

**City and County of San Francisco  
Office of Contract Administration  
Purchasing Division**

**THIRD Amendment**

This AMENDMENT (this "Amendment") is made as of the 1<sup>st</sup> day of March, 2014, in San Francisco, California, by and between **SAN FRANCISCO AIDS FOUNDATION, P.O. Box 426182, San Francisco, CA 94142-6182** ("Contractor"), and the City and County of San Francisco, a municipal corporation ("City"), acting by and through its Director of the Office of Contract Administration.

**RECITALS**

WHEREAS, City and Contractor have entered into the Agreement (as defined below); and  
WHEREAS, City and Contractor desire to modify the Agreement on the terms and conditions set forth herein to add Fiscal Year 2014/2015 and to support continuing services as outlined in Appendix A, A-2, A-3, A-4, A-5, Appendix B; and to update Appendix E and Appendix G.

WHEREAS, approval for this Amendment was obtained when the Civil Service Commission approved Contract Number 2007-07/08, on July 7, 2008.

NOW THEREFORE, Contractor and the City agree as follows:

**1. Definitions.** The following definitions shall apply to this Amendment:

**a. Agreement.** The term "Agreement" shall mean the Agreement dated September 01, 2011, (BPHC12000088.and DPHC12000598/DPHC13000261/DPHC14000562), between Contractor and City as amended by the

First Amendment dated December 1, 2012, (BPHC12000088), and  
Second Amendment dated November 1, 2013, (BPHC12000088).

**b. Other Terms.** Terms used and not defined in this Amendment shall have the meanings assigned to such terms in the Agreement.

**2. Modifications to the Agreement.** The Agreement is hereby modified as follows:

**a. Section 02, Term of the Agreement currently reads as follows:**

**2. Term of the Agreement.** Subject to Section 1, the term of this Agreement shall be from September 1, 2011 to June 30, 2014.

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

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

**Such section is hereby amended in its entirety to read as follows:**

**2. Term of the Agreement.** Subject to Section 1, the term of this Agreement shall be from September 1, 2011 to June 30, 2016.

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

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

**b. Section 05, Compensation, of the Agreement currently reads as follows:**

**5. Compensation.** Compensation shall be made in monthly payments on or before the 30th day of each month for work, as set forth in Section 4 of this Agreement, that the Director of the Public Health Department, in his or her sole discretion, concludes has been performed as of the last day of the immediately preceding month. In no event shall the amount of this Agreement exceed **Nine Million Four Hundred Twenty-Nine Thousand Nine Hundred and Eighty-Two DOLLARS (\$9,429,982)**. The breakdown of costs associated with this Agreement appears in Appendix B, "Calculation of Charges," attached hereto and incorporated by reference as though fully set forth herein. No charges shall be incurred under this Agreement nor shall any payments become due to Contractor until reports, services, or both, required under this Agreement are received from Contractor and approved by Department of Public Health as being in accordance with this Agreement. City may withhold payment to Contractor in any instance in which Contractor has failed or refused to satisfy any material obligation provided for under this Agreement.

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

**Such section is hereby amended in its entirety to read as follows:**

**5. Compensation.** Compensation shall be made in monthly payments on or before the 30th day of each month for work, as set forth in Section 4 of this Agreement, that the Director of the Public Health Department, in his or her sole discretion, concludes has been performed as of the last day of the immediately preceding month. In no event shall the amount of this Agreement exceed **Fourteen Million Six Hundred Fifty-Seven Thousand Five Hundred and Seventy-Seven DOLLARS (\$14,657,577)**. The breakdown of costs associated with this Agreement appears in Appendix B, "Calculation of Charges," attached hereto and incorporated by reference as though fully set forth herein. No charges shall be incurred under this Agreement nor shall any payments become due to Contractor until reports, services, or both, required under this Agreement are received from Contractor and approved by Department of Public Health as being in accordance with this Agreement. City may withhold payment to Contractor in any instance in which Contractor has failed or refused to satisfy any material obligation provided for under this Agreement.

**c. Section 08, Submitting False Claims; Monetary Penalties, of the Agreement currently reads as follows:**

**8. Submitting False Claims; Monetary Penalties.** Pursuant to San Francisco Administrative Code §21.35, any contractor, subcontractor or consultant who submits a false claim shall be liable to the City for



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

**Such section is hereby amended in its entirety to read as follows:**

**8. Submitting False Claims; Monetary Penalties.** Pursuant to San Francisco Administrative Code §21.35, any contractor, subcontractor or consultant who submits a false claim shall be liable to the City for the statutory penalties set forth in that section. The text of Section 21.35, along with the entire San Francisco Administrative Code is available on the web at [http://www.amlegal.com/nxt/gateway.dll/California/administrative/administrativecode?f=templates\\$fn=default.htm\\$3.0\\$vid=amlegal:sanfrancisco\\_ca\\$sync=1](http://www.amlegal.com/nxt/gateway.dll/California/administrative/administrativecode?f=templates$fn=default.htm$3.0$vid=amlegal:sanfrancisco_ca$sync=1). A contractor, subcontractor or consultant will be deemed to have submitted a false claim to the City if the contractor, subcontractor or consultant: (a) knowingly presents or causes to be presented to an officer or employee of the City a false claim or request for payment or approval; (b) knowingly makes, uses, or causes to be made or used a false record or statement to get a false claim paid or approved by the City; (c) conspires to defraud the City by getting a false claim allowed or paid by the City; (d) knowingly makes, uses, or causes to be made or used a false record or statement to conceal, avoid, or decrease an obligation to pay or transmit money or property to the City; or (e) is a beneficiary of an inadvertent submission of a false claim to the City, subsequently discovers the falsity of the claim, and fails to disclose the false claim to the City within a reasonable time after discovery of the false claim.

**d. Section 33, Local Business Enterprise Utilization; Liquidated Damages, of the Agreement currently reads as follows:**

**33. Local Business Enterprise Utilization; Liquidated Damages**

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

**b. Compliance and Enforcement**

If Contractor willfully fails to comply with any of the provisions of the LBE Ordinance, the rules and regulations implementing the LBE Ordinance, or the provisions of this Agreement pertaining to

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

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

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

**Such section is hereby amended in its entirety to read as follows:**

**33. Local Business Enterprise Utilization; Liquidated Damages**

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

**b. Compliance and Enforcement**

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

By entering into this Agreement, Contractor acknowledges and agrees that any liquidated damages assessed by the Director of the HRC shall be payable to City upon demand. Contractor

further acknowledges and agrees that any liquidated damages assessed may be withheld from any monies due to Contractor on any contract with City.

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

e. **Section 34, Nondiscrimination; Penalties, of the Agreement currently reads as follows:**

**34. Nondiscrimination; Penalties**

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

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

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

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

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

**Such section is hereby amended in its entirety to read as follows:**

### **34. Nondiscrimination; Penalties**

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

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

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

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

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

**f. Section 48, Modification of Agreement, of the Agreement currently reads as follows:**

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

**Such section is hereby amended in its entirety to read as follows:**



**48. Modification of Agreement.** This Agreement may not be modified, nor may compliance with any of its terms be waived, except by written instrument executed and approved in the same manner as this Agreement. Contractor shall cooperate with Department to submit to the Director of 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).

**g. Section 58, Graffiti Removal, of the Agreement currently reads as follows:**

**58. Graffiti Removal.** Graffiti is detrimental to the health, safety and welfare of the community in that it promotes a perception in the community that the laws protecting public and private property can be disregarded with impunity. This perception fosters a sense of disrespect of the law that results in an increase in crime; degrades the community and leads to urban blight; is detrimental to property values, business opportunities and the enjoyment of life; is inconsistent with the City's property maintenance goals and aesthetic standards; and results in additional graffiti and in other properties becoming the target of graffiti unless it is quickly removed from public and private property. Graffiti results in visual pollution and is a public nuisance. Graffiti must be abated as quickly as possible to avoid detrimental impacts on the City and County and its residents, and to prevent the further spread of graffiti. Contractor shall remove all graffiti from any real property owned or leased by Contractor in the City and County of San Francisco within forty eight (48) hours of the earlier of Contractor's (a) discovery or notification of the graffiti or (b) receipt of notification of the graffiti from the Department of Public Works. This section is not intended to require a Contractor to breach any lease or other agreement that it may have concerning its use of the real property. The term "graffiti" means any inscription, word, figure, marking or design that is affixed, marked, etched, scratched, drawn or painted on any building, structure, fixture or other improvement, whether permanent or temporary, including by way of example only and without limitation, signs, banners, billboards and fencing surrounding construction sites, whether public or private, without the consent of the owner of the property or the owner's authorized agent, and which is visible from the public right-of-way. "Graffiti" shall not include: (1) any sign or banner that is authorized by, and in compliance with, the applicable requirements of the San Francisco Public Works Code, the San Francisco Planning Code or the San Francisco Building Code; or (2) any mural or other painting or marking on the property that is protected as a work of fine art under the California Art Preservation Act (California Civil Code Sections 987 et seq.) or as a work of visual art under the Federal Visual Artists Rights Act of 1990 (17 U.S.C. §§ 101 et seq.).

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

**Such section is hereby amended in its entirety to read as follows:**

**58. Graffiti Removal.: Removed/ Not Used**

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**The Appendices listed below are Amended as follows:**

Delete Appendix A, Pages 1-11, for the period 09/01/11 – 06/30/14 and replace in its entirety with Appendix A, Pages 1-12, for the period 09/01/11 – 06/30/16.

Delete Appendix A-2, Pages 1-3, for the period 09/01/11 – 06/30/14 and replace in its entirety with Appendix A-2, Pages 1-3, for the period 09/01/11 – 06/30/16.

Delete Appendix A-3, Pages 1-5, for the period 09/01/11 – 06/30/14 and replace in its entirety with Appendix A-3, Pages 1-7, for the period 09/01/11 – 06/30/16.

Delete Appendix A-4, Pages 1-5, for the period 09/01/11 – 06/30/14 and replace in its entirety with Appendix A-4, Pages 1-7, for the period 09/01/11 – 06/30/16.

Delete Appendix A-5, Pages 1-7, for the period 09/01/11 – 06/30/14 and replace in its entirety with Appendix A-5, Pages 1-9, for the period 09/01/11 – 06/30/16

Delete Appendix B, Pages 1-7, for the period 09/01/11 – 06/30/14 and replace in its entirety with Appendix B, Pages 1-9, for the period 09/01/11 – 06/30/16.

Add Appendix B-2d, Pages 1- 7, for the period 07/01/14 – 06/14/15, to the Agreement as amended.

Add Appendix B-2e, Pages 1- 7, for the period 07/01/15 – 06/30/16, to the Agreement as amended.

Add Appendix B-3c, Pages 1- 7, for the period 07/01/14 - 06/30/15, to the Agreement as amended.

Add Appendix B-3d, Pages 1- 7, for the period 07/01/15 - 06/30/16, to the Agreement as amended.

Add Appendix B-4d, Pages 1- 8, for the period 07/01/14 – 06/30/15, to the Agreement as amended.

Add Appendix B-4e, Pages 1- 7, for the period 07/01/15 – 06/30/16, to the Agreement as amended.

Add Appendix B-5c, Pages 1- 8, for the period 07/01/14 – 06/30/15, to the Agreement as amended.

Add Appendix B-5d, Pages 1- 8, for the period 07/01/15 – 06/30/16, , to the Agreement as amended.

Delete Appendix E, Pages 1-7 and replace in its entirety with Appendix E, Pages 1-5 (BAA-City Atty 5/07/14).

Add Appendix F-2d for the period 07/01/14 – 06/30/15, Pages A and B, to the Agreement as amended.

Add Appendix F-2e for the period 07/01/15 – 06/30/16, Pages A and B, to the Agreement as amended.

Add Appendix F-3c, for the period 07/01/14 – 06/30/15, Pages A and B, to the Agreement as amended.

Add Appendix F-3d, for the period 07/01/15 – 06/30/16, Pages A and B, to the Agreement as amended.

