

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

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

This Agreement is made this **1ST** day of **MARCH 2020** in the City and County of San Francisco, State of California, by and between The Regents of the University of California, on behalf of its San Francisco campus, acting by and through its Office of Research, a California Constitutional corporation, hereinafter referred to as “Contractor,” and the City and County of San Francisco, a municipal corporation, hereinafter referred to as (“City”), acting by and through its Director of the Office of Contract Administration or the Director’s designated agent, hereinafter referred to as “Purchasing.”

Recitals

WHEREAS, the Contractor wishes to provide **HIV Health Services - HALT COE services**; and,

WHEREAS, a Request for Proposal (“RFP”) was issued on **RFP 5-2019, December 12 2019**, and City selected Contractor as a qualified vendor pursuant to the RFP; and

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

WHEREAS, the services to be provided by Contractor under this Agreement are not covered by the Affiliation Agreement;

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

Now, THEREFORE, the parties agree as follows:

Article 1 Definitions [Reserved.]

Article 2 “Term of the Agreement

2.1 Term.

The term of this Agreement shall commence on **March 1, 2020** and expire on **June 30, 2024**, unless earlier terminated as otherwise provided herein.

2.2 Options.

The City and Contractor, if mutually agreed, may exercise the following options to extend the Agreement term by modifying this Agreement as provided in Section 11.5, “Modification of this Agreement” and certifying any additional amount for such extension as provided in Article 3:

- Option 1: 07/01/2024-06/30/2025
- Option 2: 07/01/2025-06/30/2026
- Option 3: 07/01/2026-06/30/2027
- Option 4: 07/01/2027-06/30/2028
- Option 5: 07/01/2028-06/30/2029
- Option 6: 07/01/2029-06/30/2030

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 ("GMC")

The City's payment obligation to Contractor shall not 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 **Payment.** Compensation shall be made in monthly payments on or before the **30th** day of each month for work, as set forth in Article 4 of this Agreement, that the **Director of Public Health**, concludes has been performed as of the **last** day of the immediately preceding month. In no event shall the amount of this Agreement exceed **Nine Million Nine Hundred Ninety-Seven Thousand Eight Hundred Seventy-Two DOLLARS (\$9,997,872)**. The breakdown of costs associated with this Agreement appears in **Appendix B**, "Calculation of Charges," attached hereto and incorporated by reference as though fully set forth herein. In no event shall City be liable for interest or late charges for any late payments.

3.3.2 **Deficiencies; Payment Disputes.** Payments to Contractor by City shall not excuse Contractor from its obligation to replace Services not performed in accordance with the terms of this Agreement, even if such deficiencies may not have been apparent or detected at the time such payment was made. The Parties shall submit all payment disputes, if any, to dispute resolution under Section 11.6 (Dispute Resolution).

3.3.3 (Reserved.)

3.3.4 **Invoice Format.** Invoices furnished by Contractor under this Agreement must be in a form acceptable to the Controller and City, and must include a unique invoice number.

Payment shall be made by City as specified in this Article 3, to Contractor at the address specified in Section 11.1 “Notices to the Parties,” or in such alternate manner as the Parties have mutually agreed upon in writing.

3.3.5 LBE Payment and Utilization Tracking System. [Reserved.]

3.3.6 Getting paid for goods and/or services from the City.

(a) All City vendors receiving new contracts, contract renewals, or contract extensions must sign up to receive electronic payments through, the City's Automated Clearing House (ACH) payments service/provider. Electronic payments are processed every business day and are safe and secure. To sign up for electronic payments, visit www.sfgov.org/ach.

(b) The following information is required to sign up: (i) The enroller must be their company's authorized financial representative, (ii) the company's legal name, main telephone number and all physical and remittance addresses used by the company, (iii) the company's U.S. federal employer identification number (EIN) or Social Security number (if they are a sole proprietor), and (iv) the company's bank account information, including routing and account numbers.

3.3.7 Federal or State 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.

(b) **Grant Terms.** The funding for this Agreement is provided in full or in part by a Federal or State Grant (“Grant Funds”) to the City.

(c) **Subcontracts.** Contractor shall insert each Grant Term into each lower tier subcontract. Contractor is responsible for compliance with the Grant Terms by any subcontractor, lower-tier subcontractor or service provider.

3.3.8 Contract Amendments; Budgeting Revisions.

3.3.8.1 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).

3.3.8.2 City Revisions to Program Budgets: The parties shall have authority, without the execution of a Formal Amendment, to provide for the purchase of 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 Program Budget Revision.

3.4 Audit and Inspection of Records.

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 ten (10) years after final payment

under this Agreement or until after final audit has been resolved, whichever is later. The State of California or any Federal agency having an interest in the subject matter of this Agreement shall have the same rights as conferred upon City by this Section. Contractor shall include the same audit and inspection rights and record retention requirements in all subcontracts.

3.4.1 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: https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl.

If Contractor expends less than \$500,000 a year in Federal awards, Contractor is exempt from the single audit requirements for that year, but records must be available for review or audit by appropriate officials of the Federal Agency, pass-through entity and General Accounting Office. Contractor agrees to reimburse the City any cost adjustments necessitated by this audit report. Any audit report which addresses all or part of the period covered by this Agreement shall treat the service components identified in the detailed descriptions attached to Appendix A and referred to in the Program Budgets of Appendix B as discrete program entities of the Contractor.

3.4.2 The Director of Public Health or his / her designee may approve a waiver of the audit requirement in Section 3.4.1 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.

3.4.3 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.**

Pursuant to San Francisco Administrative Code Section 21.35, but and subject to any applicable statutory or constitutional exemptions, any contractor, subcontractor or consultant who submits a false claim shall be liable to the City for the statutory penalties set forth in that section. A contractor 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 **Payment of Prevailing Wages [Reserved (Not a Public Work).]**

Article 4 Services and Resources

4.1 Services Contractor Agrees to Perform.

Contractor agrees to perform the Services provided for in Appendix A, "Statement of Work." 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 listed in Appendix A unless Appendix A is modified as provided in Sections 3.4 above (Contract Amendments; Budgeting Revisions).

4.2 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. To the extent possible, 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.

4.3 Subcontracting.

4.3.1 Contractor may subcontract portions of the Services only upon prior written approval of City. Contractor shall supervise 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 in Appendix A (Statement of Work).

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

4.4.1 **Independent Contractor.** 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 in accordance 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 Section, 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 the preceding two paragraphs shall be solely for the purposes of the particular tax in question, and for all other purposes of this Agreement, Contractor shall not be considered an employee of City. Notwithstanding the foregoing, Contractor agrees to indemnify and save harmless City and its officers, agents and employees from, and, if requested, shall defend them against any and all claims, losses, costs, damages, and expenses, including attorney's fees, arising from this section, but only in proportion and to the extent such claims, losses, costs, damages, and expenses, including attorney's fees, are caused by or result from the negligent or intentional acts or omissions of Contractor, its officers, agents or employees.

4.5 **Assignment.**

The Services to be performed by Contractor are personal in character and neither this Agreement nor any duties or obligations hereunder may be assigned or delegated by Contractor, except as provided in Paragraph 4.3 above, unless first approved by City by written instrument executed and approved in the same manner as this Agreement. Any purported assignment made in violation of this provision shall be null and void.

4.6 **Warranty.**

Contractor represents 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.

4.7 **Liquidated Damages. [Reserved (Business Decision).]**

4.8 **Bonding Requirements. [Reserved (Business Decision).]**

Article 5 Insurance and Indemnity

5.1 **Insurance.**

5.1.1 **Required Coverages.** Each Party shall, at such Party's own expense, obtain, maintain, and keep in full force and effect, at all times during the term hereof, insurance coverage with

respect to its property, plant and equipment and its activities conducted thereon and under this Agreement consisting of:

(a) Comprehensive general liability insurance in an amount not less than Ten Million Dollars (\$10,000,000) each claim and Twenty Million Dollars (\$20,000,000) annual aggregate;

(b) Professional liability insurance in an amount not less than Ten Million Dollars (\$10,000,000) each claim and Twenty-Five Million Dollars (\$25,000,000) annual aggregate;

(c) Business interruption insurance covering loss of income for up to twelve (12) months;

(d) Cyber and privacy insurance or technology errors and omissions insurance covering liability and property losses, including liability for data breach, including notification costs, credit monitoring, costs to defend claims by state regulators, fines and penalties, loss resulting from identity theft and the like with an occurrence or per claim limit of not less than Twenty Million Dollars (\$20,000,000) annual aggregate; and

(e) Workers compensation insurance consistent not less than statutory minimums. Each Party's Workers' Compensation policy(ies) shall be endorsed with a waiver of subrogation in favor of the other Party for all work performed by that Party, its employees, agents and subcontractors.

(f) 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.

The general liability coverage referred to in Section 5.1.1(a) above shall be endorsed to include each party as an additional insured. Such a provision, however, shall only apply in proportion to and to the extent of the negligent acts or omissions of the indemnifying party, its officers, agents, and/or employees.

5.1.2 Self-Insurance. In lieu of maintaining commercial insurance coverage, a Party may adopt alternative risk management programs which the governing body of such Party determines to be reasonable and which shall not have a material adverse impact on reimbursement from third party payers, including, without limitation, to self-insure in whole or in part individually or in connection with other institutions, to participate in programs of captive insurance companies, to participate with other health care institutions in mutual or other cooperative insurance or other risk management programs, to participate in state or federal insurance programs, to take advantage of state or federal laws now or hereafter in existence limiting medical and malpractice liability, or to establish or participate in other alternative risk management programs.

5.1.3 Company Requirements. Other than with respect to a party's self-insurance or other alternative risk management programs described above, all of the insurance policies required hereunder shall be issued by corporate insurers licensed to do business in California and rated A- or better by A.M. Best Company.

5.1.4 Proof of Insurance. Each Party shall provide the other with proof of the insurance required by this Section 5 upon the reasonable request of the other Party.

5.2 Indemnification.

5.2.1 Contractor shall defend, indemnify, and hold City, its officers, employees and agents, harmless from and against any and all liability, loss, expense, attorneys' fees, or claims for injury or damages, arising out of the performance of this Agreement, including for infringement of intellectual property, but only in proportion to and to the extent such liability, loss, expense, attorneys'

fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of Contractor, its officers, agents or employees.

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

Article 6 Liability of the Parties

6.1 Liability of City [Reserved (Business Decision).]

6.2 Incidental and Consequential Damages [Reserved (Waived by Contracting Officer under San Francisco Administrative Code Section 21.23).]

6.3 Liability for Use of Equipment.

Subject to Section 5.2.2, City shall not be liable for any damage to persons or property as a result of Contractor's 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, while such equipment is in the care, custody, and control of Contractor.

6.4 Ownership of Equipment purchased under this Agreement

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

Article 7 Payment of Taxes

7.1 Reimbursement by City for Sales and Use Taxes.

Subject to any applicable statutory or constitutional exemptions, payment of California sales and use taxes, levied upon or as a result of this Agreement, or the services delivered pursuant hereto, shall be the obligation of Contractor. Nothing in this paragraph shall be interpreted as a waiver of any immunities or defenses that Contractor may otherwise have. Sales and use taxes maybe invoiced by Contractor and shall be reimbursed by the City.

7.2 Possessory Interest Tax.

Subject to any applicable statutory or constitutional exemptions, and without waiving its rights afforded to it as a California Constitutional Corporation, 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. [Reserved (Subject to San Francisco Business and Tax Regulations Code Section 6.10.2, as applicable).]**

Article 8 Termination and Default

8.1 Termination for Convenience

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

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 shall include, without limitation:

- (a) Halting the performance of all Services under this Agreement on the date(s) and in the manner specified by City.
- (b) Not placing any further orders of subcontracts for materials, services, equipment or other items.
- (c) Terminating all existing orders and subcontracts.

(d) 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.

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

(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 and other work City directed Contractor to perform prior to the specified termination date, for which services or work City has not already tendered payment. Reasonable costs may include a reasonable allowance for actual overhead not to exceed the negotiated indirect rate as set forth in Appendix B. Any overhead allowance shall be separately itemized. Contractor may also recover the reasonable cost of preparing the invoice

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

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

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 the same Services covered by Contractor's final invoice; (ii) any invoiced costs or expenses excluded pursuant to the immediately preceding subsection.

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 event of default ("Event of Default") under this Agreement:

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

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

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

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

8.2.3 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.

8.2.4 Any notice of default must be sent by registered mail to the address set forth in Article 11.

8.3 Rights and Duties upon Termination or Expiration.

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

3.3.1	Payment		11.6	Dispute Resolution Procedure
3.3.2	Deficiencies; Payment Disputes;		11.7	Agreement Made in California; Venue
3.3.7	Federal or State Funded Contracts			
3.4	Audit and Inspection of Records		11.8	Construction
3.5	Submitting False Claims		11.9	Entire Agreement
Article 5	Insurance and Indemnity		11.10	Compliance with Laws
Article 6	Liability of Parties		11.11	Severability
Article 7	Payment of Taxes		Article 12	Department Specific Terms
8.1.6	Payment Obligation		Article 13	Data and Security
Article 9	Rights in Deliverables			

8.3.1 Subject to the survival of the Sections identified in Section 8.4.1, above, upon termination of this Agreement prior to expiration of the term specified in Article 2, this Agreement shall terminate and be of no further force or effect. When all payments due under this Agreement to the time of termination, less those legally withheld, if any, have been paid by City to Contractor, Contractor shall transfer title to City, and deliver in the manner, at the times, and to the extent, if any, directed by City, any work in progress, completed work, supplies, equipment, and other materials produced as a part of, or acquired as required pursuant to this Agreement or acquired with funding provided under this Agreement, and any completed or partially completed work which, if this Agreement had been completed, would have been required to be furnished to City. This subsection shall survive termination of this Agreement.

Article 9 Rights In Deliverables

9.1 Ownership of Results.

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

9.2 Works for Hire.

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

Article 10 Additional Requirements Incorporated by Reference

10.1 Laws Incorporated by Reference.

Contractor represents and warrants that it will comply with all applicable laws and regulations in performing the Services. Subject to the foregoing, 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.

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

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. The Controller will not consider Contractor use of profit as a violation of this section.

10.4 Consideration of Salary History [Reserved pursuant to Administrative Code Section 12K.1(e) (Exception Public Agency Contract).]

10.5 Nondiscrimination Requirements.

10.5.1 [Reserved in consideration CMD Waiver; Administrative Code Section 12B.5.1 and 12C.5.1.]

10.5.2 In the performance of this Contract, Contractor covenants and agrees that it will not discriminate against an applicant for employment because of race, color, religion, sex, age, ancestry, national origin, sexual orientation, handicap, veteran's status, medical condition (as defined in Section 12926 of the State of California Government Code), marital status, or citizenship (within the limits imposed by law or University's policy) because of habit, local custom, or otherwise. All applicants for employment and employees are to be treated without regard to their race, color, religion, sex, age, ancestry, and national origin, sexual orientation, handicap, veteran's status, medical condition (as defined in Section 12926 of the State of California Government Code), marital status, or citizenship (within the limits imposed by law or Contractor's policy). Such equal treatment shall apply, but not be limited to, employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

10.6 Local Business Enterprise and Non-Discrimination in Contracting Ordinance. [Reserved pursuant to Administrative Code Section 14B.2 (Exception Public Agency Contract).]

10.7 Minimum Compensation Ordinance. [Reserved pursuant to Administrative Code Section 12.P.2(e)11 (Exception Non-Coterminous Boundaries).]

Notwithstanding, but without waiving the foregoing reservation, Contractor understands and agrees that it shall pay employees funded under the Agreement no less than the minimum compensation required under federal or state law.

10.8 Health Care Accountability Ordinance. [Reserved pursuant to Administrative Code Section 12.Q.2(4)(b) (Exception Public Agency status).]

10.9 First Source Hiring Program. [Reserved pursuant to Administrative Code Section 83.4 (Exception Public Agency status).]

10.10 Drug-Free Workplace.

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

10.11 Limitations on Contributions.

Contractor acknowledges section 1.126 of the City's Campaign and Governmental Conduct Code to the extent applicable to Contractor, 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. To the extent applicable to Contractor, Contractor certifies that it has informed each such person of the limitation on contributions imposed by Section 1.126, and has provided the names of the persons required to be informed to the City department with whom it is contracting.

10.12 Slavery Era Disclosure [Reserved pursuant to San Francisco Administrative Code Section 12Y.4 (Non - Insurance, Finance, Textile Contract).]

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, Contractor and any subcontractor shall comply with any and all applicable requirements under federal or state law mandating criminal history screening for positions involving the supervision of minors.

10.14 Consideration of Criminal History in Hiring and Employment Decisions [Reserved pursuant to OCA Waiver, Administrative Code Section 12T.8]

10.15 Public Access to Nonprofit Records and Meetings.

Notwithstanding, but without waiving the reservation above, Contractor understands and agrees that it shall comply with all state and federal rules and regulations regarding public access to meetings and records.

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.

10.19 Preservative Treated Wood Products.

In the performance of this Agreement, should Contractor purchase preservative-treated wood products on behalf of the City, Contractor shall only purchase such products from the list of alternatives adopted by the Department of the Environment, unless otherwise granted an exemption.

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	e-mail: Irene.carmona@sfdph.org
And:	Bill Blum SFHN HIV Health Services	Email: Bill.blum@sfdph.org
To Contractor:	The Regents of the University of California Government & Business Contracts	e-mail: cgccsfteam@ucsf.edu
And:	Monica Gahndi Principal Contact 995 Potrero Avenue, Bldg 84 San Francisco, CA 94110	monica.gahndi@ucsf.edu

PAYMENTS: Payee: "The Regents of the University of California"
 Mail to:
 UCSF MAIN DEPOSITORY
 PO BOX 748872
 Los Angeles, CA 90074-4872

Any notice of default must be sent by registered 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 **Reserved.**

11.4 **Sunshine Ordinance.**

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

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 by the parties and approved in the same manner as this Agreement. Contractor shall cooperate with Department to submit to the Director of CMD any amendment, modification, supplement or change order that would result in a cumulative increase of the original amount of this Agreement by more than 20% (CMD Contract Modification Form).

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

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

compliance with the Government Code Claim requirements set forth in Administrative Code Chapter 10 and Government Code Section 900, et seq.

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.

The parties shall comply with all applicable laws in the performance of this Agreement. Notwithstanding any other provision of this Agreement, nothing in this Agreement shall be construed as Contractor's contractual commitment to any law, regulation or ordinance to which Contractor is exempt as a California Constitutional Corporation.

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 (a) the validity of other provisions of this Agreement shall not be affected or impaired thereby, and (b) such provision shall be enforced to the maximum extent possible so as to effect the intent of the parties and shall be reformed without further action by the parties to the extent necessary to make such provision valid and enforceable.

11.12 Cooperative Drafting.

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

11.13 Order of Precedence.

Contractor agrees to perform the services described below in accordance with the terms and conditions of this Agreement, and the Statement of Work attached as Appendix A. The terms of this Agreement are to be read and interpreted together with all other documents, appendices, exhibits, and addenda attached to the Agreement as a single agreement. If the Agreement was procured under a Request for Proposals, the Parties acknowledge and agree that the scope of this Agreement may not exceed the scope of the RFP.

11.14 Notification of Legal Requests.

Contractor shall as soon as is practicable 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 5 business days after it receives the request. Except to the extent required by applicable law, regulation, or other legal or judicial proceeding, Contractor shall, at City's sole cost, 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 Emergency Response. [Reserved.]

12.2 Third-Party Beneficiaries

No third parties are intended by the parties hereto to be third-party beneficiaries under this Agreement, and no action to enforce the terms of this Agreement may be brought against either party by any person who is not a party hereto.

12.3 Certification Regarding Lobbying

Contractor certifies to the best of its knowledge and belief that:

12.3.1 No federally appropriated funds have been paid or will be paid, by or on behalf of Contractor to any persons for influencing or attempting to influence an officer or an employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the entering into of any federal cooperative agreement, or the extension, continuation, renewal, amendment, or modification of a federal contract, grant, loan or cooperative agreement.

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 the appropriate Federal form, 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

Except for production or distribution pursuant to a valid Public Records Act request, Contractor agrees that all materials, including print, audio, video, and electronic materials, developed, produced, or distributed in accordance with Appendix A and with funding under this Agreement shall be subject to a thirty (30) working day review and approval by the Contract Administrator prior to such production, development or distribution. A failure by the City to notify Contractor of objections to the materials within said thirty- (30) working day period shall be deemed approval of the materials.

12.5 California State Entity

Notwithstanding anything to the contrary in this Agreement, the provisions of Sections 3.5 (False Claims), 10.2 (Conflict of interest), 10.18 (Tropical Hardwood), 10.11 (Limitation on Contributions), 10.3 (Prohibition on Use of Public Funds for Political Activity), 13.1.1 (Private Information), and 10.16 (Food Service Waste Reduction Requirements) of this Agreement are enforceable only to the extent such provisions are applicable to a California state entity and constitutional corporation and are required by applicable law.

12.6 Federal and State Financial Participation

12.6.1 Contractor acknowledges that some or all of the items, products, or services that Contractor furnishes to City under this Agreement may be included, directly or indirectly, in whole or in part, in claims submitted by City to Federal or State health care programs. By executing this Agreement Contractor certifies that it is not excluded, suspended, ineligible or otherwise sanctioned from participation in any Federal or State assistance programs. Contractor shall notify City, as provided in Section 11.1, within thirty (30) days of any such exclusion, suspension, ineligibility, or other sanction, and City may terminate this Agreement immediately upon written notice to Contractor in the event of any such exclusion, suspension, ineligibility, or other sanction. This is a material term of this Agreement.

12.6.2 Contractor agrees to indemnify and hold harmless City and City's officers, directors, employees, agents, successors and permitted assigns from and against any and all (including but not limited to Federal, State, or third party) civil monetary penalties, assessments, repayment obligations, losses, damages, settlement agreements and expenses (including reasonable attorneys' fees) to the extent arising from the exclusion, suspension, ineligibility, or other sanction of Contractor and/or Contractor's workforce (including those who oversee Contractor's workforce, supervisors and governing body members) from participation in any Federal or State assistance program.

Article 13 Data and Security

13.1 Nondisclosure of Private, Proprietary or Confidential Information.

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

13.1.2 Contractor shall maintain the usual and customary records for clients receiving Services under this Agreement. Subject to applicable state and federal laws and regulations, Contractor agrees that all private or confidential information concerning clients receiving the Services set forth in Appendix A under this Agreement, whether disclosed by City or by the individuals themselves, shall be held in confidence, shall be used only in performance of this Agreement, and shall be disclosed to

third parties only as authorized by law. The City reserves the right to terminate this Agreement for default if the Contractor violates the terms of this section.

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

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

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

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 Healthcare Insurance Portability and Accountability Act of 1996 ("HIPAA") and is required to comply with the HIPAA Privacy Rule governing the access, transmission, and storage of health information and 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) (04-12-2018)
 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.
This option requires review and approval from the Office of Compliance and Privacy Affairs.

The parties acknowledge and agree that the City and Contractor are each HIPAA Covered Entities and as such may use and disclose Protected Health Information for treatment, payment and health care operations and for other purposes to the extent permitted by HIPAA and other applicable law.

- 13.4 **Management of City Data and Confidential Information (Reserved [Covered by Section 13.1].)**
- 13.5 **Disposition of Confidential Information. (Reserved based on City approval of Contractor's Policy).**
- 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 PHI 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 PHI given to Contractor or its subcontractors or agents by City, Contractor shall indemnify City for the amount of such fine or penalties or damages, including costs of notification, but only in proportion to and to the extent that such fine, penalty or damages are caused by or result from the impermissible acts or omissions of Contractor. This section does not apply to the extent fines or penalties or damages were caused by the City or its officers, agents, subcontractors or employees.

Article 14 MacBride And Signature

14.1 MacBride Principles -Northern Ireland.

The City urges companies doing business in Northern Ireland to move toward resolving employment inequities and encourages them to abide by the MacBride Principles as expressed in San Francisco Administrative Code Section 12F. The City urges San Francisco companies to do business with corporations that abide by the MacBride Principles. Contractor acknowledges that it has read and understands the above statement of the City.

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

CITY

Recommended by:

DocuSigned by:
Greg Wagner
28527524752949F
Grant Colfax, M.D.
Director of Health
Department of Public Health

Approved as to Form:

Dennis J. Herrera
City Attorney

DocuSigned by:
Louise S. Simpson
BD54168A4C3B452...
By: Louise S. Simpson
Deputy City Attorney

Approved:

DocuSigned by:
Linda Repola
42E99F6456504C9...
Alaric Degrafinried
Director of the Office of Contract Administration, and
Purchaser

Contractor

Regents of the University of California,
A Constitutional Corporation,
On behalf of its San Francisco Campus

DocuSigned by:
Shelby Mayoral
3D6C2C0409824CD...

Contract Specialist
3333 California Street, Suite 315
San Francisco, CA 94143-0962

Supplier ID: 0000012359

Appendices

- A: Statement of Work
- B: Calculation of Charges
- C: Insurance Waiver [Reserved]
- D: [Reserved]
- E: HIPAA Business Associate Agreement
- F: Invoice Template

Appendix A Scope of Services

1. Terms

A. Contract Administrator:

In performing the Services hereunder, Contractor shall report to **Bill Blum**, Contract Administrator for the City, or his / her designee.

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. 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.

G. Infection Control, Health and Safety:

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

(2) Contractor must demonstrate personnel policies/procedures for protection of 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 correcting known site hazards, the proper use of equipment located at the site, 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.

H. 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.

I. Acknowledgment of Funding:

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

J.. Compliance With Grant Award Notices:

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

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 HIV HALT COE

I. PROGRAM NAME / ADDRESS Homeless, Aging, and Long-Term Survivors (HALT) Center of Excellence (CoE)
995 Potrero Ave., Ward 86, San Francisco, CA 94110

Contact Helga Sigvaldadottir, CoE Coordinator, Helga.Sigvaldadottir@ucsf.edu
628-206-6585, Fax: 415-502-9566

II. NATURE OF DOCUMENT Original Agreement

III. GOAL STATEMENT

The program's mission is to provide high-quality medical, behavioral health, and supportive services to impoverished persons living with HIV who have complex needs on a citywide basis, with a specific focus on: a) older adults; b) long-term HIV survivors; c) clients with advanced HIV disease requiring complex medical management; d) clients experiencing unstable housing or homelessness; and/or e) clients with behavioral health needs. Ward 86 will ensure access to innovative, integrated, culturally competent, and trauma-informed services that holistically respond to each client's individual needs while respectfully engaging and supporting clients at whatever place they find themselves in their personal journey as a person with HIV.

