEL Registered Nurse	FTE	SALARY	THIS PERIOD	TO DATE	BUDGET	\$86,913.00
Nurse Practitioner	0.80	\$86,913 \$104,150				\$104,150.00
Manager of Registered Nurses	0.80	\$104,150				\$104,150.00
Manager of Nurse Practitioners	0.35	\$53,295				\$53,295.00
Director Clinical Services	0.2268	\$44,680				\$44,680.00
	+ +			-		
	<del>                                     </del>					
	+ +					
	-					
	-					
	<b>.</b>					
	+					
TOTAL SALARIES	2.9768	\$393,188				\$393,188.00
I certify that the information provided above is, accordance with the budget approved for the contract of the						
records for those claims are maintained in our			uci tile provision of the	it contract. Tuli justilicati	on and back	<b>1</b> P
records for those diamins are maintained in our	omoc at the ada	reco indicated.				
Certified By:			Date:			
Corumou by.			Date.			-

Title:

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Contractor: San Francisco AIDS Found	lation	Contra		1				voice Num	
Address: 1035 Market Street, Suite 4		10000	24734				· · · · ·	A-ZJULZ:	3
San Francisco, CA 94103				Con	tract Purchase	Order No:			
Telephone: 415-487-3000					Fundin	g Source:		GF	
Fax:		CH	EP			_			
Program Name: Clinical Services Sustainal	nility			De	partment ID-Aut	hority ID:			
	,				Project ID-A	ctivity ID:			
ACE Control #:					Invoid	o Doriodi	07/4	IOE 071	24/05
					invoid	e Period:	07/1	/25 - 07/3	31/25
					FINA	L Invoice		(check if	Yes)
	TOT		DELIV		DELIVERED		OF		INING
DELIVERABLES	CONTR UOS	ACTED NOC	THIS P UOS	ERIOD NOC	TO DATE UOS NOC	TO UOS	TAL NOC	DELIVEI UOS	RABLES NOC
Integrated HIV/HCV/STD Testing	14,825	N/A					######	14,825	######
Linkage and Navigation	N/A	580				######	######	#######	580
Prevention and Treatment Medication	500	N/A					######	500	######
		NOC		NOC	NOC		NOC		NOC
Number of Clients for Appendix		580							580
EXPENDITURES			EXPE		EXPENSES		OF		INING
Total Salaries (See Page B)		BUDGET \$393,188		ERIOD	TO DATE	BUL	OGET	\$393,1	NCE 88 00
Fringe Benefits	\$106					1		\$106,1	
Total Personnel Expenses	\$499,349							\$499,3	349.00
Operating Expenses:						1		0.40.4	07.00
Occupancy-(e.g., Rental of Property, Utilities, Building Maintenance Supplies and Repairs)	\$42,187					1		\$42,1	87.00
Building Maintenance Supplies and Repairs)						1			
Materials and Supplies-(e.g., Office,	\$1,4	164						\$1,46	64.00
Postage, Printing and Repro., Program Supplies)									
General Operating-(e.g., Insurance, Staff	\$5,5	380				1		\$5,58	20.00
Training, Equipment Rental/Maintenance)	Ψ0,0	000				1		ψ5,50	50.00
Staff Travel - (e.g., Local & Out of Town)						<b>.</b>			
Consultant/Subcontractor						1			
Other - (Meals, Audit, Transportation Reimb,						<b>!</b>			
Stipends, Facilitators)						1			
Total Operating Expenses	\$49,	231						\$49,2	31.00
Capital Expenditures	<b>CE 10</b>	E90						<b>CE 10 E</b>	90.00
TOTAL DIRECT EXPENSES Indirect Expenses	\$548 \$82,					1		\$548,5 \$82,28	
TOTAL EXPENSES	\$630							\$630,8	
LESS: Initial Payment Recovery					NOTES:				
Other Adjustments (Enter as negative, if appropriate REIMBURSEMENT	oriate)								
I certify that the information provided above is, to the besaccordance with the budget approved for the contract cit records for those claims are maintained in our office at the Signature:	ted for servic he address ir	es provided ndicated.	under the	provision	•		n and back		
Send to: AidsOffice@sfdph.org									
Denia to. Alasoffice@stapn.org									
Aug. A		Ву:		th a ····	Cimmat	_	Date:		
Attn: Accounts Payable			(DPH Au	ınorızed	Signatory)				

F-2c 07/01/2025 - 06/30/2026

					07/01/20	PAGE B
Outton town San France	siana AIDC Faum	dation		ſ		ice Number
				l	A-	·2JUL25
	RSONNEL         FTE         SALL           istered Nurse         0.80         \$           se Practitioner         0.80         \$1           ager of Registered Nurses         0.80         \$1           ager of Nurse Practitioners         0.35         \$			Purchase Order No:		
Telephone: 415-487-3	000			Fund Source:		GF
Fax:			Donartme	ent ID-Authority ID:		
Program Name: Clinical So	ervices Sustaina	bility		•		
ACE Control #:			Pro	oject ID-Activity ID:		
		<u>.</u>		Invoice Period:	07/1/2	5 - 07/31/25
				FINAL Invoice		(check if Yes)
DETAIL PERSONNEL EXPE	ENDITURES					
		BUDGETED	EXPENSES	EXPENSES	% OF	REMAINING
PERSONNEL		SALARY	THIS PERIOD	TO DATE	BUDGET	BALANCE
Registered Nurse		\$86,913				\$86,913.00
		\$104,150				\$104,150.00
		\$104,150				\$104,150.00
		\$53,295				\$53,295.00
Director Clinical Services	0.2268	\$44,680				\$44,680.00
TOTAL SALARIES	2.9768	\$393,188				#202 100 00
I certify that the information provided abo		. ,	ate and accurate: the an	ount requested for reim	bureament is	\$393,188.00
accordance with the budget approved for records for those claims are maintained i	r the contract cited for	services provided ur				
Certified By:			Date:			

F-3 01/01/2023 - 06/30/2023 PAGE A

Con Francisco AIDS Found			act ID #	٦				voice Numl	
Contractor: San Francisco AIDS Founda Address: 1035 Market Street, Suite 40		10000	024734	_		ľ		A-3JAN2	3
San Francisco, CA 94103	<i>,</i> U			Cor	ntract Purchase (	Order No:			
·				¬		-			
Telephone: 415-487-3000 Fax:	i	CH	IEP		Funamş	ng Source:	<u> </u>	GF	
I aa.	i	<u> </u>		De	epartment ID-Aut	thority ID:			
Program Name: Capacity Building Activities	s: The Bla	ack Healt	h Clinica	al Assis	•	· · · · ID.			
ACE Control #:	ı				Project ID-A	ctivity IU:	<u></u>		
ACE Control #:					Invoir	ce Period:	01/1	1/23 - 01/3	31/23
					FIN#	AL Invoice		(check if	
	CONTRA	TAL RACTED	THIS P	VERED PERIOD	DELIVERED TO DATE	TO	OF DTAL	DELIVER	AINING ERABLES
DELIVERABLES Capacity Building Startup Activities	UOS 3	NOC N/A	UOS	NOC	UOS NOC	UOS	NOC ######	UOS 3	NOC ######
Capacity Building Startup Activities Capacity Building Implementation Activities	1,200	N/A 12	<del>-</del>	+	<del></del>	<del>-</del>	#####	1,200	12
Capacity buildingp.c								1,	
	<u> </u>	<u> </u>	<u></u>	<del></del>	<del></del>	<b> </b>	<del></del>	<u> </u>	<del></del>
	<u> </u>					<u></u>			
		NOC		NOC	NOC		NOC		NOC
Number of Clients for Appendix	ſ <u></u>	12		1400			1400		12
EXPENDITURES		OGET		ENSES PERIOD	EXPENSES TO DATE		OF DGET		AINING ANCE
Total Salaries (See Page B)	\$142,	2,537						\$142,5 \$15.63	
Fringe Benefits Total Personnel Expenses	\$15,6 \$158,		<del>-</del>	<del></del>	<u> </u>	₩		\$15,67 \$158,2	
Operating Expenses:						世			
Occupancy-(e.g., Rental of Property, Utilities, Building Maintenance Supplies and Repairs)	\$8,5	560				1—		\$8,56	30.00
			₩		<del></del>	<del> </del>		<del></del>	
Materials and Supplies-(e.g., Office,	\$6,0	ე09				上		\$6,00	09.00
Postage, Printing and Repro., Program Supplies)	<del>-</del>		<del> </del>		<b></b>	}		—	
General Operating-(e.g., Insurance, Staff	\$1,1	132	<del></del>		<del> </del>	<del> </del>		\$1,13	32.00
Training, Equipment Rental/Maintenance)						1			
Staff Travel - (e.g., Local & Out of Town)			$\blacksquare$			<del> </del>			
Consultant/Subcontractor			$\blacksquare$			<del> </del>			
Other - (Meals, Audit, Transportation Reimb,			<del></del>		<del> </del>	+		<del> </del>	
Stipends, Facilitators)	<u>.                                    </u>					#			
Total Operating Expenses	\$15,7	701	<del> </del>		<u></u>	₩		\$15,70	vn1 00
Capital Expenditures			世	==		辷			
TOTAL DIRECT EXPENSES	\$173, \$26.0							\$173,9 \$26.08	
Indirect Expenses TOTAL EXPENSES	\$26,0 \$200,		₩		<del></del>	₩		\$26,08 \$200,0	
LESS: Initial Payment Recovery					NOTES:	<u></u>			<u> </u>
Other Adjustments (Enter as negative, if appropriate REIMBURSEMENT	riate)		₽		4				
I certify that the information provided above is, to the best accordance with the budget approved for the contract cite records for those claims are maintained in our office at the Signature:	ted for service he address in	ces provided indicated.	•	-			on and back		
Title:						-			
Send to: AidsOffice@sfdph.org									
Attn: Accounts Pavable		Ву:		'rizod	Signatory)	_	Date:	:	

F-3 01/01/2023 - 06/30/2023 PAGE B

					0 ., 0 ., 2	PAGE B
					Invo	oice Number
Contractor: San Francisco					Α	-3JAN23
Address: 1035 Market St	•		Comtract	Purchase Order No:		
San Francisco	, CA 94103	•	Contract	Purchase Order No:		
Telephone: 415-487-3000				Fund Source:		GF
Fax:			<b>.</b> .			
Program Name: Capacity Build	ina Activit	ies: The Black H		ent ID-Authority ID:		
regiani name: Supusity Duna	mg / totavit	iooi iiio Biaok ii		roject ID-Activity ID:		
ACE Control #:						
				Invoice Period:	01/1/2	23 - 01/31/23
				FINAL Invoice		(check if Yes)
DETAIL PERSONNEL EXPENDI	TURES					
DEDCONNEL		BUDGETED	EXPENSES	EXPENSES	% OF	REMAINING
PERSONNEL Clinical Assistance Program Coordinate	FTE 0.50	\$37,500	THIS PERIOD	TO DATE	BUDGET	\$37,500.00
Sr. Director, Community Partnerships		\$20,557				\$20,557.00
Cohort Participants - Part-Time, Bene	1.84616	\$84,480				\$84,480.00
				-		
				-		
				-		
TOTAL SALARIES	2.45016	\$142,537				\$142,537.00
I certify that the information provided above is, accordance with the budget approved for the correcords for those claims are maintained in our of	ontract cited fo	or services provided ur				
Certified By:			Date	:		