Add Appendix F-4d, for the period 07/01/14 – 06/30/15, Pages A and B, to the Agreement as amended.

Add Appendix F-4e, for the period 07/01/15 – 06/30/16, Pages A and B, to the Agreement as amended.

Add Appendix F-5c, for the period 07/01/14 – 06/30/15, Pages A and B, to the Agreement as amended.

Add Appendix F-5d, for the period 07/01/15 – 06/30/16, Pages A and B, to Original Agreement.

Delete Appendix G, Pages 1- 2 and replace in its entirety with Appendix G, Pages 1- 2, (3-01-2014).

**3. Effective Date.** Each of the modifications set forth in Section 2 shall be effective on and after the date of this Amendment.

**4. Legal Effect.** Except as expressly modified by this Amendment, all of the terms and conditions of the Agreement shall remain unchanged and in full force and effect.



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

CITY

CONTRACTOR

Recommended by:

SAN FRANCISCO AIDS FOUNDATION



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

3/31/14  
Date

Approved as to Form:

Dennis J. Herrera  
City Attorney

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

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

By:   
Aleeta Van Runkle  
Deputy City Attorney

4/27/14  
Date


Approved:



Neil Giuliano  
~~Executive Director~~ CHIEF EXECUTIVE OFFICER  
P. O. Box 426182  
San Francisco, CA 94142-6182

3/31/14  
Date

City vendor number: 16252

for   
Jaci Fong  
Director  
Office of Contract  
Administration and Purchaser

8/29/14  
Date

**Appendices**

- A: Services to be provided by Contractor
- B: Calculation of Charges
- C: Reserved
- D: Additional Terms
- E: Business Associate Addendum
- F: Invoice
- G: Dispute Resolution Procedure
- H: Insurance Certificates

RECEIVED  
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**Appendix A**  
**Services to be provided by Contractor**

**1. Terms**

**A. Contract Administrator:**

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

**B. Reports:**

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

**C. Evaluation:**

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

**D. Possession of Licenses/Permits:**

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

**E. Adequate Resources:**

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

**F. Admission Policy:**

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

**G. San Francisco Residents Only:**

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

**H. Grievance Procedure:**

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

I. Infection Control, Health and Safety:

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

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

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

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

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

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

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

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

J. Acknowledgment of Funding:

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

K. Client Fees and Third Party Revenue:

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

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

L. Patients Rights:

All applicable Patients Rights laws and procedures shall be implemented.

M. Under-Utilization Reports:

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

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

**N. Quality Assurance:**

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

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

**O. Compliance With Grant Award Notices:**

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

**P. Aerosol Transmissible Disease Program, Health and Safety:**

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

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

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

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

**Q. Research Study Records:**

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

**2. Description of Services**

Detailed descriptions of services supporting the period 09/01/11-06/30/16 may be found in the following Appendixes:

Appendix A, 09/01/11 – 06/30/16, Pages 4-12	Program Summary
Appendix A-1, 09/01/11 – 06/14/14, Pages 1-2	HIV Testing – STOP Study
Appendix A-2, 09/01/11 – 06/30/16, Pages 1-3	Community Based HIV Testing
Appendix A-3, 09/01/11 – 06/30/16, Pages 1-7	The Stonewall Project
Appendix A-4, 09/01/11 – 06/30/16, Pages 1-7	African American Prevention Initiative
Appendix A-5, 09/01/11 – 06/30/16, Pages 1-9	Stonewall Castro/ LIFE Program
Appendix A-6, 09/01/11 – 06/30/13, Pages 1-3	Syringe Access Services

Contractor: San Francisco AIDS Foundation  
 Fiscal Year: 2011-2012  
 2012-2013  
 2013-2014  
 2014-2015  
 2015-2016

CMS#: 7164

Appendix A  
 Contract Term: 09.01.11 through 06.30.16  
 Funding Sources: CDC and General Fund

## SUMMARY

Service Provider(s): San Francisco AIDS Foundation  
 Fiscal Agency: San Francisco AIDS Foundation  
 Total Contract Amount: \$14,057,086  
 System of Care: HIV Prevention Section (HPS)  
 Provider Address: 1035 Market Street, Suite 400, San Francisco, CA 94103  
 Provider Phone: 415-487-3000 Provider Fax: 415-487-3094  
 Contact Person: Richard Hill, Director, Government Contracts  
 Direct Phone #: 415- 487-8042 email: [rhill@sfaf.org](mailto:rhill@sfaf.org)

<b>Program Name:</b>	<b>Appendix A-1</b>		
	HIV Testing – STOP Study		
<b>System of Care:</b>	HPS		
<b>Program Code:</b>	N/A		
<b>Year One</b>			
<b>Amount:</b>	\$26,583	<b>Funding Source:</b> Center for Disease Control	
<b>Term:</b>	9.01.11 – 6.14.12		
<b>Definition and # of UOS:</b>	A Unit of Service (UOS) is equivalent to 1 month of Support Activities		
	<u>Modality</u>	<u>Number of UOS</u>	<u>Number of UDC/NOC</u>
	STOP Study Support Activities	10	N/A
<b>Year Two</b>			
<b>Amount:</b>	\$50,000	<b>Funding Source:</b> Center for Disease Control	
<b>Term:</b>	6.15.12 - 6.14.13		
<b>Definition and # of UOS:</b>	A Unit of Service (UOS) is equivalent to 1 month of Support Activities		
	<u>Modality</u>	<u>Number of UOS</u>	<u>Number of UDC/NOC</u>
	STOP Study Support Activities	12	N/A
<b>Year Three</b>			
<b>Amount:</b>	\$16,500	<b>Funding Source:</b> Center for Disease Control	
<b>Term:</b>	6.15.13 – 6.14.14		
<b>Definition and # of UOS:</b>	A Unit of Service (UOS) is equivalent to 1 month of Support Activities		
	<u>Modality</u>	<u>Number of UOS</u>	<u>Number of UDC/NOC</u>
	STOP Study Support Activities	4	N/A
<b>Target Population:</b>	There is no target population; the study will use specimens collected from clients who already presents for testing at the four sites who have agreed to participate.		
<b>Description of Service:</b>	To support the "Screening Targeted Populations to Interrupt On-going Chains of Transmission with Enhanced Partner Notification" (STOP) Study evaluates the yield, cost-effectiveness, and feasibility of screening for Acute HIV Infection (AHI) with a fourth-generation enzyme immunoassay (EIA) in high-risk/high-incidence settings compared to pooled Nucleic Acid		



Contractor: San Francisco AIDS Foundation  
 Fiscal Year: 2011-2012  
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Amplification Test (NAAT). Also, evaluates the yield, cost-effectiveness, and feasibility of enhanced partner notification/contact tracing techniques linked to AHI screening.

		<b>Appendix A-2</b>		
<b>Program Name:</b>		Community- Based HIV Testing		
<b>System of Care:</b>		HPS		
<b>Program Code:</b>		N/A		
		<b>Year One</b>		
<b>Amount:</b>		\$ 290,298	<b>Funding Source:</b> Center for Disease Control	
<b>Term:</b>		9.01.11 – 12.31.11		
<b>Definition and # of UOS:</b>		A Unit of Service (UOS) is equivalent to 1 test for 1 client		
		<u>Modality</u>	<u>Number of UOS</u>	<u>Number of UDC/NOC</u>
		Number of test during this period	2,587	2,587
		<b>Year Two</b>		
<b>Amount:</b>		\$870,894	<b>Funding Source:</b> Center for Disease Control	
<b>Term:</b>		1.01.12 - 12.31.12		
<b>Definition and # of UOS:</b>		A Unit of Service (UOS) is equivalent to 1 test for 1 client		
		<u>Modality</u>	<u>Number of UOS</u>	<u>Number of UDC/NOC</u>
		Number of test during this period	8,406	8,406
		<b>Year Three</b>		
<b>Amount:</b>		\$435,447	<b>Funding Source:</b> General Fund	
<b>Term:</b>		1.01.13 – 6.30.13		
<b>Definition and # of UOS:</b>		A Unit of Service (UOS) is equivalent to 1 test for 1 client		
		<u>Modality</u>	<u>Number of UOS</u>	<u>Number of UDC/NOC</u>
		Number of test during this period	4,850	4,850
		<b>Year Four</b>		
<b>Amount:</b>		\$931,457	<b>Funding Source:</b> General Fund	
<b>Term:</b>		7.01.13-6.30.14		
<b>Definition and # of UOS:</b>		A Unit of Service (UOS) is equivalent to 1 test for 1 client		
		<u>Modality</u>	<u>Number of UOS</u>	<u>Number of UDC/NOC</u>
		Number of test during this period	10,180	10,180
		<b>Year Five</b>		
<b>Amount:</b>		\$958,957	<b>Funding Source:</b> General Fund	
<b>Term:</b>		7.01.14-6.30.15		
<b>Definition and # of UOS:</b>		A Unit of Service (UOS) is equivalent to 1 test for 1 client		
		<u>Modality</u>	<u>Number of UOS</u>	<u>Number of UDC/NOC</u>
		Number of test during this period	10,660	10,660

<b>Amount:</b>	<b>Year Six</b> \$958,957	<b>Funding Source: General Fund</b>	
<b>Term:</b>	7.01.15-6.30.16		
<b>Definition and # of UOS:</b>	A Unit of Service (UOS) is equivalent to 1 test for 1 client		
	<u>Modality</u>	<u>Number of UOS</u>	<u>Number of UDC/NOC</u>
	Number of test during this period	10,660	10,660
<b>Target Population:</b>	Gay men and other MSM, IDUs, and TFSM in the Castro and Tenderloin.		
<b>Description of Service:</b>	The program supports SFAF's HIV testing services for a wide range of gay men and other MSM, IDUs and TFSM in the Castro and Tenderloin, to ensure that HIV testing and linkage to care are readily accessible for the largest number of people at high risk. Additional testing is done at a variety of venues that are frequented by the hardest-to-reach MSM, IDUs, and TFSM.		

<b>Program Name:</b>	<b>Appendix A-3</b> The Stonewall Project		
<b>System of Care:</b>	HPS		
<b>Program Code:</b>	N/A		
<b>Amount:</b>	<b>Year One</b> \$294,639	<b>Funding Source: General Fund</b>	
<b>Term:</b>	9.01.11 – 6.30.12		
<b>Definition and # of UOS:</b>	A Unit of Service (UOS) is equivalent to 1 of Condom distribution, 1 Event, and 1 Group Hr. 1 month of Social Marketing or 1 Hr. of Risk Reduction Counseling, Prevention CM, and Training.		
	<u>Modality</u>	<u>Number of UOS</u>	<u>Number of UDC/NOC</u>
	Recruitment & Linkages	480	1,920
	Events	23	1,265
	Groups:	276	920
	Individual R.R. Counseling	160	320
	Prevention Case Management	240	288
	Social Marketing	8	N/A
	Condom Distribution	8	N/A
	Training	16	80
<b>Amount:</b>	<b>Year Two</b> \$360,320	<b>Funding Source: General Fund</b>	
<b>Term:</b>	7.01.12-6.30.13		
<b>Definition and # of UOS:</b>	A Unit of Service (UOS) is equivalent to 1 of Condom distribution, 1 Event, 1 Group Hr. 1 month of Social Marketing or 1 Hr. of Risk Reduction Counseling, Prevention CM, and Training.		
	<u>Modality</u>	<u>Number of UOS</u>	<u>Number of UDC/NOC</u>
	Recruitment & Linkages	696	2,784
	Events	33	1,815
	Groups	400	1,334
	Individual R.R Counseling	232	464
	Prevention Case Management	348	418

Contractor: San Francisco AIDS Foundation  
 Fiscal Year: 2011-2012  
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Appendix A  
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 Funding Sources: CDC and General Fund