IV. TARGET POPULATION

Ward 86 serves all who present with any need. HALT serves a portion of the currently RWPA-funded clients at Ward 86 identified as severe need according to the HIV Health Services Planning Council definition of severe need. All clients have an HIV disabling diagnosis, meet the low-income criteria of the Planning Council, and have a mental health problem, a substance abuse disorder, or both.

Ward 86 assures that all HIV Health Services (HHS) funds are only used to pay for services that are not reimbursed by any other funding source. Client enrollment priority is reserved for San Francisco residents who have low incomes and are uninsured. Secondary enrollment is reserved for San Francisco residents who have low incomes and are underinsured. Low Income status is equal to 500% of the Federal Poverty Level (FPL) as defined by the US Department of Health and Human Services.

Client HIV diagnosis is confirmed at intake. Client eligibility determination for residency, low-income, and insurance status is confirmed at intake and at 12-month intervals thereafter. Six-month, interim eligibility confirmation may be obtained by client self-attestation but must be documented in the client file or in ARIES.

Clients must meet each of the following:

- Disabled by HIV disease or with symptomatic diagnosis
- Active substance abuse or mental illness
- Poverty defined as an annual federal adjusted gross income equal to or less than 150% of FPL (Federal Poverty Level)

Additionally, HHS recognizes special populations which have unique or disproportionate barriers to care. Individuals within these populations may need additional or unique services, or require a special level of expertise to maintain them in care. An individual is considered from a special population if they are from one of the following groups:

- Trans female and trans male individuals
- Clients over the age of 50
- Populations with the lowest rates of antiretroviral treatment (e.g. women of color, African Americans, IDU)

V. MODALITIES and INTERVENTIONS Units of Service (UOS) and Unduplicated Clients (UDC)

The HALT Center of Excellence (the Center) will provide services to 600 unduplicated clients. The interventions and the respective number of units of service (UOS), and unduplicated clients (UDC) by program are detailed in the tables on the following pages:

UCSF-Ward 86 (Lead Agency) & Substance Treatment Outpatient Program (STOP)			
Period / Funds / App	Mode of Service/Intervention Description	UOS	UDC
03/01/20 - 06/30/20 (4 mos.) General Fund / B-1	Outpatient Ambulatory Health Services Encounters 1.40 FTE x ~ 34.6 encounters / wk. x 16 wks.	775	200
	Treatment Adherence Hours 2.40 FTE x 40 hrs. / wk. x 16 wks. x ~ 75% effort	1,152	200
	Medical Case Management Hours 0.64 FTE x 40 hrs. / wk. x 16 wks. x ~ 75% effort	307	60
	Behavioral Hlth Counseling Hours (Mental Hlth/Subs Use) 0.17 FTE x 40 hrs. / wk. x 16 wks. x ~ 75% effort	82	20
	Substance Use Counseling Hours (PhD-STOP) 0.32 FTE x 40 hrs./wk. x 16 wks. x ~ 65% effort	133	13
Total UOS and UDC		2,449	200
UCSF- Alliance Health Project (AHP)			
Period / Funds / App	Mode of Service/Intervention Description	UOS	UDC
03/01/20 - 06/30/20 (4 mos.) General Fund / B-1a	Outpt. Mental Health Psychiatry Encounters (MD/NP) 0.57 FTE x ~approx. 22 encounters / wk. x 16 wks.	202	75
	Medical Case Management Hours 2.20 FTE x 40 hrs. / wk. x 16 wks. x ~approx. 65% effort	915	43
Total UOS and UDC		1,117	75
San Francisco AIDS Foundation (SFAF) Stonewall Project (Subcontractor)			
Period / Funds / App	Mode of Service/Intervention Description	UOS	UDC
03/01/20 - 06/30/20 (4 mos.) General Fund / B-1b	Substance Use Services Hours 0.36 FTE x 35 hrs. / wk. x 10 wks. x ~ 66.7% effort	84	20
	Substance Use Services Group Hours Three 1-hour groups / wk. x 10 weeks	30	5
Total UOS and UDC		114	25
UCSF-Ward 86 (Lead Agency)			
Period / Funds / App	Mode of Service/Intervention Description	UOS	UDC
07/01/20 - 02/28/21 (8 mos.) RWPA / B-1c	Medical Case Management Hours 0.15 FTE x 40 hrs. / wk. x 31 wks. x ~ approx. 65% effort	121	15
Total UOS and UDC		121	15
UCSF-Ward 86 (Lead Agency) & Substance Treatment Outpatient Program (STOP)			
Period / Funds / App	Mode of Service/Intervention Description	UOS	UDC
07/01/20 - 06/30/21 General Fund B-1d	Outpatient Ambulatory Health Services Encounters 0.91 FTE x ~ 38.9 encounters / wk. x 48 wks.	1,700	600
	Treatment Adherence Hours 2.40 FTE x 40 hrs. / wk. x 48 wks. x ~ 90% effort	4,147	600
	Medical Case Management Hours 0.60 FTE x 40 hrs. / wk. x 48 wks. x ~ 75% effort	864	400
	Behavioral Hlth Counseling Hours (Mental Hlth/Subs Use) 0.15 FTE x 40 hrs. / wk. x 48 wks. x ~ 75% effort	216	60
	Substance Use Counseling Hours (PhD-STOP) 0.14 FTE x 40 hrs. / wk. x 48 wks. x ~ 76.3% effort	205	40
Total UOS and UDC		7,132	600

UCSF- Alliance Health Project (AHP)			
Period / Funds / App	Mode of Service/Intervention Description	UOS	UDC
07/01/20 - 06/30/21 General Fund / B-1e	<i>Psychiatry Encounters (MD/NP)</i> 0.51 FTE x ~. 24 encounters / wk. x 48 wks.	588	225
	<i>Medical Case Management Hours</i> 1.93 FTE x 40 hrs. / wk. x 48 wks. x ~ 65% effort	2,409	130
Total UOS and UDC		2,997	225
San Francisco AIDS Foundation (SFAF) Stonewall Project (Subcontractor)			
Period / Funds / App	Mode of Service/Intervention Description	UOS	UDC
07/01/20 - 06/30/21 General Fund B-1f	<i>Substance Use Counseling Hours</i> 0.36 FTE x 35 hrs. / wk. x 46 wks. x ~ 65% effort	377	35
	<i>Substance Use Counseling Group Hours</i> Three 1-hour groups / wk. x 45 wks.	135	10
Total UOS and UDC		512	35
UCSF-Ward 86 (Lead Agency)			
Period / Funds / App	Mode of Service/Intervention Description	UOS	UDC
07/01/21 - 02/28/22 (8 mos.) RWPA / B-2	<i>Medical Case Management Hours</i> 0.15 FTE x 40 hrs. / wk. x 31 wks. x ~ 65% effort	121	15
Total UOS and UDC		121	15
UCSF-Ward 86 (Lead Agency) & Substance Treatment Outpatient Program (STOP)			
Period / Funds / App	Mode of Service/Intervention Description	UOS	UDC
07/01/21 - 06/30/22 General Fund B-2a	<i>Outpatient Ambulatory Health Services Encounters</i> 0.91 FTE x ~ 38.9 encounters / wk. x 48 wks.	1,700	600
	<i>Treatment Adherence Hours</i> 2.36 FTE x 40 hrs. / wk. x 48 wks. x ~ 90% effort	4,078	600
	<i>Medical Case Management Hours</i> 0.60 FTE x 40 hrs. / wk. x 48 wks. x ~ 75% effort	864	400
	<i>Behavioral Hlth Counseling Hours (Mental Hlth/Subs Use)</i> 0.15 FTE x 40 hrs. / wk. x 48 wks. x ~ 75% effort	216	60
	<i>Substance Use Counseling Hours (PhD-STOP)</i> 0.09 FTE x 40 hrs. / wk. x 48 wks. x ~ 90% effort	156	40
Total UOS and UDC		7,014	600
UCSF- Alliance Health Project (AHP)			
Period / Funds / App	Mode of Service/Intervention Description	UOS	UDC
07/01/21 - 06/30/22 General Fund B-2b	<i>Psychiatry Encounters (MD/NP)</i> 0.51 FTE x ~ 24 encounters / wk. x 48 wks.	588	225
	<i>Medical Case Management Hours</i> 1.93 FTE x 40 hrs. / wk. x 48 wks. x ~ 65% effort	2,409	130
Total UOS and UDC		2,997	225
San Francisco AIDS Foundation (SFAF) Stonewall Project (Subcontractor)			
Period / Funds / App	Mode of Service/Intervention Description	UOS	UDC
07/01/21 - 06/30/22 General Fund B-2c	<i>Substance Use Counseling Hours</i> 0.36 FTE x 35 hrs. / wk. x 46 wks. x ~ 65% effort	377	35
	<i>Substance Use Counseling Group Hours</i> Three 1-hour groups / wk. x 45 wks.	135	10
Total UOS and UDC		512	35

UCSF-Ward 86 (Lead Agency)			
Period / Funds / App	Mode of Service/Intervention Description	UOS	UDC
07/01/22 - 02/28/23 (8 mos.) RWPA / B-3	Medical Case Management Hours 0.15 FTE x 40 hrs. / wk. x 31 wks. x ~ 65% effort	121	15
Total UOS and UDC		121	15
UCSF-Ward 86 (Lead Agency) & Substance Treatment Outpatient Program (STOP)			
Period / Funds / App	Mode of Service/Intervention Description	UOS	UDC
07/01/22 - 06/30/23 General Fund B-3a	Outpatient Ambulatory Health Services Encounters 0.910 FTE x ~ 38.9 encounters / wk. x 48 wks.	1,700	600
	Treatment Adherence Hours 2.320 FTE x 40 hrs. / wk. x 48 wks. x ~ 91.55% effort	4,078	600
	Medical Case Management Hours 0.568 FTE x 40 hrs. / wk. x 48 wks. x ~ 79.2% effort	864	400
	Behavioral Hlth Counseling Hours (Mental Hlth/Subs Use) 0.142 FTE x 40 hrs. / wk. x 48 wks. x ~ 79.2% effort	216	60
	Substance Use Counseling Hours (PhD-STOP) 0.090 FTE x 40 hrs. / wk. x 48 wks. x ~ 90.3% effort	156	40
Total UOS and UDC		7,014	600
UCSF- Alliance Health Project (AHP)			
Period / Funds / App	Mode of Service/Intervention Description	UOS	UDC
07/01/22 - 06/30/23 General Fund B-3b	Psychiatry Encounters (MD/NP) 0.52 FTE x ~ 24 encounters / wk. x 48 weeks	599	225
	Medical Case Management Hours 1.93 FTE x 40 hrs. / wk. x 48 wks. x ~ 65% effort	2,409	130
Total UOS and UDC		3,008	225
San Francisco AIDS Foundation (SFAF) Stonewall Project (Subcontractor)			
Period / Funds / App	Mode of Service/Intervention Description	UOS	UDC
07/01/22 - 06/30/23 General Fund B-3c	Substance Use Counseling Hours 0.36 FTE x 35 hrs. / wk. x 46 wks. x ~ 65% effort	377	35
	Substance Use Counseling Group Hours Three 1-hour groups / wk. x 45 wks.	135	10
Total UOS and UDC		512	35
UCSF-Ward 86 (Lead Agency)			
Period / Funds / App	Mode of Service/Intervention Description	UOS	UDC
07/01/23- 02/29/24 (8 mos.) RWPA / B-4	Medical Case Management Hours 0.14 FTE x 40 hrs. / wk. x 31 wks. x ~ 65% effort	113	15
Total UOS and UDC		113	15

UCSF-Ward 86 (Lead Agency) & Substance Treatment Outpatient Program (STOP)			
Period / Funds / App	Mode of Service/Intervention Description	UOS	UDC
01/01/23 - 06/30/24 General Fund B-4a	Outpatient Ambulatory Health Services Encounters 0.910 FTE x ~ 38.9 encounters / wk. x 48 wks.	1,700	600
	Treatment Adherence Hours 2.239 FTE x 40 hrs. / wk. x 48 wks. x ~ 90% effort	3,869	600
	Medical Case Management Hours 0.560 FTE x 40 hrs. / wk. x 48 wks. x ~ 80.4% effort	864	400
	Behavioral Hlth Counseling Hours (Mental Hlth/Subs Use) 0.140 FTE x 40 hrs. / wk. x 48 wks. x ~ 80.4% effort	216	60
	Substance Use Counseling Hours (PhD-STOP) 0.080 FTE x 40 hrs. / wk. x 48 wks. x ~ 98.3% effort	151	40
Total UOS and UDC		6,800	600
UCSF- Alliance Health Project (AHP)			
Period / Funds / App	Mode of Service/Intervention Description	UOS	UDC
07/01/23 - 06/30/24 General Fund B-4b	Psychiatry Encounters (MD/NP) 0.52 FTE x ~ 24 encounters / FTE x 48 wks.	599	225
	Medical Case Management Hours 1.93 FTE x 40 hrs. / wk. x 48 wks. x ~ 65% effort	2,409	130
Total UOS and UDC		3,008	225
San Francisco AIDS Foundation (SFAF) Stonewall Project (Subcontractor)			
Period / Funds / App	Mode of Service/Intervention Description	UOS	UDC
07/01/23 - 06/30/24 General Fund B-4c	Substance Use Counseling Hours 0.36 FTE x 35 hrs. / wk. x 46 wks. x ~ 65% effort	377	35
	Substance Use Counseling Group Hours Three 1-hour groups / wk. x 45 wks.	135	10
Total UOS and UDC		512	35

VI. METHODOLOGY

The Lead Agency for HALT is the University of California, San Francisco. Ward 86 at Zuckerberg San Francisco General Hospital and Trauma Center (ZSFG) serves as the functional lead coordinated by the HALT Program Coordinator. The HALT Program Coordinator is responsible for the following:

- Development of contractual agreement with the SFDPH HIV Health Services (HHS)
- Establishing and monitoring subcontracts with all providers
- Establishing and implementing a HALT MOU
- Ensuring prompt and adequate reporting and invoicing to HHS
- Ensuring monthly timely and accurate client data entry into Epic and ARIES
- Ensuring administrative coordination among collaborators
- Ensuring logistics and program coordination, including assurance that off-site staff are utilized
- Organizing trainings for all HALT staff
- Ensuring quality improvements for HALT and conducting the annual consumer satisfaction survey
- Identifying and addressing problems and issues affecting the operation of HALT
- Acting as the primary Center of Excellence liaison with HHS

Ward 86 prepares all invoicing and payments using standard UCSF procedures. Each agency will submit complete, correct, and timely invoices to Ward 86, which will maintain the fiscal reserves and cash flow as required and make timely payments to the other agencies. Ward 86 will submit monthly invoices in compliance with Appendix C – Method of Payment/Invoicing.

Client Outreach

Outreach, recruitment, promotion, and advertising for HALT occurs primarily through the staff of Ward 86, the primary medical care facility at which services are delivered. HALT will also rely on staff at the collaborating agencies to recruit and enroll eligible clients into HALT.

HALT Admission

Ward 86 is committed to identifying people living with HIV/AIDS who are not in care and bringing them into care; and ensuring that they remain engaged in care. Clients will join HALT one of four ways. First, clients will find HALT via self-referral, most of whom have heard of ZSFG through word-of-mouth. Second, clients will come to HALT through a referral from a community provider, including an internal referral from the other HALT partners. Third, the Positive Health Access to Service and Treatment (PHAST) team connects with people identified as being HIV positive within ZSFG, including those who have been newly diagnosed, and brings them into care at Ward 86. Fourth, individuals who have tested positive through AHP, or ZSFG can be easily linked to care with HALT. For all these referrals and linkages, clients will be assessed by Ward 86 social workers to determine if they are eligible for HALT using the eligibility criteria of the “severe need” definition, or if they will become a part of the general Ward 86 patient population. If a client does not qualify for HALT under the severe need definition, the client will still be seen at Ward 86. The client will continue to receive uninterrupted service delivery; however, the client will no longer receive vouchers.

All clients that complete registration or intake are screened to determine their eligibility to receive Ryan White funded services and to identify alternate sources of payment (e.g., Medi-Cal, Medicare, and other insurance) in order to ensure that CARE Act funds are the payer of last resort. Clients determined to need further assistance with insurance and/or benefits counseling will be referred to an Eligibility Worker or a Benefits Counselor for a more in-depth assessment. Clients that have been screened elsewhere within the three months need not be re-screened; however, confirmation and documentation of the original screening must be obtained.

Any clients that arrive at STOP, Stonewall, or AHP are screened for primary care. Clients seeking treatment are asked at intake if they have a regular primary care provider, and if so, to provide the date of the last primary care appointment. If a client does not have a plan for accessing medical care, staff assists the client in developing a plan. If the client is unable to follow-through on their own, staff contacts PHAST directly to set up support for linkage clients into care.

Service Delivery

Primary Care Services: delivered at ZSFG, Ward 86 by qualified PHP HIV Physician Specialists, Nurse Practitioners, Nurses, and a licensed Pharmacist. Initial intake evaluations last 30-60 minutes, and follow-up visits 20 minutes. Patients are seen during all hours of operation, M - F 8:00 am to 5:00 pm. Case conferences are held on monthly basis for all CCHAMP clients.

Case Management Services: delivered at both AHP and Ward 86. AHP will provide a model of comprehensive case management to about 140 unduplicated clients with the greatest needs, with case management services primarily delivered at Ward 86 but also services available on-site in the Mid-Market area. A medical social work model of case management is employed on-site at Ward 86 to provide services to about 460 unduplicated HALT clients that are not enrolled at AHP. These services are available during normal operating hours at each of the sites.

Mental Health Services: provided by AHP and at Ward 86. Ward 86 Social Workers provide mental health assessment, counseling and referrals to Ward 86 partners. AHP Psychiatrist and Psych Nurse Practitioner provide psychiatry clinics at Ward 86 with six half-day sessions per week, including both morning and afternoon clinics based on client needs. These psychiatric providers provide ongoing medication monitoring, assessment and referral to Ward 86 primary medical providers, Ward 86 social work staff, CCHAMP partners, or other outside community-based agencies as appropriate.

Treatment Adherence Services

After CD4 count, adherence to antiretrovirals is the best predictor of morbidity and mortality from HIV. The population of patients cared for by our HALT CoE—predominantly patients with advanced HIV disease—has the highest mortality from HIV.

A problem with adherence for these patients is a key component of this disparity. The HALT is highly dedicated to enhancing and integrating the adherence programs already in place at the participating agencies. Treatment adherence in HALT CoE will primarily be provided in the context of primary medical care, with essential support from pharmacist, case managers, and social workers.

The pharmacist-led adherence program is driven by a protocol in which all patients are referred to the pharmacist for consultation prior to antiretroviral initiation or change and medi-sets are provided to improve adherence. The pharmacist also keeps a database of all patients and their most recent CD4 counts to ensure that patients in HALT CoE are properly referred to them when CD4 counts are low or declining. Adherence assessment and counseling includes discussions of the importance of adherence, managing missed doses and integrating lifestyle and activities of daily living into the medication dosing schedule. Patients are encouraged to bring all medications, prescribed and over the counter, for the pharmacist's review to ensure that the client's chart is complete and that no drug-drug interactions exist. The goal is to reduce the total pill burden and optimize the response to treatment.

In addition to the pharmacists, treatment adherence in the HALT CoE is the function of staff from all disciplines. Case managers and social workers are key to patient adherence and all HALT CoE staff help ensure that adherence strengths and challenges are communicated team-wide through case conferences. Substance and mental health providers are important to any adherence plan if the patient has either diagnosis as treatment of HIV may often need deferment until substance use or untreated mental illness has begun to be addressed.

Primary care providers have a central relationship with each patient: a therapeutic alliance with the patient to assist in understanding the urgency of adhering to the prescribed treatment. The primary care provider is also critical in helping the patient understand her health status, the natural history of HIV, and treatment options for any given disease. The patient's relationship with the primary care provider is often significant to patients starting HIV medications.

Substance Abuse Services: The Stimulant Treatment Outpatient Program (STOP) and the SFAF/Stonewall Project
STOP provides integrated substance abuse and mental health counseling to clients who use cocaine or methamphetamine. STOP has expertise with patients with severe psychotic and medical conditions that complicate the management of their HIV disease. STOP works closely with Ward 86 nurses, social workers, primary care providers, and AHP psychiatrists and case managers using an integrated practice model. Referrals of Ward 86 clients are accepted from HALT partners or other agencies.

Clients may drop in or schedule appointments at Ward 86, Ward 93 (Ward 86 satellite in the ZSFG methadone clinic) or STOP. STOP counselors assess whether clients have problematic use or addiction to the various drugs they use, conduct differential diagnosis of substance use and psychiatric problems, and provide individual, couples, or group counseling matched to clients' needs. Counseling may include crisis intervention, motivational interviewing, discussion of safer sex and safer drug use, cessation and relapse prevention skills training, cognitive-behavioral interventions for co-occurring psychiatric problems, medication adherence support, and referrals/care coordination. Clients are supported in entering and staying in specialized addiction treatment, such as intensive outpatient, detox, residential, or opiate assisted therapy. Successful completion of participation is defined when the participant and their primary care team agree that the goals for changing harmful substance use have been met.

The SFAF/Stonewall Project serves gay, bi, and trans men using methamphetamine and other substances, provides harm reduction-based integrated substance use, mental health, and HIV counseling services on-site at Ward 86 (or at one of the Stonewall sites if that is the client's preference) including a comprehensive intake assessment; a treatment plan developed by the participant with the assistance of his counselor; individual and group counseling sessions; collateral, couples, and/or family sessions as appropriate; case management and service coordination as needed; individual crisis intervention as needed; and basic disclosure and partner services. Group counseling is organized according to the Stages of Behavior Change mode and nature of patient goals.

Client Engagement and Retention in Care

To foster engagement and retention in care, the program staff works collectively as a team to support clients who are dropping out of care or are lost to follow up. Clients are considered dropping out of care if they have not had a medical appointment or an evaluation blood draw in a period of six months. Clients are considered lost to follow up when all attempts to reach have failed, and the client has not been seen in a year. Utilizing Epic, an Electronic Health Record, the Ward 86 QI Analyst produces monthly reports to identify clients who are dropping of care and clients who may be lost to follow up and shares this report with

the entire team for feedback and strategy development. The purpose of this monthly review of clients is to identify the main barriers to engagement, tailor interventions to engage, and assign a staff person to follow up. By identifying clients who are falling out of care this process allows the clinic to reach out and engage clients before they are lost to follow up. The role of the team is to facilitate re-engagement via phone calls, certified letters, home visits, and looking for clients at their usual hang out spots, if they are homeless. Clients are considered lost to follow up when all these efforts have yielded no result and clients are not known to have engaged in care elsewhere. At this point client cases are transferred to the Department of Public Health Linkage, Integration, Navigation, and Comprehensive Services (LINCS) program.

On a regular basis, a client and his counselor review his treatment plan and assess progress to date; reassess needs and services; and identify additional problem areas and formulate new goals, when appropriate. The review occurs at a minimum every 90 days.

Reassessment and Discharge Plans

Primary Care: HALT clients are reassessed on an ongoing basis by the primary medical provider during clinical visits and the weekly and monthly case conferences. When clients no longer meet the criteria for participation in the Center, they are transitioned to ongoing services determined by their individual needs. Primary care continues to be provided to former HALT clients at Ward 86 through non-CoE sources for clients who no longer meet Center criteria.

Case Management: HALT clients are reassessed on an ongoing basis by the Ward 86 social workers and AHP's case managers during client visits and the weekly and monthly case conferences. When clients no longer meet the criteria for participation in the Center, they are transitioned to ongoing services determined by individual needs.

Mental Health Services: HALT clients are reassessed on an ongoing basis by the Ward 86 social workers, AHP psychiatrists, ward 86 providers through client visits and weekly and monthly case conferences. When clients no longer meet the criteria for participation in the Center, they are transitioned to ongoing services determined by their individual needs.

Substance Abuse Services: STOP: When the client believes he or she is ready for a higher level of substance abuse treatment, e.g. an intensive outpatient program, residential program, detox, or opiate replacement therapy, STOP substance use counselors refer them as appropriate. After admission to the STOP main program, clients are transferred from CARE funded substance use services to DPH CBHS funded drug treatment slots.

The Stonewall Project: Successful completion of a patient's participation in Stonewall service at Ward 86 is defined as when both the participant and his counselor agree that the client has been successful in achieving the goals he sets in terms of his use of speed and/or other substances; or that he needs more treatment than is possible at Ward 86 and is referred to another Stonewall program site, or to other off-site treatment programs. The client and counselor work together to develop a discharge plan that includes aftercare. Aftercare may include 12 Step groups, other self-help groups, participation in the prevention outreach activities of tweaker.org, or other activities that will support the changes the client has made.

Vouchers / Client Incentives

Ward 86, as the lead agent, will be informed by HHS of the quantity and types of vouchers disbursed to each of the collaborating HALT agencies. Ward 86 will ensure each agency's compliance with the HALT internal Voucher Agreement between partners. At each site, vouchers are stored in locked cabinets in a locked room. Ward 86 providers and social workers (with input from case managers) have discretion over how vouchers are distributed. At Ward 86, vouchers are distributed through the Voucher Incentive Program (VIP), which carefully tailors the distribution of vouchers to desired health outcomes established by clients with the assistance of providers, social workers and/or case managers.

ARIES Database

Ward 86 collects and submits all required data through the AIDS Regional Information & Evaluation System (ARIES). ARIES is a client management system designed for Ryan White CARE Act providers. ARIES enhances care provided to clients with HIV by helping agencies automate, plan, manage, and report on client data and services. ARIES is applicable for all Ryan White-eligible clients receiving services paid by any HHS source of funding.

ARIES protects client records by ensuring only authorized agencies have access. ARIES data are safely encrypted and are kept confidential. Client information relating to mental health, substance abuse, and legal issues are only available to a limited group of an agency's personnel. Authorized, ARIES-trained personnel are given certificate-dependent and password-protected access to only the information for which that person's level of permission allows.

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

VII. OBJECTIVES and MEASUREMENTS

All objectives and descriptions of how objectives will be measured are contained in the DPH document entitled HIV Health Services Performance Objectives. UCSF / Ward 86 agrees to make its best efforts to achieve these objectives within the agreed upon timeframe.