F-3a 07/01/2023 - 06/30/2024 PAGE A

Contractor: San Francisco AIDS Founda	ation		act ID #	٦					voice Numb	
Contractor: San Francisco AIDS Founda Address: 1035 Market Street, Suite 40		10000	24104	j			L	<u> </u>	A-3JUL23	3
San Francisco, CA 94103	•			Cor	ntract Purcha	ıase O	rder No:			
Telephone: 415-487-3000				1	Fu <sup>,</sup>	ding	Source:	_	GF	
Fax:		CH	ΙEΡ			_	· •			
· Compathy Building Activities	The Riv			_	epartment ID		ority ID:			
Program Name: Capacity Building Activities:	: The Dia	ICK Heam	h Clinica	al Assisi	•		ctivity ID:			
ACE Control #:	ı				•			_		
<del></del> _					In	nvoice	e Period:	07/1/	1/23 - 07/3	31/23
					F	FINAL	L Invoice		(check if	Yes)
		TAL RACTED		VERED PERIOD	DELIVERE TO DATE			OF TAL		AINING ERABLES
DELIVERABLES	UOS	NOC	UOS	NOC		NOC	UOS	NOC	UOS	NOC
Capacity Building Implementation Activities	2,400	24	F-		$\leftarrow$	$\dashv$		<u> </u>	2,400	24
		<del></del>	<del></del>							<u> </u>
		<u> </u>			$\Box$	$\dashv$			<b>└</b>	
		<del></del>	<del></del>	+	$\vdash$				$\vdash$	+
		1100		1100		-20		1100		1100
Number of Clients for Appendix		NOC 24		NOC		NOC		NOC		NOC 24
EXPENDITURES	ВИС	DGET		ENSES PERIOD	EXPENSE TO DATE			OF DGET		AINING ANCE
Total Salaries (See Page B)	\$285,	5,073							\$285,0	073.00
Fringe Benefits	\$31,3 \$316,		<del></del>		<b></b>	$\dashv$	<u> </u>		\$31,35 \$316,4	
Total Personnel Expenses Operating Expenses:			<del></del>		<del></del>		_			
Occupancy-(e.g., Rental of Property, Utilities,	\$17, <sup>-</sup>	,120							\$17,12	20.00
Building Maintenance Supplies and Repairs)			<del> </del>				<del> </del>		<b>├</b> ──	
Materials and Supplies-(e.g., Office,	\$12,0	,018	1		<u> </u>		<b></b>		\$12,01	18.00
Postage, Printing and Repro., Program Supplies)						_				
General Operating-(e.g., Insurance, Staff	\$2,2	264	<del>-</del>		<del></del>	_	<del>_</del>		\$2,26	64.00 <u> </u>
Training, Equipment Rental/Maintenance)						$\square$				
Staff Travel - (e.g., Local & Out of Town)	<del>-</del>		<b>─</b>		<u> </u>	$\overline{-}$	<u> </u>	<u> </u>	<u> </u>	
						$\square$				
Consultant/Subcontractor			<del>-</del>	<del></del>	<del>-</del>	<b>-</b>	<u> </u>	<del></del>	<u> </u>	
Other - (Meals, Audit, Transportation Reimb,										
Stipends, Facilitators)	<del>_</del>		<b>_</b>		<b>_</b>	$\overline{-}$	<u> </u>		<u> </u>	
Total Operating Expenses	\$31,4	.402	<del></del>		<u> </u>				\$31,40	02.00
Capital Expenditures	<u>↑247</u>	200				riangle				
TOTAL DIRECT EXPENSES Indirect Expenses	\$347, \$52,		<del>-</del>	<del></del>	<del></del>	_	<u> </u>	<del></del>	\$347,8 \$52,17	
TOTAL EXPENSES	\$400,	,							\$400,0	
LESS: Initial Payment Recovery  Other Adjustments (Enter as negative, if appropriate and appro	\(\rangle\)		<del>[</del>		NOTES:	_	_	_	_	_
REIMBURSEMENT	late <sub>j</sub>				t					
I certify that the information provided above is, to the best accordance with the budget approved for the contract cite records for those claims are maintained in our office at the Signature:	ed for servicene address in	ces provided indicated.	•					on and back		
Title:										
Send to: AidsOffice@sfdph.org										
Attn: Accounts Pavable		Ву:		المحتاج ما	Signatory)		-	Date:	:	

F-3a 07/01/2023 - 06/30/2024 PAGE B

GF  O7/1/23 - 07/31/23  (check if Yes)  GOF REMAINING BALANCE  \$75,000.00 \$41,113.00 \$168,960.00	Invoice Period:  FINAL Invoice  EXPENSES	Departm alth Clinical Assi	400	reet, Suite , CA 94103	Contractor: San Francisco Address: 1035 Market St San Francisco, Telephone: 415-487-3000 Fax: Program Name: Capacity Build
GF  07/1/23 - 07/31/23  (check if Yes)  GOF REMAINING BALANCE  \$75,000.00 \$41,113.00	Fund Source: ent ID-Authority ID: stant Program oject ID-Activity ID: Invoice Period: FINAL Invoice	Departm alth Clinical Assi	400	reet, Suite , CA 94103	Address: 1035 Market St San Francisco, Telephone: 415-487-3000 Fax:
07/1/23 - 07/31/23 (check if Yes)  GOF REMAINING BALANCE \$75,000.00 \$41,113.00	Fund Source: ent ID-Authority ID: stant Program oject ID-Activity ID: Invoice Period: FINAL Invoice	Departm alth Clinical Assi	<b>:</b>	, CA 94103	San Francisco, Telephone: 415-487-3000 Fax:
07/1/23 - 07/31/23 (check if Yes)  GOF REMAINING BALANCE \$75,000.00 \$41,113.00	Fund Source: ent ID-Authority ID: stant Program oject ID-Activity ID: Invoice Period: FINAL Invoice	Departm alth Clinical Assi			Telephone: 415-487-3000 Fax:
07/1/23 - 07/31/23 (check if Yes)  GOF REMAINING BALANCE \$75,000.00 \$41,113.00	ent ID-Authority ID: stant Program oject ID-Activity ID: Invoice Period: FINAL Invoice	alth Clinical Assi	es: The Black He	ing Activiti	Fax:
07/1/23 - 07/31/23 (check if Yes)  GOF REMAINING BALANCE \$75,000.00 \$41,113.00	ent ID-Authority ID: stant Program oject ID-Activity ID: Invoice Period: FINAL Invoice	alth Clinical Assi	es: The Black He	ing Activiti	Fax:
(check if Yes)  GOF REMAINING DGET BALANCE  \$75,000.00 \$41,113.00	stant Program  oject ID-Activity ID:  Invoice Period:  FINAL Invoice  EXPENSES	alth Clinical Assi	es: The Black He	ing Activiti	
(check if Yes)  GOF REMAINING DGET BALANCE  \$75,000.00 \$41,113.00	stant Program  oject ID-Activity ID:  Invoice Period:  FINAL Invoice  EXPENSES	alth Clinical Assi	es: The Black He	ing Activiti	Program Name: Capacity Build
(check if Yes)  GOF REMAINING DGET BALANCE  \$75,000.00 \$41,113.00	Invoice Period:  FINAL Invoice  EXPENSES				and the second second
(check if Yes)  GOF REMAINING DGET BALANCE  \$75,000.00 \$41,113.00	FINAL Invoice				
(check if Yes)  GOF REMAINING DGET BALANCE  \$75,000.00 \$41,113.00	FINAL Invoice		_		ACE Control #:
5 OF REMAINING BALANCE \$75,000.00 \$41,113.00	EXPENSES				
DGET BALANCE \$75,000.00 \$41,113.00					
DGET BALANCE \$75,000.00 \$41,113.00				TURES	DETAIL PERSONNEL EXPENDI
\$75,000.00 \$41,113.00		EXPENSES THIS PERIOD	BUDGETED SALARY	FTE	PERSONNEL
	TODATE	THIOT ENIOD	\$75,000		Clinical Assistance Program Coordina
\$168,960.00			\$41,113	0.208	Sr. Director, Community Partnerships
			\$168,960	3.69231	Cohort Participants - Part-Time, Bene
\$285,073.00				4.90031	
ement is in			\$285,073 ny knowledge, compler services provided un	to the best of r ontract cited fo	TOTAL SALARIES  I certify that the information provided above is, accordance with the budget approved for the correcords for those claims are maintained in our of the correct of the corr

F-3b 07/01/2024 - 06/30/2025 PAGE A

Contractor: San Francisco AIDS Founda	ntion		ct ID #	ī		ı	ource: GF  ity ID:  eriod: 07/1/24 - 07/31/24  voice (check if Yes)  % OF REMAINING TOTAL DELIVERABLES					
Address: 1035 Market Street, Suite 40		10000	24734	ļ				4-3JUL2	4			
San Francisco, CA 94103				Con	tract Purchase	Order No:						
Telephone: 415-487-3000				1	Fundin	Source:		GE				
Fax:		CH	EP		ranany	y Jource.		Gi				
Donata Nama Cara aita Daildin a Anticiti	. The Die			4	partment ID-Aut	hority ID:						
Program Name: Capacity Building Activities	: The Bia	іск пеац	n Clinica	ai Assis	tant Program  Project ID-A	ctivity ID:						
ACE Control #:					-							
					Invoid	e Period:	07/1	/24 - 07/3	31/24			
					FINA	L Invoice		(check if	Yes)			
	TO	ΤΑΙ	DELIV	'ERED	DELIVERED	%	OF	REM <i>A</i>	INING			
DELIVERABLES	CONTR	ACTED	THIS P	ERIOD	TO DATE		ΓAL	DELIVE	RABLES			
Capacity Building Implementation Activities	UOS 2,400	NOC 24	UOS	NOC	UOS NOC	005	NOC	2,400	24			
	,											
		NOC		NOC	NOC		NOC		NOC			
Number of Clients for Appendix		24							24			
EXPENDITURES	5115	057		NSES	EXPENSES	% (			INING			
Total Salaries (See Page B)	BUD \$285		THIS P	ERIOD	TO DATE	BUD	GET	\$285,0	ANCE 073.00			
Fringe Benefits	\$31,	351						\$31,3	51.00			
Total Personnel Expenses Operating Expenses:	\$316	,424						\$316,4	124.00			
Occupancy-(e.g., Rental of Property, Utilities,	\$17,	120				╂		\$17,1	20.00			
Building Maintenance Supplies and Repairs)	Ψ,	0						Ψ···,··				
Materials and Supplies-(e.g., Office,	\$12,	010				1		\$12,0	10 00			
Postage, Printing and Repro., Program Supplies)	Φ12,	010						\$12,0	10.00			
	40.0	204						40.00	14.00			
General Operating-(e.g., Insurance, Staff Training, Equipment Rental/Maintenance)	\$2,2	264						\$2,26	04.00			
Staff Travel - (e.g., Local & Out of Town)												
Consultant/Subcontractor						1						
Othor (Magle Audit Transportation Daimh												
Other - (Meals, Audit, Transportation Reimb, Stipends, Facilitators)												
Total Operating Evenence	\$31,	402						<b>₽24.4</b>	02.00			
Total Operating Expenses  Capital Expenditures	<b>Φ3</b> 1,	402						\$31,4	02.00			
TOTAL DIRECT EXPENSES	\$347							\$347,8				
Indirect Expenses TOTAL EXPENSES	\$52, \$400							\$52,1° \$400,0				
LESS: Initial Payment Recovery	Ψ+00	,000			NOTES:			ψ+00,0	00.00			
Other Adjustments (Enter as negative, if approp	riate)											
I certify that the information provided above is, to the bes accordance with the budget approved for the contract cite records for those claims are maintained in our office at the	ed for servic e address ir	es provided ndicated.	•				n and bacl	kup				
Signature: _						_	Date:					
Title:						_						
Send to: AidsOffice@sfdph.org												
		5					Б.					
Attn: Accounts Payable		Ву:		thorized	Signatory)	_	Date:					

F-3b 07/01/2024 - 06/30/2025 PAGE B

						Invo	oice Number
Contractor:	San Francisco	AIDS Four	ndation		Γ		-3JUL24
Address:	1035 Market St	reet, Suite	400		_		
	San Francisco,	, CA 94103	3	Contract F	urchase Order No:		
Telephone:	415-487-3000				Fund Source:		GF
Fax:					_		
Dua suam Nama	Canadia Build	A a41	iaa. Tha Black II		ent ID-Authority ID:		
Program Name:	Capacity Build	ing Activit	les: The Black H	lealth Clinical Assi Pr	stant Program pject ID-Activity ID:		
ACE Control #:				]	.,		
•				•	Invoice Period:	07/1/2	24 - 07/31/24
					FINAL Invoice		(check if Yes)
					1 110AZ 111VO100		(check if Tes)
DETAIL PERSON			-				
PERSONNEL		FTE	BUDGETED SALARY	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Clinical Assistance Pr	ogram Coordina		\$75,000		TOBATE	DODOLI	\$75,000.00
Sr. Director, Commun		0.208	\$41,113				\$41,113.00
Cohort Participants - I		3.69231	\$168,960				\$168,960.00
-							
TOTAL SALARIES		4.90031	\$285,073				\$285,073.00
I certify that the information		to the best of	my knowledge, compl	lete and accurate; the an			in
accordance with the budge				inder the provision of tha	t contract. Full justification	on and backu	ıb
records for those claims are	e maintained in our o	office at the ad	dress indicated.				
Cartified Dv				Data			
Certified By:				Date:			•