	Social Marketing	12	N/A
	Condom Distribution	12	N/A
	Training	23	116
	<b>Year Three</b>		
<b>Amount:</b>	\$366,048	<b>Funding Source:</b> General Fund	
<b>Term:</b>	7.01.13 – 6.30.14		
<b>Definition and # of UOS:</b>	A Unit of Service (UOS) is equivalent to 1 of Condom distribution, 1 Event, 1 Group Hr. 1 month of Social Marketing or 1 Hr. of Risk Reduction Counseling, Prevention 1 month of Social Marketing or 1 Hr. of Risk Reduction Counseling, Prevention CM and Training.		
	<u>Modality</u>	<u>Number of UOS</u>	<u>Number of UDC/NOC</u>
	Recruitment & Linkages	720	2,880
	Events	34	1,496
	Groups	414	1,380
	Individual R.R. Counseling	240	255
	Prevention Case Management	359	374
	Social Marketing	12	N/A
	Condom Distribution	12	N/A
	Training	24	120
	<b>Year Four</b>		
<b>Amount:</b>	\$366,048	<b>Funding Source:</b> General Fund	
<b>Term:</b>	7.01.14-6.30.15		
<b>Definition and # of UOS:</b>	A Unit of Service (UOS) is equivalent to 1 of Condom distribution, 1 Event, 1 Group Hr. 1 month of Social Marketing or 1 Hr. of Risk Reduction Counseling, Prevention CM, and Training.		
	<u>Modality</u>	<u>Number of UOS</u>	<u>Number of UDC/NOC</u>
	Recruitment & Linkages	720	2,880
	Events	34	1,496
	Groups	414	1,380
	Individual R. R. Counseling	240	255
	Prevention Case Management	359	374
	Social Marketing	12	N/A
	Condom Distribution	12	N/A
	Training	24	120
	<b>Year Five</b>		
<b>Amount:</b>	\$366,048	<b>Funding Source:</b> General Fund	
<b>Term:</b>	7.01.15-6.30.16		
<b>Definition and # of UOS:</b>	A Unit of Service (UOS) is equivalent to 1 of Condom distribution, 1 Event, 1 Group Hr. 1 month of Social Marketing or 1 Hr. of Risk Reduction Counseling, Prevention CM, and Training.		
	<u>Modality</u>	<u>Number of UOS</u>	<u>Number of UDC/NOC</u>
	Recruitment & Linkages	720	2,880
	Events	34	1,496
	Groups	414	1,380
	Individual R.R. Counseling	240	255

Prevention Case Management	359	374
Social Marketing	12	N/A
Condom Distribution	12	N/A
Training	24	120

**Target Population:**

Gay men and other MSM (G/MSM) who reside in San Francisco and use methamphetamine  
And other substances

**Description of Service:**

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

**Program Name:****Appendix A-4****System of Care:**

African American Prevention Initiative

**Program Code:**

HPS

N/A

**Amount:****Year One**

\$166,339

**Funding Source:** Center for Disease Control**Term:**

9.01.11 – 12.31.11

**Definition and # of UOS:**

A Unit of Service (UOS) is equivalent to 1 HIV test per 1 client, 1 Event, 1 Group Hr.  
1 Hr. of Individual Risk Reduction Counseling or 1 linkage to PHAST Program.

<u>Modality</u>	<u>Number of UOS</u>	<u>Number of UDC/NOC</u>
Events	7	287
Groups	223	1,198
HIV Testing	160	160
Individual R.R. Counseling	128	128
Linkages	20	20

**Amount:****Year Two**

\$499,017

**Funding Source:** Center for Disease Control & GF**Term:**

1.01.12-12.31.12

**Definition and # of UOS:**

A Unit of Service (UOS) is equivalent to 1 HIV test per 1 client, 1 Event, 1 Group Hr.  
1 Hr. of Individual Risk Reduction Counseling or 1 linkage to PHAST Program.

<u>Modality</u>	<u>Number of UOS</u>	<u>Number of UDC/NOC</u>
Events	20	820
Groups	503	4,272
HIV Testing	433	433
Individual R.R. Counseling	589	589
Linkages	65	65

**Amount:****Year Three**

\$249,508

**Funding Source:** General Fund**Term:**

1.01.13 – 6.30.13

**Definition and # of UOS:**

A Unit of Service (UOS) is equivalent to 1 HIV test per 1 client, 1 Event, 1 Group Hr.

## 1 Hr. of Individual Risk Reduction Counseling or 1 linkage to PHAST Program.

<u>Number of UOS</u>	<u>Number of UOS</u>	<u>Number of UDC/NOC</u>
Events	12	492
Groups	290	2,465
HIV Testing	250	250
Individual R.R. Counseling	340	340
Linkages	38	38

## Year Four

Amount:

\$538,192

Funding Source: General Fund

Term:

7.01.13 – 6.30.14

Definition and # of UOS:

A Unit of Service (UOS) is equivalent to 1 HIV test per 1 client, 1 Event, 1 Group Hr. 1 Hr. of Individual risk Reduction Counseling or 1 linkage to PHAST Program.

<u>Modality</u>	<u>Number of UOS</u>	<u>Number of UDC/NOC</u>
Events	24	984
Groups	580	3,320
HIV Testing	500	500
Individual R.R. Counseling	262	792
Prevention C. Management	200	200

## Year Five

Amount:

\$538,192

Funding Source: General Fund

Term:

7.01.14-6.30.15

Definition and # of UOS:

A Unit of Service (UOS) is equivalent to 1 HIV test per 1 client, 1 Event, 1 Group Hr. 1 Hr. of Individual Risk Reduction Counseling or 1 Linkage to PHAST Program.

<u>Modality</u>	<u>Number of UOS</u>	<u>Number of UDC/NOC</u>
Events	24	984
Groups: 580	580	3,320
HIV Testing: 500	500	500
Individual R.R. Counseling	262	792
Prevention C. Management	200	200

## Year Six

Amount:

\$538,192

Funding Source: General Fund

Term:

7.01.15 - 6.30.16

Definition and # of UOS:

A Unit of Service (UOS) is equivalent to 1 HIV test per 1 client, 1 Event, 1 Group Hr. 1 Hr. of Individual Risk Reduction Counseling or 1 Linkage to PHAST Program.

<u>Modality</u>	<u>Number of UOS</u>	<u>Number of UDC/NOC</u>
Events	24	984
Groups	580	3,320
HIV Testing	500	500
Individual R.R. Counseling	262	792
Prevention C. Management	200	200

Target Population:

African-American gay men and other MSM (G/MSM) who reside in San Francisco, with a focus

**Description of Service:** on the Tenderloin and Castro neighborhoods.  
This Initiative delivers a comprehensive set of HIV prevention services to African American G/MSM with diverse backgrounds and prevention needs.  
This effort builds on the strengths of SFAF's BBE and STOP AIDS Project's DREAM programs designed specifically to serve African American G/MSM in San Francisco.

**Program Name:** Appendix A-5  
**System of Care:** Stonewall Castro/LIFE Program  
**Program Code:** HPS  
N/A

**Amount:** \$520,385 **Funding Source:** General Fund

**Term:** 9.01.11 – 6.30.12

**Definition and # of UOS:** A Unit of Service (UOS) is equivalent to 1 HIV test per 1 client, 1 Group Hr.  
1 Hr. of Individual Risk Reduction Counseling, Prevention Case Management, or  
1 Hr. of Recruitment and Linkage.

<u>Modality</u>	<u>Number of UOS</u>	<u>Number of UDC/NOC</u>
HIV Testing	400	400
Individual Risk Reduction Counseling	96	192
Prevention Case Management	320	320
Groups	207	690
Shanti LIFE Program - Individual R. R. Counseling	107	107
Shanti LIFE Program - Prevention Case Management	800	640
Shanti LIFE Program – Group	403	1,423
Shanti LIFE Program – Recruitment & Linkage	200	400

**Amount:** \$592,976 **Funding Source:** General Fund

**Term:** 7.01.12 - 6.30.13

**Definition and # of UOS:** A Unit of Service (UOS) is equivalent to 1 HIV test per 1 client, 1 Group Hr.  
1 Hr. of Individual Risk Reduction Counseling, Prevention Case Management, or  
1Hr. of Recruitment and Linkage.

<u>Modality</u>	<u>Number of UOS</u>	<u>Number of UDC/NOC</u>
HIV Testing	580	580
Individual Risk Reduction Counseling	139	278
Prevention Case Management	464	464
Groups	300	1,000
Shanti LIFE Program - Individual R. R. Counseling	155	155
Shanti LIFE Program - Prevention Case Management	1,160	928
Shanti LIFE Program – Groups	584	2,062
Shanti LIFE Program – Recruitment & Linkage	290	580

**Amount:** \$638.849 **Funding Source:** General Fund



Contractor: San Francisco AIDS Foundation  
 Fiscal Year: 2011-2012  
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Appendix A  
 Contract Term: 09.01.11 through 06.30.16  
 Funding Sources: CDC and General Fund

CMS#: 7164

**Term:**  
**Definition and # of UOS:**

7.01.13 – 6.30.14

A Unit of Service (UOS) is equivalent to 1 HIV test per 1 client, 1 Group Hr.  
 1 Hr. of Individual Risk Reduction Counseling, Prevention C. Management, or  
 1 Hr. of Recruitment and Linkage.

<u>Modality</u>	<u>Number of UOS</u>	<u>Number of UDC/NOC</u>
HIV Testing	600	600
Individual Risk Reduction Counseling	145	159
Prevention Case Management	480	480
Groups	311	1,035
Shanti LIFE Program - Individual R. R. Counseling	144	144
Shanti LIFE Program - Prevention Case Management	1,080	864
Shanti LIFE Program – Group	604	2,134
Shanti LIFE Program – Recruitment & Linkage	375	750

**Amount:**

**Year Four**  
 \$638,849

**Funding Source:** General Fund

**Term:**

7.01.14 – 6.30.15

**Definition and # of UOS:**

A Unit of Service (UOS) is equivalent to 1 HIV test per 1 client, 1 Group Hr.  
 1 Hr. of Individual Risk Reduction Counseling, Prevention C. Management, or  
 1 Hr. of Recruitment and Linkage.

<u>Modality</u>	<u>Number of UOS</u>	<u>Number of UDC/NOC</u>
HIV Testing	600	600
Individual Risk Reduction Counseling	145	159
Prevention Case Management Groups	480	480
Groups	311	1,035
Shanti LIFE Program - Individual R. R. Counseling	144	144
Shanti LIFE Program - Prevention Case Management	1,080	864
Shanti LIFE Program – Group	604	2,134
Shanti LIFE Program – Recruitment & Linkage	375	750

**Amount:**

**Year Five**  
 \$638,849

**Funding Source:** General Fund

**Term:**

7.01.15 – 6.30.16

**Definition and # of UOS:**

A Unit of Service (UOS) is equivalent to 1 HIV test per 1 client, 1 Group Hr.  
 1 Hr. of Individual Risk Reduction Counseling, Prevention C. Management, or  
 1 Hr. of Recruitment and Linkage.

<u>Modality</u>	<u>Number of UOS</u>	<u>Number of UDC/NOC</u>
HIV Testing	600	600
Individual Risk Reduction Counseling	145	159
Prevention Case Management Groups	480	480
Groups	311	1,035
Shanti LIFE Program - Individual R. R. Counseling	144	144
Shanti LIFE Program - Prevention Case Management	1,080	864
Shanti LIFE Program – Group	604	2,134

Contractor: San Francisco AIDS Foundation  
 Fiscal Year: 2011-2012  
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CMS#: 7164

	Shanti LIFE Program – Recruitment & Linkage	375	750
Target Population:	Gay men and other MSM (G/MSM) who reside in San Francisco and use methamphetamine and other substances.		
Description of Service:	Stonewall’s Substance Abuse counseling services for G/MSM are available at a new site in the Castro, in close coordination with the HIV testing and gay men’s health services available at Magnet located a half block away; and to support Shanti’s LIFE Program, a health-enhancement and wellness counseling program for people living with HIV.		
Program Name:	Appendix A-6		
System of Care:	Syringe Access Services		
Program Code:	HPS		
	N/A	Funding Source: General Fund	
Amount:	Year One		
Term:	\$1,061,764		
Definition and # of UOS:	9.01.11 – 6.30.12		
	A Unit of Service (UOS) is equivalent to 1 hour of service or 1 month of Program Coordination		
	Modality	Number of UOS	Number of UDC/NOC
	Syringe Access Services	2,083	20,000
	Program Coordination	8	N/A
Amount:	Year Two		
Term:	\$1,220,765		
Definition and # of UOS:	7.01.12-6.30.13		
	A Unit of Service (UOS) is equivalent to 1 hour of service or 1 month of Program Coordination		
	Modality	Number of UOS	Number of UDC/NOC
	Syringe Access Services	3,020	29,000
	Program Coordination	12	N/A
Target Population:	Intravenous drug users (IDUs) throughout San Francisco.		
Description of Service:	Provides access to sterile syringes and safer injection supplies thus ensuring IDUs have clean syringes, and reducing the likelihood of syringe sharing and the risk of HIV transmission among the target population. SFAF will serve as the lead agency for all syringe access and disposal services in the city, with partners St. James Infirmary, Glide, the Asian & Pacific Islander Wellness Center, and Homeless Youth Alliance.		