VIII. CONTINUOUS QUALITY IMPROVEMENT

UCSF and its subcontractors receiving funding through this agreement (HALT) abide by the standards of care for the services specified in this appendix as described in "Making the Connection: Standards of Care for Client-Centered Services." The HALT conducts HIV-specific CQI activities to ensure compliance with Public Health Service guidelines related to the treatment of HIV. These programs are kept in compliance with Health Commission, local, state, federal, and funding source policies and requirements, including harm reduction, Health Insurance Portability and Accountability Act (HIPAA), cultural competency, and client satisfaction.

HALT has developed a quality assurance (QA) program to ensure the highest quality of care for all clients. This program meets all applicable contractual standards of care and provides valuable information for improving services. The principal primary care site will be guided by uniform protocols based upon contractual requirements and nationally recognized HIV standards of care to ensure quality across the HALT. PHP staff also holds quarterly meetings to review and update HALT Center-wide fiscal and administrative policies as needed.

PHP is primarily responsible for implementing the QA program in its role as the lead agency of the HALT. Ward 86 Continuous Quality Improvement (CQI) activities and indicators meet both SFGHMC and CHN performance improvement standards by adhering to SFGHMC Administrative Policy 17.1: Performance Improvement and Patient Safety Program. This administrative policy provides overall direction to all hospital areas for meeting Joint Commission on the Accreditation of Healthcare Organizations

(JCAHO) and other regulatory requirements for both QA and PI activities. Additionally, Ward 86 QA and PI activities are guided by Ryan-White Care Act (RWCA) and other HIV-patient care funding requirements and are focused on developing and improving comprehensive patient-centered HIV health care across the health care continuum.

Ward 86 uses Health Care Maintenance (HCM) guidelines to both guide HCM screening during the year and provide outcome indicators when performing clinical documentation reviews. The Ward 86 HCM guidelines are based on provider consensus, the American Academy of HIV Medicine core curriculum, and Public Health Service guidelines. Clinical documentation audit results are reviewed by the Clinical Operations Group (COG) to identify areas for improvement.

The CQI coordinator, under the Medical Director's direction, works with the Clinical Operations Group (COG) to develop, evaluate and incorporate QA/QI activities into the clinical strategic plan. Yearly Ward 86 QI projects are identified by the COG in December of the previous year and are based on annual patient satisfaction surveys, clinical documentation review, trending of unusual occurrences, clinical staff identified issues, and SFGHMC required QA/QI activities.

The Clinical Operations Group and team activities are monitored for progress by a CQI committee comprised of the CQI coordinator and Ward 86 staff. Clinically identified and SFGHMC required QA/QI activities are reported to the SFGHMC Department of Medicine, and the SFGHMC Nursing Continuous Quality Improvement Coordinating Committee at least every 18 months or more frequently according to the yearly Ward 86 QI calendar. Additionally, Ryan White funding specifies that certain QA/QI activities are reported to the SFDPH HIV Health Services (HHS) on an annual basis.

Ward 86 CQI program's goals and objectives are developed using the US Department of Health and Human Services (HRSA) HIV AIDS Bureau (HAB) Quality Management Technical Assistance Manual as a systematic basis for planning, designing, measuring, assessing and improving performance. The Ward 86 CQI subcommittee, under the direction of the Medical Director, is charged with overseeing and assisting project teams with the development and integration of ongoing clinical monitoring indicators as identified by the COG for insuring quality clinical care. The subcommittee is comprised of the CQI Clinical Nurse Specialist (CNS) and Attending Physician. The subcommittee meets quarterly or more frequently if needed.

The CQI committee works with:

- 1) the Management Service Officer (MSO) and Human Resources manager to oversee clinical staff credentialing, licensure and clinical training requirements
- 2) the Ward 86 Clinical Contract coordinator to integrate process objectives and impact objectives across clinical funding contracts and into the Ward 86 PI process
- 3) Epic, an Electronic Medical Record system to assist with integration of clinical PI objectives and indicators into clinical documentation and development of electronic PI mechanisms
- 4) the Medical Director and COG to develop the CQI plan for annual July submission with the Ward 86 Scope of Service statement.

Additionally, the CQI CNS works with the Medical Director to focus and document COG activities by incorporating QA/PI activities into strategic clinical plans and maintaining and distributing COG meeting agendas and minutes. Clinical faculty and staff receive information about QA and PI (Primary Investigator) activities from electronic distributed COG, Provider and Ward 86 Staff meeting minutes, with hard copies maintained in respective meeting binders. Provider support staff also discusses QA and PI activities and issues at their respective staff meetings and case conferences. Hard copies of agendas and attendance sheets from these meetings are maintained in respective meeting binders. These provider support staff meetings include:

- 1) monthly Nursing staff meetings,
- 2) weekly Social Service meetings,
- 3) monthly HALT Center of Excellence interdisciplinary case conference meetings
- 4) weekly Administrative meetings and patient consultation/case conference meetings

Specific ambulatory issues are discussed and reported at the CHNPC Nursing Ambulatory Care Group (NAMB). Clinically identified and SFGHMC required QA/QI activities are reported to the SFGHMC Department of Medicine (DOM) and the SFGHMC Nursing Continuous Quality Improvement Coordinating Committee (NCQICC) at least every 18-months or more frequently as needed for inclusion in the PI reports to the SFGHMC PIPS program. Additionally, RWCA contract specified QA/QI activities are reported to the San Francisco Department of Public Health HIV Health Services (HHS) on an annual basis.

Agencies ensure quality by coordinating trainings for case manager and peer advocate staff and providing supervision of care plans and documentation. All HALT Center partners will have quality assurance programs in place that are appropriate for their professional domains and CoE-wide QA Program will address the interaction between the Center-wide program and the collaborating agencies' pre-existing programs. Additionally, the Center will use the quality management objectives developed by SFDPH for the purposes of measuring quality of all CoE services.

The SFAF Counselors review client cases with their clinical supervisor in regularly scheduled weekly individual supervision meetings, staff meetings, case consultation meetings, and psychiatry rounds. Case review occurs at intake, whenever treatment plan revision is appropriate, during regular case rounds, and at discharge. The purpose of the case review is to ensure that the treatment plan is relevant to the stated problem(s); the services delivered are relevant to the treatment plan; and record keeping is adequate and within the agency/program standards.

Regularly scheduled chart reviews are managed by the Program Director, the Program Associate Director, and Program Assistant to ensure charting standards are maintained and quality of care is within established standards. Staff is re-trained annually on all program charting and documentation standards and evaluated in writing twice a year on their ability to maintain complete and accurate client charts. The Program Director or Associate Director reviews the substance abuse counselor's notes/ client charts during weekly individual supervision and during regularly scheduled chart audits.

The Program Director coordinates all Quality Assurance meetings and activities. The Program Director conducts an annual review of program charting and documentation standards with the Director of Behavioral Health Services at the San Francisco AIDS Foundation to ensure current standards of care meet or exceed all industry and/or contractual standards of care.

Client Privacy / HIPAA

The HALT CoE firmly believes in a client's right to privacy, confidentiality and self-determination. In so doing, HALT has adopted the following policies and procedures to support these goals:

- All staff that handles patient health information is trained (including new hires) and annually updated in the program's privacy/confidentiality policies and procedures and documentation is available to demonstrate that individuals were trained.
- Each disclosure of a patient's/client's health information for purposes other than treatment, payment, or operations is documented, and evidence is available to demonstrate this in program documentation.
- Authorization for disclosure of a patient's/client's health information is obtained prior to release (1) to providers outside the DPH Safety Net or (2) from a substance abuse program. An authorization form that meets the requirements of the Federal Privacy Rule (HIPAA) is signed and in patient's/client's chart/file.
- The UCSF and/or the SFDPH Privacy Policy are integrated into the program's governing policies and procedures regarding patient privacy and confidentiality. Evidence is available to demonstrate that the policy and procedures that abide by the rules outlined in these policies have been adopted, approved and implemented.
- A Privacy Notice that meets the requirements of the Federal Privacy Rule (HIPAA) is written and provided to all patients/clients served in their threshold and other languages. If document is not available in the patient's/client's relevant language, verbal translation is provided. Evidence is available in patient's chart or electronic file that patient was "noticed." (Examples in English, Cantonese, Vietnamese, Tagalog, Spanish, and Russian will be provided.)
- A Summary of the above Privacy Notice is posted and visible in registration and common areas of treatment facility, and evidence is available to demonstrate the presence and visibility of posting in said areas. (Examples in English, Cantonese, Vietnamese, Tagalog, Spanish, and Russian will be provided.)

IX. Required Language

- | | |
|-----------------------------------|-------------------------------|
| a) Third Party Reimbursement | See Target Population, Page 1 |
| b) Low Income | See Target Population, Page 1 |
| c) Client Eligibility | See Target Population, Page 1 |
| d) Client Retention | See Methodology, Pages 7-8 |
| e) Vouchers | See Methodology, Page 8 |
| f) ARIES Database | See ARIES Database, Pages 8-9 |
| g) Standards of Care | See CQI, Page 9 |
| h) <u>Termination of Services</u> | |

If UCSF decides that it can no longer provide the services for which it has contracted under this agreement, UCSF Ward 86 will send a written notice to HIV Health Services no less than 90 days prior to the date it wishes to terminate the services. In addition, UCSF Ward 86 will prepare a written plan for the transition of all clients receiving services to another provider of services. This plan must be approved by HHS and should demonstrate a good faith effort to contact and locate all clients active in ARIES before the termination date.

i) Subcontractors

To the extent that any subcontractor of UCSF would have access to City PHI, each contract between UCSF and that subcontractor must, except as the City otherwise agrees, 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 UCSF would be so obligated under Section 13.4 hereof, (2) provide cyber and technology errors and omissions insurance with limits acceptable to the City, which approval will not be withheld on the basis that a subcontractor has failed to obtain insurance above levels reasonably typical for its industry (or for reasonably comparable providers of services) or otherwise unreasonably withheld, and (3) destroy or return all City data in an agreed upon machine readable format at the expiration of the subcontract term.

SUMMARY PAGE

Appendix A

Contractor / Provider	University of California, San Francisco / SFGH Ward 86															
Total Contract Amount	\$ 9,497,872	System of Care: HIV Health Services (HHS)								RFP # 5-2019						
Program Name	Homeless, Aging, and Long Term Survivors (HALT) Center of Excellence (CoE)															
Contact Person / Phone / Address	Helga Sigvaldadottir, CoE Coordinator, helga.sigvaldadottir@ucsf.edu, 628-206-6585, 995 Potrero Ave, Ward 86, SF, CA 94110															
Funding Source	General Fund	General Fund	General Fund	RWPA	General Fund	General Fund	General Fund	General Fund	General Fund	General Fund	General Fund	General Fund	General Fund	General Fund	General Fund	
Appendices	A-1 / B-1	A-1 / B-1a	A-1 / B-1b	A-1 / B-1c	A-1 / B-1d	A-1 / B-1e	A-1 / B-1f									
Amount	\$559,992	\$163,157	\$13,998	\$14,400	\$1,649,426	\$484,766	\$41,589									
Term	3/1/20 - 6/30/20	3/1/20 - 6/30/20	3/1/20 - 6/30/20	7/1/20 - 2/28/21	7/1/20 - 6/30/21	7/1/20 - 6/30/21	7/1/20 - 6/30/21									
	UC W 86 / STOP	UC AHP	SFAF	UC Ward 86	UC W 86 / STOP	UC AHP	SFAF									
Definition of UOS	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC
Outpt Amb Hlth Svcs Encounters	775	200							1,700	600						
Treatment Adherence Hours	1,152	200							4,147	600						
Medical Case Management Hours	307	60	915	43			121	15	864	400	2,409	130				
Behavioral Hlth Counseling Hours	82	20							216	60						
Substance Use Counseling Hours	133	13							205	40						
Outpt MH Psychiatry Encounters			202	75							588	225				
Substance Use Services Hours					84	20									377	35
Substance Use Svcs Group Hours					30	5									135	10
Totals	2,449	200	1,117	75	114	25	121	15	7,132	600	2,997	225	512	35		
Funding Source	RWPA	General Fund	General Fund	General Fund	General Fund	RWPA	General Fund	General Fund	General Fund	General Fund	General Fund	General Fund	General Fund	General Fund	General Fund	
Appendices	A-1 / B-2	A-1 / B-2a	A-1 / B-2b	A-1 / B-2c	A-1 / B-3	A-1 / B-3a	A-1 / B-3b	A-1 / B-3c								
Amount	\$14,400	\$1,649,426	\$484,766	\$41,589	\$14,400	\$1,649,426	\$484,766	\$41,589								
Term	7/1/21 - 2/28/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/21 - 6/30/22	7/1/22 - 2/28/23	7/1/22 - 6/30/23	7/1/22 - 6/30/23	7/1/22 - 6/30/23								
	UC Ward 86	UC W 86 / STOP	UC AHP	SFAF	UC Ward 86	UC W 86 / STOP	UC AHP	SFAF								
Definition of UOS :	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC
Outpt Amb Hlth Svcs Encounters			1,700	600							1,700	600				
Treatment Adherence Hours			4,078	600							4,078	600				
Medical Case Management Hours	121	15	864	400	2,409	130			121	15	864	400	2,409	130		
Behavioral Hlth Counseling Hours			216	60							216	60				
Substance Use Counseling Hours			156	40							156	40				
Outpt MH Psychiatry Encounters					588	225							599	225		
Substance Use Services Hours							377	35							377	35
Substance Use Svcs Group Hours							135	10							135	10
Totals	121	15	7,014	600	2,997		512	35	121	15	7,014	600	3,008	225	512	35
	Please Note: Total UDC is not the sum of UDC from each mode of service.															

Funding Source	RWPA		General Fund		General Fund		General Fund									
	A-1 / B-4	A-1 / B-4a	A-1 / B-4a	A-1 / B-4b	A-1 / B-4b	A-1 / B-4c	A-1 / B-4c									
Amount	\$14,400	\$1,649,426	\$1,649,426	\$484,766	\$484,766	\$41,589	\$41,589									
Term	7/1/23 - 2/29/24	7/1/23 - 6/30/24	7/1/23 - 6/30/24	7/1/23 - 6/30/24	7/1/23 - 6/30/24	7/1/23 - 6/30/24	7/1/23 - 6/30/24									
	UC Ward 86	UC W 86 / STOP	UC W 86 / STOP	UC AHP	UC AHP	SFAF	SFAF									
Definition of UOS:	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC								
<i>Outpt Amb Hlth Svcs Encounters</i>			1,700	600												
<i>Treatment Adherence Hours</i>			3,869	600												
<i>Medical Case Management Hours</i>	113	15	864	400	2,409	130										
<i>Behavioral Hlth Counseling Hours</i>			216	60												
<i>Substance Use Counseling Hours</i>			151	40												
<i>Outpt MH Psychiatry Encounters</i>					599	225										
<i>Substance Use Services Hours</i>							377	35								
<i>Substance Use Svcs Group Hours</i>							135	10								
Totals	113	15	6,800	600	3,008	225	512	35								

Please Note: Total UDC is not the sum of UDC from each mode of service.

Target Population HALT focuses on HIV+, SF residents that are homeless, aging, and/or long term survivors of HIV with a disabling diagnosis who are defined as severe need by the HIV Planning Council, and have a mental health problem, a substance use disorder, or both.

Description of Services

Outpatient Ambulatory Health Services: comprehensive multidisciplinary medical assessments, evaluation, diagnosis and treatment including history, physical, general medical care, care plans, and referral to specialty, ancillary, and tertiary services

Treatment Adherence: services in which all patients are referred to the pharmacist for consultation prior to antiretroviral initiation or change; medi-sets are provided to improve adherence and on-going support is provided by physicians and nurses

Medical Case Management: comprehensive psychosocial intake and assessments, development, implementation, monitoring, reassessment, and follow-up of individual care plans, and consultation with other service providers as needed

Behavioral Health Counseling: assessment and counseling provided by the W 86 medical case managers for substance abuse and/or mental health issues, and referrals and linkage to a higher level of care as needed

Substance Use Counseling: integrated substance abuse and mental health services provided by a STOP clinical psychologist, including services to active substance using clients with severe psychotic conditions that complicate the management of HIV disease; provided in a harm reduction model

Mental Health Psychiatry: ongoing medication monitoring, assessment by a psychiatrist or psych NP, referral to W 86 primary care providers, social work staff, HALT partners, or other community-based agencies outside this CoE as needed

Substance Use Services: pre-treatment substance abuse counseling services based on a harm reduction model; referral to treatment, ongoing provision of individual substance and/or group substance abuse counseling and follow-up

Substance Abuse Counseling Groups: for methamphetamine and other substance users depending upon readiness and in concert with harm reduction principles: preparation group; action group; relapse prevention group

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.

Budget Summary

Appendix B-1, B-1a, B-1b, B-1c, B-1d, B-1e, B-1f - HIV HALT COE

Appendix B-2, B-2a, B-2b, B-2c - HIV HALT COE

Appendix B-3, B-3a, B-3b, B-3c - HIV HALT COE

Appendix B-4, B-4a, B-4b, B-4c - HIV HALT COE

B. Contractor understands that, of the maximum dollar obligation listed in section 3.3.1 of this Agreement, **\$500,000** is included as a contingency amount and is neither to be used in Program Budgets attached to this Appendix, or available to Contractor without a modification to this Agreement executed in the same manner as this Agreement or a revision to the Program Budgets of Appendix B, which has been approved by Contract Administrator. Contractor further understands that no payment of any portion of this contingency amount will be made unless and until such modification or budget revision has been fully approved and executed in accordance with applicable City and Department of Public Health laws, regulations and policies/procedures and certification as to the availability of funds by Controller. Contractor agrees to fully comply with these laws, regulations, and policies/procedures.

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

	Term	Funding Source	Amount
Original Agreement	3/01/2020-6/30/2024	RWPA/General Fund	\$9,497,872
		Contingency	\$500,000
		(This equals the total NTE)Total	\$9,997,872

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

CID #:	1000017143		Prepared By: Helga Sigvaldadottir, 628-206-6585										Appendix B, Page 3		
DPH Section:	HIV Health Services (HHS)										Contract Term: 03/01/20 - 06/30/24				
Check one: <input checked="" type="checkbox"/> Original Agreement <input type="checkbox"/> Amendment <input type="checkbox"/> Revision to Program Budgets															Fund Notice # 1: 02/28/20
Agency/Contractor Name:	University of California, San Francisco														
Program/Provider Name:	Ward 86 - Homeless, Aging, and Long Term Survivors (HALT) Center of Excellence														
PROGRAM(S)	UCSF W86/STOP AHP	SF AIDS Foundtn	UCSF Ward 86	UCSF W86/STOP AHP	SF AIDS Foundtn	UCSF Ward 86	UCSF W86/STOP AHP	SF AIDS Foundtn	UCSF Ward 86	UCSF W86/STOP AHP	SF AIDS Foundtn	UCSF Ward 86	UCSF W86/STOP AHP	SF AIDS Foundtn	TOTALS
Appendix Number:	A-1/B-1, 1a	A-1 / B-1b	A-1 / B-1c	A-1/B-1d, 1e	A-1 / B-1f	A-1 / B-2	A-1/B-2a, 2b	A-1 / B-2c	A-1/B-3	A-1/B-3a, 3b	A-1 / B-3c	A-1/B-4	A-1/B-4a,4b	A-1 / B-4c	
Appendix Term:	3/1/20 - 6/30/20	3/1/20-6/30/20	7/1/20 - 2/28/21	7/1/20-6/30/21	7/1/20-6/30/21	7/1/21-2/28/22	7/1/21-6/30/22	7/1/21-6/30/22	7/1/22-2/28/23	7/1/22-6/30/23	7/1/22-6/30/23	7/1/23-2/29/24	7/1/23-6/30/24	7/1/23-6/30/24	3/1/20-6/30/24
EXPENSES															
Salaries	\$ 428,347	\$ 10,275	\$ 8,839	\$ 1,263,326	\$ 30,524	\$ 8,842	\$ 1,263,312	\$ 30,524	\$ 8,846	\$ 1,264,120	\$ 30,524	\$ 8,849	\$ 1,264,408	\$ 30,524	\$ 5,651,260
Employee Benefits	\$ 184,448	\$ 2,568	\$ 4,110	\$ 545,999	\$ 7,632	\$ 4,112	\$ 546,855	\$ 7,632	\$ 4,113	\$ 547,225	\$ 7,632	\$ 4,115	\$ 547,316	\$ 7,632	\$ 2,421,389
Total Personnel Expenses	\$ 612,795	\$ 12,843	\$ 12,949	\$ 1,809,325	\$ 38,156	\$ 12,954	\$ 1,810,167	\$ 38,156	\$ 12,959	\$ 1,811,345	\$ 38,156	\$ 12,964	\$ 1,811,724	\$ 38,156	\$ 8,072,649
Employ Fringe Benefit Rate	43.1%	25.0%	46.5%	43.2%	25.0%	46.5%	43.3%	25.0%	46.5%	43.3%	25.0%	46.5%	43.3%	25.0%	42.8%
Operating Expense	\$ 16,032	\$ -	\$ 262	\$ 46,494	\$ -	\$ 257	\$ 45,652	\$ -	\$ 252	\$ 44,475	\$ -	\$ 247	\$ 44,096	\$ -	\$ 197,768
Subtotal Direct Costs	\$ 628,827	\$ 12,843	\$ 13,211	\$ 1,855,819	\$ 38,156	\$ 13,211	\$ 1,855,819	\$ 38,156	\$ 13,211	\$ 1,855,820	\$ 38,156	\$ 13,211	\$ 1,855,820	\$ 38,156	\$ 8,270,417
Indirect Cost Amount	\$ 94,324	\$ 1,155	\$ 1,189	\$ 278,372	\$ 3,433	\$ 1,189	\$ 278,372	\$ 3,433	\$ 1,189	\$ 278,373	\$ 3,433	\$ 1,189	\$ 278,373	\$ 3,433	\$ 1,227,458
Indirect Cost Rate (%)	15.0%	9.0%	9.0%	15.0%	9.0%	9.0%	15.0%	9.0%	9.0%	15.0%	9.0%	9.0%	15.0%	9.0%	14.8%
Total Expenses	\$ 723,150	\$ 13,998	\$ 14,400	\$ 2,134,192	\$ 41,589	\$ 14,400	\$ 2,134,192	\$ 41,589	\$ 14,400	\$ 2,134,192	\$ 41,589	\$ 14,400	\$ 2,134,192	\$ 41,589	\$ 9,497,872
REVENUES & FUNDING SOURCES															
HHS COUNTY GF	723,150	13,998		2,134,192	41,589		2,134,192	41,589		2,134,192	41,589		2,134,192	41,589	9,440,272
HHS FED CARE Part A - PD13, CFDA #93.914			14,400			14,400			14,400			14,400			57,600
Total DPH Revenues	\$ 723,150	\$ 13,998	\$ 14,400	\$ 2,134,192	\$ 41,589	\$ 14,400	\$ 2,134,192	\$ 41,589	\$ 14,400	\$ 2,134,192	\$ 41,589	\$ 14,400	\$ 2,134,192	\$ 41,589	9,497,872
Total Non-DPH Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenues (DPH/Non-DPH)	\$ 723,150	\$ 13,998	\$ 14,400	\$ 2,134,192	\$ 41,589	\$ 14,400	\$ 2,134,192	\$ 41,589	\$ 14,400	\$ 2,134,192	\$ 41,589	\$ 14,400	\$ 2,134,192	\$ 41,589	\$ 9,497,872
Cost Reimbursement (CR)	(CR)	(CR)	(CR)	(CR)	(CR)	(CR)	(CR)	(CR)	(CR)	(CR)	(CR)	(CR)	(CR)	(CR)	(CR)

UOS COST ALLOCATION BY SERVICE MODE

Service Modes:		Outpatient/Ambulatory Health Services		Treatment Adherence		Medical Case Management		Behavior Health Counseling		Outpatient Substance Abuse Services		
Position Titles	FTE	Salaries	% FTE	Salaries	% FTE	Salaries	% FTE	Salaries	% FTE	Salaries	% FTE	Totals
Physician	0.12	14,334	62%	8,786	38%							23,120
Nurse Practitioner	0.17	3,983	11%	32,230	89%							36,213
Registered Nurse	0.36	38,311	60%	25,540	40%							63,851
Clinical Pharmacist	0.20			35,804	100%							35,804
Medical Assistant	1.34	88,518	100%									88,518
Social Work Spvr	0.17					16,655	80%	4,164	20%			20,819
Social Worker	0.11					7,347	80%	1,837	20%			9,184
Front Desk Clerk	0.07	1,000	25%			1,000	25%			2,000	50%	4,000
Principal Investigator	0.01	478	50%							478	50%	955
Program Director	0.02	3,404	80%			851	20%					4,255
CoE Coordinator	0.17	7,048	45%			3,916	25%			4,699	30%	15,662
Pharmacy Tech	0.27			18,415	100%							18,415
Nurse Manager	0.01	1,677	90%							186	10%	1,863
LVN	0.01	938	90%							104	10%	1,042
Addiction Psychol	0.04									2,543	100%	2,543
Assist Prof, Registered Psychol	0.08									3,653	100%	3,653
Total FTE & Salaries	3.12	159,690	48%	120,775	37%	29,769	9%	6,001	2%	13,663	4%	329,897
Fringe Benefits	44.8%	71,651	48%	54,190	37%	13,357	9%	2,692	2%	6,130	4%	148,019
Total Personnel Expenses		231,341	48%	174,965	37%	43,126	9%	8,693	2%	19,793	4%	477,916
Operating Expenses												
Operating Expenses	Expense	%	Expense	%	Expense	%	Expense	%	Expense	%	Totals	
Total Occupancy	140	50%			70	25%			70	25%	280	
Total Materials and Supplies	441	50%			221	25%			221	25%	882	
Total General Operating	600	50%			300	25%			300	25%	1,200	
Other: CCDSS	882	40%			441	20%			882	40%	2,206	
Other: Data Network	658	40%			329	20%			658	40%	1,645	
Other: GAEL	1,082	40%			541	20%			1,082	40%	2,705	
Other: Pt. Refreshments	46	40%			23	20%			46	40%	115	
Total Operating Expenses	3,849	43%	-	-	1,925	21%	-	-	3,259	36%	9,033	
Total Direct Expenses	235,191	48%	174,965	36%	45,051	9%	8,693	2%	23,052	5%	486,948	
Indirect Expenses 15.0%	35,279	48%	26,245	36%	6,758	9%	1,304	2%	3,458	5%	73,044	
TOTAL EXPENSES	270,470	48%	201,210	36%	51,809	9%	9,997	2%	26,510	5%	559,992	
Unit of Service Type	Encounter	Hour	Hour	Hour	Hour	Hour	Hour	Hour	Hour	Hour	Totals	
Number of UOS per Service Mode	775	1,152	307	82	133	2,449						
Cost Per UOS by Service Mode	\$348.99	\$174.66	\$168.76	\$121.91	\$199.32	N/A						
Number of UDC per Service Mode	200	200	60	20	13	200						