F-3c 07/01/2025 - 06/30/2026 PAGE A

Contractor: San Francisco AIDS Found		<b>Contra</b> 10000	ct ID # 24734					voice Numb A-3JUL25	
Address: 1035 Market Street, Suite 40 San Francisco, CA 94103	00			Con	ntract Purchase (	order No:			
Telephone: 415-487-3000 Fax:		СН	EP		Funding	Source:		GF	
Program Name: Capacity Building Activities	: The Bla				partment ID-Aut tant Program	nority ID:			
ACE Control #:					Project ID-A	tivity ID:			
AGE GOILLO! #.					Invoic	e Period:	07/1	/25 - 07/3	1/25
					FINA	L Invoice		(check if	Yes)
DELIVERABLES	TOT CONTR UOS		DELIV THIS P UOS		DELIVERED TO DATE UOS NOC	% C TOTA UOS		REMAI DELIVEF UOS	
Capacity Building Implementation Activities	2,400	24		1100	100		1100	2,400	24
Number of Olivets for Assessable		NOC	1	NOC	NOC		NOC		NOC
Number of Clients for Appendix		24							24
EXPENDITURES	BUD	GET	EXPE THIS P		EXPENSES TO DATE	% C BUDG		REMAI BALA	NCE
Total Salaries (See Page B) Fringe Benefits	\$285 \$31,	,						\$285,0 \$31,35	
Total Personnel Expenses	\$316							\$316,4	
Operating Expenses:	047	100						<b>0.47.46</b>	20.00
Occupancy-(e.g., Rental of Property, Utilities, Building Maintenance Supplies and Repairs)	\$17,	120						\$17,12	20.00
,									
Materials and Supplies-(e.g., Office,	\$12,	018						\$12,01	18.00
Postage, Printing and Repro., Program Supplies)									
General Operating-(e.g., Insurance, Staff	\$2,2	264						\$2,26	4.00
Training, Equipment Rental/Maintenance)						-			
Staff Travel - (e.g., Local & Out of Town)									
Consultant/Subcontractor									
Consultant/Subcontractor									
Other - (Meals, Audit, Transportation Reimb,									
Stipends, Facilitators)									
Total Operating Expenses	\$31,	402						\$31,40	02.00
Capital Expenditures TOTAL DIRECT EXPENSES	\$347	826						\$347,8	26.00
Indirect Expenses	\$52,							\$52,17	
TOTAL EXPENSES	\$400	,000			NOTES:			\$400,0	00.00
LESS: Initial Payment Recovery Other Adjustments (Enter as negative, if approp	riate)				NOTES.				
REIMBURSEMENT									
I certify that the information provided above is, to the bes accordance with the budget approved for the contract cit records for those claims are maintained in our office at the	ed for servic	es provided							
Signature:						•	Date:		
Title:						-			
Send to: AidsOffice@sfdph.org									
							_		
Attn: Accounts Payable		By:		thorized	Signatory)	-	Date:		

F-3c 07/01/2025 - 06/30/2026 PAGE B

						Invo	ice Number
Contractor:	San Francisco	AIDS Four	ndation		Γ		-3JUL25
Address:	1035 Market St	reet, Suite	400		_		
	San Francisco,	CA 94103	3	Contract F	urchase Order No:		
Telephone:	415-487-3000				Fund Source:		GF
Fax:							<u> </u>
					ent ID-Authority ID:		
Program Name:	Capacity Build	ing Activit	ies: The Black H	lealth Clinical Assi	stant Program piect ID-Activity ID:		
ACE Control #:					oject ib-Activity ib.		
				•	Invoice Period:	07/1/2	25 - 07/31/25
					FINAL Invoice		(check if Yes)
					T IIVAE IIIVOICE		(check if Tes)
DETAIL PERSONI			•				
PERSONNEL		FTE	BUDGETED SALARY	EXPENSES THIS DEBIOD	EXPENSES TO DATE	% OF	REMAINING
Clinical Assistance Pr	rogram Coordina		\$75,000	THIS PERIOD	TODATE	BUDGET	\$75,000.00
Sr. Director, Commun		0.208	\$41,113				\$41,113.00
Cohort Participants -		3.69231	\$168,960				\$168,960.00
	·						
-							
TOTAL SALARIES		4.90031	\$285,073				\$285,073.00
TOTAL SALARIES		4.90031	\$285,073				\$285,073.00
I certify that the information	n provided above is, t	to the best of i			nount requested for reimb	oursement is	
accordance with the budge records for those claims ar				nder the provision of tha	t contract. Full justificatio	on and backu	ıp
Certified Bv				Date <sup>.</sup>			
Coranica by.	,			. Date.			•

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Contractor: San Francisco AIDS Founda	ation		act ID #	1		Г			
Address: 1035 Market Street, Suite 40		10000	2410-1	1		L -		1-40/1112	<u>s</u>
San Francisco, CA 94103				Con	ntract Purchase O	Order No:			
Telephone: 415-487-3000				1	Funding	Source:		GF	
Fax:		СН	IEP	De	epartment ID-Auth	ag Source: GF  thority ID:  ce Period: 01/1/23 - 01/31  AL Invoice (check if Y)  "OF REMAIN TOTAL DELIVERA UOS NOC UOS  ######## 6 #			
Program Name: HAP Capacity Building Acti	ivities Pro	ogram		1	Project ID-Ac	· -			
ACE Control #:	l				•	, r			
					Invoice	e Period:	01/1/	23 - 01/3	31/23
					FINA	L Invoice		(check if	Yes)
DELIVERABLES		TAL RACTED NOC		VERED PERIOD NOC	DELIVERED TO DATE UOS NOC	TOTA	AL	DELIVE	
Capacity Building Implementation Activities	6	N/A							######
	<u> </u>	$\vdash$	₽	=	<del></del> '	$\longrightarrow$		<u> </u>	$\vdash$
					<u> </u>				
<u></u>	<del></del>	<del></del> -	<b>├</b>	-	<del> </del> '	+		<u> </u>	<del>├</del>
		NOC		NOC	NOC		NOC		NOC
Number of Clients for Appendix		N/A		INCC		#			######
EXPENDITURES		OGET		ENSES PERIOD	EXPENSES TO DATE			BALA	ANCE
Total Salaries (See Page B) Fringe Benefits	\$37,5 \$10,	,	F—	=		<del></del>	$\longrightarrow$		
Total Personnel Expenses	\$47,				l	<u> </u>			
Operating Expenses:	ф7 (							<u>Φ7.0(</u>	2 20
Occupancy-(e.g., Rental of Property, Utilities, Building Maintenance Supplies and Repairs)	\$7,0	)86	<del> </del>		<b></b>	<del> </del>		\$1,00	36.00
	10						$  exttt{ o}$	224	
Materials and Supplies-(e.g., Office, Postage, Printing and Repro., Program Supplies)	\$24	46	<b>├</b> ──	<b>——</b> /	<b> </b> '	<b> </b>	$\longrightarrow$	\$24r	3.00
							$  exttt{} $		
General Operating-(e.g., Insurance, Staff Training, Equipment Rental/Maintenance)	\$93	37	<b></b>	/	<u></u> '	₽	/	\$937	7.00
Training, Equipment Kentariviantenance,			<u> </u>		<u> </u>	<del> </del>		<u> </u>	
Staff Travel - (e.g., Local & Out of Town)				=			=		
Consultant/Subcontractor	\$96,2	,280	<u> </u>		<u> </u>	<b> </b>		\$96,2	80.00
Other - (Meals, Audit, Transportation Reimb,	$\equiv$			=			$\rightrightarrows$		
Other - (Meals, Audit, Transportation Reimb, Stipends, Facilitators)	Γ		<u> </u>		<u> </u>	<b> </b>		<b></b>	
Total Operating Expenses	\$104.	549	<b>├</b>	/	[ <del></del>	<b></b>	<del></del>	\$104.5	549 00
Capital Expenditures						<b>上</b> _			
TOTAL DIRECT EXPENSES	\$152, \$22,		<u> </u>		<u> </u>	<b>_</b>	<b>二</b> ∤		
Indirect Expenses TOTAL EXPENSES	\$175				<u> </u>	<u> </u>			
LESS: Initial Payment Recovery					NOTES:				
Other Adjustments (Enter as negative, if approp REIMBURSEMENT	riate)		<del></del>		ł				
I certify that the information provided above is, to the bes accordance with the budget approved for the contract cite records for those claims are maintained in our office at th Signature:	ted for servic he address ir	ces provided indicated.			•		and backı		
Title:						-			
Send to: AidsOffice@sfdph.org									
		Dv.					Data:		
Attn: Accounts Payable		Ву:		uthorized	Signatory)	-	Date:		

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						01/01/2	023 - 06/30/2023 PAGE B
						Invo	ice Number
	an Francisco					A	-4JAN23
	035 Market Stan Francisco	•		Contract	Purchase Order No:		
		,					
Telephone: 4 Fax:	15-487-3000				Fund Source:		GF
ı ux.				Departm	ent ID-Authority ID:		
Program Name: H	AP Capacity	Building A	ctivities Progran		oject ID-Activity ID:		
ACE Control #:					oject ib-Activity ib.		
					Invoice Period:	01/1/2	23 - 01/31/23
					FINAL Invoice		(check if Yes)
DETAIL PERSONNE	EL EXPENDI	TURES	BUDGETED	EXPENSES	EXPENSES	% OF	REMAINING
PERSONNEL		FTE	SALARY	THIS PERIOD	TO DATE	BUDGET	BALANCE
Project Coordinator		0.50	\$37,500				\$37,500.00
TOTAL SALARIES		0.50	\$37,500				\$37,500.00
T certify that the information p accordance with the budget a records for those claims are n	approved for the c	to the best of n ontract cited fo	ny knowledge, comple r services provided ur				in
Certified By:				Date	·		

Title:

F-4a 07/01/2023 - 06/30/2024 PAGE A

Contractor: San Francisco AIDS Found	ation		act ID #	1		Г		voice Numi	
Address: 1035 Market Street, Suite 40		10000	2410-1	1		L -		1-400	<u></u>
San Francisco, CA 94103				Con	ntract Purchase C	)rder No:			
Telephone: 415-487-3000				1	Fundinç	g Source:		GF	
Fax:		СН	IEP	De	partment ID-Auth	hority ID:			
Program Name: HAP Capacity Building Acti	ivities Pro	ogram		1	Project ID-Ac	· ·			
ACE Control #:	i				•	, <u> </u>			
-					Invoice	e Period:	07/1/	/23 - 07/3	31/23
					FINA	L Invoice		(check if	Yes)
DELIVERABLES		OTAL RACTED NOC		VERED PERIOD NOC	DELIVERED TO DATE UOS NOC	% OF TOTA UOS			AINING ERABLES NOC
Capacity Building Implementation Activities	12	N/A					######	12	######
	<u> </u>	$\vdash$	₽	=	<u> </u>	$\longleftarrow$		<u> </u>	igspace
	<del> </del>	<del></del>	<b>├</b>	-	<u> </u>	╫	<del></del>	<u> </u>	<del></del>
		NOC		NOC	NOC		NOC		NOC
Number of Clients for Appendix		N/A		INCC		#	NOC ######		######
EXPENDITURES		DGET		ENSES PERIOD	EXPENSES TO DATE	% OF BUDG		BALA	AINING ANCE
Total Salaries (See Page B) Fringe Benefits	. ,	,000	<del></del>	/		<del></del>	<u> </u>	\$75,00 \$20,25	
Total Personnel Expenses		,250			<u> </u>	<u> </u>		\$95,2	
Operating Expenses:	<u>Φ14</u>	170						<u> </u>	=2 00
Occupancy-(e.g., Rental of Property, Utilities, Building Maintenance Supplies and Repairs)	\$14,	,172	<del> </del>		<u> </u>	╂		\$14,17	72.00
,, ,	<b>*</b>							210	
Materials and Supplies-(e.g., Office, Postage, Printing and Repro., Program Supplies)	\$49	92	<b>├</b> ──	<b>——</b> /	<u> </u>	₩		\$492	2.00
, , ,							$\exists$		
General Operating-(e.g., Insurance, Staff Training, Equipment Rental/Maintenance)	\$1,8	874		/		₣		\$1,87	74.00
Training, Equipment Remainmantenance,			<u> </u>		<u> </u>	╂		<del></del>	
Staff Travel - (e.g., Local & Out of Town)				=			<b>—</b>		
Consultant/Subcontractor	\$192	2,560	<u> </u>		<u> </u>	<del> </del>		\$192,5	560.00
Other - (Meals, Audit, Transportation Reimb,				/			$=$ $\parallel$		
Other - (Meals, Audit, Transportation Reimb, Stipends, Facilitators)			<u> </u>			<del> </del>		<b></b>	
Total Operating Expenses	\$209	2 008	<del></del>	/		<del></del>		\$209,0	108 NO
Capital Expenditures			<u> </u>			<u> </u>			
TOTAL DIRECT EXPENSES	\$304 \$45,	_	<u> </u>			<b></b>		\$304,3 \$45,6	
Indirect Expenses TOTAL EXPENSES	\$45, \$350				<u> </u>	<u> </u>		\$45,6	
LESS: Initial Payment Recovery					NOTES:			<del></del>	
Other Adjustments (Enter as negative, if approp REIMBURSEMENT	riate)		<del> </del>		l				
I certify that the information provided above is, to the bes accordance with the budget approved for the contract cite records for those claims are maintained in our office at th Signature:	ted for servic he address ir	ces provided indicated.						kup	
Title:									
Send to: AidsOffice@sfdph.org									
		By:					Date:		
Attn: Accounts Payable		٥,.		uthorized	Signatory)	-	Date.		