**Amount:** | -\$76,988 per Board of Supervisor Resolution

Contractor: San Francisco AIDS Foundation  
Program: Community-Based HIV Testing  
CMS#: 7164

Appendix A-2  
Contract Term: 09/01/11 through 06/30/16  
Funding Source: CDC & General Fund

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

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

☐ New ☐ Renewal ☒ Modification

3. **Goal Statement**

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

4. **Target Population**

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

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

**09/01/2011 – 12/31/2011**

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

**01/01/2012 – 12/31/2012**

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

**01/01/2013 – 6/30/2013**

Units of Service (UOS) Description	Units of Service (UOS)	Number of Contacts (NOC)
<b>HIV Testing</b> 1 UOS = 1 test for 1 client 9,700 tests annually for 6 months x 100% = 4,850 tests. 4,850 tests = 4,850 UOS and 4,850 contacts	4,850	4,850

**07/01/2013 – 06/30/2014**

Units of Service (UOS) Description	Units of Service (UOS)	Number of Contacts (NOC)
<b>HIV Testing</b> 1 UOS = 1 test for 1 client 9,700 tests annually for 12 months x 100% = 9,700 tests. 9,700 tests = 9,700 UOS and 9,700 contacts	9,700	9,700
<b>HIV Mobile Testing</b> 1 UOS = 1 test for 1 client 480 tests annually for 12 months x 100% = 480 tests. 480 tests = 480 UOS and 480 contacts	480	480
<b>TOTAL:</b>	<b>10,180</b>	<b>10,180</b>

**07/01/2014 – 06/30/2015**

Units of Service (UOS) Description	Units of Service (UOS)	Number of Contacts (NOC)
<b>HIV Testing</b> 1 UOS = 1 test for 1 client 9,700 tests annually for 12 months x 100% = 9,700 tests. 9,700 tests = 9,700 UOS and 9,700 contacts	9,700	9,700
<b>HIV Mobile Testing</b> 1 UOS = 1 test for 1 client 960 tests annually for 12 months x 100% = 960 tests. 960 tests = 960 UOS and 960 contacts	960	960
<b>TOTAL:</b>	<b>10,660</b>	<b>10,660</b>

**07/01/2015 – 06/30/2016**

Units of Service (UOS) Description	Units of Service (UOS)	Number of Contacts (NOC)
<b>HIV Testing</b> 1 UOS = 1 test for 1 client 9,700 tests annually for 12 months x 100% = 9,700 tests. 9,700 tests = 9,700 UOS and 9,700 contacts	9,700	9,700
<b>HIV Mobile Testing</b> 1 UOS = 1 test for 1 client 960 tests annually for 12 months x 100% = 960 tests. 960 tests = 960 UOS and 960 contacts	960	960
<b>TOTAL:</b>	<b>10,660</b>	<b>10,660</b>

## 6. Methodology

The San Francisco AIDS Foundation will develop a Program Plan with the HIV Prevention Section which will reflect program requirements of RFP 21-2010 and community planning priorities. This Plan will provide a justification for the UOS and NOC in the grid above will be

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

## 7. Objectives and Measurements

### A. Required Objectives

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

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

Community-Based HIV Testing	
Citywide Goal	System of Prevention Objective
Increase status awareness	<ul style="list-style-type: none"><li>• By 06/30/2014, the SFAF community-based testing program, (Magnet, St James and Glide) will achieve a 1.3% positivity rate as measured by EvaluationWeb and HPS acute infection data.</li><li>• By 06/30/2014, 90% of people testing HIV-positive at SFAF's community-based testing program will be offered partner services as measured by EvaluationWeb.*</li></ul>
Increase viral load suppression	<ul style="list-style-type: none"><li>• By 06/30/2014, 90% of HIV-positive clients in SFAF's community-based testing program testing positive will be offered linkage to care as measured or documented by EvaluationWeb.*</li></ul>
Maintain or increase levels of protected sex	<ul style="list-style-type: none"><li>• By 06/30/2014, SFAF's community-based testing program will distribute at least 200,000 condoms (including FC2 condoms) annually as measured by invoices and/or inventory logs managed by the Data Manager.</li></ul>

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

## 8. Continuous Quality Improvement

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

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

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

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

☐ New      ☐ Renewal      ☒ **Modification**

3. **Goal Statement**

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

4. **Target Population**

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

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

09/01/2011 – 06/30/2012

Units of Service (UOS) Description	Units of Service (UOS)	Number of Contacts (NOC)
<b>Recruitment &amp; Linkages</b> 1 UOS = 1 hour 720 hours annually for 10 months x 80% = 480 UOS. 4 contacts/hour x 720 hours annually for 10 months x 80% = 1,920 NOC.	480	1,920
<b>Events</b> 1 UOS = 1 event 34 events annually for 10 months x 80% = 23 UOS. Average of 55 contacts/event = 1,568 NOC.	23	1,265
<b>Groups</b> 1 UOS = 1 hour 276 groups annually for 10 months x 1.5 hour/group x 80% = 276 UOS. 276 groups annually for 10 months x 5 clients/group x 80% = 920 NOC.	276	920
<b>Individual Risk Reduction Counseling</b> 1 UOS = 1 hour 480 sessions annually for 10 months x 0.5 hour/session x 80% = 160 UOS.	160	320



480 sessions annually for 10 months x 1 client/session x 80% = 320 NOC.		
<b>Prevention Case Management</b> 1 UOS = 1 hour 432 sessions annually for 10 months x 0.83 hour/session x 80% = 240 UOS. 432 sessions annually for 10 months x 1 client/session x 80% = 288 NOC.	240	288
<b>Social Marketing</b> 1 UOS = 1 month 10 months of social marketing x 80% = 8 UOS.	8	n/a
<b>Condom Distribution</b> 1 UOS = 1 month 10 months of condom & lube distribution x 80% = 8 UOS.	8	n/a
<b>Training</b> 1 UOS = 1 hour 1 training/month x 10 months x 2 hours each x 80% = 16 UOS. 1 training/month x 10 months x 10 attendees/training x 80% = 80 NOC.	16	80

**07/01/2012 – 06/30/2013**

Units of Service (UOS) Description	Units of Service (UOS)	Number of Contacts (NOC)
<b>Recruitment &amp; Linkages</b> 1 UOS = 1 hour 720 hours annually for 2 months x 80% = 96 UOS. 720 hours annually for 10 months x 100% = 600 UOS. 4 contacts/hour x 720 hours annually for 2 months x 80% = 384 NOC. 4 contacts/hour x 720 hours annually for 10 months x 100% = 2,400 NOC.	696	2,784
<b>Events</b> 1 UOS = 1 event 34 events annually for 2 months x 80% = 5 UOS. 34 events annually for 10 months x 100% = 28 UOS. Average of 55 contacts/event = 1,815 NOC.	33	1,815
<b>Groups</b> 1 UOS = 1 hour 276 groups annually for 2 months x 1.5 hour/group x 80% = 55 UOS. 276 groups annually for 10 months x 1.5 hour/group x 100% = 345 UOS. 276 groups annually for 2 months x 5 clients/group x 80% = 184 NOC. 276 groups annually for 10 months x 5 clients/group x 100% = 1,150 NOC.	400	1,334
<b>Individual Risk Reduction Counseling</b>	232	464

1 UOS = 1 hour 480 sessions annually for 2 months x 0.5 hour/session x 80% = 32 UOS. 480 sessions annually for 10 months x 0.5 hour/session x 100% = 200 UOS. 480 sessions annually for 2 months x 1 client/session x 80% = 64 NOC. 480 sessions annually for 10 months x 1 client/session x 100% = 400 NOC.		
<b>Prevention Case Management</b> 1 UOS = 1 hour 432 sessions annually for 2 months x 0.83 hour/session x 80% = 48 UOS. 432 sessions annually for 10 months x 0.83 hour/session x 100% = 300 UOS. 432 sessions annually for 2 months x 1 client/session x 80% = 58 NOC. 432 sessions annually for 10 months x 1 client/session x 100% = 360 NOC.	348	418
<b>Social Marketing</b> 1 UOS = 1 month 2 months of social marketing x 80% = 2 UOS. 10 months of social marketing x 100% = 10 UOS.	12	n/a
<b>Condom Distribution</b> 1 UOS = 1 month 2 months of condom & lube distribution x 80% = 2 UOS. 10 months of condom & lube distribution x 100% = 10 UOS.	12	n/a
<b>Training</b> 1 UOS = 1 hour 1 training/month x 2 months x 2 hours each x 80% = 3 UOS. 1 training/month x 10 months x 2 hours each x 100% = 20 UOS. 1 training/month x 2 months x 10 attendees/training x 80% = 16 NOC. 1 training/month x 10 months x 10 attendees/training x 100% = 100 NOC.	23	116

**07/01/2013 – 06/30/2014**

Units of Service (UOS) Description	Units of Service (UOS)	Number of Contacts (NOC)
<b>Condom Distribution</b> 1 UOS = 1 month 12 months of condom & lube distribution x 100% = 12 UOS.	12	n/a
<b>Events</b> 1 UOS = 1 event 34 events annually for 12 months x 100% = 34 UOS. Average of 44 contacts/event = 1,496 NOC.	34	1,496
<b>Groups</b>	414	1,380

1 UOS = 1 hour 276 groups annually for 12 months x 1.5 hour/group x 100% = 414 UOS. 276 groups annually for 12 months x 5 clients/group x 100% = 1,380 NOC.		
<b>Individual Risk Reduction Counseling</b> 1 UOS = 1 hour 255 sessions annually for 12 months x 0.94 hour/session x 100% = 240 UOS. 255 sessions annually for 12 months x 1 client/session x 100% = 255 NOC.	240	255
<b>Prevention Case Management</b> 1 UOS = 1 hour 374 sessions annually for 12 months x 0.96 hour/session x 100% = 359 UOS. 374 sessions annually for 12 months x 1 client/session x 100% = 374 NOC.	359	374
<b>Recruitment &amp; Linkages</b> 1 UOS = 1 hour 720 hours annually for 12 months x 100% = 720 UOS. 4 contacts/hour x 720 hours annually for 12 months x 100% = 2,880 NOC.	720	2,880
<b>Training</b> 1 UOS = 1 hour 1 training/month x 12 months x 2 hours each x 100% = 24 UOS. 1 training/month x 12 months x 10 attendees/training x 100% = 120 NOC.	24	120
<b>Social Marketing</b> 1 UOS = 1 month 12 months of social marketing x 100% = 10 UOS.	12	n/a

**07/01/2014 – 06/30/2015**

Units of Service (UOS) Description	Units of Service (UOS)	Number of Contacts (NOC)
<b>Recruitment &amp; Linkages</b> 1 UOS = 1 hour 720 hours annually for 12 months x 100% = 720 UOS. 4 contacts/hour x 720 hours annually for 12 months x 100% = 2,880 NOC.	720	2,880
<b>Events</b> 1 UOS = 1 event 34 events annually for 12 months x 100% = 34 UOS. Average of 44 contacts/event = 1,496 NOC.	34	1,496
<b>Groups</b> 1 UOS = 1 hour 276 groups annually for 12 months x 1.5 hour/group x 100% = 414 UOS.	414	1,380