BUDGET JUSTIFICATION

1a) SALARIES

Staff Position 1:	Physician				
Brief duties related to prog and UDC served	Manages HIV & primary hlth care needs of pts; assess stage of disease, prescribes meds (in conjunction with tx adherence prog); Dx & Tx infections and malignancies; refers to other med & psychosoc providers as necessary; general hlth care management of pts, i.e., hypertension, diabetes, cardiac disease, liver disease and hepatitis, etc.				
Degree, license, exp	CA MD license w training or exp in HIV-related hlth issues, professional competency as an HIV specialist.				
	Annual Salary	x Base FTE	x Mos per Yr	Annualized FTE if < 12 mo	Total
	198,171	0.35	4	0.12	\$ 23,120
Staff Position 2:	Nurse Practitioner				
Brief duties related to prog and UDC served	Manages HIV & primary health care pt needs; assesses stage of disease, prescribes meds (in conjunction w tx adherence prog); dx & tx infections & malignancies; refers to other med & psychosoc providers as necessary; general health care management of pts, i.e., hypertension, diabetes, cardiac disease, liver disease and hepatitis, etc.				
Degree, license, exp	CA NP license w training or exp in HIV-related issues, demonstrated professional competency as an HIV specialist				
	217,279	0.50	4	0.17	\$ 36,213
Staff Position 3:	Registered Nurse				
Brief duties related to prog and UDC served	Coordinates plans of care & medical follow-up pt appts; facilitates medical referrals, administers injections & meds; routine pt follow-up on hpt, blood sugar; assists w pt educ on HIV, HIV meds, other general care needs				
Degree, license, exp	licensed CA RN w training or exp in HIV related hlth issues; demonstrated professional competency				
	179,022	1.07	4	0.36	\$ 63,851
Staff Position 4:	Clinical Pharmacist				
Brief duties related to prog and UDC served	assesses med adherence, evaluates drug interactions, assists w med adverse event monitoring; assesses med dosing for kidney/liver impairment; pt meds education; coordinates mediset prog; supervises Pharm Tech				
Degree, license, exp	doctorate of pharmacy w demonstrated professional competence in HIV-related pharmacy care				
	179,019	0.60	4	0.20	\$ 35,804
Staff Position 5:	Medical Assistant				
duties related to prog/ UDC	Assists with pt flow during med visits, includes vital signs, phlebotomy, and specimen transport as needed				
Degree, license, exp	high school diploma or GED w addit'l training in med sciences; awareness of issues faced by target population				
	65,894	4.03	4	1.34	\$ 88,518
Staff Position 6:	Social Work Spvr				
Brief duties related to prog and UDC served	planning, coordination, and delivery of pt svcs; includes psychosocial needs assess & linkage to appropriate svcs; assists with enrollment of pts to Medi-Cal, ADAP, and other assistance programs				
Degree, license, exp	certification as licensed social worker and awareness of the issues faced by the target population				
	124,915	0.50	4	0.17	\$ 20,819
Staff Position 7:	Social Worker				
Brief duties related to prog and UDC served	planning, coordination, delivery of pt svcs; integrates pt svcs, ensures appropriate pt access & utilization of pt resources; comprehensive psychosoc assess & eval; presents findings at case conference; counslng & referral for subs use & mental hlth, develops grp case mngt curricula				
Degree, license, exp	master's degree in social work and awareness of issues faced by the target population				
	86,241	0.32	4	0.11	\$ 9,184

Staff Position 8:	Front Desk Clerk				
duties related to prog/ UDC	Registers, checks in pts for appts; provides reminder messages for future appts; maintains clinic provider schedule				
Degree, license, exp	High school degree or equivalent				
	60,000	0.20	4	0.07	\$ 4,000
Staff Position 9:	Principal Investigator				
duties related to prog/ UDC	clinic director, direct medical care to panel of pts, establishes patient care protocols for clinic				
Degree, license, exp	CA MD license w training or 10 yrs exp HIV related issues & demonstration professional competency in HIV Mngt				
	286,529	0.01	4	0.003	\$ 955
Staff Position 10:	Program Director				
Brief duties related to prog and UDC served	program oversight & design, grant compliance; financial oversight; implements pt medical & hlth care maintenance protocols; quality assurance; supervising, hiring, and firing prog staff				
Degree, license, exp	CA RN or MD license w training or exp in HIV related hlth issues, demonstrated professional competency				
	257,302	0.05	4	0.02	\$ 4,255
Staff Position 11	CoE Coordinator				
Brief duties related to prog and UDC served	liaison w DPH, coordinates svcs among partners of CoE; coordinates budgeting& invoicing; liaison w DPH & UCSF Accting; prepares for annual DPH site visit and year end report				
Degree, license, exp	Master's degree, computer & database mngt knowledge, accting & grant writing exp, working w multi-agency collaboration, good interpersonal skills, able to work with a team				
	93,971	0.50	4	0.17	\$ 15,662
Staff Position 12:	Pharmacy Tech				
Brief duties related to prog and UDC served	directs refill orders to providers, calls in authorized Rx if fax/e-script was unsuccessful, answers phone, checks on med deliveries, manages over-the-counter inventory, assists in med room inspections, other admin duties assigned				
Degree, license, exp	high school diploma w demonstrated professional competence in HIV-related pharmacy care				
	69,057	0.80	4	0.27	\$ 18,415
Staff Position 13:	Nurse Manager				
Brief duties related to prog and UDC served	planning, coordination, delivery of pt svcs; oversees daily operations of W 86 clinic; supervises nursing staff, med assistants & front desk staff				
Degree, license, exp	licensed CA RN w training or exp in HIV related hlth issues & demonstrated professional competency				
	186,269	0.03	4	0.01	\$ 1,863
Staff Position 14	LVN				
duties related to prog/ UDC	Administers immunizations, therapeutic injections & meds; starts pt IV for hydration and /or hosp admission				
Degree, license, exp	licensed CA LVN w training or exp in HIV related hlth issues, demonstrated professional competency				
	104,242	0.03	4	0.01	\$ 1,042
Staff Position 15:	Addiction Psychol				
Brief duties related to prog and UDC served	assesses subs use disorders, short-term indiv & grp counselng, refers pts to subs use tx, documents care plans & svcs; coordinates svcs w members of care team, space for pt counselng, & on COI; participates in case conferences, STOP staff mtgs & trainings, data collection; wkly spvsn of staff providing svcs under psych license				
Degree, license, exp	PhD/PsychD in clinical Psych from APA accredited prog, CA License in psychology, 6 yrs in prog mngt, 4 yrs providing subs use, mental hlth, or HIV counselng; or equiv combination of education & exp				
	65,074	0.12	4	0.04	\$ 2,543

Staff Position 16:	Assist Prof, Registered Psychol				
Brief duties related to prog and UDC served	assessment of subs use disorders, short-term indiv & grp counselng, refers to subs use tx, documents svcs; coordinates svcs w members of care team; participates in case conferences, STOP staff mtgs and trainings				
Degree, license, exp	CA Registered Psychologist				
	45,667	0.24	4	0.08	\$ 3,653
	Total FTE, Base:	9.35	Annualized:	3.12	

Total Salaries:	\$ 329,897
Total Fringe Benefit:	\$ 148,021

1b) EMPLOYEE FRINGE BENEFITS:

Fringe Benefit %:	44.87%
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TOTAL SALARIES & EMPLOYEE BENEFITS:	\$ 477,918
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2) OPERATING EXPENSES:

Occupancy:	Concise/ Specific Description	Rate/Formula	Cost
Mobile Phone	For Clinical Staff to communicate with patients re. care	~\$45 x 4 mos x 2 staff	280
Total Occupancy:			\$ 280

Materials / Supplies	Concise/ Specific Description	Rate/Formula	Cost
Program Supplies	IT equipment and office supplies	~\$23.6 x 4 mos x FTE	882
Total Materials & Supplies:			\$ 882

General Operating:	Concise/ Specific Description	Rate/Formula	Cost
Staff Trainings	Cost for each staff to attend trainings	\$300 each x 4 staff =	1,200
Total General Operating:			\$ 1,200

Other	Concise/ Specific Description	Rate/Formula	Cost
CCDSS: UC Recharge	Computing/Commun Device Support Svcs: voice/data tech function	~\$59 x 4 mos x FTE	2,206
Data Netwrk: UCRecharge	critical equipment in support of UCSF e-info flow	~\$44 x 4mos x FTE	1,645
GAEL: UC Recharge	General Auto & Employee Liability: accident insurance for employees local business travel	\$.82/\$100 payroll x FTE x mos	2,705
Client Refreshments	Drink and snacks for patients	~\$.48/pt/mo x 4	175
Total Other:			\$ 6,671

TOTAL OPERATING EXPS:	\$ 9,033
TOTAL DIRECT COSTS:	\$ 486,950

4) INDIRECT COSTS		Indirect Rate:	15%	\$73,043	
allocation of admin & support staff salary, related fringe, general overhead related to contract					
				TOTAL INDIRECT COSTS:	\$ 73,043
				TOTAL EXPENSES:	\$ 559,993

UCSF / Ward 86 / HALT Center of Excellence
UCSF Alliance Health Program (AHP)

Appendix B-1a, Page 1
(4 mos) 03/01/20 - 06/30/20
General Fund

UOS COST ALLOCATION BY SERVICE MODE

Service Modes:		Outpatient Mental Health		Medical Case Management		
Position Titles	Annualized FTE	Salaries	% FTE	Salaries	% FTE	Totals
Psychiatrist	0.16	36,922	100%			36,922
Psychiatric Nurse Practitioner	0.03	6,625	100%			6,625
Clinical Social Work Supervisor	0.07			7,951	100%	7,951
Case Manager	0.67			46,952	100%	46,952
Total FTE & Salaries	0.93	43,547	44%	54,903	56%	98,450
Fringe Benefits	37%	16,113	44%	20,314	56%	36,427
Total Personnel Expenses		59,660	44%	75,217	56%	134,877
-						
Operating Expenses		Expense	%	Expense	%	-
Total Occupancy			0%	2,974	100%	2,974
Total Materials and Supplies		240	42%	332	58%	572
Total General Operating		84	42%	116	58%	200
Total Staff Travel		546	42%	754	58%	1,300
Other: Data Network (UC Recharge)		205	42%	284	58%	489
Other: CCDSS (UC Recharge)		276	42%	381	58%	656
Other: GAEL (UC Recharge)		339	42%	468	58%	807
Total Operating Expenses		1,690	24%	5,308	76%	6,999
-						
Total Direct Expenses		61,350	43%	80,525	57%	141,876
Indirect Expenses	15.0%	9,202	43%	12,079	57%	21,281
TOTAL EXPENSES		70,552	43%	92,604	57%	163,157
-						
Unit of Service Type		Encounter		Hour		
Number of UOS per Service Mode		202		915		1,117
Cost Per UOS by Service Mode		\$349.27		\$101.21		N/A
Number of UDC per Service Mode		75		43		75

BUDGET JUSTIFICATION

1a) SALARIES					
Staff Position 1	Psychiatrist				
duties related to prog/ UDC	psychiatric evaluation, consultation, med eval & pt mgmt svcs; crisis intervention & triage services as required				
Degree, license, exp	Board eligible CA licensed psychiatrist; proven exp w med aspects of HIV & psychiatry, HIV specialist competency				
	Annual Salary	x Base FTE	x Mos per Yr	Annualized FTE if < 12 mo	Total
	230,765	0.48	4	0.16	\$ 36,922
Staff Position 2:	Psychiatric Nurse Practitioner				
duties related to prog/ UDC	Mental Health assessment & evaluation; Psych medication prescription & monitoring				
Degree, license, exp	CA NP License; Bachelor's in Nursing desired; 2 yrs spvsn in med setting preferably HIV oriented; 2 yrs exp in mental hlth or subs use/recovery tx setting, 5 yrs clinical exp in an HIV mental hlth environment				
	198,736	0.10	4	0.03	\$ 6,625
Staff Position 3:	Clinical Social Work Supervisor				
duties related to prog/ UDC	oversight of case managers, planning, coordination & delivery of pt svcs; ARIES/HERO compliance, other admin				
Degree, license, exp	LCSW, exp w severe need clients & spsvn of case mngt staff; knowledge of HIV/AIDS				
	119,262	0.20	4	0.07	\$ 7,951
Staff Position 4:	Case Manager				
duties related to prog/ UDC	planning, coordination & pt svcs delivery; integration of svcs & utilization of HIV delivery svcs; collaboration w PCP, Social Work staff, CoE RN, subs use & mental hlth workers; assists pts w med appts; locates pts to ensure critical follow-up; daily reporting to CoE RN re: these clients				
Degree, license, exp	Bachelor's in social work, psych, or counslng, exp in subs abuse settings and/or equiv of educ exp; proven ability to work independent in multi-disciplin setting; exp wkng w medically ill pts esp. PLWHA; strong writing/verbal skills				
	70,428	2.00	4	0.67	\$ 46,952
	Total FTE, Base:	2.78	Annualized:	0.93	
				Total Salaries:	\$ 98,450
1b) EMPLOYEE FRINGE BENEFITS:	Fringe Benefit %:	37.0%		Total Fringe Benefit:	\$ 36,427
				TOTAL SALARIES & EMPLOYEE BENEFITS:	\$ 134,877

2) OPERATING EXPENSES:

Occupancy:	Concise/ Specific Description	Rate/Formula	Cost
Rent	utilized by program.	\$6.76 / sq.ft. X 110 sq ft X 4 mos	2,974
Total Occupancy:			\$ 2,974

Materials & Supplies:	Concise/ Specific Description	Rate/Formula	Cost
Office supplies	Expenses such as pens, paper, medical chart supplies,	\$51.45/mo x 2.78 FTE x 4 mos	572
Total Materials & Supplies:			\$ 572

General Operating:	Brief Description	Rate/Formula	Cost
Computer Software/Hardware	Includes updating computer hardware / software to maintain equipment that holds client medical records, client satisfaction data etc.	2.78 FTE x \$6/mo x 4 mos	200
Total General Operating:			\$ 200

Staff Travel:	Location	Expense Item	Rate/Formula	Cost
For Outreach and Case Mngt Staff for transport to pt homes, appt escorts, mtgs,	SF Bay Area	Clipper Card	3 cards/mo @ ~ \$108 ea = ~ \$325mo x 4 mos	1,300
Total Staff Travel:				\$ 1,300

Other: UC Recharges	Brief Description	Rate/Formula	Cost
Data Network	Use of the UCSF data network	\$44/FTE x .09 FTE x 4 mos	489
Computing/Commun Device Support Svcs	IT Desktop support svcs (Basic Support level)	\$59/FTE x .09 FTE x 4 mos	656
General Automobile and Employee Liability	Liability insurance charges associated with payroll	\$.82 per \$100 payroll x .09 FTE x 4	807
Total Other:			\$ 1,953

TOTAL OPERATING EXPENSES:	\$ 6,999
TOTAL DIRECT COSTS:	\$ 141,876

4) INDIRECT COSTS

allocation of admin & support staff salary, related fringe benefits, general overhead related to the contract	\$ 21,281
Indirect Rate:	15.0%
TOTAL INDIRECT COSTS:	\$ 21,281
TOTAL EXPENSES:	\$ 163,157

UCSF / Ward 86 / HALT Center of Excellence
San Francisco AIDS Foundation (SFAF)

Appendix B-1b, Page 1
(4 mos) 03/01/20 - 06/30/20
General Fund

UOS COST ALLOCATION BY SERVICE MODE

Service Modes:		Outpatient Substance Abuse Services		Outpatient Substance Abuse Services				
Position Titles	Annualized FTE	Salaries	% FTE	Salaries	% FTE			Totals
V.P Behavioral Services	0.08	2,052	79%	546	21%			2,598
Counselor I	0.38	6,065	79%	1,612	21%			7,677
Total FTE & Salaries	0.46	8,117	312%	2,158	21%			10,275
Fringe Benefits	25.00%	2,029	79%	539	21%			2,568
Total Personnel Expenses		10,146	79%	2,697	21%			12,843
Operating Expenses								
Operating Expenses		Expense	%	Expense	%			Totals
Total Occupancy								-
Total Materials and Supplies								-
Total General Operating								-
Total Staff Travel								-
Total Operating Expenses								-
Total Direct Expenses								
Total Direct Expenses		10,146	79%	2,697	21%			12,843
Indirect Expenses 9.0%		912	79%	243	21%			1,155
TOTAL EXPENSES		11,058	79%	2,940	21%			13,998
Unit of Service Type		Hour		Group Hour				
Number of UOS per Service Mode		84		30				114
Cost Per UOS by Service Mode		\$131.65		\$98.00				N/A
Number of UDC per Service Mode		20		5				25

UCSF / Ward 86 / HALT Center of Excellence
San Francisco AIDS Foundation (SFAF)

Appendix B-1b, Page 2
(4 mos) 03/01/20 - 06/30/20
General Fund

BUDGET JUSTIFICATION

1a) SALARIES					
Staff Position 1:	V.P Behavioral Services				
duties related to prog/ UDC	Oversight of operations including documentation of svcs, admin spvsn of staff, analyzing data, writing reports				
Degree, license, exp	Masters degree and at least 5 years experience in managing a social servcies program				
	Annual Salary	x Base FTE	x Mos per Yr	Annualized FTE if < 12 mo	Total
	97,408	0.08	4	0.03	\$ 2,598
Staff Position 2:	Counselor I				
duties related to prog/ UDC	intake assesments, individual and group counseling, referrals to psychiatrist, documentation of counseling				
Degree, license, exp	Masters degree or at least 5 years experience in substance use or mental health counseling				
	60,611	0.38	4	0.13	\$ 7,677
	Total FTE, Base:	0.46	Annualized:	0.15	
				Total Salaries:	\$ 10,275

1b) EMPLOYEE FRINGE BENEFITS:	Component	Cost
	Social Security	\$ 786.00
	Retirement	\$ 196.00
	Medical	\$ 856.00
	Dental	
	Unemployment Insurance	\$ 53.00
	Disability Insurance	\$ 624.00
	Paid Time Off	
	Other (specify):	\$ 53.00
	Total Fringe Benefit:	\$ 2,568
	Fringe Benefit %:	24.99%

TOTAL SALARIES & EMPLOYEE FRINGE BENEFITS: \$ 12,843

TOTAL DIRECT COSTS: \$ 12,843

4) INDIRECT COSTS

	Amount
SFAF's indirect costs include Finance, Office Services, Human Resources, and Information Services	1,155

Indirect Rate: 8.99%

TOTAL INDIRECT COSTS: \$ 1,155

TOTAL EXPENSES: \$ 13,998

UCSF / Ward 86 / HALT Center of Excellence
UCSF Ward 86

Appendix B-1c, Page 1
(8 mos) 07/01/20 - 02/28/21

RWPA

UOS COST ALLOCATION BY SERVICE MODE

Service Modes:		Medical Case Management		
Position Titles	FTE	Salaries	% FTE	Totals
Social Worker	0.10	8,839	100%	8,839
Total FTE & Salaries	0.10	8,839	100%	8,839
Fringe Benefits	46.5%	4,110	100%	4,110
Total Personnel Expenses		12,949	100%	12,949
Operating Expenses				
		Expense	%	Totals
Total Occupancy				
Total Materials and Supplies				
Total General Operating				
Total Staff Travel				
Consultants/Subcontractor:				
Other: CCDSS		109	100%	109
Other: Data Network		81	74%	81
Other: GAEL		72	100%	72
Total Operating Expenses		262	100%	262
Total Direct Expenses				
		13,211	100%	13,211
Indirect Expenses	9.0%	1,189	100%	1,189
TOTAL EXPENSES		14,400	100%	14,400
Unit of Service Type				
		Hour		
Number of UOS per Service Mode		121		121
Cost Per UOS by Service Mode		\$119.01		N/A
Number of UDC per Service Mode		15		15

UCSF / Ward 86 / HALT Center of Excellence

UCSF Ward 86

Appendix B-1c, Page 2

(8 mos) 07/01/20 - 02/28/21

RWPA

BUDGET JUSTIFICATION

1a) SALARIES					
Staff Position 1	Social Worker				
duties related to prog/ UDC	comprehensive psychosoc assessment & evaluation; presents findings at case conference; counseling and referral for subs use and mental hlth, develops grp case management curricula				
Degree, license, exp	MSW, professional knowledge of SF HIV/AIDS care community including PWP & harm reduction strategies.				
	Annual Salary	x Base FTE	x Mos per Yr	Annualized FTE if < 12 mo	Total
	\$86,241.00	0.15	8	0.10	\$ 8,839

Total FTE, Base:	0.15	Annualized:	0.10
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Total Salaries:	\$ 8,839
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1b) EMPLOYEE FRINGE BENEFITS:	Total Fringe Benefit:	\$ 4,110
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Fringe Benefit %:	46.5%
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TOTAL SALARIES & EMPLOYEE BENEFITS:	\$ 12,949
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2) OPERATING EXPENSES:

Other: UC Recharges	Brief Description	Rate/Formula	Cost
Computing/Commun Device Support Svcs	Support to campus voice and data technology functions	~\$59 x 12 mos x FTE	\$ 109
Data Network	Equipment in support of UCSF electronic information flow.	~\$44 x 12 mos x FTE	\$ 81
General Automobile and Employee Liability	Business travel accident insurance provided tol UC employees traveling on UC business throughout the Bay Area.	\$.82/\$100 of payroll x FTE x months	\$ 72
Total Other:			\$ 262

TOTAL OPERATING EXP:	\$ 262
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TOTAL DIRECT COSTS:	\$ 13,211
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4) INDIRECT COSTS

allocation of admin & support staff salary, related fringe, general overhead related to contract	\$ 1,189
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Indirect Rate:	9.00%
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TOTAL INDIRECT COSTS:	\$ 1,189
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TOTAL EXPENSES:	\$ 14,400
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UOS COST ALLOCATION BY SERVICE MODE

Service Modes:		Outpatient/Ambulatory Health Services		Treatment Adherence		Medical Case Management		Behavior Health Counseling		Outpatient Substance Abuse Services		
Position Titles	Ann. FTE	Salaries	% FTE	Salaries	% FTE	Salaries	% FTE	Salaries	% FTE	Salaries	% FTE	Totals
Physician	0.35	43,003	62%	26,357	38%							69,360
Nurse Practitioner	0.50	11,950	11%	96,690	89%							108,640
Registered Nurse	1.07	114,932	60%	76,622	40%							191,554
Clinical Pharmacist	0.60			107,411	100%							107,411
Medical Assistant	4.00	131,706	50%	131,706	50%							263,412
Social Work Spvr	0.50					49,966	80%	12,492	20%			62,458
Social Worker	0.25					17,248	80%	4,312	20%			21,560
Front Desk Clerk	0.20	9,600	80%							2,400	20%	12,000
Principal Investigator	0.01	2,865	100%									2,865
Program Director	0.05	10,213	80%			2,553	20%					12,766
COE Coordinator	0.50	39,937	85%			4,699	10%			2,349	5%	46,985
Pharmacy Tech	0.80			55,246	100%							55,246
Addiction Psychol	0.08									15,312	100%	15,312
Postdoc Fellow	0.06									3,640	100%	3,640
Total FTE/Salaries	8.96	364,207	37%	494,032	51%	74,466	8%	16,804	2%	23,701	2%	973,210
Fringe Benefits	44.8%	163,108	37%	221,250	51%	33,349	8%	7,525	2%	10,615	2%	435,847
Total Personnel Expenses		527,315	37%	715,282	51%	107,815	8%	24,329	2%	34,316	2%	1,409,057
Operating Expenses		Expense	%	Expense	%	Expense	%	Expense	%	Expense	%	Totals
Total Occupancy		504	60%			168	20%	168	20%			840
Total Materials and Supplies		436	60%			145	20%	145	20%			727
Total General Operating		2,160	60%			720	20%	720	20%			3,600
Other: CCDSS		2,538	40%	1,269	20%	1,269	20%	1,269	20%			6,346
Other: Data Network		1,893	40%	947	20%	947	20%	947	20%			4,733
Other: GAEL		3,990	50%	798	10%	2,394	30%	798	10%			7,980
Other: Pt. Refredshments		1,000	100%									1,000
Total Operating Expenses		12,522	50%	3,014	47%	5,643	22%	4,047	16%	-		25,226
Total Direct Expenses		539,837	38%	718,296	50%	113,458	8%	28,376	2%	34,316	2%	1,434,283
Indirect Expenses 15.0%		80,975	38%	107,744	50%	17,019	8%	4,256	2%	5,148	2%	215,142
TOTAL EXPENSES		620,812	38%	826,040	50%	130,477	8%	32,632	2%	39,464	2%	1,649,426
Unit of Service Type		Encounter		Hour		Hour		Hour		Hour		
Number of UOS per Service Mode		1,700		4,147		864		216		205		7,132
Cost Per UOS by Service Mode		\$365.18		\$199.19		\$151.02		\$151.07		\$192.51		N/A
Number of UDC per Service Mode		600		600		400		60		40		600