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						PAGE B		
					Invoice Number			
Contractor: San Francisco AIDS Foundation Address: 1035 Market Street, Suite 400 San Francisco, CA 94103  Telephone: 415-487-3000 Fax:			Contract Purchase Order No: Fund Source:		A	A-4JUL23		
						GF		
			ruiu Source.			Gi		
D 11 114D 0				ent ID-Authority ID:				
Program Name: HAP Capacity Building Activities Program			Project ID-Activity ID:					
ACE Control #:								
				Invoice Period:	07/1/2	23 - 07/31/23		
				FINAL Invoice		(check if Yes)		
DETAIL PERSONNEL EX	(PENDITURES							
PERSONNEL	FTE	BUDGETED SALARY	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE		
Project Coordinator	1.00	\$75,000	THIOT ENIOD	TODATE	BODGET	\$75,000.00		
TOTAL SALARIES	1.00	\$75,000				\$75,000.00		
I certify that the information provided accordance with the budget approve records for those claims are maintain	d for the contract cited fo	or services provided un ddress indicated.	der the provision of the	at contract. Full justificat	ion and backu			
Certified By:			Date	:		=		
Title								

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Contractor: San Francisco AIDS Founda			act ID # 024734	]					voice Numl A-4JUL24	
Address: 1035 Market Street, Suite 40 San Francisco, CA 94103	10			Cor	ntract Purcha	***e O	rder No:			
·				7						
Telephone: 415-487-3000 Fax:	!	CH	ΙΕΡ			Ū	Source:		GF	
Program Name: HAP Capacity Building Activ	ivities Pro	ogram		De	epartment ID-					
ACE Control #:	ı				Project I	ID-Acti	ivity ID:			
					In	ivoice	Period:	07/1/	/24 - 07/3	31/24
					F	FINAL	Invoice		(check if	Yes)
DELIVERABLES	CONTR/ UOS	NOC		VERED PERIOD NOC	DELIVERE TO DATE UOS N			OF OTAL NOC	DELIVER UOS	AINING ERABLES NOC
Capacity Building Implementation Activities	12	N/A				$\Box$		######		######
		<del></del>	<del></del>	+	<del></del>	<b></b>	$\overline{}$			+
·		<u> </u>				<b>—</b> }				$\sqsubseteq$
		+	<del></del>	+	$\vdash$	<b></b>				+
		NOC		NOC		NOC		NOC		NOC
Number of Clients for Appendix		NOC N/A		INOC		100		NOC #######		NOC
EXPENDITURES		OGET		ENSES PERIOD	EXPENSE TO DATE			OF DGET	BALA	AINING ANCE
Total Salaries (See Page B)	\$75,0	,000				二	_		\$75,00	00.00
Fringe Benefits  Total Personnel Expenses	\$20,2 \$95,2		<del></del>		<del></del>	<b>-</b>			\$20,25 \$95,25	250.00 250.00
Operating Expenses:						$\blacksquare$				
Occupancy-(e.g., Rental of Property, Utilities, Building Maintenance Supplies and Repairs)	\$14,1	172				$\Rightarrow$			\$14,17	72.00
Materials and Supplies-(e.g., Office,	\$49	92	₩		<u> </u>				\$49:	2.00
Postage, Printing and Repro., Program Supplies)						$\Rightarrow$		=		
General Operating-(e.g., Insurance, Staff	\$1,8	874 <u> </u>	₩	—— <u></u>	<del></del>	<b>—</b>			\$1,87	74.00
Training, Equipment Rental/Maintenance)		<u>'</u>				$\Box$				
Staff Travel - (e.g., Local & Out of Town)						〓	_			
Consultant/Subcontractor	\$192,	,560	<del></del>			#			\$192,5	560.00
Other - (Meals, Audit, Transportation Reimb,	.I				<u> </u>		I		<u> </u>	
Stipends, Facilitators)						<b>-</b> -}				
Total Operating Expenses	\$209,	, <u>098</u>	<del></del>		<b></b>	<b></b>			\$209,0	0 <u>98.00</u>
Capital Expenditures	\$304,					$\Rightarrow$		<u> </u>	\$304,3	
TOTAL DIRECT EXPENSES Indirect Expenses	\$45,6	,652	<del></del>		<del></del>	<b></b>			\$45,65	552.00
TOTAL EXPENSES	\$350,				WATEQ.				\$350,0	
LESS: Initial Payment Recovery Other Adjustments (Enter as negative, if appropr	oriate)		<del></del>		NOTES:					
REIMBURSEMENT	Isa.,				1					
I certify that the information provided above is, to the best accordance with the budget approved for the contract cite records for those claims are maintained in our office at the Signature:	ted for service he address in	ces provided indicated.						on and back		
Title: _										
Send to: AidsOffice@sfdph.org										
Attn: Accounts Pavable		Ву:		"- crized	(Signatory)			Date:		

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						PAGE B
					Invo	ice Number
Contractor: San Fran					A-	-4JUL24
Address: 1035 Mar	•					
San Fran	icisco, CA 94103	•	Contract I	Purchase Order No:		
Telephone: 415-487-	3000			Fund Source:	GF	
Fax:						
				ent ID-Authority ID:		
Program Name: HAP Cap	acity Building A	ctivities Program				
ACE Control #:			Pr	oject ID-Activity ID:		
AGE Control #:				Invoice Period:	07/1/2	24 - 07/31/24
				,	0.7.7.2	0.70 .72 .
				FINAL Invoice		(check if Yes)
DETAIL PERSONNEL EXP	ENDITURES	PUDOFTED	EVDENOES	EVDENOEO	0/ 05	DEMAINING
PERSONNEL	FTE	BUDGETED SALARY	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Project Coordinator	1.00	\$75,000				\$75,000.00
TOTAL SALARIES	1.00	\$75,000				\$75,000.00
I certify that the information provided ab						
accordance with the budget approved for records for those claims are maintained			der the provision of the	it contract. Full justificat	ion and backu	ıp
Toosido foi triode diamino die maintamen	in our omoc at the ad	arcos maisatoa.				
Certified By:			Date			
<del></del>						

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Contractor: San Francisco AIDS Foundation	ation		act ID #	1		Г		voice Numi	
Address: 1035 Market Street, Suite 40		1000.	2410.	1		_		1-400	
San Francisco, CA 94103				Con	ntract Purchase C	order No:			
Telephone: 415-487-3000				I	Fundinç	g Source:		GF	
Fax:		СН	IEP	De	epartment ID-Auth	hority ID:			
Program Name: HAP Capacity Building Acti	vities Pro	ogram		1	Project ID-Ac	· ·			
ACE Control #:	i				•	· -			
					Invoice	e Period:	07/1/	/25 - 07/3	31/25
					FINA	L Invoice		(check if	Yes)
DELIVERABLES		OTAL RACTED NOC		VERED PERIOD NOC	DELIVERED TO DATE UOS NOC	% OF TOTA UOS			AINING ERABLES NOC
Capacity Building Implementation Activities	12	N/A					######	12	######
	<u> </u>	$\vdash$	<del>[</del>	=	<u> </u>	€		<u> </u>	igspace
		<b>‡</b>							
	<u> </u>	+	<del>├</del>	+	<u> </u>	+		<u> </u>	<u> </u>
		NOC	<b></b>	NOC	NOC		NOC		NOC
Number of Clients for Appendix		N/A				#	######		######
EXPENDITURES		OGET		ENSES PERIOD	EXPENSES TO DATE	% OF BUDG		BALA	AINING ANCE
Total Salaries (See Page B) Fringe Benefits	\$75,000 \$20,250			=		<u> </u>	<del>-</del>	\$75,00 \$20,25	
Total Personnel Expenses		,250	<u> </u>					\$95,25	
Operating Expenses:	¢1/	170					<u> </u>	<u> </u>	70.00
Occupancy-(e.g., Rental of Property, Utilities, Building Maintenance Supplies and Repairs)	\$14,	1/2	<del>-</del>		<u> </u>	₩		\$14,17	/2.00
	<u>¢</u> 4						$\square$	±40	2.00
Materials and Supplies-(e.g., Office, Postage, Printing and Repro., Program Supplies)	\$49	92	₩		<u> </u>	<del></del>	_	\$492	2.00
, , ,	<b>61</b>	274					=	ψ4 O-	7 4 00
General Operating-(e.g., Insurance, Staff Training, Equipment Rental/Maintenance)	<b>\$1,</b> 0	874	╂		<u> </u>	<del> </del>		\$1,87	′4.0u
, , ,					<u> </u>		$\square$		
Staff Travel - (e.g., Local & Out of Town)	<u> </u>		<del> </del>		<u> </u>	<del></del>		<u> </u>	
Consultant/Subcontractor	\$192	.,560	<b>-</b>	$\longrightarrow$				\$192,5	560.00
Other - (Meals, Audit, Transportation Reimb,	<del></del>		<del></del>		<u> </u>	<del></del>	-	<del></del>	
Stipends, Facilitators)				$\longrightarrow$			$\blacksquare$		
Total Operating Expenses	\$209	),098						\$209,0	098.00
Capital Expenditures TOTAL DIRECT EXPENSES	\$304	2/18	匚	<u> </u>		<del></del>	<b>—</b>	\$304,3	248 UU
Indirect Expenses	\$304 \$45,		<del> </del>		<u> </u>	<del></del>		\$304,3 \$45,6	
TOTAL EXPENSES	\$350		<b></b>		NOTES:			\$350,0	
LESS: Initial Payment Recovery Other Adjustments (Enter as negative, if approp	oriate)		<del> </del>		NUTES.				
REIMBURSEMENT					<u> </u>				
I certify that the information provided above is, to the bes accordance with the budget approved for the contract cite records for those claims are maintained in our office at th	ted for servic he address ir	ces provided indicated.			·		and backı	кир	
Signature: _						-	Date:		
Title:									
Send to: AidsOffice@sfdph.org									
		Ву:	: _				Date:		
Attn: Accounts Payable		•		ıthorized '	Signatory)				

F-4c 07/01/2025 - 06/30/2026

					0170172	PAGE B	
						ice Number	
	ancisco AIDS Foun larket Street, Suite				A	-4JUL25	
	ancisco, CA 94103		Contract I	Purchase Order No:			
Telephone: 415-48	7-3000			Fund Source:		GF	
Fax:	7-3000			rulia Source.		Gr	
			Departm	ent ID-Authority ID:			
Program Name: HAP C	apacity Building Ad	ctivities Program	Pr	oject ID-Activity ID:			
ACE Control #:							
				Invoice Period:	07/1/2	25 - 07/31/25	
				FINAL Invoice		(check if Yes)	
DETAIL PERSONNEL EX	(PENDITURES						
PERSONNEL	FTE	BUDGETED SALARY	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE	
Project Coordinator	1.00	\$75,000				\$75,000.00	
		-					
TOTAL SALARIES	1.00	\$75,000				\$75,000.00	
I certify that the information provided accordance with the budget approve records for those claims are maintain	d for the contract cited for	r services provided und					
Certified By:			Date:	:			