276 groups annually for 12 months x 5 clients/group x 100% = 1,380 NOC.		
<b>Individual Risk Reduction Counseling</b> 1 UOS = 1 hour 255 sessions annually for 12 months x 0.94 hour/session x 100% = 240 UOS. 255 sessions annually for 12 months x 1 client/session x 100% = 255 NOC.	240	255
<b>Prevention Case Management</b> 1 UOS = 1 hour 374 sessions annually for 12 months x 0.96 hour/session x 100% = 359 UOS. 374 sessions annually for 12 months x 1 client/session x 100% = 374 NOC.	359	374
<b>Social Marketing</b> 1 UOS = 1 month 12 months of social marketing x 100% = 10 UOS.	12	n/a
<b>Condom Distribution</b> 1 UOS = 1 month 12 months of condom & lube distribution x 100% = 12 UOS.	12	n/a
<b>Training</b> 1 UOS = 1 hour 1 training/month x 12 months x 2 hours each x 100% = 24 UOS. 1 training/month x 12 months x 10 attendees/training x 100% = 120 NOC.	24	120
<b>TOTAL:</b>	<b>1,815</b>	<b>6,505</b>

**07/01/2015 – 06/30/2016**

Units of Service (UOS) Description	Units of Service (UOS)	Number of Contacts (NOC)
<b>Recruitment &amp; Linkages</b> 1 UOS = 1 hour 720 hours annually for 12 months x 100% = 720 UOS. 4 contacts/hour x 720 hours annually for 12 months x 100% = 2,880 NOC.	720	2,880
<b>Events</b> 1 UOS = 1 event 34 events annually for 12 months x 100% = 34 UOS. Average of 44 contacts/event = 1,496 NOC.	34	1,496
<b>Groups</b> 1 UOS = 1 hour 276 groups annually for 12 months x 1.5 hour/group x 100% = 414 UOS. 276 groups annually for 12 months x 5 clients/group x 100% = 1,380 NOC.	414	1,380
<b>Individual Risk Reduction Counseling</b> 1 UOS = 1 hour	240	255

255 sessions annually for 12 months x 0.94 hour/session x 100% = 240 UOS. 255 sessions annually for 12 months x 1 client/session x 100% = 255 NOC.		
<b>Prevention Case Management</b> 1 UOS = 1 hour 374 sessions annually for 12 months x 0.96 hour/session x 100% = 359 UOS. 374 sessions annually for 12 months x 1 client/session x 100% = 374 NOC.	359	374
<b>Social Marketing</b> 1 UOS = 1 month 12 months of social marketing x 100% = 10 UOS.	12	n/a
<b>Condom Distribution</b> 1 UOS = 1 month 12 months of condom & lube distribution x 100% = 12 UOS.	12	n/a
<b>Training</b> 1 UOS = 1 hour 1 training/month x 12 months x 2 hours each x 100% = 24 UOS. 1 training/month x 12 months x 10 attendees/training x 100% = 120 NOC.	24	120
<b>TOTAL:</b>	<b>1,815</b>	<b>6,505</b>

## 6. Methodology

Please see Appendix A-2, Section 6.

## 7. Objectives and Measurements

### A. Required Objectives

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

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

HERR to Address Drivers	
Citywide Goal	System of Prevention Objective
Increase status awareness	<ul style="list-style-type: none"> <li>By 06/30/2014, 90% of males who have sex with males of HIV-negative and unknown status of the SFAF-Stonewall Project will be offered at least one HIV test annually, as measured by client treatment plan and progress notes.</li> </ul>

HERR to Address Drivers	
Citywide Goal	System of Prevention Objective
	<ul style="list-style-type: none"> <li>By 06/30/2014, 60% of HIV-negative/unknown status MSM clients of The Stonewall Project will report having had an HIV test in the prior 6 months, as measured or documented by self-report, EvaluationWeb and/or client treatment plans.</li> </ul>
Increase viral load suppression	<ul style="list-style-type: none"> <li>By 06/30/2014, 80% of HIV-positive clients in the SFAF Stonewall Project either testing positive or who have not seen an HIV primary care provider in the prior 6 months will be offered linkage to care as measured or documented by client treatment plans.*</li> </ul>
Maintain or increase levels of protected sex	<ul style="list-style-type: none"> <li>By 06/30/2014, the SFAF Stonewall Project will distribute at least 50,000 condoms annually as measured by invoices and programs records.</li> </ul>

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

## 8. Continuous Quality Improvement

Please see Appendix A-2, Section 8.



Contractor: San Francisco AIDS Foundation  
 Program: African American Prevention Initiative  
 CMS#: 7164

Appendix A-4  
 Contract Term: 09/01/11 through 06/30/16  
 Funding Source: CDC & General Fund

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

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

☐ New ☐ Renewal ☒ Modification

3. **Goal Statement**

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

4. **Target Population**

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

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

09/01/2011 – 12/31/2011

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

<b>Linkage</b> 1 UOS = 1 linkage to LINC'S Program 75 linkages annually for 4 months x 80% = 20 linkages. 20 linkages = 20 UOS and 20 NOC.	20	20
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**01/01/2012 – 12/31/2012**

Units of Service (UOS) Description	Units of Service (UOS)	Number of Contacts (NOC)
<b>Events</b> 1 UOS = 1 event 23 events annually for 8 months x 80% = 12 UOS. 23 events annually for 4 months x 100% = 8 UOS. Average 41 contacts/event x 20 events = 943 NOC.	20	820
<b>Groups</b> 1 UOS = 1 hour 318 groups annually for 8 months x average 1.82 hour/group x 80% = 309 UOS. 318 groups annually for 4 months x average 1.82 hour/group x 100% = 194 UOS. 318 groups annually for 8 months x average of 15.5 clients/group x 80% = 2,629 NOC. 318 groups annually for 4 months x average of 15.5 clients/group x 100% = 1,643 NOC.	503	4,272
<b>HIV Testing</b> 1 UOS = 1 test for 1 client. 500 tests annually for 8 months x 80% = 267 tests. 500 tests annually for 4 months x 100% = 167 tests. 433 tests = 433 UOS and 433 contacts.	433	433
<b>Individual Risk Reduction Counseling</b> 1 UOS = 1 hour. 680 sessions annually for 8 months x 1 hour/session x 80% = 363 UOS. 680 sessions annually for 4 months x 1 hour/session x 100% = 226 UOS. 680 sessions annually for 8 months x 1 client/session x 80% = 363 NOC. 680 sessions annually for 4 months x 1 client/session x 100% = 226 NOC.	589	589
<b>Linkage</b> 1 UOS = 1 linkage to LINC'S Program 75 linkages annually for 8 months x 80% = 40 linkages. 75 linkages annually for 4 months x 100% = 25 linkages. 65 linkages = 65 UOS and 65 NOC.	65	65

**01/01/2013 – 6/30/2013**

Units of Service (UOS) Description	Units of Service (UOS)	Number of Contacts (NOC)
<b>Events</b> 1 UOS = 1 event 23 events annually for 6 months x 100% = 12 UOS. Average 41 contacts/event x 12 events = 492 NOC.	12	492 (7.10.13)
<b>Groups</b> 1 UOS = 1 hour 318 groups annually for 6 months x average 1.82 hour/group x 100% = 290 UOS. 318 groups annually for 6 months x average of 15.5 clients/group x 100% = 2,465 NOC.	290	2,465
<b>HIV Testing</b> 1 UOS = 1 test for 1 client. 500 tests annually for 6 months x 100% = 250 tests. 250 tests = 250 UOS and 250 contacts.	250	250
<b>Individual Risk Reduction Counseling</b> 1 UOS = 1 hour. 680 sessions annually for 6 months x 1 hour/session x 100% = 340 UOS. 680 sessions annually for 6 months x 1 client/session x 100% = 340 NOC.	340	340
<b>Linkage</b> 1 UOS = 1 linkage to LINC'S Program 75 linkages annually for 6 months x 100% = 38 linkages. 38 linkages = 38 UOS and 38 NOC.	38	38

**07/01/2013 – 06/30/2014**

Units of Service (UOS) Description	Units of Service (UOS)	Number of Contacts (NOC)
<b>Events</b> 1 UOS = 1 event 24 events annually for 12 months x 100% = 24 UOS. Average 41 contacts/event x 24 events = 984 NOC.	24	984
<b>Groups</b> 1 UOS = 1 hour 193 groups annually for 12 months x average of 3 hours/group x 100% = 580 UOS. 193 groups annually for 12 months x average of 17.2 clients/group x 100% = 3,320 NOC.	580	3,320
<b>HIV Testing</b> 1 UOS = 1 test for 1 client. 500 tests annually for 12 months x 100% = 500 tests. 500 tests = 500 UOS and 500 contacts.	500	500
<b>Individual Risk Reduction Counseling</b>	262	792

1 UOS = 1 hour. 792 sessions annually for 12 months x .33 hour/session x 100% = 262 UOS. 792 sessions annually for 12 months x 1 client/session x 100% = 792 NOC.		
<b>Prevention Case Management</b> 1 UOS = 1 hour. 200 sessions annually for 12 months x 1 hour/session x 100% = 200 UOS. 200 sessions annually for 12 months x 1 client/session x 100% = 200 NOC.	200	200

**07/01/2014 – 06/30/2015**

<b>Units of Service (UOS) Description</b>	<b>Units of Service (UOS)</b>	<b>Number of Contacts (NOC)</b>
<b>Events</b> 1 UOS = 1 event 24 events annually for 12 months x 100% = 24 UOS. Average 41 contacts/event x 24 events = 984 NOC.	24	984
<b>Groups</b> 1 UOS = 1 hour 193 groups annually for 12 months x average of 3 hours/group x 100% = 580 UOS. 193 groups annually for 12 months x average of 17.2 clients/group x 100% = 3,320 NOC.	580	3,320
<b>HIV Testing</b> 1 UOS = 1 test for 1 client. 500 tests annually for 12 months x 100% = 500 tests. 500 tests = 500 UOS and 500 contacts.	500	500
<b>Individual Risk Reduction Counseling</b> 1 UOS = 1 hour. 792 sessions annually for 12 months x .33 hour/session x 100% = 262 UOS. 792 sessions annually for 12 months x 1 client/session x 100% = 792 NOC.	262	792
<b>Prevention Case Management</b> 1 UOS = 1 hour. 200 sessions annually for 12 months x 1 hour/session x 100% = 200 UOS. 200 sessions annually for 12 months x 1 client/session x 100% = 200 NOC.	200	200
<b>TOTAL:</b>	<b>1,566</b>	<b>5,796</b>

07/01/2015 – 06/30/2016

Units of Service (UOS) Description	Units of Service (UOS)	Number of Contacts (NOC)
<b>Events</b> 1 UOS = 1 event 24 events annually for 12 months x 100% = 24 UOS. Average 41 contacts/event x 24 events = 984 NOC.	24	984
<b>Groups</b> 1 UOS = 1 hour 193 groups annually for 12 months x average of 3 hours/group x 100% = 580 UOS. 193 groups annually for 12 months x average of 17.2 clients/group x 100% = 3,320 NOC.	580	3,320
<b>HIV Testing</b> 1 UOS = 1 test for 1 client. 500 tests annually for 12 months x 100% = 500 tests. 500 tests = 500 UOS and 500 contacts.	500	500
<b>Individual Risk Reduction Counseling</b> 1 UOS = 1 hour. 792 sessions annually for 12 months x .33 hour/session x 100% = 262 UOS. 792 sessions annually for 12 months x 1 client/session x 100% = 792 NOC.	262	792
<b>Prevention Case Management</b> 1 UOS = 1 hour. 200 sessions annually for 12 months x 1 hour/session x 100% = 200 UOS. 200 sessions annually for 12 months x 1 client/session x 100% = 200 NOC.	200	200
<b>TOTAL:</b>	<b>1,566</b>	<b>5,796</b>

## 6. Methodology

Please see Appendix A-2, Section 6.