BUDGET JUSTIFICATION**1a) SALARIES**

BUDGET JUSTIFICATION					
Staff Position 1	Physician				
duties related to prog/ UDC	Manages HIV & primary hlth care needs of pts; assess stage of disease, prescribes meds (in conjunction with tx adherence prog); Dx & Tx infections and malignancies; refers to other med & psychosoc providers as necessary; general hlth care management of pts i.e. hypertension, diabetes, cardiac disease, liver disease and hepatitis				
Degree, license, exp	CA MD license w training or exp in HIV-related hlth issues, professional competency as an HIV specialist.				
	Annual Salary	x Base FTE	x Mos per Yr	Annualized FTE if < 12 mo	Total
	198,171	0.35	12	0.35	\$ 69,360
Staff Position 2:	Nurse Practitioner				
duties related to prog/ UDC	Manages HIV & primary health care pt needs; assesses stage of disease, prescribes meds (in conjunction w tx adherence prog); dx & tx infections & malignancies; refers to other med & psychosoc providers as necessary;				
Degree, license, exp	CA NP license w traing or exp in HIV-related issues, demonstrated professional competency as HIV specialist				
	217,279	0.50	12	0.50	\$ 108,640
Staff Position 3:	Registered Nurse				
duties related to prog/ UDC	Coordinates plans of care & medical follow-up pt appts; facilitates medical referrals, administers injections & meds; routine pt follow-up on hpt, blood sugar; assists w pt educ on HIV, HIV meds, other general care needs				
Degree, license, exp	licensed CA RN w training or exp in HIV related hlth issues; demonstrated professional competency				
	179,022	1.07	12	1.07	\$ 191,554
Staff Position 4:	Clinical Pharmacist				
duties related to prog/ UDC	assesses med adherence, evaluates drug interactions, assists w med adverse event monitoring; assesses med dosing for kidney/liver impairment; pt meds education; coordinates mediset prog; supervises Pharm Tech				
Degree, license, exp	doctorate of pharmacy w demonstrated professional competence in HIV-related pharmacy care				
	179,019	0.60	12	0.60	\$ 107,411
Staff Position 5:	Medical Assistant				
duties related to prog/ UDC	Assists with pt flow during med visits, includes vital signs, phlebotomy, and specimen transport as needed				
Degree, license, exp	high school diploma or GED w addit'l training in med sciences; awareness of issues faced by target population				
	65,894	4.00	12	4.00	\$ 263,412
Staff Position 6:	Social Work Spvr				
duties related to prog/ UDC	planning, coordination, and delivery of pt svcs; includes psychosocial needs assess & linkage to appropriate svcs; assists with enrollment of pts to Medi-Cal, ADAP, and other assistance programs				
Degree, license, exp	certification as licensed social worker and awareness of the issues faced by the target population				
	124,915	0.50	12	0.50	\$ 62,458
Staff Position 7:	Social Worker				
duties related to prog/ UDC	planning, coordination, delivery of pt svcs; integrates pt svcs, ensures appropriate pt access & utilization of pt. resources; comprehensive psychosoc assess & eval; presents findings at case conference; counseling & referral				
Degree, license, exp	master's degree in social work and awareness of issues faced by the target population				
	86,241	0.25	12	0.25	\$ 21,560

Staff Position 8:	Front Desk Clerk				
duties related to prog/ UDC	Registers, checks in pts for appts; provides reminder messages for future appts; maintains clinic provider				
Degree, license, exp	High school degree or equivalent				
	60,000	0.20	12	0.20	\$ 12,000
Staff Position 9:	Principal Investigator				
duties related to prog/ UDC	clinic director, direct medical care to panel of pts, establishes patient care protocols for clinic				
Degree, license, exp	HIV Mngt				
	286,529	0.01	12	0.01	\$ 2,865
Staff Position 10:	Program Director				
duties related to prog/ UDC	program oversight & design, grant compliance; financial oversight; implements pt medical & hlth care maintenance protocols; quality assurance; supervising, hiring, and firing prog staff				
Degree, license, exp	CA RN or MD license w training or exp in HIV related hlth issues, demonstrated professional competency				
	257,302	0.05	12	0.05	\$ 12,766
Staff Position 11	COE Coordinator				
duties related to prog/ UDC	liaison w DPH, coordinates svcs among partners of CoE; coordinates budgeting& invoicing; liaison w DPH & UCSF Accting; prepares for annual DPH site visit and year end report				
Degree, license, exp	Master's degree, computer & database mngt knowledge, accting & grant writing exp, working w multi-agency collaboration, good interpersonal skills, able to work with a team				
	93,971	0.50	12	0.50	\$ 46,985
Staff Position 12:	Pharmacy Tech				
duties related to prog/ UDC	directs refill orders to providers, calls in authorized Rx if fax/e-script was unsuccessful, answers phone, checks on med deliveries, manages over-the-counter inventory, assists in med room inspections, other admin duties				
Degree, license, exp	high school diplona w demonstrated professional competence in HIV-related pharmacy care				
	69,057	0.80	12	0.80	\$ 55,246
Staff Position 13:	Addiction Psychol				
duties related to prog/ UDC	assesses subs use disorders, short-term indiv & grp counslng, refers pts to subs use tx, documents care plans & svcs; coordinates svcs w members of care team, CQI; participates in case conferences, STOP staff mtgs & trainings, data collection; wkly spvsn of staff providing svcs under psych license				
Degree, license, exp	PhD/PsychD in clinical Psych from APA accredited prog, CA License in psychology, 6 yrs in prog mngt, 4 yrs providing subs use, mental hlth, or HIV counslng; or equiv combination of education & exp				
	201,078	0.08	12	0.08	\$ 15,312

Staff Position 14:	Postdoc Fellow				
duties related to prog/ UDC	assesses subs use disorders, short-term indiv & grp counseling, refers pts to subs use tx, documents care plans & svcs; coordinates svcs w members of care team; participates in case conferences, STOP staff mtgs & trainings				
Degree, license, exp	Application pending for CA registered psychologist				
	60,691	0.06	12	0.06	\$ 3,640
	Total FTE, Base:	8.96	Annualized:	8.96	
				Total Salaries:	\$ 973,210
1b) EMPLOYEE FRINGE BENEFITS:	Fringe Benefit %:	44.78%	Total Fringe Benefit:	\$	435,847
	TOTAL SALARIES & EMPLOYEE FRINGE BENEFITS:				\$ 1,409,057

2) OPERATING EXPENSES:

Occupancy:	Brief Description	Rate/Formula	Cost
Mobile Phone	For Clinical Staff to communicate with patients re. care	~\$45 x mos x 2 staff	840
		Total Occupancy:	\$ 840

Materials & Supplies:	Brief Description	Rate/Formula	Cost
Program Supplies	IT equipment and office supplies	~\$6.76 x 12 mos x FTE	727
		Total Materials & Supplies:	\$ 727

General Operating:	Brief Description	Rate/Formula	Cost
Staff Trainings	Cost for each staff to attend trainings	\$600 each x 6 staff =	3,600
		Total General Operating:	\$ 3,600

Other	Brief Description	Rate/Formula	Cost
CCDSS: UC Recharge	Computing/Commun Device Support Svcs: voice/data tech function	~\$59 x mos x FTE	6,346
Data Network: UC Recharge	critical equipment in support of UCSF e-info flow	~\$44 x mos x FTE	4,733
GAEL: UC Recharge	General Auto & Employee Liability: accident insurance for employees local business travel	\$.82/\$100 of payroll x FTE x mos	7,980
Client Refreshments	Drink and snacks for patients	~\$.14/patient/month x 12	1,000
		Total Other:	\$ 20,059

TOTAL OPERATING EXP:	\$ 25,226
TOTAL DIRECT COSTS:	\$ 1,434,283

4) INDIRECT COSTS

allocation of admin & support staff salary, related fringe, general overhead related to contract	\$	215,142
	Indirect Rate:	15.00%
TOTAL INDIRECT COSTS:	\$	215,142
TOTAL EXPENSES:	\$	1,649,426

UCSF / Ward 86 / HALT Center of Excellence
UCSF Alliance Health Program (AHP)

Appendix B-1e, Page 1

07/01/20 - 06/30/21

General Fund

UOS COST ALLOCATION BY SERVICE MODE

Service Modes:		Outpatient Mental Health		Medical Case Management		
Position Titles	Annualized FTE	Salaries	% FTE	Salaries	% FTE	Totals
Psychiatrist	0.40	95,075	100%		0%	95,075
Psychiatric Nurse Practitioner	0.11	22,517	100%		0%	22,517
Clinical Social Work Supervisor	0.22	2,744	10%	24,698	90%	27,442
Case Manager	2.00		0%	145,082	100%	145,082
Total FTE & Salaries	2.73	120,336	41%	169,780	59%	290,116
Fringe Benefits	37.97%	45,690	41%	64,462	59%	110,152
Total Personnel Expenses		166,026	41%	234,242	59%	400,268
						-
Operating Expenses		Expense	%	Expense	%	-
Total Occupancy			0%	9,280	100%	9,280
Total Materials and Supplies		772	42%	1,067	58%	1,839
Total General Operating		207	42%	285	58%	492
Total Staff Travel		1,638	42%	2,262	58%	3,900
Other: Data Network (UC Recharge)		606	42%	837	58%	1,443
Other: CCDSS (UC Recharge)		813	42%	1,122	58%	1,935
Other: GAEL (UC Recharge)		999	42%	1,380	58%	2,379
Total Operating Expenses		5,035	24%	16,233	76%	21,268
						-
Total Direct Expenses		171,061	41%	250,475	59%	421,536
Indirect Expenses	15.0%	25,659	41%	37,571	59%	63,230
TOTAL EXPENSES		196,720	41%	288,046	59%	484,766
Unit of Service Type		Encounter		Hour		
Number of UOS per Service Mode		588		2,409		2,997
Cost Per UOS by Service Mode		\$334.56		\$119.57		N/A
Number of UDC per Service Mode		225		130		225

BUDGET JUSTIFICATION

1a) SALARIES					
Staff Position 1	Psychiatrist				
duties related to prog/ UDC	psychiatric evaluation, consultation, med eval & pt mngt svcs; crisis intervention & triage services as required				
Degree, license, exp	Board eligible CA licensed psychiatrist; proven exp w med aspects of HIV & psychiatry, HIV specialist competency				
	Annual Salary	x Base FTE	x Mos per Yr	Annualized FTE if < 12 mo	Total
	237,688	0.40	12	0.40	\$ 95,075
Staff Position 2:	Psychiatric Nurse Practitioner				
duties related to prog/ UDC	Mental Health assessment & evaluation; Psych medication prescription & monitoring				
Degree, license, exp	CA NP License; Bachelor's in Nursing desired; 2 yrs spvsn in med setting preferably HIV oriented; 2 yrs exp in mental hlth or subs use/recovery tx setting, 5 yrs clinical exp in an HIV mental hlth environment				
	204,698	0.11	12	0.11	\$ 22,517
Staff Position 3:	Clinical Social Work Supervisor				
duties related to prog/ UDC	oversight of case mngrs, planning, coordination, delivery of pt svcs; ARIES/HERO compliance, other duties				
Degree, license, exp	LCSW, exp w severe need clients & spsvn of case mngr staff; knowledge of HIV/AIDS				
	122,840	0.22	12	0.22	\$ 27,442
Staff Position 4:	Case Manager				
duties related to prog/ UDC	planning, coordination & pt svcs delivery; integration of svcs & utilization of HIV delivery svcs; collaboration w PCP, Social Work staff, CoE RN, subs use & mental hlth workers; assists pts w med appts; locates pts to ensure critical follow-up; daily reporting to CoE RN re: these clients				
Degree, license, exp	Bachelor's in social work, psych, or counslng, exp in subs abuse settings and/or equiv of educ exp; proven ability to work independent in multi-disciplin setting; exp wkng w medically ill pts esp. PLWHA; strong writing/verbal skills				
	72,541	2.00	12	2.00	\$ 145,082
	Total FTE, Base:	2.73	Annualized:	2.73	

Total Salaries:	\$ 290,116
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1b) EMPLOYEE FRINGE BENEFITS:	Total Fringe Benefit:	\$ 110,152
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Fringe Benefit %:	37.97%
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TOTAL SALARIES & EMPLOYEE FRINGE BENEFITS:	\$ 400,268
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2) OPERATING EXPENSES:

Occupancy:	Concise/ Specific Description	Rate/Formula	Cost
Rent	Monthly exp for proportion of clinic space utilized by prog	\$7.03 /sq.ft. X 110 sq ft X 12 mos	9,280
Total Occupancy:			\$ 9,280

Materials & Supplies:	Concise/ Specific Description	Rate/Formula	Cost
Office supplies	Expenses such as pens, paper, medical chart supplies,	\$56.06 / mo x 2.73 FTE x 12 mos	1,839
Total Materials & Supplies:			\$ 1,839

General Operating:	Brief Description	Rate/Formula	Cost
Computer Software/Hardware	maintain equipment that holds client medical records, client satisfaction data etc.	2.73 FTE x ~ \$15/mo x 12 mos	492
Total General Operating:			\$ 492

Staff Travel:		Location	Expense Item	Rate/Formula	Cost
For Outreach and Case Mngt Staff for transport to pt homes, appt escorts, mtgs, trainings		SF Bay Area	Clipper Card	3 cards/mo @ ~ \$108 ea = ~ \$325/mo x 12 mos	3,900
Total Staff Travel:					\$ 3,900

Other: UC Recharges	Brief Description	Rate/Formula	Cost
Data Network	Use of the UCSF data network	\$44/FTE x .FTE x mos	1,443
Computing/Commun Device Support Svcs	IT Desktop support svcs (Basic Support level)	\$59/FTE x FTE x mos	1,935
General Automobile and Employee Liability	Liability insurance charges associated with payroll	\$.82/\$100 of payroll x FTE x mos	2,379
Total Other:			\$ 5,757

TOTAL OPERATING EXPENSES:	\$ 21,268
TOTAL DIRECT COSTS:	\$ 421,536

4) INDIRECT COSTS

allocation of admin & support staff salary, related fringe, general overhead related to contract	\$ 63,230
Indirect Rate:	15.00%
TOTAL INDIRECT COSTS:	\$ 63,230
TOTAL EXPENSES:	\$ 484,766

UCSF / Ward 86 / HALT Center of Excellence
 San Francisco AIDS Foundation (SFAF)

Appendix B-1f, Page 1
 07/01/20 - 06/30/21
 General Fund

UOS COST ALLOCATION BY SERVICE MODE

Service Modes:		Outpatient Substance Abuse Services		Outpatient Substance Abuse Services				
Position Titles	Annualized FTE	Salaries	% FTE	Salaries	% FTE	Salaries	% FTE	Totals
V.P Behavioral Services	0.08	5,919	79%	1,573	21%			7,492
Counselor I	0.38	18,195	79%	4,837	21%			23,032
Total FTE & Salaries	0.46	24,114	322%	6,410	21%			30,524
Fringe Benefits	25.00%	6,029	79%	1,603	21%			7,632
Total Personnel Expenses		30,143	79%	8,013	21%			38,156
Operating Expenses								
		Expense	%	Expense	%			Totals
Total Occupancy								-
Total Materials and Supplies								-
Total General Operating								-
Total Staff Travel								-
Consultants/Subcontractor:								
Other (specify):								
Total Operating Expenses								-
Total Direct Expenses								
		30,143	79%	8,013	21%			38,156
Indirect Expenses	9.0%	2,712	79%	721	21%			3,433
TOTAL EXPENSES		32,855	79%	8,734	21%			41,589
Unit of Service Type		Hour		Group Hour				
Number of UOS per Service Mode		377		135				512
Cost Per UOS by Service Mode		\$87.15		\$64.69				N/A
Number of UDC per Service Mode		35		10				35

BUDGET JUSTIFICATION

UCSF / Ward 86 / HALT Center of Excellence
San Francisco AIDS Foundation (SFAF)

Appendix B-1f, Page 2
07/01/20 - 06/30/21
General Fund

1a) SALARIES					
Staff Position 1	V.P Behavioral Services				
duties related to prog/ UDC	Oversight of operations including documentation of svcs, admin spvsn of staff, analyzing data, writing reports				
Degree, license, exp	Masters degree and at least 5 years experience in managing a social servcies program				
	Annual Salary	x Base FTE	x Mos per Yr	Annualized FTE if < 12 mo	Total
	93,656	0.08	12	0.08	\$ 7,492
Staff Position 2:	Counselor I				
duties related to prog/ UDC	intake assesments, individual and group counseling, referrals to psychiatrist, documentation of counseling				
Degree, license, exp	Masters degree or at least 5 years experience in substance use or mental health counseling				
	60,611	0.38	12	0.38	\$ 23,032
	Total FTE, Base:	0.46	Annualized:	0.46	
	Total Salaries:				\$ 30,524

1b) EMPLOYEE FRINGE BENEFITS:	Component	Cost
	Social Security	\$ 2,335.00
	Retirement	\$ 583.00
	Medical	\$ 2,543.00
	Dental	
	Unemployment Insurance	\$ 159.00
	Disability Insurance	\$ 1,853.00
	Paid Time Off	
	Other (specify):	\$ 159.00
	Total Fringe Benefit:	\$ 7,632
	Fringe Benefit %:	25.00%

TOTAL SALARIES & EMPLOYEE BENEFITS:	\$ 38,156
TOTAL DIRECT COSTS:	\$ 38,156

4) INDIRECT COSTS

SFAF's indirect costs include Finance, Office Services, Human Resources, and Information Services	3,433
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Indirect Rate:	9.00%
TOTAL INDIRECT COSTS:	\$ 3,433
TOTAL EXPENSES:	\$ 41,589

UCSF / Ward 86 / HALT Center of Excellence
UCSF Ward 86

Appendix B-2, Page 1
(8 mos) 07/01/21 - 02/28/22

RWPA

UOS COST ALLOCATION BY SERVICE MODE

Service Modes:		Medical Case Management		
Position Titles	Annualized FTE	Salaries	% FTE	Totals
Social Worker	0.15	8,842	100%	8,842
Total FTE & Salaries	0.15	8,842	100%	8,842
Fringe Benefits	46.51%	4,112	100%	4,112
Total Personnel Expenses		12,954	100%	12,954
Operating Expenses				
		Expense	%	Totals
Total Occupancy				
Total Materials and Supplies				
Total General Operating				
Total Staff Travel				
Other: CCDSS		106	100%	106
Other: Data Network		79	75%	79
Other: GAEL		73	100%	73
Total Operating Expenses		257	100%	257
Total Direct Expenses				
		13,211	100%	13,211
Indirect Expenses	9.0%	1,189	100%	1,189
TOTAL EXPENSES		14,400	100%	14,400
Unit of Service Type				
		Hour		
Number of UOS per Service Mode		121		121
Cost Per UOS by Service Mode		\$119.01		N/A
Number of UDC per Service Mode		15		15

UCSF / Ward 86 / HALT Center of Excellence
UCSF Ward 86

Appendix B-2, Page 2
(8 mos) 07/01/21 - 02/28/22
RWPA

BUDGET JUSTIFICATION

1a) SALARIES

Staff Position 1	Social Worker				
duties related to prog/ UDC	comprehensive psychosoc assessment & evaluation; presents findings at case conference; counseling and referral for subs use and mental hlth, develops grp case management curricula				
Degree, license, exp	MSW, professional knowledge of SF HIV/AIDS care community including PWP & harm reduction strategies.				
	Annual Salary	x Base FTE	x Mos per Yr	Annualized FTE if < 12 mo	Total
	\$88,828.23	0.15	8	0.10	\$ 8,842
	Total FTE, Base:	0.15	Annualized:	0.10	

Total Salaries:	\$	8,842
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1b) EMPLOYEE FRINGE BENEFITS:		Total Fringe Benefit:	\$	4,112
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Fringe Benefit %:	46.51%
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TOTAL SALARIES & BENEFITS	\$	12,954
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2) OPERATING EXPENSES:

Other: UC Recharges	Brief Description	Rate/Formula	Cost
Computing/Commun Device Support Svcs	Support to campus voice and data technology functions	~\$59 x 12 mos x .15 FTE	106
Data Network	Equipment in support of UCSF electronic information flow.	~\$44 x 12 mos x .15 FTE	79
General Automobile and Employee Liability	Business travel accident insurance provided tol UC employees traveling on UC business throughout the Bay Area.	\$.82/\$100 payroll x .15 FTE x 12 mos	73
		Total Other:	\$ 257

TOTAL OPERATING EXPENSES:	\$	257
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TOTAL DIRECT COSTS:	\$	13,211
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4) INDIRECT COSTS

allocation of admin & support staff salary, related fringe, general overhead related to contract	\$	1,189
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Indirect Rate:	9.0%
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TOTAL INDIRECT COSTS:	\$	1,189
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TOTAL EXPENSES:	\$	14,400
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UOS COST ALLOCATION BY SERVICE MODE

Service Modes:		Outpatient/Ambulatory Health Services		Treatment Adherence		Medical Case Management		Behavior Health Counseling		Outpatient Substance Abuse Services		
Position Titles	Annualized FTE	Salaries	% FTE	Salaries	% FTE	Salaries	% FTE	Salaries	% FTE	Salaries	% FTE	Totals
Physician	0.33	41,762	62%	25,596	38%							67,358
Nurse Practitioner	0.49	11,950	11%	96,690	89%							108,640
Registered Nurse	1.04	115,061	60%	76,707	40%							191,768
Clinical Pharmacist	0.58	-		107,407	100%							107,407
Medical Assistant	3.86	144,039	55%	117,850	45%							261,889
Social Work Spvr	0.50					51,465	80%	12,866	20%			64,331
Social Worker	0.25					17,766	80%	4,441	20%			22,207
Front Desk Clerk	0.20	12,360	100%									12,360
Principal Investigator	0.01	2,951	100%									2,951
Program Director	0.04	8,416	80%			2,104	20%					10,520
COE Coordinator	0.50	43,556	90%			4,840	10%					48,395
Pharmacy Tech	0.80			56,903	100%							56,903
Addiction Psychol	0.09									18,438	100%	18,438
Total FTE/Salaries	8.69	380,095	39%	481,154	49%	76,174	8%	17,308	2%	18,438	2%	973,168
Fringe Benefits	44.85%	170,539	39%	215,881	49%	34,177	8%	7,765	2%	8,273	2%	436,635
Total Personnel Expenses		550,634	39%	697,035	49%	110,351	8%	25,073	2%	26,711	2%	1,409,803
Operating Expenses												
		Expense	%	Expense	%	Expense	%	Expense	%	Expense	%	Totals
Total Occupancy		504	60%			168	20%	168	20%			840
Total Materials and Supplies		195	60%			65	20%	65	20%			325
Total General Operating		2,160	60%			720	20%	720	20%			3,600
Other: CCDSS		2,460	40%	1,230	20%	1,230	20%	1,230	20%			6,149
Other: Data Network		1,834	40%	917	20%	917	20%	917	20%			4,586
Other: GAEL		3,990	50%	798	10%	2,394	30%	798	10%			7,980
Other: Pt. Refreshments		1,000	100%									1,000
Total Operating Expenses		12,143	50%	2,945	48%	5,494	22%	3,898	16%	-		24,480
Total Direct Expenses		562,777	39%	699,980	49%	115,845	8%	28,971	2%	26,711	2%	1,434,283
Indirect Expenses 15.0%		84,416	39%	104,997	49%	17,377	8%	4,346	2%	4,006	2%	215,142
TOTAL EXPENSES		647,193	39%	804,977	49%	133,222	8%	33,317	2%	30,717	2%	1,649,426
Unit of Service Type		Encounter		Hour		Hour		Hour		Hour		
Number of UOS per Service Mode		1,700		4,078		864		216		156		7,014
Cost Per UOS by Service Mode		\$380.70		\$197.40		\$154.19		\$154.24		\$196.90		N/A
Number of UDC per Service Mode		600		600		400		60		40		600

BUDGET JUSTIFICATION

1a) SALARIES

Staff Position 1	Physician				
duties related to prog/ UDC	Manages HIV & primary hlth care needs of pts; assess stage of disease, prescribes meds (in conjunction with tx adherence prog); Dx & Tx infections and malignancies; refers to other med & psychosoc providers as necessary;				
Degree, license, exp	CA MD license w training or exp in HIV-related hlth issues, professional competency as an HIV specialist.				
	Annual Salary	x Base FTE	x Mos per Yr	Annualized FTE if < 12 mo	Total
	204,116	0.33	12	0.33	\$ 67,358
Staff Position 2:	Nurse Practitioner				
duties related to prog/ UDC	Manages HIV & primary health care pt needs; assesses stage of disease, prescribes meds (in conjunction w tx adherence prog); dx & tx infections & malignancies; refers to other med & psychosoc providers as necessary; general				
Degree, license, exp	CA NP license w training or exp in HIV-related hlth issues, demonstrated professional competency as an HIV specialist				
	223,798	0.49	12	0.49	\$ 108,640
Staff Position 3:	Registered Nurse				
duties related to prog/ UDC	Coordinates plans of care & medical follow-up pt appts; facilitates medical referrals, administers injections & meds; routine pt follow-up on hpt, blood sugar; assists w pt educ on HIV, HIV meds, other general care needs				
Degree, license, exp	licensed CA RN w training or exp in HIV related hlth issues; demonstrated professional competency				
	184,393	1.04	12	1.04	\$ 191,768
Staff Position 4:	Clinical Pharmacist				
duties related to prog/ UDC	assesses med adherence, evaluates drug interactions, assists w med adverse event monitoring; assesses med dosing for kidney/liver impairment; pt meds education; coordinates mediset prog; supervises Pharm Tech				
Degree, license, exp	doctorate of pharmacy w demonstrated professional competence in HIV-related pharmacy care				
	184,390	0.58	12	0.58	\$ 107,407
Staff Position 5:	Medical Assistant				
duties related to prog/ UDC	Assists with pt flow during med visits, includes vital signs, phlebotomy, and specimen transport as needed				
Degree, license, exp	high school diploma or GED w addit'l training in med sciences; awareness of issues faced by target population				
	67,871	3.86	12	3.86	\$ 261,889
Staff Position 6:	Social Work Spvr				
duties related to prog/ UDC	planning, coordination, and delivery of pt svcs; includes psychosocial needs assess & linkage to appropriate svcs; assists with enrollment of pts to Medi-Cal, ADAP, and other assistance programs				
Degree, license, exp	certification as licensed social worker and awareness of the issues faced by the target population				
	128,662	0.50	12	0.50	\$ 64,331
Staff Position 7:	Social Worker				
program and clients served	planning, coordination, delivery of pt svcs; integrates pt svcs, ensures appropriate pt access & utilization of pt resources; comprehensive psychosoc assess & eval; presents findings at case conference; counslng & referral for				
applicable), experience	master's degree in social work and awareness of issues faced by the target population				
	88,828	0.25	12	0.25	\$ 22,207