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										PAGE A
Contractor: San Francisco AIDS Founda	ation	100002	act ID # 024734	1			ŀ		A-5JAN2	
Address: 1035 Market Street, Suite 40		100	2710.	J			L		1-00/	<u>-</u>
San Francisco, CA 94103				Con	ntract Purcha	ase Or	rder No:			
Telephone: 415-487-3000				7	Fur	nding	Source:	$\overline{}$	GF	
Fax:		CH	EP			ŭ				
- Warre Haalth Assess Boint Gov/M	-014			De	epartment ID	-Autho	ority ID:	<u> </u>		
Program Name: Health Access Point Gay/M	SM				Project I	ID-Act	rivity ID:			
ACE Control #:	i				•		, ,			
					In	ıvoice	Period:	01/1	1/23 - 01/3	31/23
					F	FINAL	. Invoice		(check if	(Yes)
		TAL		VERED	DELIVERE			OF		AINING
DELIVERABLES	CONTR. UOS	RACTED NOC	THIS P UOS	PERIOD NOC	TO DATE UOS N	E NOC	TOT UOS	NOC	DELIVEI UOS	RABLES NOC
Integrated HIV/HCV/STD Testing	13,380	5,100				$\Box$			13,380	5,100
Prevention and Treatment Medication	325	N/A	<u> </u>	<u> </u>	<del></del>	—∦	لــــــــــــــــــــــــــــــــــــــ	$ar{lue}$	325	######
Condom Distribution Linkage and Navigation	6 546	N/A 453	<b>├</b> ──	<del>                                     </del>	<del> </del>	-			6 546	###### 453
Community Engagement and Mobilization	62	138	<del> </del>	<del> </del> /	<u> </u>	士			62	138
		NOC		NOC	1	NOC		NOC		NOC
Number of Clients for Appendix		5691								5,691
EXPENDITURES	BUD	OGET		ENSES PERIOD	EXPENSE TO DATE			OF DGET		AINING ANCE
Total Salaries (See Page B)	\$329,		11.15.	ENIOS		T		GE1		449.00
Fringe Benefits	\$88,	,951							\$88,9	951.00
Total Personnel Expenses	\$418,	,400				<u> </u>			\$418,4	400.00
Operating Expenses: Occupancy-(e.g., Rental of Property, Utilities,	<b> </b>	<del></del>	├──	<del></del>	<b>├</b> ──				<b>├</b> ──	
Building Maintenance Supplies and Repairs)	<del> </del>		<del> </del>		<del> </del>	<u></u>			<del></del>	
,	<i>i</i>					$\Box$				
Materials and Supplies-(e.g., Office,	Ē		<u> </u>		<b></b>				₽	
Postage, Printing and Repro., Program Supplies)	<b></b>	<del> </del>	<b>├</b> ──	<b>——/</b>	<b> </b>				<del> </del>	
General Operating-(e.g., Insurance, Staff	\$3,3	339	<del> </del>		<del> </del>				\$3,3	39.00
Training, Equipment Rental/Maintenance)						$\Box$				
Staff Travel (a.g. Local & Out of Town)	Ē		<u> </u>	/	<b></b>				<del></del>	
Staff Travel - (e.g., Local & Out of Town)	<del> </del>		├──	<b>—</b>	<del> </del>	-			1	
Consultant/Subcontractor	\$100,	,000				$\Box$			\$100,0	00.00
Other - (Meals, Audit, Transportation Reimb,	<u> </u>		<u> </u>		<b>[</b>				<b></b>	
Stipends, Facilitators)	<del> </del>	<del></del>	├──	<del></del>	<del> </del>	-		—	<del> </del>	
						$\blacksquare$				
Total Operating Expenses Capital Expenditures	\$103,	,339	<u> </u>		<del></del>	<u> </u>			\$103,3	339.00
Capital Expenditures TOTAL DIRECT EXPENSES	\$521,	739	<del> </del>	<b>——</b> "	<del> </del>	-			\$521,	739.00
Indirect Expenses	\$78,2	,261	<u> </u>		l					261.00
TOTAL EXPENSES	\$600,									000.00
LESS: Initial Payment Recovery  Other Adjustments (Enter as negative, if approp			<b>├</b> ──		NOTES:					
REIMBURSEMENT	riate)		<del></del>		i					
I certify that the information provided above is, to the bes accordance with the budget approved for the contract citr records for those claims are maintained in our office at th Signature:	ted for service he address in	ces provided ndicated.				•		on and back		
Title:									_	
Send to: AidsOffice@sfdph.org										
Attac Asserta Boyoble		By:	/DDI3 A:	41- a mizzod	Signatory)			Date:	:	
Attn: Accounts Payable			(DPH At	uthorizea :	Signatory)					

F-5 01/01/2023 - 06/30/2023 PAGE B

					01/01/2	023 - 06/30/2023 PAGE B
				_	Invo	oice Number
Contractor: San Francisco				[	А	-5JAN23
Address: 1035 Market St San Francisco,	•		Contract	Purchase Order No:		
Gan i rancisco,	OA 34103		Contract	urchase order No.		
Telephone: 415-487-3000				Fund Source:		GF
Fax:			Departm	ent ID-Authority ID:		
Program Name: Health Access	Point Gay/	MSM				
			Pr	oject ID-Activity ID:		
ACE Control #:				Invoice Period:	01/1/	23 - 01/31/23
				vo.oo i onou.[	01/1/2	23 - 0 1/3 1/23
				FINAL Invoice		(check if Yes)
DETAIL PERSONNEL EXPENDI	TURES					
		BUDGETED	EXPENSES	EXPENSES	% OF	REMAINING
PERSONNEL	FTE	SALARY	THIS PERIOD	TO DATE	BUDGET	BALANCE
Lab Technician Manager - Lab Technicians	1.00 0.50	\$68,551 \$53,759				\$68,551.00 \$53,759.00
Manager, Navigation	0.50	\$27,742				\$27,742.00
Navigator	0.375	\$23,540				\$23,540.00
Associate Director, PrEP & HIV Servi	0.15	\$16,168				\$16,168.00
Nurse	0.50	\$54,384				\$54,384.00
Nurse Practitioner	0.275	\$37,411				\$37,411.00
Clinical Services Director	0.25	\$47,894				\$47,894.00
	-					
	-					
	1					
	+					
TOTAL SALARIES	3.55	\$329,449				\$329,449.00
			te and accurate; the ar	mount requested for reim	bursement is	
TOTAL SALARIES  I certify that the information provided above is, t accordance with the budget approved for the correcords for those claims are maintained in our content of the correct o	o the best of n intract cited for	ny knowledge, comple r services provided un				in
Certified By:			Date	:		

F-5.1 01/01/2023 - 07/31/2023 PAGE A

Contractor: San Francisco AIDS Founda Address: 1035 Market Street, Suite 40			act ID # 024734	]				voice Num A-5JAN2	
San Francisco, CA 94103				Con	ntract Purchase (	Order No:			
Telephone: 415-487-3000 Fax:		СН	IEP			g Source:		CDC: C	FDA 93.
Program Name: Health Access Point Gay/MS	SM			De	epartment ID-Aut			<u> </u>	
ACE Control #:	ı				Project ID-A	ctivity וט:			
<u> </u>					Invoic	ce Period:	01/1/	/23 - 01/3	31/23
					FINA	AL Invoice	,	(check if	i Yes)
DELIVERABLES		TAL RACTED NOC		VERED PERIOD NOC	DELIVERED TO DATE UOS NOC		OF OTAL NOC		AINING ERABLES NOC
Integrated HIV/HCV/STD Testing	180	N/A		140.			######	180	######
	<u> </u>	<u> </u>				<b> </b>	=		$\Box$
	ſ					<del></del>			
		<u> </u>				<b> </b>	=		<u> </u>
			ш			ш			
Number of Clients for Appendix		NOC N/A	<del>-</del>	NOC	NOC	<del>-</del>	NOC ######	<del></del>	NOC ######
EXPENDITURES	ВИГ	DGET		ENSES PERIOD	EXPENSES TO DATE		OF DGET		AINING ANCE
Total Salaries (See Page B) Fringe Benefits		GL.	Ē	Lixic			GL.		11402
Total Personnel Expenses Operating Expenses:	_		<u> </u>			<del> </del>			
Occupancy-(e.g., Rental of Property, Utilities,						<b>上</b>			
Building Maintenance Supplies and Repairs)	.——		1		<del></del>	₩		<u> </u>	
Materials and Supplies-(e.g., Office, Postage, Printing and Repro., Program Supplies)	\$2,8	348						\$2,84	48.00
General Operating-(e.g., Insurance, Staff	\$1,5	5 <u>00</u>			<b> </b>	=		\$1,50	00.00
Training, Equipment Rental/Maintenance)						#	=	<u> </u>	
Staff Travel - (e.g., Local & Out of Town)						#			
Consultant/Subcontractor	<u> </u>		<u> </u>		<u> </u>	<u></u>		<u> </u>	
Other - (Meals, Audit, Transportation Reimb,						丰	==		
Stipends, Facilitators)	<u> </u>		<del></del>		<del></del>	₩		<del></del>	
Total Operating Expenses	\$4,3	348				#	$\square$	\$4,34	48.00
Capital Expenditures TOTAL DIRECT EXPENSES	\$4,3	348	<del></del>		<del></del>	<del>  _</del>		\$4,34	48.00
Indirect Expenses	\$65	552					$\square$	\$652	52.00
TOTAL EXPENSES  LESS: Initial Payment Recovery	\$5,0	100	<del></del>		NOTES:	<u> Ш</u>		<u> </u>	00.00
Other Adjustments (Enter as negative, if appropriate and appro	oriate)		匚						
REIMBURSEMENT  I certify that the information provided above is, to the best accordance with the budget approved for the contract cite records for those claims are maintained in our office at the Signature:	ted for service he address in	ces provided indicated.	d under the	e provision o	of that contract. Ful		on and back		
									·
Send to: AidsOffice@sfdph.org		By:		··	Signatory)	_	Date:		

F-5.1 01/01/2023 - 07/31/2023 PAGE B

						PAGE E
				-	Invo	ice Number
Contractor: San Francisco					A-	-5JAN23
Address: 1035 Market S San Francisco			Contract B	urchase Order No:		
San i rancisco	, CA 3410	•	Contract r	•		
Telephone: 415-487-3000				Fund Source:	S20-2010 C	CDC: CFDA 93.9
Fax:			Donoutura	and ID. A cale a mide a ID.		
Program Name: Health Access	Point Gav	//MSM	Departme	ent ID-Authority ID:		
			Pro	ject ID-Activity ID:		
ACE Control #:						
				Invoice Period:	01/1/2	3 - 01/31/23
				FINAL Invoice		(check if Yes)
				•		
DETAIL PERSONNEL EXPENDI	TURES	BUDGETED	EXPENSES	EXPENSES	% OF	REMAINING
PERSONNEL	FTE	SALARY	THIS PERIOD	TO DATE	BUDGET	BALANCE
TOTAL SALARIES						
I certify that the information provided above is,						
accordance with the budget approved for the c records for those claims are maintained in our			inder the provision of that	contract. Full justificat	on and backu	ıp
records for those claims are maintained in our	onice at the a	daress maicated.				
Certified By:			Date:			
Title·						

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									PAGE A
Contractor: San Francisco AIDS Found	ation	100002						voice Num A-5JUL2	
Address: 1035 Market Street, Suite 4									
San Francisco, CA 94103				Con	tract Purchase C	order No:			
Telephone: 415-487-3000					Funding	Source:		GF	_
Fax:		CH	EΡ	Do	tmant ID Auti	:61, ID.			
Program Name: Health Access Point Gay/M	SM			De	partment ID-Auti	lority iD.			
					Project ID-Ad	tivity ID:			
ACE Control #:					Invoic	e Period:	07/1	/23 - 07/3	31/23
							V.,.	-	
					FINA	L Invoice		(check if	Yes)
	TOT CONTR		DELIV THIS P		DELIVERED TO DATE	% ( TO			AINING RABLES
DELIVERABLES	UOS	NOC	UOS	NOC	UOS NOC	uos	NOC	UOS	NOC
Integrated HIV/HCV/STD Testing	27,120	10,200						27,120	10,200
Prevention and Treatment Medication Condom Distribution	650 12	N/A N/A			<del>                                     </del>	<b> </b>		650 12	######
Linkage and Navigation	1,092	905						1,092	905
Community Engagement and Mobilization	124	276						124	276
		NOC		NOC	NOC		NOC		NOC
Number of Clients for Appendix		11381							11,381
EVENINTURE			TYPE		EVDENCES	0/.	^F	DEMA	· · · · · · · · · · · · · · · · · · ·
EXPENDITURES	BUD	GET	EXPE THIS P		EXPENSES TO DATE	% 0 BUD	OF GET		AINING ANCE
Total Salaries (See Page B)	\$658,898							\$658,8	
Fringe Benefits	\$177							\$177,9	
Total Personnel Expenses	\$836.	,800						\$836,8	300.00
Operating Expenses: Occupancy-(e.g., Rental of Property, Utilities,	<u> </u>								
Building Maintenance Supplies and Repairs)									
,									
Materials and Supplies-(e.g., Office,									
Postage, Printing and Repro., Program Supplies)	<u> </u>					<u> </u>		<u> </u>	
General Operating-(e.g., Insurance, Staff	\$6,6	378						\$6,67	78.00
Training, Equipment Rental/Maintenance)	<b>+</b> -, -							+ -, - :	
01.17									
Staff Travel - (e.g., Local & Out of Town)									
Consultant/Subcontractor	\$200	,000						\$200,0	00.00
Othor (Mark Audit Transportation Daimh									
Other - (Meals, Audit, Transportation Reimb, Stipends, Facilitators)	<u> </u>								
ouponad, i domatoroj									
Total Operating Expenses	\$206	,678						\$206,6	678.00
Capital Expenditures TOTAL DIRECT EXPENSES	\$1,043	3 // 78						\$1,043,	478 NO
Indirect Expenses	\$156							\$156,5	
TOTAL EXPENSES	\$1,200								,000.00
LESS: Initial Payment Recovery					NOTES:				
Other Adjustments (Enter as negative, if approp	oriate)								
I certify that the information provided above is, to the bes accordance with the budget approved for the contract cit records for those claims are maintained in our office at the Signature:	ted for service the address in	ces provided ndicated.	under the	provision			n and bacl		
Send to: AidsOffice@sfdph.org									
Selid to. AldsOffice@stdpff.org									
		Ву:				_	Date:		
Attn: Accounts Payable			(DPH Au	thorized	Signatory)				