## 7. Objectives and Measurements

### A. Required Objectives

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

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

Community-Based HIV Testing	
Citywide Goal	System of Prevention Objective
Increase status awareness	<ul style="list-style-type: none"> <li>By 06/30/2014, SFAF African American Special Project will achieve a 1.3% positivity rate as measured by Evaluation Web and HIV acute infection data.</li> <li>By 06/30/2014, 65% of HIV negative/unknown status African American males who have sex with males of the African American Special Project will report having had an HIV test in the prior 6 months, as measured or documented by self-report, EvaluationWeb.</li> <li>By 06/30/2014, 90% of people testing HIV-positive at the SFAF African American Special Project will be offered partner services as measured by EvaluationWeb.*</li> </ul>
Increase viral load suppression	<ul style="list-style-type: none"> <li>By 06/30/2014, 90% of HIV-positive clients in the SFAF African American Special Project either testing positive or who have not seen an HIV primary care provider in the prior 6 months will be offered linkage to care as measured or documented by EvaluationWeb and or administrative data.*</li> </ul>
Maintain or increase levels of protected sex	<ul style="list-style-type: none"> <li>By 06/30/2014, the SFAF African American Special Project will distribute at least 80,000 condoms annually as measured by invoices.</li> </ul>

HARR to Address Drivers	
Citywide Goal	System of Prevention Objective
Increase status awareness	<ul style="list-style-type: none"> <li>By 06/30/2014, 90% of HIV-negative/unknown status African American males who have sex with males of the African American Special Project will be offered at least one HIV test annually as measured by administrative data.</li> <li>By 06/30/2014, 65% of HIV negative/unknown status African American males who have sex with males of the African American Special Project will report having had an HIV test in the prior 6 months, as measured or documented by self-report, EvaluationWeb.</li> </ul>
Increase viral load suppression	<ul style="list-style-type: none"> <li>By 06/30/2014, 90% of HIV-positive clients in the SFAF African American Special Project either testing positive or who have not seen an HIV primary care provider in the prior 6 months will be offered linkage to care as measured or documented by EvaluationWeb and or</li> </ul>



**Contractor:** San Francisco AIDS Foundation  
**Program:** African American Prevention Initiative  
**CMS#:** 7164

**Appendix A-4**  
**Contract Term:** 09/01/11 through 06/30/16  
**Funding Source:** CDC & General Fund

HERR to Address Drivers	
Citywide Goal	System of Prevention Objective
	administrative data.*
Maintain or increase levels of protected sex	• By 06/30/2014, the SFAF African American Special Project will distribute at least 80,000 condoms annually as measured by invoices.

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

## 8. Continuous Quality Improvement

Please see Appendix A-2, Section 8.

Contractor: San Francisco AIDS Foundation  
 Program: Stonewall Castro/LIFE Program  
 CMS#: 7164

Appendix A-5  
 Contract Term: 09/01/11 through 06/30/16  
 Funding Source: General Fund

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

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

☐ New ☐ Renewal ☒ **Modification**

3. **Goal Statement**

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

4. **Target Population**

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

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

09/01/2011 – 06/30/2012

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

UOS. 207 groups annually for 10 mos. x 5 clients/group x 80% = 690 NOC.		
<b>Shanti L.I.F.E. Program – Individual Risk Reduction Counseling</b> 1 UOS = 1 hour 160 sessions annually for 10 mos. x 1 hr./session x 80% = 107 UOS. 160 sessions annually for 10 mos. x 1 client/session x 80% = 107 NOC.	107	107
<b>Shanti L.I.F.E. Program – Prevention Case Management</b> 1 UOS = 1 hour 960 sessions annually for 10 mos. x 1.25 hr./session x 80% = 800 UOS. 960 sessions annually for 10 mos. x 1 client/session x 80% = 640 NOC.	800	640
<b>Shanti L.I.F.E. Program – Groups</b> 1 UOS = 1 hour 45 groups annually for 10 mos. x 4 hrs./group x 80% = 120 UOS. 5 groups annually for 10 mos. x 8 hrs./group x 80% = 27 UOS. 48 groups annually for 10 mos. x 3.5 hrs./group x 80% = 112 UOS 48 groups annually for 10 mos. x 2 hrs./group x 80% = 64 UOS 48 groups annually for 10 mos. x 2.5 hrs./group x 80% = 80 UOS  194 groups annually for 10 mos. x avg. 11 clients/group x 80% = 1,423 NOC.	403	1,423
<b>Shanti L.I.F.E. Program – Recruitment and Linkage</b> 1 UOS = 1 hour 600 sessions annually for 10 mos. x .5 hr./session x 80% = 200 UOS. 600 sessions annually for 10 mos. x 1 client/session x 80% = 400 NOC.	200	400

**07/01/2012 – 06/30/2013**

Units of Service (UOS) Description	Units of Service (UOS)	Number of Contacts (NOC)
<b>HIV Testing</b> 1 UOS = 1 test for 1 client 600 tests annually for 2 mos. x 80% = 80 tests. 80 tests = 80 UOS and 80 contacts 600 tests annually for 10 mos. x 100% = 500 tests. 500 tests = 500 UOS and 500 contacts	580	580
<b>Individual Risk Reduction Counseling</b> 1 UOS = 1 hour 288 sessions annually for 2 mos. x 0.5 hr./session x 80% = 19 UOS.	139	278

288 sessions annually for 10 mos. x 0.5 hr./session x 100% = 120 UOS. 288 sessions annually for 2 mos. x 1 client/session x 80% = 38 NOC. 288 sessions annually for 10 mos. x 1 client/session x 100% = 240 NOC.		
<b>Prevention Case Management</b> 1 UOS = 1 hour 480 sessions annually for 2 mos. x 1 hr./session x 80% = 64 UOS. 480 sessions annually for 10 mos. x 1 hr./session x 100% = 400 UOS. 480 sessions annually for 2 mos. x 1 client/session x 80% = 64 NOC. 480 sessions annually for 10 mos. x 1 client/session x 100% = 400 NOC.	464	464
<b>Groups</b> 1 UOS = 1 hour 207 groups annually for 2 mos. x 1.5 hr./group x 80% = 41 UOS. 207 groups annually for 10 mos. x 1.5 hr./group x 100% = 259 UOS. 207 groups annually for 2 mos. x 5 clients/group x 80% = 138 NOC. 207 groups annually for 10 mos. x 5 clients/group x 100% = 862 NOC.	300	1,000
<b>Shanti L.I.F.E. Program – Individual Risk Reduction Counseling</b> 1 UOS = 1 hour 160 sessions annually for 2 mos. x 1 hr./session x 80% = 21 UOS. 160 sessions annually for 10 mos. x 1 hr./session x 100% = 133 UOS. 160 sessions annually for 2 mos. x 1 client/session x 80% = 21 NOC. 160 sessions annually for 10 mos. x 1 client/session x 100% = 133 NOC.	155	155
<b>Shanti L.I.F.E. Program – Prevention Case Management</b> 1 UOS = 1 hour 960 sessions annually for 2 mos. x 1.25 hr./session x 80% = 160 UOS. 960 sessions annually for 10 mos. x 1.25 hr./session x 100% = 1000 UOS. 960 sessions annually for 2 mos. x 1 client/session x 80% = 128 NOC. 960 sessions annually for 10 mos. x 1 client/session x 100% = 800 NOC.	1160	928
<b>Shanti L.I.F.E. Program – Groups</b> 1 UOS = 1 hour	584	2,062

45 groups annually for 2 mos. x 4 hrs./group x 80% = 24 UOS. 45 groups annually for 10 mos. x 4 hrs./group x 100% = 150 UOS. 5 groups annually for 2 mos. x 8 hrs./group x 80% = 5 UOS. 5 groups annually for 10 mos. x 8 hrs./group x 100% = 33 UOS. 48 groups annually for 2 mos. x 3.5 hrs./group x 80% = 22 UOS. 48 groups annually for 10 mos. x 3.5 hrs./group x 100% = 140 UOS 48 groups annually for 2 mos. x 2 hrs./group x 80% = 13 UOS. 48 groups annually for 10 mos. x 2 hrs./group x 100% = 80 UOS 48 groups annually for 2 mos. x 2.5 hrs./group x 80% = 16 UOS. 48 groups annually for 10 mos. x 2.5 hrs./group x 100% = 100 UOS  194 groups annually for 2 mos. x avg. 11 clients/group x 80% = 284 NOC. 194 groups annually for 10 mos. x avg. 11 clients/group x 100% = 1,778 NOC.		
<b>Shanti L.I.F.E. Program – Recruitment and Linkage</b> 1 UOS = 1 hour 600 sessions annually for 2 mos. x .5 hr./session x 80% = 40 UOS. 600 sessions annually for 10 mos. x .5 hr./session x 100% = 250 UOS. 600 sessions annually for 2 mos. x 1 client/session x 80% = 80 NOC. 600 sessions annually for 10 mos. x 1 client/session x 100% = 500 NOC.	290	580

**07/01/2013 – 06/30/2014**

Units of Service (UOS) Description	Units of Service (UOS)	Number of Contacts (NOC)
<b>HIV Testing</b> 1 UOS = 1 test for 1 client 600 tests annually for 12 mos. x 100% = 600 tests. 600 tests = 600 UOS and 600 contacts	600	600
<b>Individual Risk Reduction Counseling</b> 1 UOS = 1 hour 159 sessions annually for 12 mos. x 0.91 hr./session x 100% = 145 UOS. 159 sessions annually for 12 mos. x 1 client/session x 100% = 159 NOC.	145	159
<b>Prevention Case Management</b> 1 UOS = 1 hour 480 sessions annually for 12 mos. x 1 hr./session x 100% = 480 UOS.	480	480

Contractor: San Francisco AIDS Foundation  
 Program: Stonewall Castro/LIFE Program  
 CMS#: 7164

Appendix A-5  
 Contract Term: 09/01/11 through 06/30/16  
 Funding Source: General Fund

480 sessions annually for 12 mos. x 1 client/session x 100% = 480 NOC.		
<b>Groups</b> 1 UOS = 1 hour 207 groups annually for 12 mos. x 1.5 hr./group x 100% = 311 UOS. 207 groups annually for 12 mos. x 5 clients/group x 100% = 1,035 NOC.	311	1,035
<b>Shanti L.I.F.E. Program – Individual Risk Reduction Counseling</b> 1 UOS = 1 hour 144 sessions annually for 12 mos. x 1 hr./session x 100% = 144 UOS. 144 sessions annually for 12 mos. x 1 client/session x 100% = 144 NOC.	144	144
<b>Shanti L.I.F.E. Program – Prevention Case Management</b> 1 UOS = 1 hour 864 sessions annually for 12 mos. x 1.25 hr./session x 100% = 1080 UOS. 864 sessions annually for 12 mos. x 1 client/session x 100% = 864 NOC.	1080	864
<b>Shanti L.I.F.E. Program – Groups</b> 1 UOS = 1 hour 45 groups annually for 12 mos. x 4 hrs./group x 100% = 180 UOS. 5 groups annually for 12 mos. x 8 hrs./group x 100% = 40 UOS. 48 groups annually for 12 mos. x 3.5 hrs./group x 100% = 168 UOS 48 groups annually for 12 mos. x 2 hrs./group x 100% = 96 UOS 48 groups annually for 12 mos. x 2.5 hrs./group x 100% = 120 UOS  194 groups annually for 12 mos. x avg. 11 clients/group x 100% = 2,134 NOC.	604	2,134
<b>Shanti L.I.F.E. Program – Recruitment and Linkage</b> 1 UOS = 1 hour 750 sessions annually for 12 mos. x .5 hr./session x 100% = 375 UOS. 750 sessions annually for 12 mos. x 1 client/session x 100% = 750 NOC.	375	750