Staff Position 8:	Front Desk Clerk				
duties related to prog/ UDC	Registers, checks in pts for appts; provides reminder messages for future appts; maintains clinic provider schedule				
Degree, license, exp	High school degree or equivalent				
	61,800	0.20	12	0.20	\$ 12,360
Staff Position 9:	Principal Investigator				
duties related to prog/ UDC	clinic director, direct medical care to panel of pts, establishes patient care protocols for clinic				
Degree, license, exp	Mngt				
	295,125	0.01	12	0.01	\$ 2,951
Staff Position 10:	Program Director				
duties related to prog/ UDC	program oversight & design, grant compliance; financial oversight; implements pt medical & hlth care maintenance protocols; quality assurance; supervising, hiring, and firing prog staff				
Degree, license, exp	CA RN or MD license w training or exp in HIV related hlth issues, demonstrated professional competency				
	265,021	0.04	12	0.04	\$ 10,520
Staff Position 11	COE Coordinator				
duties related to prog/ UDC	liaison w DPH, coordinates svcs among partners of CoE; coordinates budgeting& invoicing; liaison w DPH & UCSF Accting; prepares for annual DPH site visit and year end report				
Degree, license, exp	Master's degree, computer & database mngt knowledge, accting & grant writing exp, working w multi-agency collaboration, good interpersonal skills, able to work with a team				
	96,790	0.50	12	0.50	\$ 48,395
Staff Position 12:	Pharmacy Tech				
duties related to prog/ UDC	directs refill orders to providers, calls in authorized Rx if fax/e-script was unsuccessful, answers phone, checks on med deliveries, manages over-the-counter inventory, assists in med room inspections, other admin duties assigned				
Degree, license, exp	high school diplona w demonstrated professional competence in HIV-related pharmacy care				
	71,129	0.80	12	0.80	\$ 56,903
Staff Position 13:	Addiction Psychol				
duties related to prog/ UDC	assesses subs use disorders, short-term indiv & grp counslng, refers pts to subs use tx, documents care plans & svcs; coordinates svcs w members of care team, space for pt counselng, & on CQI; participates in case conferences, STOP staff mtgs & trainings, data collection; wkly spvsn of staff providing svcs under psych license				
Degree, license, exp	PhD/PsychD in clinical Psych from APA accredited prog, CA License in psychology, 6 yrs in prog mngt, 4 yrs providing subs use, mental hlth, or HIV counslng; or equiv combination of education & exp				
	207,110	0.09	12	0.09	\$ 18,438
	Total FTE, Base:	8.69	Annualized:	8.69	
				Total Salaries:	\$ 973,168
1b) EMPLOYEE FRINGE BENEFITS:	Fringe Benefit %:	44.87%		Total Fringe Benefit:	\$ 436,635
TOTAL SALARIES & EMPLOYEE FRINGE BENEFITS:					\$ 1,409,803

2) OPERATING EXPENSES:

Occupancy:	Concise/ Specific Description	Rate/Formula	Cost
Utilities: Mobile Phone	For Clinical Staff to communicate with patients re. care	~\$45 x mos x 2 staff	840
Total Occupancy:			\$ 840

Materials & Supplies:	Concise/ Specific Description	Rate/Formula	Cost
Program Supplies	IT equipment and office supplies	~\$3 x 12 mos x FTE	325
Total Materials & Supplies:			\$ 325

General Operating:	Brief Description	Rate/Formula	Cost
Staff Trainings	Cost for each staff to attend trainings	\$600 each x 6 staff =	3,600
Total General Operating:			\$ 3,600

Other	Brief Description	Rate/Formula	Cost
CCDSS: UC Recharge	Computing/Commun Device Support Svcs: voice/data tech functions	~\$59 x mos x FTE	6,149
Data Network: UC Recharge	critical equipment in support of UCSF e-info flow	~\$44 x mos x FTE	4,586
GAEL: UC Recharge	General Auto & Employee Liability: accident insurance for employees local business travel	\$.82/\$100 payroll x FTE x mos	7,980
Client Refreshments	Drink and snacks for patients	~\$.14 / pt / mo x 12 mos	1,000
Total Other:			\$ 19,715

TOTAL OPERATING EXPS:	\$ 24,480
TOTAL DIRECT COSTS:	\$ 1,434,283

4) INDIRECT COSTS

allocation of admin & support staff salary, related fringe, general overhead related to contract	\$ 215,142
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Indirect Rate:	15.00%
TOTAL INDIRECT COSTS:	\$ 215,142
TOTAL EXPENSES:	\$ 1,649,426

BUDGET JUSTIFICATION**1a) SALARIES**

Staff Position 1	Psychiatrist				
duties related to prog/ UDC	psychiatric evaluation, consultation, med eval & pt mgmt svcs; crisis intervention & triage services as required				
Degree, license, exp	Board eligible CA licensed psychiatrist; proven exp w med aspects of HIV & psychiatry, HIV specialist competency				
	Annual Salary	x Base FTE	x Mos per Yr	Annualized FTE if < 12 mo	Total
	244,819	0.40	12	0.40	\$ 97,927
Staff Position 2:	Psychiatric Nurse Practitioner				
duties related to prog/ UDC	Mental Health assessment & evaluation; Psych medication prescription & monitoring				
Degree, license, exp	CA NP License; Bachelor's in Nursing desired; 2 yrs spvsn in med setting preferably HIV oriented; 2 yrs exp in mental hlth or subs use/recovery tx setting, 5 yrs clinical exp in an HIV mental hlth environment				
	210,839	0.11	12	0.11	\$ 23,192
Staff Position 3:	Clinical Social Work Supervisor				
duties related to prog/ UDC	oversight of case managers, planning, coordination & delivery of pt svcs; ARIES/HERO compliance, other admin				
Degree, license, exp	LCSW, exp w severe need clients & spsvn of case mgmt staff; knowledge of HIV/AIDS				
	126,525	0.15	12	0.15	\$ 19,591
Staff Position 4:	Case Manager				
duties related to prog/ UDC	planning, coordination & pt svcs delivery; integration of svcs & utilization of HIV delivery svcs; collaboration w PCP, Social Work staff, CoE RN, subs use & mental hlth workers; assists pts w med appts; locates pts to ensure critical follow-up; daily reporting to CoE RN re: these clients				
Degree, license, exp	Bachelor's in social work, psych, or counslng, exp in subs abuse settings and/or equiv of educ exp; proven ability to work independent in multi-disciplin setting; exp wkng w medically ill pts esp. PLWHA; strong writing/verbal skills				
	74,717	2.00	12	2.00	\$ 149,434
	Total FTE, Base:	2.66	Annualized:	2.66	

1b) EMPLOYEE FRINGE BENEFITS:

Total Salaries:	\$	290,144
Total Fringe Benefit:	\$	110,220
Fringe Benefit %:		37.99%
TOTAL SALARIES & BENEFITS	\$	400,364

2) OPERATING EXPENSES:

Occupancy:	Concise/ Specific Description	Rate/Formula	Cost
Rent	Monthly exp for proportion of clinic space utilized by prog	\$7.03 / sq.ft. x 110 sq ft x 12 mos	9,280
Total Occupancy:			\$ 9,280

Materials & Supplies:	Concise/ Specific Description	Rate/Formula	Cost
Office supplies	such as pens, paper, medical chart supplies, postage for	~\$57.49/mo x 2.66 FTE x 12 mos	1,839
Total Materials & Supplies:			\$ 1,839

General Operating:	Brief Description	Rate/Formula	Cost
Computer Software/Hardware	maintain equipment that holds client medical records, client satisfaction data etc.	FTE x ~\$15/month x months	480
Total General Operating:			\$ 480

Staff Travel:	Location	Expense Item	Rate/Formula	Cost
transport to pt homes, appt escorts, mtgs, trainings	SF Bay Area	Clipper Card	3 cards/mo @ ~ \$108 ea = ~ \$325/mo x 12 mos	3,900
Total Staff Travel:			\$ 3,900	

Other: UC Recharges	Brief Description	Rate/Formula	Cost
Data Network	Use of the UCSF data network	\$44/FTE x 2.66 FTE x 12 mos	1,407
Computing/Commun Device Support Svcs	IT Desktop support svcs (Basic Support level)	\$59/FTE x 2.66 FTE x 12 mos	1,887
General Automobile and Employee Liability	Liability insurance charges associated with payroll	.82/\$100 payroll x 2.66 FTE x 12 mos	2,379
Total Other:			\$ 5,673

TOTAL OPERATING EXP:	\$ 21,172
TOTAL DIRECT COSTS:	\$ 421,536

4) INDIRECT COSTS

allocation of admin & support staff salary, related fringe, general overhead related to contract	\$ 63,230
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Indirect Rate:	15.00%
TOTAL INDIRECT COSTS:	\$ 63,230
TOTAL EXPENSES:	\$ 484,766

UCSF / Ward 86 / HALT Center of Excellence
San Francisco AIDS Foundation (SFAF)

Appendix B-2c, Page 1

07/01/21 - 06/30/22

General Fund

UOS COST ALLOCATION BY SERVICE MODE

Service Modes:		Outpatient Substance Abuse Services		Outpatient Substance Abuse Services				
Position Titles	Annualized FTE	Salaries	% FTE	Salaries	% FTE			Totals
V.P Behavioral Services	0.08	5,919	79%	1,573	21%			7,492
Counselor I	0.38	18,195	79%	4,837	21%			23,032
Total FTE & Salaries	0.46	24,114	322%	6,410	21%			30,524
Fringe Benefits	25.00%	6,029	79%	1,603	21%			7,632
Total Personnel Expenses		30,143	79%	8,013	21%			38,156
Operating Expenses								
		Expense	%	Expense	%			Totals
Total Occupancy								
Total Materials and Supplies								
Total General Operating								
Total Staff Travel								
Consultants/Subcontractor:								
Other (specify):								
Total Operating Expenses		-	0%	-	0%			-
Total Direct Expenses								
		30,143	79%	8,013	21%			38,156
Indirect Expenses	9.0%	2,712	79%	721	21%			3,433
TOTAL EXPENSES		32,855	79%	8,734	21%			41,589
Unit of Service Type								
		Hour		Group Hour				
Number of UOS per Service Mode		377		135				512
Cost Per UOS by Service Mode		\$87.15		\$64.69				N/A
Number of UDC per Service Mode		35		10				35

UCSF / Ward 86 / HALT Center of Excellence
San Francisco AIDS Foundation (SFAF)

Appendix B-2c, Page 2
07/01/21 - 06/30/22
General Fund

BUDGET JUSTIFICATION

1a) SALARIES					
Staff Position 1	V.P Behavioral Services				
duties related to prog/ UDC	Oversight of operations including documentation of svcs, admin spvsn of staff, analyzing data, writing reports				
Degree, license, exp	Masters degree and at least 5 years experience in managing a social services program				
	Annual Salary	x Base FTE	x Mos per Yr	mo	Total
	93,656	0.08	12	0.08	\$ 7,492
Staff Position 2:	Counselor I				
duties related to prog/ UDC	intake assesments, individual and group counseling, referrals to psychiatrist, documentation of counseling				
Degree, license, exp	Masters degree or at least 5 years experience in substance use or mental health counseling				
	60,611	0.38	12	0.38	\$ 23,032
	Total FTE, Base:	0.46	Annualized:	0.46	
				Total Salaries:	\$ 30,524

1b) EMPLOYEE FRINGE BENEFITS:	Component	Cost
	Social Security	\$ 2,335.00
	Retirement	\$ 583.00
	Medical	\$ 2,543.00
	Unemployment Insurance	\$ 159.00
	Disability Insurance	\$ 1,853.00
	Other (specify):	\$ 159.00
	Total Fringe Benefit:	\$ 7,632
	Fringe Benefit %:	25.00%
	TOTAL SALARIES & BENEFITS	\$ 38,156
	TOTAL DIRECT COSTS:	\$ 38,156

4) INDIRECT COSTS	
SFAF's indirect costs include Finance, Office Services, Human Resources, and Information Services	3,433
	Indirect Rate: 9.00%
	TOTAL INDIRECT EXP: \$ 3,433
	TOTAL EXPENSES: \$ 41,589

UCSF / Ward 86 / HALT Center of Excellence
UCSF Ward 86

Appendix B-3, Page 1
(8 mos) 07/01/22 - 02/28/23

RWPA

UOS COST ALLOCATION BY SERVICE MODE

Service Modes:		Medical Case Management		
Position Titles	Annualized FTE	Salaries	% FTE	Totals
Social Worker	0.15	8,846	100%	8,846
Total FTE & Salaries	0.15	8,846	100%	8,846
Fringe Benefits	46.5%	4,113	100%	4,113
Total Personnel Expenses		12,959	100%	12,959
Operating Expenses				
		Expense	%	Totals
Total Occupancy				
Total Materials and Supplies				
Total General Operating				
Total Staff Travel				
Other: CCDSS		103	100%	103
Other: Data Network		77	75%	77
Other: GAEL		73	100%	73
Total Operating Expenses		252	100%	252
Total Direct Expenses				
		13,211	100%	13,211
Indirect Expenses	9.0%	1,189	100%	1,189
TOTAL EXPENSES		14,400	100%	14,400
Unit of Service Type				
		Hour		
Number of UOS per Service Mode		121		121
Cost Per UOS by Service Mode		\$119.01		N/A
Number of UDC per Service Mode		15		15

UCSF / Ward 86 / HALT Center of Excellence
UCSF Ward 86

Appendix B-3, Page 2
(8 mos) 07/01/22 - 02/28/23
RWPA

BUDGET JUSTIFICATION

1a) SALARIES

Staff Position 1	Social Worker				
duties related to prog/ UDC	comprehensive psychosoc assessment & evaluation; presents findings at case conference; counseling and referral for subs use and mental hlth, develops grp case management curricula				
Degree, license, exp	MSW, professional knowledge of SF HIV/AIDS care community including PWP & harm reduction strategies				
	Annual Salary	x Base FTE	x Mos per Yr	Annualized FTE if < 12 mo	Total
	\$91,415.46	0.15	8	0.10	\$ 8,846
	Total FTE, Base:	0.15	Annualized:	0.10	
				Total Salaries:	\$ 8,846
1b) EMPLOYEE FRINGE BENEFITS:				Total Fringe Benefit:	\$ 4,113
				Fringe Benefit %:	46.50%
				TOTAL SALARIES & BENEFITS	\$ 12,959

2) OPERATING EXPENSES:

Other: UC Recharges	Brief Description	Rate/Formula	Cost
Computing/Commun Device Support Svcs	Support to campus voice and data technology functions	~ \$59 x .15 FTE x 12 mos	103
Data Network	Equipment in support of UCSF electronic information flow.	~ \$44 x .15 FTE x 12 mos	77
and Employee Liability	Business travel accident insurance provided tol UC employees traveling on UC business throughout the Bay Area.	\$.82/\$100-payroll x .15 FTE x 12 mos	73
Total Other:			\$ 252

TOTAL OPERATING EXPENSES:	\$ 252
TOTAL DIRECT COSTS:	\$ 13,211

4) INDIRECT COSTS

allocation of admin & support staff salary, related fringe, general overhead related to contract	\$ 1,189
Indirect Rate:	9.00%
TOTAL INDIRECT COSTS:	\$ 1,189
TOTAL EXPENSES:	\$ 14,400

UOS COST ALLOCATION BY SERVICE MODE

Service Modes:		Outpatient/Ambulatory Health Services		Treatment Adherence		Medical Case Management		Behavior Health Counseling		Outpatient Substance Abuse Services		
Position Titles	Annualized FTE	Salaries	% FTE	Salaries	% FTE	Salaries	% FTE	Salaries	% FTE	Salaries	% FTE	Totals
Physician	0.30	39,071	62%	23,947	38%							63,018
Nurse Practitioner	0.50	12,667	11%	102,491	89%							115,158
Registered Nurse	0.99	112,720	60%	75,146	40%							187,866
Clinical Pharmacist	0.56			106,266	100%							106,266
Medical Assistant	3.75	144,195	55%	117,978	45%							262,173
Social Work Spvr	0.50					52,964	80%	13,241	20%			66,205
Social Worker	0.21					15,357	80%	3,839	20%			19,196
Front Desk Clerk	0.20	12,720	100%									12,720
Principal Investigator	0.01	3,037	100%									3,037
Program Director	0.04	8,661	80%			2,165	20%					10,826
COE Coordinator	0.50	44,825	90%			4,981	10%					49,805
Pharmacy Tech	0.80			58,560	100%							58,560
Addiction Psychol	0.09									18,441	100%	18,441
Total FTE & Salaries	8.45	377,896	39%	484,388	50%	75,467	8%	17,080	2%	18,441	2%	973,271
Fringe Benefits	44.8%	169,552	39%	217,332	50%	33,860	8%	7,663	2%	8,275	2%	436,682
Total Personnel Expenses		547,448	39%	701,720	50%	109,327	8%	24,743	2%	26,716	2%	1,409,954
Operating Expenses												
		Expense	%	Expense	%	Expense	%	Expense	%	Expense	%	Totals
Total Occupancy		504	60%			168	20%	168	20%			840
Total Materials and Supplies		279	60%			93	20%	93	20%			465
Total General Operating		2,160	60%			720	20%	720	20%			3,600
Other: CCDSS		2,393	40%	1,196	20%	1,196	20%	1,196	20%			5,982
Other: Data Network		1,785	40%	892	20%	892	20%	892	20%			4,461
Other: GAEL		3,990	50%	798	10%	2,394	30%	798	10%			7,981
Other: Pt. Refreshments		1,000	100%									1,000
Total Operating Expenses		12,111	50%	2,887	48%	4,866	20%	3,868	16%	-		24,330
Total Direct Expenses												
		559,559	39%	704,607	49%	114,193	8%	28,611	2%	26,716	2%	1,434,284
Indirect Expenses	15.0%	83,906	39%	105,420	49%	17,211	8%	4,303	2%	4,303	2%	215,143
TOTAL EXPENSES		643,464	39%	810,027	49%	131,404	8%	32,914	2%	31,019	2%	1,649,426
Unit of Service Type												
		Encounter		Hour		Hour		Hour		Hour		
Number of UOS per Service Mode		1,700		4,078		864		216		156		7,014
Cost Per UOS by Service Mode		\$378.51		\$198.63		\$152.09		\$152.38		\$198.84		N/A
Number of UDC per Service Mode		600		600		400		60		40		600

BUDGET JUSTIFICATION

1a) SALARIES					
Staff Position 1	Physician				
duties related to prog/ UDC	Manages HIV & primary hlth care needs of pts; assess stage of disease, prescribes meds (in conjunction with tx adherence prog); Dx & Tx infections and malignancies; refers to other med & psychosoc providers as necessary; general hlth care management of pts, i.e., hypertension, diabetes, cardiac disease, liver disease and hepatitis, etc.				
Degree, license, exp	CA MD license w training or exp in HIV-related hlth issues, professional competency as an HIV specialist.				
	Annual Salary	x Base FTE	x Mos per Yr	Annualized FTE if < 12 mo	Total
	210,061	0.30	12	0.30	\$ 63,018
Staff Position 2:	Nurse Practitioner				
duties related to prog/ UDC	Manages HIV & primary health care pt needs; assesses stage of disease, prescribes meds (in conjunction w tx adherence prog); dx & tx infections & malignancies; refers to other med & psychosoc providers as necessary; general health care management of pts, i.e., hypertension, diabetes, cardiac disease, liver disease and hepatitis, etc.				
Degree, license, exp	CA NP license w training or exp in HIV-related issues, demonstrated professional competency as an HIV specialist				
	230,316	0.50	12	0.50	\$ 115,158
Staff Position 3:	Registered Nurse				
duties related to prog/ UDC	Coordinates plans of care & medical follow-up pt appts; facilitates medical referrals, administers injections & meds; routine pt follow-up on hpt, blood sugar; assists w pt educ on HIV, HIV meds, other general care needs				
Degree, license, exp	licensed CA RN w training or exp in HIV related hlth issues; demonstrated professional competency				
	189,763	0.99	12	0.99	\$ 187,866
Staff Position 4:	Clinical Pharmacist				
duties related to prog/ UDC	assesses med adherence, evaluates drug interactions, assists w med adverse event monitoring; assesses med dosing for kidney/liver impairment; pt meds education; coordinates mediset prog; supervises Pharm Tech				
Degree, license, exp	doctorate of pharmacy w demonstrated professional competence in HIV-related pharmacy care				
	189,760	0.56	12	0.56	\$ 106,266
Staff Position 5:	Medical Assistant				
duties related to prog/ UDC	Assists with pt flow during med visits, includes vital signs, phlebotomy, and specimen transport as needed				
Degree, license, exp	high school diploma or GED w addit'l training in med sciences; awareness of issues faced by target population				
	69,848	3.75	12	3.75	\$ 262,173
Staff Position 6:	Social Work Spvr				
duties related to prog/ UDC	planning, coordination, and delivery of pt svcs; includes psychosocial needs assess & linkage to appropriate svcs; assists with enrollment of pts to Medi-Cal, ADAP, and other assistance programs				
Degree, license, exp	certification as licensed social worker and awareness of the issues faced by the target population				
	132,410	0.50	12	0.50	\$ 66,205
Staff Position 7:	Social Worker				
duties related to prog/ UDC	planning, coordination, delivery of pt svcs; integrates pt svcs, ensures appropriate pt access & utilization of pt. resources; comprehensive psychosoc assess & eval; presents findings at case conference; counslng & referral for subs use & mental hlth, develops grp case mngt curricula				
Degree, license, exp	master's degree in social work and awareness of issues faced by the target population				
	91,415	0.21	12	0.21	\$ 19,196

Staff Position 8:	Front Desk Clerk				
duties related to prog/ UDC	Registers, checks in pts for appts; provides reminder messages for future appts; maintains clinic provider schedule				
Degree, license, exp	High school degree or equivalent				
	63,600	0.20	12	0.20	\$ 12,720
Staff Position 9:	Principal Investigator				
duties related to prog/ UDC	clinic director, direct medical care to panel of pts, establishes patient care protocols for clinic				
Degree, license, exp	Mngt				
	303,721	0.01	12	0.01	\$ 3,037
Staff Position 10:	Program Director				
duties related to prog/ UDC	program oversight & design, grant compliance; financial oversight; implements pt medical & hlth care maintenance protocols; quality assurance; supervising, hiring, and firing prog staff				
Degree, license, exp	CA RN or MD license w training or exp in HIV related hlth issues, demonstrated professional competency				
	272,740	0.04	12	0.04	\$ 10,826
Staff Position 11:	COE Coordinator				
duties related to prog/ UDC	liaison w DPH, coordinates svcs among partners of CoE; coordinates budgeting& invoicing; liaison w DPH & UCSF Accting; prepares for annual DPH site visit and year end report				
Degree, license, exp	Master's degree, computer & database mngt knowledge, accting & grant writing exp, working w multi-agency collaboration, good interpersonal skills, able to work with a team				
	99,609	0.50	12	0.50	\$ 49,805
Staff Position 12:	Pharmacy Tech				
duties related to prog/ UDC	directs refill orders to providers, calls in authorized Rx if fax/e-script was unsuccessful, answers phone, checks on med deliveries, manages over-the-counter inventory, assists in med room inspections, other admin duties assigned				
Degree, license, exp	high school diplona w demonstrated professional competence in HIV-related pharmacy care				
	73,200	0.80	12	0.80	\$ 58,560
Staff Position 13:	Addiction Psychol				
Brief duties related to this program and clients served	assesses subs use disorders, short-term indiv & grp counslng, refers pts to subs use tx, documents care plans & svcs; coordinates svcs w members of care team, space for pt counselng, & on CQI; participates in case conferences, STOP staff mtgs & trainings, data collection; wkly spvsn of staff providing svcs under psych license				
Degree, license (if applicable), experience	PhD/PsychD in clinical Psych from APA accredited prog, CA License in psychology, 6 yrs in prog mngt, 4 yrs providing subs use, mental hlth, or HIV counslng; or equiv combination of education & exp				
	213,313	0.09	12	0.09	\$ 18,441
	Total FTE, Base:	8.45	Annualized:	8.45	
				Total Salaries:	\$ 973,272
1b) EMPLOYEE FRINGE BENEFITS:				Total Fringe Benefit:	\$ 436,682
				Fringe Benefit %:	44.9%
				TOTAL SALARIES & BENEFITS	\$ 1,409,954

2) OPERATING EXPENSES:

Occupancy:	Concise/ Specific Description	Rate/Formula	Cost
Mobile Phone	For Clinical Staff to communicate with patients re. care	~\$45 x mos x 2 staff	840
Total Occupancy:			\$ 840

Materials & Supplies:	Concise/ Specific Description	Rate/Formula	Cost
Program Supplies	IT equipment and office supplies	~\$4.58 x 8.45 FTE X 12 mos	465
Total Materials & Supplies:			\$ 465

General Operating:	Brief Description	Rate/Formula	Cost
Staff Trainings	Cost for each staff to attend trainings	\$600 each x 6 staff =	3,600
Total General Operating:			\$ 3,600

Other	Brief Description	Rate/Formula	Cost
CCDSS: UC Recharge	Computing/Commun Device Support Svcs: voice/data tech function	~\$59 x mos x FTE	5,982
Data Network: UC Recharge	critical equipment in support of UCSF e-info flow	~\$44 x mos x FTE	4,461
GAEL: UC Recharge	General Auto & Employee Liability: accident insurance for employees local business travel	\$.82/\$100 of payroll x FTE x months	7,981
Client Refreshments	Drink and snacks for patients	~\$.14/patient/month x 12	1,000
Total Other:			\$ 19,425

TOTAL OPERATING EXPENSES:	\$ 24,330
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TOTAL DIRECT COSTS:	\$ 1,434,284
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4) INDIRECT COSTS

allocation of admin & support staff salary, related fringe, general overhead related to contract	\$ 215,143
Indirect Rate:	15%
TOTAL INDIRECT COSTS:	\$ 215,143
TOTAL EXPENSES:	\$ 1,649,426

UOS COST ALLOCATION BY SERVICE MODE

Service Modes:		Outpatient Mental Health		Medical Case Management		
Position Titles	Annualized FTE	Salaries	% FTE	Salaries	% FTE	Totals
Psychiatrist	0.40	100,865	100%		0%	100,865
Psychiatric Nurse Practitioner	0.12	26,060	100%		0%	26,060
Clinical Social Work Supervisor	0.08		0%	10,005	100%	10,005
Case Manager	2.00		0%	153,918	100%	153,918
Total FTE & Salaries	2.60	126,925	44%	163,923	56%	290,848
Fringe Benefits	38.01%	48,241	44%	62,302	56%	110,543
Total Personnel Expenses		175,166	44%	226,225	56%	401,391
						-
Operating Expenses		Expense	%	Expense	%	-
Total Occupancy			0%	9,280	100%	9,280
Total Materials and Supplies		379	42%	524	58%	903
Total General Operating		196	42%	271	58%	467
Total Staff Travel		1,638	42%	2,262	58%	3,900
Consultants/Subcontractor:		-	0%	-		-
Other: Data Network (UC Recharge)		576	42%	795	58%	1,371
Other: CCDSS (UC Recharge)		772	42%	1,066	58%	1,839
Other: GAEL (UC Recharge)		1,002	42%	1,383	58%	2,385
Total Operating Expenses		4,563	23%	15,581	77%	20,145
						-
Total Direct Expenses		179,729	43%	241,806	57%	421,536
Indirect Expenses	15.0%	26,959	43%	36,271	57%	63,230
TOTAL EXPENSES		206,688	43%	278,077	57%	484,766
Unit of Service Type		Encounter		Hour		
Number of UOS per Service Mode		599		2,409		3,008
Cost Per UOS by Service Mode		\$345.06		\$115.43		N/A
Number of UDC per Service Mode		225		130		225