F-5a 07/01/2023 - 06/30/2024 PAGE B

						PAGE B
Contractor: San Francisco	AIDS Four	ıdation		[		-5JUL23
Address: 1035 Market St	reet, Suite	400				
San Francisco	, CA 94103	1	Contract	Purchase Order No:		
Telephone: 415-487-3000				Fund Source:		GF
Fax:				runa source.		GF
			Departm	ent ID-Authority ID:		
Program Name: Health Access	Point Gay/	MSM		•		
		1	Pı	oject ID-Activity ID:		
ACE Control #:				Invoice Period:	07/1/	23 - 07/31/23
				invoice i crioa.	077172	23 - 07/31/23
				FINAL Invoice		(check if Yes)
DETAIL PERSONNEL EXPENDI	TUDES					
DETAIL PERSONNEL EXPENDI	IUKLS	BUDGETED	EXPENSES	EXPENSES	% OF	REMAINING
PERSONNEL	FTE	SALARY	THIS PERIOD	TO DATE	BUDGET	BALANCE
Lab Technician	2.00	\$137,102				\$137,102.00
Manager - Lab Technicians	1.00	\$107,518				\$107,518.00
Manager, Navigation	1.00	\$55,483				\$55,483.00
Navigator	0.75	\$47,080				\$47,080.00
Associate Director, PrEP & HIV Servi	0.30	\$32,336				\$32,336.00
Nurse Nurse Practitioner	1.00 0.55	\$108,767 \$74.823		1		\$108,767.00 \$74,823.00
Clinical Services Director	0.50	\$95,789				\$95,789.00
Chilliodi Cel Vices Bil Coloi	0.00	ψ95,769				φ93,709.00
				1		
	-					-
TOTAL SALARIES	7.10	\$658,898				\$658,898.00
I certify that the information provided above is,			ete and accurate: the a	mount requested for reim	hursement is	
accordance with the budget approved for the correcords for those claims are maintained in our of	ontract cited fo	r services provided ur				

Date:

Certified By:

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

F-5b 07/01/2024 - 06/30/2025 PAGE A

									PAGE A
		Contra		1				voice Num	
Contractor: San Francisco AIDS Found Address: 1035 Market Street, Suite 4		10000	24734					A-5JUL2	24
San Francisco, CA 94103	50			Con	ntract Purchas	se Order No	:		
T-l				1	F	O		05	
Telephone: 415-487-3000 Fax:		СН	ΕP		Func	ling Source	•	GF	
				De	epartment ID-A	Authority ID	:[		
Program Name: Health Access Point Gay/M	SM				Project ID	-Activity ID	.—		
ACE Control #:					i roject iz	-Activity ID			
	·				Inv	oice Period	07/1	/24 - 07/	31/24
					FI	NAL Invoic	9	(check it	f Yes)
	TO.	TAL	DEL IV	ERED	DELIVERE	n %	OF	- REM/	AINING
DELIVED LD . E0	CONTR	RACTED	THIS P	ERIOD	TO DATE	TO	OTAL	DELIVE	RABLES
DELIVERABLES Integrated HIV/HCV/STD Testing	UOS 27,120	NOC 10,200	UOS	NOC	UOS NO	OC UOS	NOC	UOS 27,120	NOC 10,200
Prevention and Treatment Medication	650	N/A						650	######
Condom Distribution	12	N/A						12	######
Linkage and Navigation	1,092	905						1,092	905
Community Engagement and Mobilization	124	276				-		124	276
									1
N 1 (0) ( 6 A )		NOC	1	NOC	NC	)C	NOC		NOC
Number of Clients for Appendix		11381						I	11,381
EXPENDITURES	BUD	GET		NSES ERIOD	EXPENSES TO DATE		OF DGET		AINING ANCE
Total Salaries (See Page B) Fringe Benefits	\$658								898.00
Total Personnel Expenses	\$177 \$836					-			902.00 800.00
Operating Expenses:	ψοσο	,000						ψ030,	000.00
Occupancy-(e.g., Rental of Property, Utilities,									
Building Maintenance Supplies and Repairs)								<u> </u>	
Materials and Supplies-(e.g., Office,						-		1	
Postage, Printing and Repro., Program Supplies)									
Occupation ( )	<b></b>	270						фс c	70.00
General Operating-(e.g., Insurance, Staff Training, Equipment Rental/Maintenance)	\$6,6	0/8				-		\$6,6	78.00
,									
Staff Travel - (e.g., Local & Out of Town)								-	
Consultant/Subcontractor	\$200	,000						\$200,	00.00
Other - (Meals, Audit, Transportation Reimb,						-		-	
Stipends, Facilitators)						-		1	
Total Operating Expenses	\$206	,678				_		\$206,	678.00
Capital Expenditures TOTAL DIRECT EXPENSES	\$1,043	3.478				-		\$1.043	,478.00
Indirect Expenses	\$156								522.00
TOTAL EXPENSES	\$1,200	0,000			NOTEO			\$1,200	,000.00
LESS: Initial Payment Recovery  Other Adjustments (Enter as negative, if appropriate to the content of the cont	arioto)				NOTES:				
REIMBURSEMENT	ласеј								
I certify that the information provided above is, to the bes accordance with the budget approved for the contract cit records for those claims are maintained in our office at the Signature:	ted for servic he address ir	es provided ndicated.	under the	provision	of that contract.		on and bac		
Title:									
Send to: AidsOffice@sfdph.org									
Dend to. Aldsoffice@stupif.org									
Attn: Assessmts Devicts		Ву:	(DDII A:	thori-sel	Signatory)		Date		
Attn: Accounts Payable			ערה אנ	uionzea	oignatory)				

F-5b 07/01/2024 - 06/30/2025 PAGE B

						PAGE B
				_	Invo	oice Number
Contractor: San Francis	co AIDS Four	dation			Α	-5JUL24
Address: 1035 Market	•					
San Francis	co, CA 94103		Contract F	Purchase Order No:		
Telephone: 415-487-300	0			Fund Source:		GF
Fax:	0			rulia Source.		Gr
T u.v.			Departme	ent ID-Authority ID:		
Program Name: Health Acce	ss Point Gay/	MSM	·	,		
<u> </u>			Pro	oject ID-Activity ID:		
ACE Control #:						
				Invoice Period:	07/1/2	24 - 07/31/24
				FINAL Invoice		(check if Yes)
DETAIL PERSONNEL EXPEN	DITURES					-
PERSONNEL	FTE	BUDGETED SALARY	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Lab Technician	2.00	\$137,102	THIS PERIOD	TODATE	BUDGET	\$137,102.00
Manager - Lab Technicians	1.00	\$107,518				\$107,518.00
Manager, Navigation	1.00	\$55,483				\$55,483.00
Navigator	0.75	\$47,080				\$47,080.00
Associate Director, PrEP & HIV Se Nurse	rvi 0.30 1.00	\$32,336 \$108,767				\$32,336.00 \$108,767.00
Nurse Practitioner	0.55	\$74,823				\$74,823.00
Clinical Services Director	0.50	\$95,789				\$95,789.00

F-5c 07/01/2025 - 06/30/2026 PAGE A

										PAGE A
Contractor: San Francisco AIDS Founda	-tion	100002		٦			ŗ		A-5JUL2	
Address: 1035 Market Street, Suite 40		10000	24104	]			Ļ		A-DJULZ	5
San Francisco, CA 94103	,,,			Con	ntract Purcha	ase Or	der No:			
T . L 44E 497 2000				ד	Eur	-ting (	^ - ···roo.'			
Telephone: 415-487-3000 Fax:		CH	EP		Fuii	nainy .	Source:		GF	
- <del></del>		<u> </u>	<u> </u>	De	epartment ID	)-Autho	ority ID:			
Program Name: Health Access Point Gay/MS	SM			•	Project	Ant	ا د ال			
ACE Control #:	1				Project I	ID-Acu	vity וט.ן			
A02 00mac					In	nvoice	Period:	07/1	1/25 - 07/3	31/25
					ı	FINAL	Invoice		(check if	f Yes)
		TAL		VERED	DELIVERE			OF		AINING
DELIVERABLES	CONTR. UOS	RACTED NOC	THIS P UOS	PERIOD NOC	TO DATE	TE NOC	TO1 UOS	TAL NOC	DELIVE UOS	ERABLES NOC
Integrated HIV/HCV/STD Testing	27,120	10,200							27,120	10,200
Prevention and Treatment Medication	650	N/A	<u> </u>	$\square$	<del></del>	<u> </u>		<u> </u>	650	######
Condom Distribution Linkage and Navigation	12 1,092	N/A 905	<b>├</b> ──	+	<del>                                     </del>	-	$\longrightarrow$		12 1,092	###### 905
Community Engagement and Mobilization	124	276	<b></b>			1			124	276
				سط			二	$\equiv$		
		NOC		NOC	١	NOC		NOC		NOC
Number of Clients for Appendix		11381								11,381
EXPENDITURES	BUD	OGET		ENSES PERIOD	EXPENSE TO DATE			OF OGET		AINING ANCE
Total Salaries (See Page B)	\$658,	3,898							\$658,8	898.00
Fringe Benefits Total Personnel Expenses	\$177, \$836,	,	<u> </u>		<del></del>	<u> </u>				902.00 800.00
Total Personnel Expenses Operating Expenses:	<b>ф</b> 000,	,800	<del> </del>		<del> </del>	-			<b>ΦΟ</b> ΟΟ, C	300.00
Occupancy-(e.g., Rental of Property, Utilities,									<u> </u>	
Building Maintenance Supplies and Repairs)	<u></u>		<u> </u>		<b></b>				╂	
Materials and Supplies-(e.g., Office,		<del></del>	<del> </del>		<del> </del>	-			<del> </del>	
Postage, Printing and Repro., Program Supplies)						$\blacksquare$				
General Operating-(e.g., Insurance, Staff	\$6,6	A70	<b>├</b> ──		<b>├</b> ──				\$6.6	78.00
Training, Equipment Rental/Maintenance)	Ψυ,υ		<del> </del>		<del> </del>				Ψυ,υ.	0.00
, ,						$\Box$				
Staff Travel - (e.g., Local & Out of Town)	<del> </del>		<b>├</b> ──		<b>├</b> ──				<b>↓</b>	
Consultant/Subcontractor	\$200,	,000							\$200,0	00.00
201 A 111 Town station Poimb						<b>-</b>				
Other - (Meals, Audit, Transportation Reimb, Stipends, Facilitators)		<del></del>  '	<b>├</b> ──		<del> </del>	-			<del> </del>	
·									L	
Total Operating Expenses	\$206,	,678				<b>-</b>			\$206,6	678.00
Capital Expenditures TOTAL DIRECT EXPENSES	\$1,043	3.478	<del> </del>		<del> </del>	-			\$1,043	3,478.00
Indirect Expenses	\$156,	5,522				$\blacksquare$			\$156,5	522.00
TOTAL EXPENSES  LESS: Initial Payment Recovery	\$1,200	<u>J,000</u>	<u> </u>		NOTES:				\$1,200.	0,000.00
Other Adjustments (Enter as negative, if approp	oriate)		<del> </del>		NOTES.					
REIMBURSEMENT					<u></u>					
I certify that the information provided above is, to the bes accordance with the budget approved for the contract cite records for those claims are maintained in our office at the Signature:	ted for service he address in	ces provided ndicated.	•					n and back		
						_				
Send to: AidsOffice@sfdph.org										
Selia to.										
		By:	(55)		Signatory)			Date:	:	
Attn: Accounts Payable			(DPH At	uthorizea :	Signatory)					