**07/01/2014 – 06/30/2015**

Units of Service (UOS) Description	Units of Service (UOS)	Number of Contacts (NOC)
<b>HIV Testing</b> 1 UOS = 1 test for 1 client 600 tests annually for 12 mos. x 100% = 600 tests.	600	600



600 tests = 600 UOS and 600 contacts		
<b>Individual Risk Reduction Counseling</b> 1 UOS = 1 hour 159 sessions annually for 12 mos. x 0.91 hr./session x 100% = 145 UOS. 159 sessions annually for 12 mos. x 1 client/session x 100% = 159 NOC.	145	159
<b>Prevention Case Management</b> 1 UOS = 1 hour 480 sessions annually for 12 mos. x 1 hr./session x 100% = 480 UOS. 480 sessions annually for 12 mos. x 1 client/session x 100% = 480 NOC.	480	480
<b>Groups</b> 1 UOS = 1 hour 207 groups annually for 12 mos. x 1.5 hr./group x 100% = 311 UOS. 207 groups annually for 12 mos. x 5 clients/group x 100% = 1,035 NOC.	311	1,035
<b>Shanti L.I.F.E. Program – Individual Risk Reduction Counseling</b> 1 UOS = 1 hour 144 sessions annually for 12 mos. x 1 hr./session x 100% = 144 UOS. 144 sessions annually for 12 mos. x 1 client/session x 100% = 144 NOC.	144	144
<b>Shanti L.I.F.E. Program – Prevention Case Management</b> 1 UOS = 1 hour 864 sessions annually for 12 mos. x 1.25 hr./session x 100% = 1080 UOS. 864 sessions annually for 12 mos. x 1 client/session x 100% = 864 NOC.	1,080	864
<b>Shanti L.I.F.E. Program – Groups</b> 1 UOS = 1 hour 45 groups annually for 12 mos. x 4 hrs./group x 100% = 180 UOS. 5 groups annually for 12 mos. x 8 hrs./group x 100% = 40 UOS. 48 groups annually for 12 mos. x 3.5 hrs./group x 100% = 168 UOS 48 groups annually for 12 mos. x 2 hrs./group x 100% = 96 UOS 48 groups annually for 12 mos. x 2.5 hrs./group x 100% = 120 UOS 194 groups annually for 12 mos. x avg. 11 clients/group x 100% = 2,134 NOC.	604	2,134
<b>Shanti L.I.F.E. Program – Recruitment and Linkage</b> 1 UOS = 1 hour 750 sessions annually for 12 mos. x .5 hr./session x 100% = 375	375	750

UOS. 750 sessions annually for 12 mos. x 1 client/session x 100% = 750 NOC.		
<b>TOTAL:</b>	<b>3,739</b>	<b>6,166</b>

**07/01/2015 – 06/30/2016**

<b>Units of Service (UOS) Description</b>	<b>Units of Service (UOS)</b>	<b>Number of Contacts (NOC)</b>
<b>HIV Testing</b> 1 UOS = 1 test for 1 client 600 tests annually for 12 mos. x 100% = 600 tests. 600 tests = 600 UOS and 600 contacts	600	600
<b>Individual Risk Reduction Counseling</b> 1 UOS = 1 hour 159 sessions annually for 12 mos. x 0.91 hr./session x 100% = 145 UOS. 159 sessions annually for 12 mos. x 1 client/session x 100% = 159 NOC.	145	159
<b>Prevention Case Management</b> 1 UOS = 1 hour 480 sessions annually for 12 mos. x 1 hr./session x 100% = 480 UOS. 480 sessions annually for 12 mos. x 1 client/session x 100% = 480 NOC.	480	480
<b>Groups</b> 1 UOS = 1 hour 207 groups annually for 12 mos. x 1.5 hr./group x 100% = 311 UOS. 207 groups annually for 12 mos. x 5 clients/group x 100% = 1,035 NOC.	311	1,035
<b>Shanti L.I.F.E. Program – Individual Risk Reduction Counseling</b> 1 UOS = 1 hour 144 sessions annually for 12 mos. x 1 hr./session x 100% = 144 UOS. 144 sessions annually for 12 mos. x 1 client/session x 100% = 144 NOC.	144	144
<b>Shanti L.I.F.E. Program – Prevention Case Management</b> 1 UOS = 1 hour 864 sessions annually for 12 mos. x 1.25 hr./session x 100% = 1080 UOS. 864 sessions annually for 12 mos. x 1 client/session x 100% = 864 NOC.	1,080	864
<b>Shanti L.I.F.E. Program – Groups</b> 1 UOS = 1 hour 45 groups annually for 12 mos. x 4 hrs./group x 100% = 180 UOS.	604	2,134

5 groups annually for 12 mos. x 8 hrs./group x 100% = 40 UOS. 48 groups annually for 12 mos. x 3.5 hrs./group x 100% = 168 UOS 48 groups annually for 12 mos. x 2 hrs./group x 100% = 96 UOS 48 groups annually for 12 mos. x 2.5 hrs./group x 100% = 120 UOS  194 groups annually for 12 mos. x avg. 11 clients/group x 100% = 2,134 NOC.		
<b>Shanti L.I.F.E. Program – Recruitment and Linkage</b> 1 UOS = 1 hour 750 sessions annually for 12 mos. x .5 hr./session x 100% = 375 UOS. 750 sessions annually for 12 mos. x 1 client/session x 100% = 750 NOC.	375	750
<b>TOTAL:</b>	<b>3,739</b>	<b>6,166</b>

## 6. Methodology

Please see Appendix A-2, Section 6.

## 7. Objectives and Measurements

### A. Required Objectives

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

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

Community-Based HIV Testing	
Citywide Goal	System of Prevention Objective
Increase status awareness	<ul style="list-style-type: none"> <li>By 06/30/2014, SFAF-Stonewall will achieve a 1.3% positivity rate measured by EvaluationWeb and HPS acute infection data.</li> <li>By 06/30/2014, 60% of HIV-negative/unknown status MSM clients of the The Stonewall Project will report having had an HIV test in the prior 6 months, as measured or documented by self-report, EvaluationWeb and/or Client Treatment plans.</li> <li>By 06/30/2014, 90% of people testing HIV-positive at SFAF will be offered partner services as measured by EvaluationWeb.*</li> </ul>
Increase viral load	<ul style="list-style-type: none"> <li>By 06/30/2014, 80% of HIV-positive clients in The Stonewall Project</li> </ul>

Community-Based HIV Testing	
suppression	either testing positive or who have not seen an HIV primary care provider in the prior 6 months will be offered linkage to care as measured or documented by self report or client record.*
Maintain or increase levels of protected sex	<ul style="list-style-type: none"> <li>By 06/30/2014, the SFAF Stonewall Project will distribute at least 50,000 condoms annually as measured by invoices and/or programs records.</li> </ul>

HERR to Address Drivers	
Citywide Goal	System of Prevention Objective
Increase status awareness	<ul style="list-style-type: none"> <li>By 06/30/2014, 90% of males who have sex with males of SFAF-Stonewall will be offered at least one HIV test annually, as measured by client treatment plans and progress note.</li> </ul>
Increase viral load suppression	<ul style="list-style-type: none"> <li>By 06/30/2014, 80% of HIV-positive clients in The Stonewall Project either testing positive or who have not seen an HIV primary care provider in the prior 6 months will be offered linkage to care as measured or documented by self report or client record.*</li> </ul>
Maintain or increase levels of protected sex	<ul style="list-style-type: none"> <li>By 06/30/2014, the SFAF Stonewall Project will distribute at least 50,000 condoms annually as measured by invoices and/or programs records.</li> </ul>

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

## 8. Continuous Quality Improvement

Please see Appendix A-2, Section 8.

**Appendix B**  
**Calculation of Charges**

**1. Method of Payment**

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

**2. Program Budgets and Final Invoice**

A. Program Budgets supporting the period 09/01/2011 –06/30/2016 may be found in the following Appendices:

Appendix B, 09/01/2011 – 06/30/2013, Page 1-9  
Appendix B-1, 09/01/11-06/14/12, Pages 1-4  
Appendix B-1a, 06/15/12-06/14/13, Pages 1-4  
Appendix B-1b, 06/15/13-06/14/14, Pages 1-3  
Appendix B-2, 09/01/11-12/31/11, Pages 1-7  
Appendix B-2a, 01/01/12-12/31/12, Pages 1-7  
Appendix B-2b, 01/01/13-06/30/13, Pages 1-7  
Appendix B-2c, 07/01/13-06/30/14, Pages 1-7  
Appendix B-2d, 07/01/14-06/30/15, Pages 1-7  
Appendix B-2e, 07/01/15-06/30/16, Pages 1-7  
Appendix B-3, 09/01/11-06/30/12, Pages 1-7  
Appendix B-3a, 07/01/12-06/30/13, Pages 1-7  
Appendix B-3b, 07/01/13-06/30/14, Pages 1-7  
Appendix B-3c, 07/01/14-06/30/15, Pages 1-7  
Appendix B-3d, 07/01/15-06/30/16, Pages 1-7  
Appendix B-4, 09/01/11-12/31/11, Pages 1-8  
Appendix B-4a, 01/01/12-12/31/12, Pages 1-9  
Appendix B-4b, 01/01/13-06/30/13, Pages 1-8  
Appendix B-4c, 07/01/13-06/30/14, Pages 1-9  
Appendix B-4d, 07/01/14-06/30/15, Pages 1-8  
Appendix B-4e, 07/01/15-06/30/16, Pages 1-7  
Appendix B-5, 09/01/11-06/30/12, Pages 1-7  
Appendix B-5a, 07/01/12-06/30/13, Pages 1-8  
Appendix B-5b, 07/01/13-06/30/14, Pages 1-9  
Appendix B-5c, 07/01/14-06/30/15, Pages 1-8  
Appendix B-5d, 07/01/15-06/30/16, Pages 1-8  
Appendix B-6, 09/01/11-06/30/12, Pages 1-9  
Appendix B-6a, 09/01/11-06/30/12, Pages 1-2  
Appendix B-6b, 09/01/11-06/30/12, Pages 1-2  
Appendix B-6c, 09/01/11-06/30/12, Pages 1-2  
Appendix B-6d, 07/01/12-06/30/13, Pages 1-11

Budget Summary  
HIV Testing – STOP Study  
HIV Testing – STOP Study  
HIV Testing – STOP Study  
Community Based HIV Testing  
Community Based HIV Testing  
Community Based HIV Testing  
Community Based HIV Testing  
Community Based HIV Testing  
Community Based HIV Testing  
The Stonewall Project  
The Stonewall Project  
The Stonewall Project  
The Stonewall Project  
The Stonewall Project  
African American Prevention Initiative  
African American Prevention Initiative  
African American Prevention Initiative  
African American Prevention Initiative  
African American Prevention Initiative  
African American Prevention Initiative  
Stonewall Castro/ LIFE Program  
Stonewall Castro/ LIFE Program  
Stonewall Castro/ LIFE Program  
Stonewall Castro/ LIFE Program  
Stonewall Castro/ LIFE Program  
Syringe Access Services  
Syringe Access Services  
Syringe Access Services  
Syringe Access Services  
Syringe Access Services

Appendix B-6e, 07/01/12-06/30/13, Pages 1-2  
 Appendix B-6f, 07/01/12-06/30/13, Pages 1-2  
 Appendix B-6g, 07/01/12-06/30/13, Pages 1-2

Syringe Access Services  
 Syringe Access Services  
 Syringe Access Services

B. Contractor understands that, of the maximum dollar obligation listed in Section 5 of this Agreement, **\$600,491** is included as a contingency amount and is neither to be used in Program Budgets attached to this Appendix, or available to Contractor without a modification to this Agreement executed in the same manner as this Agreement or a revision to the Program Budgets of Appendix B, which has been approved by Contract Administrator. Contractor further understands that no payment of any portion of this contingency amount will be made unless and until such modification or budget revision has been fully approved and executed in accordance with applicable City and Department of Public Health laws, regulations and policies/procedures and certification as to the availability of funds by Controller. Contractor agrees to fully comply with these laws, regulations, and policies/procedures.