BUDGET JUSTIFICATION

1a) SALARIES					
Staff Position 1:	Psychiatrist				
duties related to prog/ UDC	psychiatric evaluation, consultation, med eval & pt mngt svcs; crisis intervention & triage services as required				
Degree, license, exp	Board eligible CA licensed psychiatrist; proven exp w med aspects of HIV & psychiatry, HIV specialist competency				
	Annual Salary	x Base FTE	x Mos per Yr	Annualized FTE if < 12 mo	Total
	252,163	0.40	12	0.40	\$ 100,865
Staff Position 2:	Psychiatric Nurse Practitioner				
duties related to prog/ UDC	Mental Health assessment & evaluation; Psych medication prescription & monitoring				
Degree, license, exp	CA NP License; Bachelor's in Nursing desired; 2 yrs spvsn in med setting preferably HIV oriented; 2 yrs exp in mental hlth or subs use/recovery tx setting, 5 yrs clinical exp in an HIV mental hlth environment				
	217,164	0.12	12	0.12	\$ 26,060
Staff Position 3:	Clinical Social Work Supervisor				
duties related to prog/ UDC	oversight of case managers, planning, coordination & delivery of pt svcs; ARIES/HERO compliance, other admin				
Degree, license, exp	LCSW, exp w severe need clients & spsvn of case mngt staff; knowledge of HIV/AIDS				
	130,321	0.08	12	0.08	\$ 10,005
Staff Position 4:	Case Manager				
duties related to prog/ UDC	planning, coordination & pt svcs delivery; integration of svcs & utilization of HIV delivery svcs; collaboration w PCP, Social Work staff, CoE RN, subs use & mental hlth workers; assists pts w med appts; locates pts to ensure critical follow-up; daily reporting to CoE RN re: these clients				
Degree, license, exp	Bachelor's in social work, psych, or counslng, exp in subs abuse settings and/or equiv of educ exp; proven ability to work independent in multi-disciplin setting; exp wkng w medically ill pts esp. PLWHA; strong writing/verbal skills				
	76,959	2.00	12	2.00	\$ 153,918
	Total FTE, Base:	2.60	Annualized:	2.60	

	Total Salaries:	\$	290,848
1b) EMPLOYEE FRINGE BENEFITS:	Total Fringe Benefit:	\$	110,543
	Fringe Benefit %:		38.01%
	TOTAL SALARIES & BENEFITS	\$	401,391

2) OPERATING EXPENSES:

Occupancy:		Rate/Formula	Cost
Rent	Monthly exp for proportion of clinic space utilized by prog	mos	9,280
Total Occupancy:			\$ 9,280

Materials & Supplies:	Concise/ Specific Description	Rate/Formula	Cost
Office supplies	Expenses such as pens, paper, medical chart supplies,	-\$28.99 /mo x 2.6 FTE x 12 mos	903
Total Materials & Supplies:			\$ 903

General Operating:	Brief Description	Rate/Formula	Cost
Computer Software/Hardware	Includes updating computer hardware and software to maintain equipment that holds client medical records, client satisfaction data etc.	-\$15 / mo x 2.60 FTE x 12 mo	467
Total General Operating:			\$ 467

Staff Travel:		Location	Expense Item	Rate/Formula	Cost
For Outreach and Case Mngt Staff for transport to pt homes, appt escorts, mtgs, trainings		SF Bay Area	Clipper Card	3 cards/mo @ ~ \$108 ea = ~ \$325/mo x 12 mos	3,900
Total Staff Travel:					\$ 3,900

Other: UC Recharges	Brief Description	Rate/Formula	Cost
Data Network	Use of the UCSF data network	\$44/FTE x 2.60 FTE x 12 mos	1,371
Computing/Commun Device Support Svcs	IT Desktop support svcs (Basic Support level)	\$59/FTE x 2.60 FTE x 12 mos	1,839
General Automobile and Employee Liability	Liability insurance charges associated with payroll	\$.82/\$100 payroll x 2.60 FTE x 12 mos	2,385
Total Other:			\$ 5,595

TOTAL OPERATING EXPENSES:	\$ 20,145
TOTAL DIRECT COSTS:	\$ 421,536

4) INDIRECT COSTS

allocation of admin & support staff salary, related fringe, general overhead related to contract	\$ 63,230
Indirect Rate:	15.0%
TOTAL INDIRECT COSTS:	\$ 63,230
TOTAL EXPENSES:	\$ 484,766

UCSF / Ward 86 / HALT Center of Excellence
San Francisco AIDS Foundation (SFAF)

Appendix B-3c, Page 1
07/01/22 - 06/30/23
General Fund

UOS COST ALLOCATION BY SERVICE MODE

Service Modes:		Outpatient Substance Abuse Services		Outpatient Substance Abuse Services			
Position Titles	Annualized FTE	Salaries	% FTE	Salaries	% FTE		Totals
V.P Behavioral Services	0.08	5,919	79%	1,573	21%		7,492
Counselor I	0.38	18,195	79%	4,837	21%		23,032
Total FTE & Salaries	0.46	24,114	79%	6,410	21%		30,524
Fringe Benefits	25.00%	6,029	79%	1,603	21%		7,632
Total Personnel Expenses		30,143	79%	8,013	21%		38,156
Operating Expenses							
Operating Expenses		Expense	%	Expense	%		Totals
Total Occupancy							
Total Materials and Supplies							
Total General Operating							
Total Staff Travel							
Consultants/Subcontractor:							
Other (specify):							
Total Operating Expenses							
Total Direct Expenses							
Total Direct Expenses		30,143	79%	8,013	21%		38,156
Indirect Expenses 9.0%		2,712	79%	721	21%		3,433
TOTAL EXPENSES		32,855	79%	8,734	21%		41,589
Unit of Service Type		Hour/Encounter(MD)		Group Hour			
Number of UOS per Service Mode		377		135			512
Cost Per UOS by Service Mode		\$87.15		\$64.69			N/A
Number of UDC per Service Mode		35		10			35

UCSF / Ward 86 / HALT Center of Excellence
San Francisco AIDS Foundation (SFAF)

Appendix B-3c, Page 2
07/01/22 - 06/30/23
General Fund

BUDGET JUSTIFICATION

1a) SALARIES					
Staff Position 1	V.P Behavioral Services				
duties related to prog/ UDC	Oversight of operations including documentation of svcs, admin spvsn of staff, analyzing data, writing reports				
Degree, license, exp	Masters degree and at least 5 years experience in managing a social servcies program				
	Annual Salary	x Base FTE	x Mos per Yr	Annualized FTE if < 12 mo	Total
	93,656	0.08	12	0.08	\$ 7,492
Staff Position 2: Counselor I					
duties related to prog/ UDC	intake assesments, individual and group counseling, referrals to psychiatrist, documentation of counseling				
Degree, license, exp	Masters degree or at least 5 years experience in substance use or mental health counseling				
	60,611	0.38	12	0.38	\$ 23,032
	Total FTE, Base:	0.46	Annualized:	0.46	
				Total Salaries:	\$ 30,524

1b) EMPLOYEE FRINGE BENEFITS:	Component	Cost
	Social Security	\$ 2,335.00
	Retirement	\$ 583.00
	Medical	\$ 2,543.00
	Dental	
	Unemployment Insurance	\$ 159.00
	Disability Insurance	\$ 1,853.00
	Paid Time Off	
	Other (specify):	\$ 159.00
	Total Fringe Benefit:	\$ 7,632
	Fringe Benefit %:	25.00%
	TOTAL SALARIES & BENEFITS	\$ 38,156
	TOTAL DIRECT COSTS:	\$ 38,156

4) INDIRECT COSTS	
SFAF's indirect costs include Finance, Office Services, Human Resources, and Information Services	3,433
Indirect Rate:	9.00%
TOTAL INDIRECT COSTS:	\$ 3,433
TOTAL EXPENSES:	\$ 41,589

UOS COST ALLOCATION BY SERVICE MODE

Service Modes:		Medical Case Management						
Position Titles	FTE	Salaries	% FTE	Salaries	% FTE	Salaries	% FTE	Totals
Social Worker	0.14	8,849	100%					8,849
Total FTE & Salaries	0.14	8,849	100%					8,849
Fringe Benefits	46.5%	4,115	100%					4,115
Total Personnel Expenses		12,964	100%					12,964
Operating Expenses								
		Expense	%	Expense	%	Expense	%	Totals
Total Occupancy								
Total Materials and Supplies								
Total General Operating								
Total Staff Travel								
Consultants/Subcontractor:								
Other: CCDSS		100	100%					100
Other: Data Network		75	75%					75
Other: GAEL		73	100%					73
Total Operating Expenses		247	100%					247
Total Direct Expenses		13,211	100%					13,211
Indirect Expenses	9.0%	1,189	100%					1,189
TOTAL EXPENSES		14,400	100%					14,400
Unit of Service Type								
		Hour						
Number of UOS per Service Mode		113						113
Cost Per UOS by Service Mode		\$127.43						N/A
Number of UDC per Service Mode		15						15

UCSF / Ward 86 / HALT Center of Excellence
UCSF Ward 86

Appendix B-4, Page 2
(8 mos) 07/01/23 - 02/29/24
RWPA

BUDGET JUSTIFICATION

1a) SALARIES

Staff Position 1	Social Worker				
duties related to prog/ UDC	comprehensive psychosoc assessment & evaluation; presents findings at case conference; counseling and referral for subs use and mental hlth, develops grp case management curricula				
Degree, license, exp	MSW, professional knowledge of SF HIV/AIDS care community including PWP & harm reduction strategies				
	Annual Salary	x Base FTE	x Mos per Yr	Annualized FTE if < 12 mo	Total
	\$94,002.69	0.14	8	0.09	\$ 8,849
	Total FTE, Base:	0.14	Annualized:	0.09	
	Total Salaries:				\$ 8,849

1b) EMPLOYEE FRINGE BENEFITS:		Total Fringe Benefit:	\$ 4,115
		Fringe Benefit %:	46.50%
		TOTAL SALARIES & BENEFITS	\$ 12,964

2) OPERATING EXPENSES:

Other: UC Recharges	Brief Description	Rate/Formula	Cost
Computing/Commun Device Support Svcs	Support to campus voice and data technology functions	~\$59 x .09 FTE x 12 mos	100
Data Network	Equipment in support of UCSF electronic information flow.	~\$44 x .09 FTE x 12 mos	75
General Automobile and Employee Liability	Business travel accident insurance provided for UC employees traveling on UC business throughout the Bay Area.	\$.82/\$100 of payroll x .09 FTE x 12 mos	73
Total Other:			\$ 247

TOTAL OPERATING EXPENSES: \$ 247

TOTAL DIRECT COSTS: \$ 13,211

4) INDIRECT COSTS

allocation of admin & support staff salary, related fringe, general overhead related to contract	\$ 1,189
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Indirect Rate:	9.0%
TOTAL INDIRECT COSTS:	\$ 1,189

TOTAL EXPENSES: \$ 14,400

UOS COST ALLOCATION BY SERVICE MODE

Service Modes:		Outpatient/Ambulatory Health Services		Treatment Adherence		Medical Case Management		Behavior Health Counseling		Outpatient Substance Abuse Services		Totals
Position Titles	Ann FTE	Salaries	% FTE	Salaries	% FTE	Salaries	% FTE	Salaries	% FTE	Salaries	% FTE	Totals
Physician	0.30	40,177	62%	24,625	38%							64,802
Nurse Practitioner	0.50	13,026	11%	105,391	89%							118,417
Registered Nurse	0.95	111,226	60%	74,151	40%							185,377
Clinical Pharmacist	0.50			97,565	100%							97,565
Medical Assistant	3.67	163,251	62%	100,057	38%							263,308
Social Work Spvr	0.50					54,463	80%	13,616	20%			68,079
Social Worker	0.20					14,965	80%	3,741	20%			18,706
Front Desk Clerk	0.20	13,080	100%									13,080
Principal Investigator	0.01	3,123	100%									3,123
Program Director	0.04	8,906	80%			2,227	20%					11,133
COE Coordinator	0.50	46,093	90%			5,121	10%					51,214
Pharmacy Tech	0.80			60,218	100%							60,218
Addiction Psychol	0.08									18,443	100%	18,443
Salaries	8.25	398,882	41%	462,007	47%	76,776	8%	17,357	2%	18,443	2%	973,466
Fringe Benefits	44.8%	178,968	41%	207,290	47%	34,447	8%	7,788	2%	8,276	2%	436,769
Total Personnel Expenses		577,850	41%	669,297	47%	111,223	8%	25,145	2%	26,718	2%	1,410,235
Operating Expenses												
Operating Expenses		Expense	%	Expense	%	Expense	%	Expense	%	Expense	%	Totals
Total Occupancy		504	60%			168	20%	168	20%			840
Total Materials and Supplies		279	60%			93	20%	93	20%			465
Total General Operating		2,160	60%			720	20%	720	20%			3,600
Other: CCDSS		2,336	40%	1,168	20%	1,168	20%	1,168	20%			5,840
Other: Data Network		1,742	40%	871	20%	871	20%	871	20%			4,355
Other: GAEL		3,991	50%	798	10%	2,395	30%	798	10%			7,982
Other: Pt. Refreshments		966	100%									966
Total Operating Expenses		11,978	50%	2,837	49%	5,415	23%	3,818	16%			24,049
Total Direct Expenses		589,829	41%	672,134	47%	116,638	8%	28,963	2%	26,718	2%	1,434,284
Indirect Expenses 15.0%		88,474	41%	100,820	47%	17,496	8%	4,344	2%	4,008	2%	215,143
TOTAL EXPENSES		678,303	41%	772,954	47%	134,134	8%	33,307	2%	30,726	2%	1,649,426
Unit of Service Type		Encounter		Hour		Hour		Hour		Hour		
Number of UOS per Service Mode		1,700		3,869		864		216		151		6,800
Cost Per UOS by Service Mode		\$399.00		\$199.78		\$155.25		\$154.20		\$203.48		N/A
Number of UDC per Service Mode		600		600		400		60		40		600

BUDGET JUSTIFICATION

1a) SALARIES					
Staff Position 1	Physician				
duties related to prog/ UDC	Manages HIV & primary hlth care needs of pts; assess stage of disease, prescribes meds (in conjunction with tx adherence prog); Dx & Tx infections and malignancies; refers to other med & psychosoc providers as necessary; general hlth care management of pts, i.e., hypertension, diabetes, cardiac disease, liver disease and hepatitis, etc.				
Degree, license, exp	CA MD license w training or exp in HIV-related hlth issues, professional competency as an HIV specialist.				
	Annual Salary	x Base FTE	x Mos per Yr	Annualized FTE if < 12 mo	Total
	216,006	0.30	12	0.30	\$ 64,802
Staff Position 2:	Nurse Practitioner				
duties related to prog/ UDC	Manages HIV & primary hlth care pt needs; assesses stage of disease, prescribes meds (in conjunction w tx adherence prog); dx & tx infections & malignancies; refers to other med & psychosoc providers as necessary; general hlth care mngt of pts, i.e., hypertension, diabetes, cardiac disease, liver disease and hepatitis, etc.				
Degree, license, exp	CA NP license w training or exp in HIV-related hlth issues, demonstrated professional competency as HIV specialist				
	236,834	0.50	12	0.50	\$ 118,417
Staff Position 3:	Registered Nurse				
duties related to prog/ UDC	Coordinates plans of care & medical follow-up pt appts; facilitates medical referrals, administers injections & meds; routine pt follow-up on hpt, blood sugar; assists w pt educ on HIV, HIV meds, other general care needs				
Degree, license, exp	licensed CA RN w training or exp in HIV related hlth issues; demonstrated professional competency				
	195,134	0.95	12	0.95	\$ 185,377
Staff Position 4:	Clinical Pharmacist				
duties related to prog/ UDC	assesses med adherence, evaluates drug interactions, assists w med adverse event monitoring; assesses med dosing for kidney/liver impairment; pt meds education; coordinates mediset prog; supervises Pharm Tech				
Degree, license, exp	doctorate of pharmacy w demonstrated professional competence in HIV-related pharmacy care				
	195,131	0.50	12	0.50	\$ 97,565
Staff Position 5:	Medical Assistant				
duties re: prog/ UDC	Assists with pt flow during med visits, includes vital signs, phlebotomy, and specimen transport as needed				
Degree, license, exp	high school diploma or GED w addit'l training in med sciences; awareness of issues faced by target population				
	71,824	3.67	12	3.67	\$ 263,308
Staff Position 6:	Social Work Spvr				
duties related to prog/ UDC	planning, coordination, and delivery of pt svcs; includes psychosocial needs assess & linkage to appropriate svcs; assists with enrollment of pts to Medi-Cal, ADAP, and other assistance programs				
Degree, license, exp	certification as licensed social worker and awareness of the issues faced by the target population				
	136,157	0.50	12	0.50	\$ 68,079
Staff Position 7:	Social Worker				
duties related to prog/ UDC	planning, coordination, delivery of pt svcs; integrates pt svcs, ensures appropriate pt access & utilization of pt. resources; comprehensive psychosoc assess & eval; presents findings at case conference; counseling & referral for subs use & mental hlth, develops grp case mngt curricula				
Degree, license, exp	master's degree in social work and awareness of issues faced by the target population				
	94,003	0.20	12	0.20	\$ 18,706

Staff Position 8:	Front Desk Clerk				
duties re: prog/ UDC	Registers, checks in pts for appts; provides reminder messages for future appts; maintains clinic provider schedule				
Degree, license, exp	High school degree or equivalent				
	65,400	0.20	12	0.20	\$ 13,080
Staff Position 9:	Principal Investigator				
duties re: prog/ UDC	clinic director, direct medical care to panel of pts, establishes patient care protocols for clinic				
Degree, license, exp	CA MD license w training or 10 yrs HIV related hlth issues, demonstrated professional competency in HIV Mngt				
	312,317	0.01	12	0.01	\$ 3,123
Staff Position 10:	Program Director				
duties related to prog/ UDC	program oversight & design, grant compliance; financial oversight; implements pt medical & hlth care maintenance protocols; quality assurance; supervising, hiring, and firing prog staff				
Degree, license, exp	CA RN or MD license w training or exp in HIV related hlth issues, demonstrated professional competency				
	280,459	0.04	12	0.04	\$ 11,133
Staff Position 11	COE Coordinator				
duties related to prog/ UDC	liaison w DPH, coordinates svcs among partners of CoE; coordinates budgeting& invoicing; liaison w DPH & UCSF Accting; prepares for annual DPH site visit and year end report				
Degree, license, exp	Master's degree, computer & database mngt knowledge, accting & grant writing exp, working w multi-agency collaboration, good interpersonal skills, able to work with a team				
	102,428	0.50	12	0.50	\$ 51,214
Staff Position 12:	Pharmacy Tech				
duties related to prog/ UDC	directs refill orders to providers, calls in authorized Rx if fax/e-script was unsuccessful, answers phone, checks on med deliveries, manages over-the-counter inventory, assists in med room inspections, other admin duties assigned				
Degree, license, exp	high school diplona w demonstrated professional competence in HIV-related pharmacy care				
	75,272	0.80	12	0.80	\$ 60,218
Staff Position 13:	Addiction Psychol				
duties related to prog/ UDC	assesses subs use disorders, short-term indiv & grp counslng, refers pts to subs use tx, documents care plans & svcs; coordinates svcs w members of care team, space for pt counselng, & on CQI; participates in case conferences, STOP staff mtgs & trainings, data collection; wkly spvsn of staff providing svcs under psych license				
Degree, license, exp	PhD/PsychD in clinical Psych from APA accredited prog, CA License in psychology, 6 yrs in prog mngt, 4 yrs providing subs use, mental hlth, or HIV counslng; or equiv combination of education & exp				
	219,723	0.08	12	0.08	\$ 18,443
	Total FTE, Base:	8.25	Annualized:	8.25	
				Total Salaries:	\$ 973,466
1b) EMPLOYEE FRINGE BENEFITS:				Total Fringe Benefit:	\$ 436,769
				Fringe Benefit %:	44.87%
				TOTAL SALARIES & BENEFITS	\$ 1,410,235

2) OPERATING EXPENSES:

Occupancy:	Concise/ Specific Description	Rate/Formula	Cost
Mobile Phone	For Clinical Staff to communicate with pts re. care	~\$45 x 2 staff x 12 mos	840
Total Occupancy:			\$ 840

Materials & Supplies:	Concise/ Specific Description	Rate/Formula	Cost
Program Supplies	IT equipment and office supplies	~\$4.58 x 8.25 FTE x 12 mos	465
Total Materials & Supplies:			\$ 465

General Operating:	Brief Description	Rate/Formula	Cost
Staff Trainings	Cost for each staff to attend trainings	\$600 each x 6 staff =	3,600
Total General Operating:			\$ 3,600

Other	Brief Description	Rate/Formula	Cost
CCDSS: UC Recharge	Computing/Commun Device Support Svcs: voice/data tech functions	~\$59 x 8.25 FTE x 12 mos	5,840
Data Network: UC Recharge	critical equipment in support of UCSF e-info flow	~\$44 x 8.25 FTE x 12 mos	4,355
GAEL: UC Recharge	General Auto & Employee Liability: accident insurance for employees local business travel	\$.82/\$100 payroll x 8.25 FTE x 12 mos	7,982
Client Refreshments	Drink and snacks for patients	~\$.13/pt/mo x 12 mos	966
Total Other:			\$ 19,144

TOTAL OPERATING EXPENSES:	\$ 24,049
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TOTAL DIRECT COSTS:	\$ 1,434,284
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4) INDIRECT COSTS

allocation of admin & support staff salary, related fringe, general overhead related to contract	\$ 215,143
Indirect Rate:	15.00%
TOTAL INDIRECT COSTS:	\$ 215,143
TOTAL EXPENSES:	\$ 1,649,426

UCSF / Ward 86 / HALT Center of Excellence
UCSF Alliance Health Program (AHP)

Appendix B-4b, Page 1
07/01/23 - 06/30/24
General Fund

UOS COST ALLOCATION BY SERVICE MODE

Service Modes:		Outpatient Mental Health		Medical Case Management		
Position Titles	Annualized FTE	Salaries	% FTE	Salaries	% FTE	Totals
Psychiatrist	0.40	103,891	100%			103,891
Psychiatric Nurse Practitioner	0.12	26,841	100%			26,841
Clinical Social Work Supervisor	0.02			2,685	100%	2,685
Case Manager	1.99			157,525	100%	157,525
Total FTE & Salaries	2.53	130,732	45%	160,210	55%	290,942
Fringe Benefits	38.00%	49,673	45%	60,874	55%	110,547
Total Personnel Expenses		180,405	45%	221,084	55%	401,489
						-
Operating Expenses		Expense	%	Expense	%	-
Total Occupancy				9,280	100%	9,280
Total Materials and Supplies		379	42%	524	58%	903
Total General Operating		191	42%	264	58%	455
Total Staff Travel		1,638	42%	2,262	58%	3,900
Other: Data Network (UC Recharge)		560	42%	774	58%	1,334
Other: CCDSS (UC Recharge)		752	42%	1,038	58%	1,789
Other: GAEL (UC Recharge)		1,002	42%	1,384	58%	2,386
Total Operating Expenses		4,522	23%	15,525	77%	20,047
						-
Total Direct Expenses		184,927	44%	236,609	56%	421,536
Indirect Expenses	15.0%	27,739	44%	35,491	56%	63,230
TOTAL EXPENSES		212,666	44%	272,100	56%	484,766
Unit of Service Type		Encounter		Hour		
Number of UOS per Service Mode		599		2,409		3,008
Cost Per UOS by Service Mode		\$355.04		\$112.95		N/A
Number of UDC per Service Mode		225		130		225

BUDGET JUSTIFICATION

1a) SALARIES					
Staff Position 1	Psychiatrist				
UDC	psychiatric evaluation, consultation, med eval & pt mngt svcs; crisis intervention & triage services as required				
Degree, license, exp	Board eligible CA licensed psychiatrist; proven exp w med aspects of HIV & psychiatry, HIV specialist competency				
	Annual Salary	x Base FTE	x Mos per Yr	Annualized FTE if < 12 mo	Total
	259,728	0.40	12	0.40	\$ 103,891
Staff Position 2:	Psychiatric Nurse Practitioner				
UDC	Mental Health assessment & evaluation; Psych medication prescription & monitoring				
Degree, license, exp	CA NP License; Bachelor's in Nursing desired; 2 yrs spvsn in med setting preferably HIV oriented; 2 yrs exp in mental hlth or subs use/recovery tx setting, 5 yrs clinical exp in an HIV mental hlth environment				
	223,679	0.12	12	0.12	\$ 26,841
Staff Position 3:	Clinical Social Work Supervisor				
UDC	oversight of case managers, planning, coordination & delivery of pt svcs; ARIES/HERO compliance, other admin tasks				
Degree, license, exp	LCSW, exp w severe need clients & spsvn of case mngt staff; knowledge of HIV/AIDS				
	134,230	0.02	12	0.02	\$ 2,685
Staff Position 4:	Case Manager				
duties related to prog/ UDC	planning, coordination & pt svcs delivery; integration of svcs & utilization of HIV delivery svcs; collaboration w PCP, Social Work staff, CoE RN, subs use & mental hlth workers; assists pts w med appts; locates pts to ensure critical follow-up; daily reporting to CoE RN re: these clients				
Degree, license, exp	Bachelor's in social work, psych, or counslng, exp in subs abuse settings and/or equiv of educ exp; proven ability to work independent in multi-disciplin setting; exp wkng w medically ill pts esp. PLWHA; strong writing/verbal skills				
	79,268	1.99	12	1.99	\$ 157,525
	Total FTE, Base:	2.53	Annualized:	2.53	

Total Salaries:	\$ 290,942
Total Fringe Benefit:	\$ 110,547
Fringe Benefit %:	38.00%
TOTAL SALARIES & BENEFITS	\$ 401,489

1b) EMPLOYEE FRINGE BENEFITS:

2) OPERATING EXPENSES:

Occupancy:	Concise/ Specific Description	Rate/Formula	Cost
Rent	Monthly expense for proportion of clinic space utilized by prog	-\$7.03 / sq ft/mo x 110 sq ft x 12	9,280
Total Occupancy:			\$ 9,280

Materials & Supplies	Concise/ Specific Description	Rate/Formula	Cost
Office supplies	Expenses such as pens, paper, medical chart supplies, postage	~\$29.78 / mo x 2.53 FTE x 12 mo	903
Total Materials & Supplies:			\$ 903

General Operating:	Brief Description	Rate/Formula	Cost
Computer Software/Hardware	Includes updating hardware and software to maintain equip that holds client medical records, client satisfaction data etc.	~\$15/ mo x 2.53 FTE x 12 mos	455
Total General Operating:			\$ 455

Staff Travel:	Location	Expense Item	Rate/Formula	Cost
For Outreach and Case Mngt Staff for transport to pt homes, appt escorts, mtgs, trainings	SF Bay Area	Clipper Card	3 cards/mo @ ~ \$108 ea = ~ \$325/mo x 12 mos	3,900
Total Staff Travel:				\$ 3,900

Other: UC Recharges	Brief Description	Rate/Formula	Cost
Data Network	Use of the UCSF data network	\$44/FTE/mo x 2.53 x 12	1,334
Computing/Commun Device Support Svcs	IT Desktop support svcs (Basic Support level)	\$59/FTE/mo x 2.53 x 12	1,789
General Automobile and Employee Liability	Liability insurance charges associated with payroll	\$.82/\$100-payroll x 2.53 FTE x 12 mos	2,386
Total Other:			\$ 5,509

TOTAL OPERATING EXPENSES:	\$ 20,047
TOTAL DIRECT COSTS:	\$ 421,536

4) INDIRECT COSTS

allocation of admin & support staff salary, related fringe, general overhead related to contract	\$ 63,230
Indirect Rate:	15.00%
TOTAL INDIRECT COSTS:	\$ 63,230
TOTAL EXPENSES:	\$ 484,766

UCSF / Ward 86 / HALT Center of Excellence
San Francisco AIDS Foundation (SFAF)

Appendix B-4c, Page 1
07/01/23 - 06/30/24
General Fund

UOS COST ALLOCATION BY SERVICE MODE

Service Modes:		Outpatient Substance Abuse Services		Outpatient Substance Abuse Services				
Position Titles	Annualized FTE	Salaries	% FTE	Salaries	% FTE			Totals
V.P Behavioral Service	0.08	5,919	79%	1,573	21%			7,492
Counselor I	0.38	18,195	79%	4,837	21%			23,032
Total FTE & Salaries	0.46	24,114	79%	6,410	21%			30,524
Fringe Benefits	25.00%	6,029	79%	1,603	21%			7,632
Total Personnel Expenses		30,143	79%	8,013	21%			38,156
Operating Expenses								
		Expense	%	Expense	%			Totals
Total Occupancy								
Total Materials and Supplies								
Total General Operating								
Total Staff Travel								
Consultants/Subcontractor:								
Other (specify):								
Total Operating Expenses								-
Total Direct Expenses								
		30,143	79%	8,013	21%			38,156
Indirect Expenses	9.0%	2,712	79%	721	21%			3,433
TOTAL EXPENSES		32,855	79%	8,734	21%			41,589
Unit of Service Type								
		Hour/Encounter(MD)		Group Hour				
Number of UOS per Service Mode		377		135				512
Cost Per UOS by Service Mode		\$87.15		\$64.69				N/A
Number of UDC per Service Mode		35		10				35

UCSF / Ward 86 / HALT Center of Excellence
San Francisco AIDS Foundation (SFAF)

Appendix B-4c, Page 2
07/01/23 - 06/30/24
General Fund

BUDGET JUSTIFICATION

1a) SALARIES					
Staff Position 1	V.P Behavioral Services				
duties related to prog/ UDC	Oversight of operations including documentation of svcs, admin spvsn of staff, analyzing data, writing reports				
Degree, license, exp	Masters degree and at least 5 years experience in managing a social servcies program				
	Annual Salary	x Base FTE	x Mos per Yr	Annualized FTE if < 12 mo	Total
	93,656	0.08	12	0.08	\$ 7,492
Staff Position 2: Counselor I					
duties related to prog/ UDC	intake assesments, individual and group counseling, referrals to psychiatrist, documentation of counseling				
Degree, license, exp	Masters degree or at least 5 years experience in substance use or mental health counseling				
	60,611	0.38	12	0.38	\$ 23,032
	Total FTE, Base:	0.46	Annualized:	0.46	
					Total Salaries: \$ 30,524

1b) EMPLOYEE FRINGE BENEFITS:	Component	Cost
	Social Security	\$ 2,335.00
	Retirement	\$ 583.00
	Medical	\$ 2,543.00
	Dental	
	Unemployment Insurance	\$ 159.00
	Disability Insurance	\$ 1,853.00
	Paid Time Off	
	Other (specify):	\$ 159.00
	Total Fringe Benefit:	\$ 7,632
	Fringe Benefit %:	25.00%
	TOTAL SALARIES & BENEFITS	\$ 38,156
	TOTAL DIRECT COSTS:	\$ 38,156

4) INDIRECT COSTS	
SFAF's indirect costs include Finance, Office Services, Human Resources, and Information Services	3,433
Indirect Rate:	9.00%
TOTAL INDIRECT COSTS:	\$ 3,433
TOTAL EXPENSES:	\$ 41,589

Appendix C
RESERVED

Appendix D
Reserved

Appendix E
Business Associate Agreement
RESERVED

Appendix F

Invoice

**DEPARTMENT OF PUBLIC HEALTH CONTRACTOR
MONTHLY DELIVERABLES AND COST REIMBURSEMENT INVOICE**

APPENDIX F-1
3/01/2020-6/30/2020
PAGE A

Contractor: Regents UCSF - W86 Address: 995 Potrero Ave Bldg 84 SFGH San Francisco, CA 94110 Telephone: 415-206-5871 x 65871 Fax:	Contract ID # 1000017143	Invoice Number B-1MAR20	Contract Purchase Order No:
Program Name: HHS - HALT COE - W86 ACE Control #:	HHS	Funding Source: GF	Department ID-Authority ID: 162644
		Project ID-Activity ID: 100026709	Invoice Period: 03/1/20 - 03/31/20
		FINAL Invoice <input type="checkbox"/> (check if Yes)	

DELIVERABLES	TOTAL CONTRACTED		DELIVERED THIS PERIOD		DELIVERED TO DATE		% OF TOTAL		REMAINING DELIVERABLES	
	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC
OP Ambulatory HS	775	200							775	200
Treatment Adherence	1,152	200							1,152	200
Medical Case Magement	307	60							307	60
Behavior Health Counseling	82	20							82	20
Outpatient Substance Abuse Services	133	13							133	13

	UDC	UDC	UDC	UDC	UDC
Unduplicated Clients for Appendix		200			200

EXPENDITURES	BUDGET	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Total Salaries (See Page B)	\$329,897				\$329,897.00
Fringe Benefits	\$148,019				\$148,019.00
Total Personnel Expenses	\$477,916				\$477,916.00
Operating Expenses:					
Occupancy -(e.g., Rental of Property, Utilities, Building Maintenance Supplies and Repairs)	\$280				\$280.00
Materials and Supplies -(e.g., Office, Postage, Printing and Repro., Program Supplies)	\$882				\$882.00
General Operating -(e.g., Insurance, Staff Training, Equipment Rental/Maintenance)	\$1,200				\$1,200.00
Staff Travel - (e.g., Local & Out of Town)					
Consultant/Subcontractor					
Other - see budget	\$6,671				\$6,671.00
Total Operating Expenses	\$9,033				\$9,033.00
Capital Expenditures					
TOTAL DIRECT EXPENSES	\$486,949				\$486,949.00
Indirect Expenses	\$73,043				\$73,043.00
TOTAL EXPENSES	\$559,992				\$559,992.00
LESS: Initial Payment Recovery					
Other Adjustments (Enter as negative, if appropriate)					
REIMBURSEMENT					

NOTES:

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

Signature: _____ Date: _____
 Title: _____

Send to: SFDPH Fiscal / Invoice Processing 1380 Howard Street, 4th Floor, Suite 403 San Francisco, CA 94103 Attn: Contract Payments	By: _____ (DPH Authorized Signatory)	Date: _____
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**DEPARTMENT OF PUBLIC HEALTH CONTRACTOR
MONTHLY DELIVERABLES AND COST REIMBURSEMENT INVOICE**

APPENDIX F-1a
3/01/2020-6/30/2020
PAGE A

Contractor: Regents UCSF - W86 Address: 995 Potrero Ave Bldg 84 SFGH San Francisco, CA 94110 Telephone: 415-206-5871 x 65871 Fax: _____ Program Name: HHS - HALT COE - AHP ACE Control #: _____	Contract ID # 100017143 <div style="border: 1px solid black; padding: 5px; width: 60px; margin: 0 auto;">HHS</div>	Invoice Number B-1aMAR20 Contract Purchase Order No: _____ Funding Source: GF Department ID-Authority ID: 162644 Project ID-Activity ID: 100026709 Invoice Period: 03/1/20 - 03/31/20 FINAL Invoice <input type="checkbox"/> (check if Yes)
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DELIVERABLES	TOTAL CONTRACTED		DELIVERED THIS PERIOD		DELIVERED TO DATE		% OF TOTAL		REMAINING DELIVERABLES	
	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC
OP Mental Health	202	75							202	75
Medical Case Magement	915	43							915	43
			UDC		UDC		UDC		UDC	
Unduplicated Clients for Appendix		75								75

EXPENDITURES	BUDGET	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Fringe Benefits	\$36,427				\$36,427.00
Total Personnel Expenses	\$134,877				\$134,877.00
Operating Expenses:					
Occupancy -(e.g., Rental of Property, Utilities, Building Maintenance Supplies and Repairs)	\$2,975				\$2,975.00
Materials and Supplies -(e.g., Office, Postage, Printing and Repro., Program Supplies)	\$572				\$572.00
General Operating -(e.g., Insurance, Staff Training, Equipment Rental/Maintenance)	\$200				\$200.00
Staff Travel - (e.g., Local & Out of Town)	\$1,300				\$1,300.00
Consultant/Subcontractor					
Other - (see bud docs)	\$1,952				\$1,952.00
Total Operating Expenses	\$6,999				\$6,999.00
Capital Expenditures					
TOTAL DIRECT EXPENSES	\$141,876				\$141,876.00
Indirect Expenses	\$21,281				\$21,281.00
TOTAL EXPENSES	\$163,157				\$163,157.00
LESS: Initial Payment Recovery					
Other Adjustments (Enter as negative, if appropriate)					
REIMBURSEMENT					

NOTES:

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

Signature: _____ Date: _____

Title: _____

Send to: SFDPH Fiscal / Invoice Processing 1380 Howard Street, 4th Floor, Suite 403 San Francisco, CA 94103 Attn: Contract Payments	By: _____ (DPH Authorized Signatory)	Date: _____
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**DEPARTMENT OF PUBLIC HEALTH CONTRACTOR
MONTHLY DELIVERABLES AND COST REIMBURSEMENT INVOICE**

APPENDIX F-2b
7/01/2021-6/30/2022
PAGE A

Contractor: Regents UCSF - W86 Address: 995 Potrero Ave Bldg 84 SFGH San Francisco, CA 94110 Telephone: 415-206-5871 x 65871 Fax: _____ Program Name: HHS - HALT COE - AHP ACE Control #: _____	Contract ID # 100017143	Invoice Number B-2bJUL21	Contract Purchase Order No: _____ Funding Source: _____ GF Department ID-Authority ID: _____ 162644 Project ID-Activity ID: _____ 100026709 Invoice Period: _____ 07/1/21 - 07/31/21 FINAL Invoice <input type="checkbox"/> (check if Yes)
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DELIVERABLES	TOTAL CONTRACTED		DELIVERED THIS PERIOD		DELIVERED TO DATE		% OF TOTAL		REMAINING DELIVERABLES	
	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC
OP Mental Health	588	225							588	225
Medical Case Magement	2,409	130							2,409	130
UDC										
Unduplicated Clients for Appendix		225								225

EXPENDITURES	BUDGET	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Fringe Benefits	\$110,220				\$110,220.00
Total Personnel Expenses	\$400,364				\$400,364.00
Operating Expenses:					
Occupancy -(e.g., Rental of Property, Utilities, Building Maintenance Supplies and Repairs)	\$9,280				\$9,280.00
Materials and Supplies -(e.g., Office, Postage, Printing and Repro., Program Supplies)	\$1,839				\$1,839.00
General Operating -(e.g., Insurance, Staff Training, Equipment Rental/Maintenance)	\$480				\$480.00
Staff Travel - (e.g., Local & Out of Town)	\$3,900				\$3,900.00
Consultant/Subcontractor					
Other - see bud docs	\$5,673				\$5,673.00
Total Operating Expenses	\$21,172				\$21,172.00
Capital Expenditures					
TOTAL DIRECT EXPENSES	\$421,536				\$421,536.00
Indirect Expenses	\$63,230				\$63,230.00
TOTAL EXPENSES	\$484,766				\$484,766.00
LESS: Initial Payment Recovery					
Other Adjustments (Enter as negative, if appropriate)					
REIMBURSEMENT					

NOTES:

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

Signature: _____ Date: _____

Title: _____

Send to: SFDPH Fiscal / Invoice Processing 1380 Howard Street, 4th Floor, Suite 403 San Francisco, CA 94103 Attn: Contract Payments	By: _____ (DPH Authorized Signatory)	Date: _____
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**DEPARTMENT OF PUBLIC HEALTH CONTRACTOR
MONTHLY DELIVERABLES AND COST REIMBURSEMENT INVOICE**

APPENDIX F-2c
7/01/2021-6/30/2022
PAGE A

Contractor: Regents UCSF - W86 Address: 995 Potrero Ave Bldg 84 SFGH San Francisco, CA 94110 Telephone: 415-206-5871 x 65871 Fax: _____ Program Name: HHS - HALT COE - SFAF ACE Control #: _____	Contract ID # 100017143	Invoice Number B-2cJUL21	Contract Purchase Order No: _____ Funding Source: <input type="text" value="GF"/> Department ID-Authority ID: <input type="text" value="162644"/> Project ID-Activity ID: <input type="text" value="100026709"/> Invoice Period: <input type="text" value="07/1/21 - 07/31/21"/> FINAL Invoice <input type="checkbox"/> (check if Yes)
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DELIVERABLES	TOTAL CONTRACTED		DELIVERED THIS PERIOD		DELIVERED TO DATE		% OF TOTAL		REMAINING DELIVERABLES	
	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC
OP substance Abuse Services	377	35							377	35
OP substance Abuse Groups Services	135	10							135	10
			UDC		UDC		UDC		UDC	
Unduplicated Clients for Appendix		35								35

EXPENDITURES	BUDGET	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Fringe Benefits	\$7,632				\$7,632.00
Total Personnel Expenses	\$38,156				\$38,156.00
Operating Expenses:					
Occupancy -(e.g., Rental of Property, Utilities, Building Maintenance Supplies and Repairs)					
Materials and Supplies -(e.g., Office, Postage, Printing and Repro., Program Supplies)					
General Operating -(e.g., Insurance, Staff Training, Equipment Rental/Maintenance)					
Staff Travel - (e.g., Local & Out of Town)					
Consultant/Subcontractor					
Other - (see bud docs)					
Total Operating Expenses					
Capital Expenditures					
TOTAL DIRECT EXPENSES	\$38,156				\$38,156.00
Indirect Expenses	\$3,433				\$3,433.00
TOTAL EXPENSES	\$41,589				\$41,589.00
LESS: Initial Payment Recovery					
Other Adjustments (Enter as negative, if appropriate)					
REIMBURSEMENT					

NOTES:

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

Signature: _____ Date: _____

Title: _____

Send to:	SFDPH Fiscal / Invoice Processing 1380 Howard Street, 4th Floor, Suite 403 San Francisco, CA 94103 Attn: Contract Payments	By: _____ (DPH Authorized Signatory)	Date: _____
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**DEPARTMENT OF PUBLIC HEALTH CONTRACTOR
MONTHLY DELIVERABLES AND COST REIMBURSEMENT INVOICE**

APPENDIX F-3
7/01/2022-2/28/2023
PAGE A

Contractor: Regents UCSF - W86 Address: 995 Potrero Ave Bldg 84 SFGH San Francisco, CA 94110 Telephone: 415-206-5871 x 65871 Fax: _____ Program Name: HHS - HALT COE - W86 ACE Control #: _____	Contract ID # 100017143	Invoice Number B-3JUL22	Contract Purchase Order No: _____ Funding Source: RWPA Department ID-Authority ID: 162644 Project ID-Activity ID: 100034055 Invoice Period: 07/1/22 - 07/31/22 FINAL Invoice <input type="checkbox"/> (check if Yes)
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DELIVERABLES	TOTAL CONTRACTED		DELIVERED THIS PERIOD		DELIVERED TO DATE		% OF TOTAL		REMAINING DELIVERABLES	
	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC
Medical Case Management	121	15							121	15
UDC										UDC
Unduplicated Clients for Appendix		15								15

EXPENDITURES	BUDGET	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Fringe Benefits	\$4,113				\$4,113.00
Total Personnel Expenses	\$12,959				\$12,959.00
Operating Expenses:					
Occupancy -(e.g., Rental of Property, Utilities, Building Maintenance Supplies and Repairs)					
Materials and Supplies -(e.g., Office, Postage, Printing and Repro., Program Supplies)					
General Operating -(e.g., Insurance, Staff Training, Equipment Rental/Maintenance)					
Staff Travel - (e.g., Local & Out of Town)					
Consultant/Subcontractor					
Other - (Meals, Audit, Transportation Reimb, Stipends, Facilitators)	\$252				\$252.00
Total Operating Expenses	\$252				\$252.00
Capital Expenditures					
TOTAL DIRECT EXPENSES	\$13,211				\$13,211.00
Indirect Expenses	\$1,189				\$1,189.00
TOTAL EXPENSES	\$14,400				\$14,400.00
LESS: Initial Payment Recovery					
Other Adjustments (Enter as negative, if appropriate)					
REIMBURSEMENT					

NOTES:

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

Signature: _____ Date: _____

Title: _____

Send to: SFDPH Fiscal / Invoice Processing 1380 Howard Street, 4th Floor, Suite 403 San Francisco, CA 94103 Attn: Contract Payments	By: _____ (DPH Authorized Signatory)	Date: _____
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**DEPARTMENT OF PUBLIC HEALTH CONTRACTOR
MONTHLY DELIVERABLES AND COST REIMBURSEMENT INVOICE**

APPENDIX F-3a
7/01/2022-6/30/2023
PAGE A

Contractor: Regents UCSF - W86
Address: 995 Potrero Ave Bldg 84 SFGH
San Francisco, CA 94110

Contract ID #
100017143

Invoice Number
B-3aJUL22

Telephone: 415-206-5871 x 65871
Fax:



Contract Purchase Order No:

Funding Source: GF

Department ID-Authority ID: 162644

Program Name: HHS - HALT COE - W86-STOP

Project ID-Activity ID: 100026709

ACE Control #:

Invoice Period: 07/1/22 - 07/31/22

FINAL Invoice (check if Yes)

DELIVERABLES	TOTAL CONTRACTED		DELIVERED THIS PERIOD		DELIVERED TO DATE		% OF TOTAL		REMAINING DELIVERABLES	
	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC
OP Ambulatory HS	1,700	600							1,700	600
Treatment Adherence	4,078	600							4,078	600
Medical Case Magement	864	400							864	400
Behavior Health Counseling	216	60							216	60
Outpatient Substance Abuse Services	156	40							156	40

	UDC	UDC	UDC	UDC	UDC
Unduplicated Clients for Appendix		600			600

EXPENDITURES	BUDGET	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Fringe Benefits	\$436,682				\$436,682.00
Total Personnel Expenses	\$1,409,954				\$1,409,954.00
Operating Expenses:					
Occupancy -(e.g., Rental of Property, Utilities, Building Maintenance Supplies and Repairs)	\$840				\$840.00
Materials and Supplies -(e.g., Office, Postage, Printing and Repro., Program Supplies)	\$465				\$465.00
General Operating -(e.g., Insurance, Staff Training, Equipment Rental/Maintenance)	\$3,600				\$3,600.00
Staff Travel - (e.g., Local & Out of Town)					
Consultant/Subcontractor					
Other - see budget	\$19,424				\$19,424.00
Total Operating Expenses	\$24,329				\$24,329.00
Capital Expenditures					
TOTAL DIRECT EXPENSES	\$1,434,283				\$1,434,283.00
Indirect Expenses	\$215,143				\$215,143.00
TOTAL EXPENSES	\$1,649,426				\$1,649,426.00
LESS: Initial Payment Recovery					
Other Adjustments (Enter as negative, if appropriate)					
REIMBURSEMENT					

NOTES:

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

Signature: _____ Date: _____

Title: _____

Send to:	SFDPH Fiscal / Invoice Processing 1380 Howard Street, 4th Floor, Suite 403 San Francisco, CA 94103 Attn: Contract Payments	By: _____ (DPH Authorized Signatory)	Date: _____
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**DEPARTMENT OF PUBLIC HEALTH CONTRACTOR
MONTHLY DELIVERABLES AND COST REIMBURSEMENT INVOICE**

APPENDIX F-4a
7/01/2023-6/30/2024
PAGE A

Contractor: Regents UCSF - W86
Address: 995 Potrero Ave Bldg 84 SFGH
San Francisco, CA 94110

Contract ID #
100017143

Invoice Number
B-4aJUL23

Telephone: 415-206-5871 x 65871
Fax:



Contract Purchase Order No:

Funding Source: GF

Department ID-Authority ID: 162644

Program Name: HHS - HALT COE - W86-STOP

Project ID-Activity ID: 100026709

ACE Control #:

Invoice Period: 07/1/23 - 07/31/23

FINAL Invoice (check if Yes)

DELIVERABLES	TOTAL CONTRACTED		DELIVERED THIS PERIOD		DELIVERED TO DATE		% OF TOTAL		REMAINING DELIVERABLES	
	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC
OP Ambulatory HS	1,700	600							1,700	600
Treatment Adherence	3,869	600							3,869	600
Medical Case Magement	864	400							864	400
Behavior Health Counseling	216	60							216	60
Outpatient Substance Abuse Services	151	40							151	40

	UDC	UDC	UDC	UDC	UDC
Unduplicated Clients for Appendix		600			600

EXPENDITURES	BUDGET	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Fringe Benefits	\$436,769				\$436,769.00
Total Personnel Expenses	\$1,410,235				\$1,410,235.00
Operating Expenses:					
Occupancy -(e.g., Rental of Property, Utilities, Building Maintenance Supplies and Repairs)	\$840				\$840.00
Materials and Supplies -(e.g., Office, Postage, Printing and Repro., Program Supplies)	\$465				\$465.00
General Operating -(e.g., Insurance, Staff Training, Equipment Rental/Maintenance)	\$3,600				\$3,600.00
Staff Travel - (e.g., Local & Out of Town)					
Consultant/Subcontractor					
Other - see budget	\$19,143				\$19,143.00
Total Operating Expenses	\$24,048				\$24,048.00
Capital Expenditures					
TOTAL DIRECT EXPENSES	\$1,434,283				\$1,434,283.00
Indirect Expenses	\$215,143				\$215,143.00
TOTAL EXPENSES	\$1,649,426				\$1,649,426.00
LESS: Initial Payment Recovery					
Other Adjustments (Enter as negative, if appropriate)					
REIMBURSEMENT					

NOTES:

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

Signature: _____ Date: _____

Title: _____

Send to:	SFDPH Fiscal / Invoice Processing 1380 Howard Street, 4th Floor, Suite 403 San Francisco, CA 94103 Attn: Contract Payments	By: _____ (DPH Authorized Signatory)	Date: _____
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**DEPARTMENT OF PUBLIC HEALTH CONTRACTOR
MONTHLY DELIVERABLES AND COST REIMBURSEMENT INVOICE**

APPENDIX F-4b
7/01/2023-6/30/2024
PAGE A

Contractor: Regents UCSF - W86 Address: 995 Potrero Ave Bldg 84 SFGH San Francisco, CA 94110 Telephone: 415-206-5871 x 65871 Fax: _____ Program Name: HHS - HALT COE - AHP ACE Control #: _____	Contract ID # 100017143	Invoice Number B-4bJUL23	Contract Purchase Order No: _____ Funding Source: _____ GF Department ID-Authority ID: _____ 162644 Project ID-Activity ID: _____ 100026709 Invoice Period: _____ 07/1/23 - 07/31/23 FINAL Invoice <input type="checkbox"/> (check if Yes)
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DELIVERABLES	TOTAL CONTRACTED		DELIVERED THIS PERIOD		DELIVERED TO DATE		% OF TOTAL		REMAINING DELIVERABLES	
	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC
OP Mental Health	599	225							599	225
Medical Case Magement	2,409	130							2,409	130
UDC										
Unduplicated Clients for Appendix		225								225

EXPENDITURES	BUDGET	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Fringe Benefits	\$110,547				\$110,547.00
Total Personnel Expenses	\$401,489				\$401,489.00
Operating Expenses:					
Occupancy -(e.g., Rental of Property, Utilities, Building Maintenance Supplies and Repairs)	\$9,280				\$9,280.00
Materials and Supplies -(e.g., Office, Postage, Printing and Repro., Program Supplies)	\$903				\$903.00
General Operating -(e.g., Insurance, Staff Training, Equipment Rental/Maintenance)	\$455				\$455.00
Staff Travel - (e.g., Local & Out of Town)	\$3,900				\$3,900.00
Consultant/Subcontractor					
Other - see bud docs	\$5,509				\$5,509.00
Total Operating Expenses	\$20,047				\$20,047.00
Capital Expenditures					
TOTAL DIRECT EXPENSES	\$421,536				\$421,536.00
Indirect Expenses	\$63,230				\$63,230.00
TOTAL EXPENSES	\$484,766				\$484,766.00
LESS: Initial Payment Recovery					
Other Adjustments (Enter as negative, if appropriate)					
REIMBURSEMENT					

NOTES:

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

Signature: _____ Date: _____

Title: _____

Send to: SFDPH Fiscal / Invoice Processing 1380 Howard Street, 4th Floor, Suite 403 San Francisco, CA 94103 Attn: Contract Payments	By: _____ (DPH Authorized Signatory)	Date: _____
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