F-5c 07/01/2025 - 06/30/2026 PAGE B

						PAGE B		
				-	Invo	ice Number		
Contractor: San Francisco		ļ	A	-5JUL25				
Address: 1035 Market Str San Francisco,	,		Contract	Purchase Order No:				
San Francisco,	CA 94103	•	Contract	Purchase Order No:				
Telephone: 415-487-3000				Fund Source:		GF		
Fax:				-				
			Departn	nent ID-Authority ID:				
Program Name: Health Access	Point Gay/	MSM	ь	roject ID-Activity ID:				
ACE Control #:			r	Toject ID-Activity ID.				
				Invoice Period:	07/1/25 - 07/31/25			
				FINAL Invoice		(check if Yes)		
DETAIL PERSONNEL EXPENDIT	TURES							
PERSONNEL	ETE	BUDGETED	EXPENSES	EXPENSES	% OF	REMAINING		
Lab Technician	FTE 2.00	\$137,102	THIS PERIOD	TO DATE	BUDGET	\$137,102.00		
Manager - Lab Technicians	1.00	\$107,518				\$107,518.00		
Manager, Navigation	1.00	\$55,483				\$55,483.00		
Navigator	0.75	\$47,080				\$47,080.00		
Associate Director, PrEP & HIV Servi	0.30	\$32,336				\$32,336.00		
Nurse	1.00	\$108,767				\$108,767.00		
Nurse Practitioner Clinical Services Director	0.55 0.50	\$74,823 \$95,789				\$74,823.00 \$95,789.00		
Oliffical Get vices Birector	0.50	φ <del>9</del> 5,769				\$95,769.00		
-				<b> </b>				
				+				
TOTAL SALARIES	7.10	\$658,898				\$658,898.00		
T certify that the information provided above is, to accordance with the budget approved for the co records for those claims are maintained in our of	ntract cited fo	r services provided ur						

Date:

Certified By:

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

Appendix F-5c 01/01/2023

### 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 <a href="http://www.sfgov.org/site/npcontractingtf">http://www.sfgov.org/site/npcontractingtf</a> 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 for 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

### Appendix G

to date are not satisfactory to the contractor. The Department will respond in writing within 10 working days.

In addition to the above process, contractors have an additional forum available only for <u>disputes that concern</u> <u>implementation of the thirteen policies and procedures recommended by the Nonprofit Contracting Task Force and adopted by the Board of Supervisors</u>. 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 <a href="http://www.sfgov.org/site/npcontractingtf">http://www.sfgov.org/site/npcontractingtf</a> 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 Reserved Appendix I Reserved

## Appendix J Grant Terms Reserved

#### APPENDIX K

#### **Data Access and Sharing Terms**

#### Article 1 Access

### 1.1 Revision to Scope of Access (RSA):

Any added access may be granted by the City to Agency and each Agency Data User through a Revision to Scope of Access in writing and executed by both parties. Any Revision to Scope of Access shall be considered a part of and incorporated into this Agreement, governed by all its terms, by reference.

#### 1.2 Primary and Alternate Agency Site Administrator.

Before System(s) access is granted, Agency must appoint a primary and alternate Agency Site Administrator responsible for System(s) access tasks, including but not limited to the following:

- 1.2.1 Completing and obtaining City approval of the Account Provisioning Request documents and/or Data Set Request documents;
  - 1.2.2 Communicating with the SFDPH IT Service Desk;
  - 1.2.3 Providing Agency Data User(s) details to the City;
- 1.2.4 Ensuring that Agency Data User(s) complete required SFDPH trainings annually;
- 1.2.5 Ensuring that Agency Data User(s) understand and execute SFDPH's data access confidentiality agreement; and
- 1.2.6 Provisioning and deprovisioning Agency Data Users as detailed herein. To start the process, the Agency Site Administrator must contact the SFDPH IT Service Desk at 628-206-7378, <a href="mailto:dph.helpdesk@sfdph.org">dph.helpdesk@sfdph.org</a>.

#### 1.3 SFDPH IT Service Desk.

For new provisioning requests, only Agency Site Administrators are authorized to contact the SFDPH IT Service Desk. The City reserves the right to decline any call placed by other than the Agency Site Administrator. Individual Agency Data Users are not authorized to contact the SFDPH IT Service Desk.

### 1.4 Deprovisioning Schedule.

Agency, through the Agency Site Administrator, has sole responsibility to deprovision Agency Data Users from the System(s) as appropriate on an ongoing basis. Agency must immediately deprovision an Agency Data User upon any event ending that Data User's need to access the System(s), including job duty change and/or termination. Agency remains liable for the conduct of Agency Data Users until deprovisioned. When deprovisioning employees via the SFDPH IT Service Desk, Agency must maintain evidence that the SFDPH IT Service Desk was notified.

#### 1.5 Active Directory.

Agency Data Users will need an SFDPH Active Directory account in order to access each System(s). These Active Directory Accounts will be created as part of the provisioning process.

#### 1.6 Role Based Access.

Each Agency Data User's access to the System(s) will be role-based and access is limited to that necessary for treatment, payment, and health care operations. The City will assign Agency Data User roles upon provisioning and reserves the right to deny, revoke, limit, or modify Agency Data User's access acting in its sole discretion.

### 1.7 Training Requirements.

Before System(s) access is granted, and annually thereafter, each Agency Data User must complete SFDPH compliance, privacy, and security training. Agency must maintain written records evidencing such annual training for each Agency Data User and provide copies upon request to the City. For questions about how to complete SFDPH's compliance, privacy, and security training, contact Compliance. Privacy@sfdph.org, (855) 729-6040.

Before Agency Data User first access to System(s), system-specific training must be completed. For training information, Agency Site Administrator may contact the SFDPH IT Service Desk,

### 1.8 Agency Data User Confidentiality Agreement.

Before System(s) access is granted, as part of SFDPH's compliance, privacy, and security training, each Agency Data User must complete SFDPH's individual user confidentiality, data security and electronic signature agreement form. The agreement must be renewed annually.

#### 1.9 Corrective Action.

Agency shall take corrective action, including but not limited to termination and/or suspension of any System(s) access by any Agency Data User who acts in violation of this Agreement and/or applicable regulatory requirements.

#### 1.10 User ID and Password.

Each Agency Data User will be assigned or create a User ID and password. Agency and each Agency Data User shall protect the confidentiality of User IDs and passwords and shall not divulge them to any other person(s). Agency is responsible for the security of the User IDs and passwords issued to or created by Agency Data Users and is liable for any misuse.

#### 1.11 Notification of Compromised Password.

In the event that a password assigned to or created by an Agency Data User is compromised or disclosed to a person other than the Agency Data User, Agency shall upon learning of the compromised password immediately notify the City, at Compliance.Privacy@sfdph.org, (855) 729-6040. Agency is liable for any such misuse. Agency's failure to monitor each Agency Data User's ID and/or password use shall provide grounds for the City to terminate and/or limit Agency's System(s) access.

#### 1.12 Multi Factor Authentication.

Agency and each Agency Data User must use multi-factor authentication as directed by the City to access the System(s).

### 1.13 Qualified Personnel.

Agency shall allow only qualified personnel under Agency's direct supervision to act as Agency Data Users with access to the System(s).

#### 1.14 Workstation/Laptop encryption.

All workstations and laptops that process and/or store City Data must be encrypted using a current industry standard algorithm. The encryption solution must be full disk unless approved by the SFDPH Information Security Office.

#### 1.15 Server Security.

Servers containing unencrypted City Data must have sufficient administrative, physical, and technical controls in place to protect that data, based upon a risk assessment/system security review.

#### 1.16 Removable media devices.

All electronic files that contain City Data must be encrypted using a current industry standard algorithm when stored on any removable media or portable device (i.e. USB thumb drives, CD/DVD, smart devices tapes etc.).

#### 1.17 Antivirus software.

All workstations, laptops and other systems that process and/or store City Data must install and actively use a comprehensive anti-virus software solution with automatic updates scheduled at least daily.

#### 1.18 Patch Management.

All workstations, laptops and other systems that process and/or store City Data must have operating system and application security patches applied, with system reboot if necessary. There must be a documented patch management process that determines installation timeframe based on risk assessment and vendor recommendations.

#### 1.19 System Timeout.

The system must provide an automatic timeout, requiring reauthentication of the user session after no more than 20 minutes of inactivity.

### 1.20 Warning Banners.

All systems containing City Data must display a warning banner each time a user attempts access, stating that data is confidential, systems are logged, and system use is for business purposes only. User must be directed to log off the system if they do not agree with these requirements.

#### 1.21 Transmission encryption.

All data transmissions of City Data outside the Agency's secure internal network must be encrypted using a current industry standard algorithm. Encryption can be end to end at the network level, or the data files containing City Data can be encrypted. This requirement pertains to any type of City Data in motion such as website access, file transfer, and e-mail.

#### 1.22 No Faxing/Mailing.

City Data may not be faxed or mailed.

#### 1.23 Intrusion Detection.

All systems involved in accessing, holding, transporting, and protecting City Data that are accessible via the Internet must be protected by a comprehensive intrusion detection and prevention solution. of the City.

#### 1.24 Security of PHI.

Agency is solely responsible for maintaining data security policies and procedures, consistent with those of the City that will adequately safeguard the City Data and the System. Upon request, Agency will provide such security policies and procedures to the City. The City may examine annually, or in response to a security or privacy incident, Agency's facilities, computers, privacy and security policies and procedures and related records as may be necessary to be assured that Agency is in compliance with the terms of this Agreement, and as applicable HIPAA, the HITECH Act, and other federal and state privacy and security laws and regulations. Such examination will occur at a mutually acceptable time agreed upon by the parties but no later than ten (10) business days of Agency's receipt of the request.

#### 1.25 Data Security and City Data

Agency shall provide security for its networks and all internet connections consistent with industry best practices, and will promptly install all patches, fixes, upgrades, updates and new versions of any security software it employs. For information disclosed in electronic form, Agency agrees that appropriate safeguards include electronic barriers (e.g., "firewalls", Transport Layer Security (TLS), Secure Socket Layer [SSL] encryption, or most current industry standard encryption, intrusion prevention/detection or similar barriers).

#### 1.26 Data Privacy and Information Security Program.

Without limiting Agency's obligation of confidentiality as further described herein, Agency shall be responsible for establishing and maintaining a data privacy and information security program, including physical, technical, administrative, and organizational safeguards, that is designed to: (i) ensure the security and confidentiality of the City Data; (ii) protect against any anticipated threats or hazards to the security or integrity of the City Data; (iii) protect against unauthorized disclosure, access to, or use of the City Data; (iv) ensure the proper disposal of City Data; and, (v) ensure that all of Agency's employees, agents, and subcontractors, if any, comply with all of the foregoing. In no case shall the safeguards of Agency's data privacy and information security program be less stringent than the safeguards and standards recommended by the National Institute of Standards and Technology (NIST) Cybersecurity Framework and the Health Information Technology for Economic and Clinical Health Act (HITECH).

#### 1.27 Disaster Recovery.

Agency must establish a documented plan to protect the security of electronic City Data in the event of an emergency. Emergency means any circumstance or situation that causes normal computer operations to become unavailable for use in performing the work required under this agreement for more than 24 hours.

#### 1.28 Supervision of Data.

City Data in paper form shall not be left unattended at any time, unless it is locked in a file cabinet, file room, desk or office. Unattended means that information is not being observed by an Agency Data User authorized to access the information. City Data in paper form shall not be left unattended at any time in vehicles or planes and shall not be checked in baggage on commercial airplanes.

#### 1.29 As Is Access.

The City provides Agency and each Agency Data User with System(s) access on an "as is" basis with no guarantee as to uptime, accessibility, or usefulness. To the fullest extent permissible by applicable law, the City disclaims all warranties, express or implied, including, without limitation, implied warranties of merchantability, fitness for a particular purpose, title and non-infringement.

#### 1.30 No Technical or Administrative Support.

Except as provided herein, the City will provide no technical or administrative support to Agency or Agency Data Users for System(s) access.

### 1.31 City Audit of Agency and Agency Data Users.

The City acting in its sole discretion may audit Agency and Agency Data Users at any time. If an audit reveals an irregularity or security issue, the City may take corrective action including but not limited to termination of such Agency's and/or Agency Data User's access to the System(s) permanently or until the City determines that all irregularities have been satisfactorily cured. Agency and each Agency Data User understands that the City may create and review an audit trail for each Agency Data User, including but not limited to, noting each Agency Data User's ID(s), the patient information accessed, and/or the date accessed. Agency and each Agency Data User understands that any inappropriate access or use of patient information, as determined by the City, may result in the temporary and/or permanent termination of Agency's or such Agency Data User's access to the System(s). Agency remains liable for all inappropriate System(s) access, misuse and/or breach of patient information, whether in electronic or hard-copy form.

#### 1.32 Minimum Necessary.

Agency and each Agency Data User shall safeguard the confidentiality of all City Data that is viewed or obtained through the System(s) at all times. Agency and each Agency Data User shall access patient information in the System(s) only to the minimum extent necessary for its assigned duties and shall only disclose such information to persons authorized to receive it, as minimally necessary for treatment, payment and health care operations.

#### 1.33 No Re-Disclosure or Reporting.

Agency may not in any way re-disclose SFDPH Data or otherwise prepare reports, summaries, or any other material (in electronic or hard-copy format) regarding or containing City Data for transmission to any other requesting individuals, agencies, or organizations without prior written City approval and where such re-disclosure is otherwise permitted or required by law.

#### 1.34 Health Information Exchange.

If Agency is qualified to enroll in a health information exchange, the City encourages Agency to do so in order to facilitate the secure exchange of data between Agency's electronic health record system (EHR) and the City's Epic EHR.

### 1.35 Subcontracting.

Agency may not subcontract any portion of Data Access Agreement, except upon prior written approval of City. If the City approves a subcontract, Agency remains fully responsible for its subcontractor(s) throughout the term and/or after expiration of this Agreement. All Subcontracts must incorporate the terms of this Data Access Agreement. To the extent that any subcontractor would have access to a System, each such subcontractor's access must be limited and subject to the same governing terms to the same extent as Agency's access. In addition, each contract between Agency and that subcontractor must, except as the City otherwise agrees, include a Business Associate Agreement requiring such subcontractor to comply with all regulatory requirements regarding third-party access, and include a provision obligating that subcontractor to (1) defend, indemnify, and hold the City harmless in the event of a data

breach in the same manner in which Agency would be so obligated, (2) provide cyber with limits identified in Article 5, and (3) ensure that such data has been destroyed, returned, and/or protected as provided by HIPAA at the expiration of the subcontract term.

### **Article 2** Indemnity

### 2.1 Medical Malpractice Indemnification.

Agency recognizes that the System(s) is a sophisticated tool for use only by trained personnel, and it is not a substitute for competent human intervention and discretionary thinking. Therefore, if providing patient treatment, Agency agrees that it will:

- (a) Read information displayed or transmitted by the System accurately and completely;
- (b) Ensure that Agency Data Users are trained on the use of the System;
- (c) Be responsible for decisions made based on the use of the System;
- (d) Verify the accuracy of all information accessed through the System using applicable standards of good medical practice to no less a degree than if Agency were using paper records;
- (e) Report to the City as soon as reasonably practicable all data errors and suspected problems related to the System that Agency knows or should know could adversely affect patient care;
- (f) Follow industry standard business continuity policies and procedures that will permit Agency to provide patient care in the event of a disaster or the System unavailability;
  - (g) Use the System only in accordance with applicable standards of good medical practice.

Agency agrees to indemnify, hold harmless and defend City from any claim by or on behalf of any patient, or by or on behalf of any other third party or person claiming damage by virtue of a familial or financial relationship with such a patient, regardless of the cause, if such claim in any way arises out of or relates to patient care or outcomes based on Agency's or an Agency Data User's System access.

### **Article 3** Proprietary Rights and Data Breach

#### 3.1 Ownership of City Data.

The Parties agree that as between them, all rights, including all intellectual property rights in and to the City Data and any derivative works of the City Data shall remain the exclusive property of the City.

### 3.2 Data Breach; Loss of City Data.

The Agency shall notify City immediately by telephone call plus email upon the discovery of a breach (as herein). For purposes of this Section, breaches and security incidents shall be treated as discovered by Agency as of the first day on which such breach or security incident is known to the Agency, or, by exercising reasonable diligence would have been known to the Agency. Agency shall be deemed to have knowledge of a breach if such breach is known, or by exercising reasonable diligence would have been known, to any person, other than the person committing the breach, who is an employee or agent of the Agency.

#### Agency shall take:

i. prompt corrective action to mitigate any risks or damages involved with the breach or security incident and to protect the operating environment; and

- ii. any action pertaining to a breach required by applicable federal and state laws.
- 3.2.1 **Investigation of Breach and Security Incidents**: The Agency shall immediately investigate such breach or security incident. As soon as the information is known and shall inform the City of:
  - i. what data elements were involved, and the extent of the data disclosure or access involved in the breach, including, specifically, the number of individuals whose personal information was breached; and
  - ii. a description of the unauthorized persons known or reasonably believed to have improperly used the City Data and/or a description of the unauthorized persons known or reasonably believed to have improperly accessed or acquired the City Data, or to whom it is known or reasonably believed to have had the City Data improperly disclosed to them; and
  - iii. a description of where the City Data is believed to have been improperly used or disclosed; and
  - iv. a description of the probable and proximate causes of the breach or security incident; and
  - v. whether any federal or state laws requiring individual notifications of breaches have been triggered.
- 3.2.2 **Written Report**: Agency shall provide a written report of the investigation to the City as soon as practicable after the discovery of the breach or security incident. The report shall include, but not be limited to, the information specified above, as well as a complete, detailed corrective action plan, including information on measures that were taken to halt and/or contain the breach or security incident, and measures to be taken to prevent the recurrence or further disclosure of data regarding such breach or security incident.
- 3.2.3 **Notification to Individuals**: If notification to individuals whose information was breached is required under state or federal law, and regardless of whether Agency is considered only a custodian and/or non-owner of the City Data, Agency shall, at its sole expense, and at the sole election of City, either:
  - i. make notification to the individuals affected by the breach (including substitute notification), pursuant to the content and timeliness provisions of such applicable state or federal breach notice laws. Agency shall inform the City of the time, manner and content of any such notifications, prior to the transmission of such notifications to the individuals; or
  - ii. cooperate with and assist City in its notification (including substitute notification) to the individuals affected by the breach.
- 3.2.4 **Sample Notification to Individuals**: If notification to individuals is required, and regardless of whether Agency is considered only a custodian and/or non-owner of the City Data, Agency shall, at its sole expense, and at the sole election of City, either:
  - i. electronically submit a single sample copy of the security breach notification as required to the state or federal entity and inform the City of the time, manner and content of any such submissions, prior to the transmission of such submissions to the Attorney General; or
  - ii. cooperate with and assist City in its submission of a sample copy of the notification to the Attorney General.

## 3.3 Media Communications

City shall conduct all media communications related to such Data Breach, unless in its sole discretion, City directs Agency to do so.

### Attachment 1 to Appendix K System Specific Requirements

#### I. For Access to SFDPH Epic through Care Link the following terms shall apply:

### A. SFDPH Care Link Requirements:

- 1. Connectivity.
  - a) Agency must obtain and maintain connectivity and network configuration and required hardware and equipment in accordance with specifications provided by Epic and must update the configuration of all first and third-party software as required. Technical equipment and software specifications for accessing SFDPH Care Link will change over time. Current required browser, system and connection requirements can be found on the Target Platform Roadmap and Target Platform Notes sections of the Epic Galaxy website galaxy.epic.com. Agency is responsible for all associated costs. Agency shall ensure that Agency Data Users access the System only through equipment owned or leased and maintained by Agency.
- 2. Compliance with Epic Terms and Conditions.
  - a) Agency will at all times access and use the System strictly in accordance with the Epic Terms and Conditions. The following Epic Care Link Terms and Conditions are embedded within the SFDPH Care Link application, and each Data User will need to agree to them electronically upon first sign-in before accessing SFDPH Care Link:
- **3.** Epic-Provided Terms and Conditions
  - a) Some short, basic rules apply to you when you use your EpicCare Link account. Please read them carefully. The Epic customer providing you access to EpicCare Link may require you to accept additional terms, but these are the rules that apply between you and Epic.
  - b) Epic is providing you access to EpicCare Link, so that you can do useful things with data from an Epic customer's system. This includes using the information accessed through your account to help facilitate care to patients shared with an Epic customer, tracking your referral data, or otherwise using your account to further your business interests in connection with data from an Epic customer's system. However, you are not permitted to use your access to EpicCare Link to help you or another organization develop software that is similar to EpicCare Link. Additionally, you agree not to share your account information with anyone outside of your organization.

## II. For Access to SFDPH Epic through Epic Hyperspace and Epic Hyperdrive the following terms shall apply:

- **A.** SFDPH Epic Hyperspace and Epic Hyperdrive:
  - 1. Connectivity.
    - a) Agency must obtain and maintain connectivity and network configuration and required hardware and equipment in accordance with specifications provided by Epic and SFDPH and must update the configuration of all first and third-party software as required. Technical equipment and software specifications for accessing SFDPH Epic Hyperspace will change over time. Epic Hyperdrive is a web-based platform that will replace Epic Hyperspace in the future. You may request a copy of current required browser, system and connection requirements from the SFDPH IT team. Agency is responsible for all

associated costs. Agency shall ensure that Agency Data Users access the System only through equipment owned or leased and maintained by Agency.

- 2. Application For Access and Compliance with Epic Terms and Conditions.
  - a) Prior to entering into agreement with SFDPH to access SFDPH Epic Hyperspace or Epic Hyperdrive, Agency must first complete an Application For Access with Epic Systems Corporation of Verona, WI. The Application For Access is found at: https://userweb.epic.com/Forms/AccessApplication. Epic Systems Corporation must notify SFDPH, in writing, of Agency's permissions to access SFDPH Epic Hyperspace or Epic Hyperdrive prior to completing this agreement. Agency will at all times access and use the system strictly in accordance with the Epic Terms and Conditions.

## III. For Access to SFDPH myAvatar through WebConnect and VDI the following terms shall apply:

- A. SFDPH myAvatar via WebConnect and VDI:
- 1. Connectivity.
  - a. Agency must obtain and maintain connectivity and network configuration and required hardware and equipment in accordance with specifications provided by SFDPH and must update the configuration of all first and third-party software as required. Technical equipment and software specifications for accessing SFDPH myAvatar will change over time. You may request a copy of current required browser, system and connection requirements from the SFDPH IT team. Agency is responsible for all associated costs. Agency shall ensure that Agency Data Users access the System only through equipment owned or leased and maintained by Agency.
- 2. Information Technology (IT) Support.
  - a. Agency must have qualified and professional IT support who will participate in quarterly CBO Technical Workgroups.
- 3. Access Control.
  - a. Access to the BHS Electronic Heath Record is granted based on clinical and business requirements in accordance with the Behavioral Health Services EHR Access Control Policy (6.00-06). The Access Control Policy is found at: https://www.sfdph.org/dph/files/CBHSPolProcMnl/6.00-06.pdf
  - b. Each user is unique and agrees not to share accounts or passwords.
  - c. Applicants must complete the myAvatar Account Request Form found at https://www.sfdph.org/dph/files/CBHSdocs/BHISdocs/UserDoc/Avatar\_Account\_Request\_Form.pdf
  - d. Applicants must complete the credentialling process in accordance with the DHCS MHSUDS Information Notice #18-019.
  - e. Applicants must complete myAvatar Training.
  - f. Level of access is based on "Need to Know", job duties and responsibilities.

### **Attachment 2 to Appendix K**

## Protected Information Destruction Order Purge Certification - Contract ID # 1000024734

In accordance with section 3.c (Effect of Termination) of the Business Associate Agreement, attached as Appendix E to the Agreement between the City and Contractor dated January 1<sup>st</sup>, 2023 ("Agreement"), the City hereby directs Contractor to destroy all Protected Information that Contractor and its agents and subcontractors (collectively "Contractor") still maintain in any form. Contractor may retain no copies of destroyed Protected Information." Destruction must be in accordance with the guidance of the Secretary of the U.S. Department of Health and Human Services ("Secretary") regarding proper destruction of PHI.

**Electronic Data**: Per the Secretary's guidance, the City will accept destruction of electronic Protected Information in accordance with the standards enumerated in the NIST SP 800-88, Guidelines for Data Sanitization ("NIST").

**Hard-Copy Data**: Per the Secretary's guidance, the City will accept destruction of Protected Information contained in paper records by shredding, burning, pulping, or pulverizing the records so that the Protected Information is rendered unreadable, indecipherable, and otherwise cannot be reconstructed.

\*

Contractor hereby certifies that Contractor has destroyed all Protected Information as directed by the City in accordance with the guidance of the Secretary of the U.S. Department of Health and Human Services ("Secretary") regarding proper destruction of PHI.

Sa Cartified

50 Certificu
Tyler Termeer
Title: Chief Executive Officer
Date:
Date.