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

Original Agreement	Federal CDC	\$53,166	09/01/11-06/14/12
Original Agreement	Federal CDC	\$1,826,548	09/01/11-12/31/12
Original Agreement	CCSF General Fund	\$3,619,919	09/01/11-06/30/13
Original Agreement	CCSF General Children Fund	\$326,659	09/01/11-06/30/13
Internal Contract Revision #1	CCSF General Fund	\$63,525	09/01/11-06/30/12
Amendment #1	Federal CDC	\$23,417	06/15/12-06/14/13
Amendment #1	Federal CDC	-\$648,595	01/01/12-12/31/12
Amendment #1	CCSF General Fund	\$1,370,894	01/01/12-06/30/13
Amendment #1	CCSF General Children Fund	\$3,403	07/01/12-06/30/13
Amendment #2	Federal CDC	\$16,500	06/15/13-06/14/14
Amendment #2	CCSF General Fund	\$2,474,546	07/01/13-06/30/14
Amendment #3	CCSF General Fund	\$5,004,092	07/01/14-06/30/16
BOS resolution reduction	CCSF General Fund	-\$76,988	07/01/11-06/30/14
		<b>\$14,057,086</b>	
	Contingency	<b>\$600,491</b>	
		<b>\$14,657,577</b>	

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

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



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

	A	B	C	D	E	F	G	H	I	J	K	
1	Check one:							Appendix B Page 3				
2	<input type="checkbox"/> New <input type="checkbox"/> Renewal <input checked="" type="checkbox"/> Modification							Appendix Term: 9/1/11 - 6/30/16				
3	If modification, Effective Date of Mod. 7/1/14 No. of Mod. 3											
4	FISCAL YEAR: 2014-15							DPH1				
5	LEGAL ENTITY/ ORGANIZATION NAME: San Francisco AIDS Foundation							VENDOR ID (DPH USE ONLY):				
6	LEGAL ENTITY CODE: (CBHS Only)											
7	CONTRACTOR/ PROVIDER NAME: San Francisco AIDS Foundation											
8	PROGRAM/ PROVIDER NAME: San Francisco AIDS Foundation											
9												
10	APPENDIX NUMBER (Narrative/Budget)				A-1/B-1	A-1/B-1a	A-2/B-2	A-2/B-2a	A-2/B-2b	PAGE 3		
11	APPENDIX TERM:				9/1/11-6/14/12	6/15/12-6/14/13	9/1/11-12/31/11	1/1/12-12/31/12	1/1/13-6/30/13	TOTALS		
12	EXPENSES:											
13	SALARIES & EMPLOYEE BENEFITS				21,274	41,879	169,097	507,289	253,644	993,183		
14	OPERATING EXPENSE				2,892	3,576	94,810	284,433	142,218	527,929		
15	CAPITAL OUTLAY (COST \$5,000 AND OVER)				0	0	0	0	0	0		
16	SUBTOTAL DIRECT COSTS				24,166	45,455	263,907	791,722	395,862	1,521,112		
17	INDIRECT COST AMOUNT:				2,417	4,545	26,391	79,172	39,585	152,110		
18	INDIRECT RATE :				10.0%	10.0%	10.0%	10.0%	10.0%	10.0%		
19	TOTAL EXPENSES:				26,583	50,000	290,298	870,894	435,447	1,673,222		
20	REVENUES:											
21												
22	DURING A URBAN HEALTH FUNDING SOURCES:											
23	TOTAL HOUSING & URBAN TOTAL HOUSING & URBAN HEALTH FUNDING SOURCES											
24												
25	HIV PREVENTION SECTION (HPS) FUNDING SOURCES:											
26	CDC Grant (HIV Prevention Project)				26,583	50,000	290,298	479,451		846,332		
27	General Fund							391,443	435,447	826,890		
28	Other Funding Source (Identify by name)									0		
29	Children General Fund									0		
30	TOTAL HIV PREVENTION SECTION FUNDING SOURCES				26,583	50,000	290,298	870,894	435,447	1,673,222		
31												
32	HIV HEALTH SERVICES (HHS) FUNDING SOURCES:											
33												
34	TOTAL HIV HEALTH SERVICES FUNDING SOURCES											
35												
36	CHPP FUNDING SOURCES:											
37	TOTAL CHPP FUNDING SOURCES											
38												
39	MCAH FUNDING SOURCES:											
40	TOTAL MCAH FUNDING SOURCES											
41												
42	TOTAL DPH REVENUES				26,583	50,000	290,298	870,894	435,447	1,673,222		
43	TOTAL OTHER/ NON-DPH REVENUE									0		
44												
45	TOTAL REVENUES (DPH AND NON-DPH)				26,583	50,000	290,298	870,894	435,447	1,673,222		
46												
47	Prepared by/Phone # Larry Zapalka / 415-487-3055											

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

	A	B	C	D	E	F	G	H	I	J	K		
1	Check one:							Appendix B Page 4					
2	<input type="checkbox"/> New <input type="checkbox"/> Renewal <input checked="" type="checkbox"/> Modification							Appendix Term: 9/1/11 - 6/30/16					
3	If modification, Effective Date of Mod. 7/1/14 No. of Mod. 3												
4	FISCAL YEAR: 2014-15							DPH1					
5	LEGAL ENTITY/ ORGANIZATION NAME: San Francisco AIDS Foundation							/ENDORSED DPH USE ONLY					
6	LEGAL ENTITY CODE: (CBHS Only)												
7	CONTRACTOR/ PROVIDER NAME: San Francisco AIDS Foundation												
8	PROGRAM/ PROVIDER NAME: San Francisco AIDS Foundation												
9													
10	APPENDIX NUMBER (Narrative/ Budget)							A-3/B-3	A-3/B-3a	A-4/B-4	A-4/B-4a	A-4/B-4b	PAGE 3 TO 4
11	APPENDIX TERM:							9/1/11-6/30/12	7/1/12-6/30/13	9/1/11-12/31/11	1/1/12-12/31/12	1/1/13-6/30/13	TOTALS
12	EXPENSES:												
13	SALARIES & EMPLOYEE BENEFITS							207,512	249,014	72,707	218,123	164,319	1,904,858
14	OPERATING EXPENSE							60,342	78,549	\$ 78,510	235,529	62,506	1,043,365
15	CAPITAL OUTLAY (COST \$5,000 AND OVER)							0	0	0	0	0	0
16	SUBTOTAL DIRECT COSTS							267,854	327,563	151,217	453,652	226,825	2,948,223
17	INDIRECT COST AMOUNT:							26,785	32,757	15,123	45,365	22,683	294,823
18	INDIRECT RATE :							10.0%	10.0%	10.0%	10.0%	10.0%	10.0%
19	TOTAL EXPENSES:							294,639	360,320	166,340	499,017	249,508	3,243,046
20													
21	REVENUES:												
22													
23	HOUSING & URBAN HEALTH CARE FUNDING SOURCES:												
33	TOTAL HOUSING & URBAN HEALTH CARE FUNDING SOURCES:												
34													
35	HIV PREVENTION SECTION (HPS) FUNDING SOURCES:												
36	CDC Grant (HIV Prevention Project)									166,340	241,864	0	1,254,536
37	General Fund							294,639	360,320		257,153	249,508	1,988,510
38	Other Funding Source (Identify by name)												0
39	Children General Fund												0
40	TOTAL HIV PREVENTION SECTION FUNDING SOURCES:							294,639	360,320	166,340	499,017	249,508	3,243,046
41													
42	HIV HEALTH SERVICES FUNDING SOURCES:												
49													
50	TOTAL HIV HEALTH SERVICES FUNDING SOURCES:												
51													
52	CHPP FUNDING SOURCES:												
61	TOTAL CHPP FUNDING SOURCES:												
62													
63	MCAH FUNDING SOURCES:												
80	TOTAL MCAH FUNDING SOURCES:												
81													
82	TOTAL DPH REVENUES:							294,639	360,320	166,340	499,017	249,508	3,243,046
89	TOTAL OTHER/ NON-DPH REVENUE												
90													
91	TOTAL REVENUES (DPH AND NON-DPH)							294,639	360,320	166,340	499,017	249,508	3,243,046
92	Prepared by/Phone # Larry Zaparka / 415-487-3055												

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

	A	B	C	D	E	F	G	H	I	J	K	
1	Check one:							Appendix B Page 5				
2	<input type="checkbox"/> New <input type="checkbox"/> Renewal <input checked="" type="checkbox"/> Modification							Appendix Term: 9/1/11 - 6/30/16				
3	If modification, Effective Date of Mod. 7/1/14 No. of Mod. 3											
4	FISCAL YEAR: 2014-15							DPH1				
5	LEGAL ENTITY/ ORGANIZATION NAME: San Francisco AIDS Foundation											
6	LEGAL ENTITY CODE: (CBHS Only)											
7	CONTRACTOR/ PROVIDER NAME: San Francisco AIDS Foundation											
8	PROGRAM/ PROVIDER NAME: San Francisco AIDS Foundation											
9												
10	APPENDIX NUMBER (Narrative/Budget)				A-5/B-5	A-5/B-5a	A-5/B-5c	A-5/B-5a	A-5/B-5b			
11	APPENDIX TERM:				9/1/21-6/30/12	7/1/12-6/30/15	9/1/11-6/30/12	9/1/11-6/30/12	9/1/11-6/30/12	PAGE 3 TO 5 TOTALS		
12	EXPENSES:											
13	SALARIES & EMPLOYEE BENEFITS				120,563	144,675	208,074	0	0	2,378,170		
14	— OPERATING EXPENSE				338,335	378,769	\$ 622,182	68,665	60,407	2,511,723		
15	CAPITAL OUTLAY (COST \$5,000 AND OVER)				0	0	0	0	0	0		
16	SUBTOTAL DIRECT COSTS				458,898	523,444	830,256	68,665	60,407	4,889,893		
17	INDIRECT COST AMOUNT:				61,487	69,532	83,026	6,866	6,041	521,775		
18	INDIRECT RATE :				13.4%	13.3%	10.0%	10.0%	10.0%			
	TOTAL EXPENSES:				520,385	592,976	913,282	75,531	66,448	5,411,668		
21	REVENUES:											
22												
23	HIV/AIDS & HIV-1 HEALTH CARE FUNDING SOURCES:											
33	TOTAL HIV/AIDS & HIV-1 HEALTH CARE FUNDING SOURCES											
34												
35	HIV PREVENTION SECTION (HPS) FUNDING SOURCES:											
36	CDC Grant (HIV Prevention Project)									1,254,536		
37	General Fund				520,385	592,976	913,282			4,015,153		
38	Other Funding Source (Identify by name)									0		
39	Children General Fund							75,531	66,448	141,979		
40	TOTAL HIV PREVENTION SECTION FUNDING SOURCES				520,385	592,976	913,282	75,531	66,448	5,411,668		
41												
42	HIV HEALTH SERVICES (HHS) FUNDING SOURCES:											
49												
50	TOTAL HIV HEALTH SERVICES FUNDING SOURCES											
51												
52	CHPP FUNDING SOURCES:											
61	TOTAL CHPP FUNDING SOURCES											
62												
63	MCAH FUNDING SOURCES:											
80	TOTAL MCAH FUNDING SOURCES											
81												
82	TOTAL DPH REVENUES				520,385	592,976	913,282	75,531	66,448	5,411,668		
89	TOTAL OTHER/ NON-DPH REVENUE											
90												
91	TOTAL REVENUES (DPH AND NON-DPH)				520,385	592,976	913,282	75,531	66,448	5,411,668		
92	Prepared by/Phone # Larry Zapatka / 415-487-3055											

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

1	Check one:					Appendix B Page 6					
2	[ ] New [ ] Renewal [ X ] Modification					Appendix Term: 9/1/11 - 6/30/16					
3	If modification, Effective Date of Mod. 7/1/14 No. of Mod. 3										
4	FISCAL YEAR: 2014-15					DPH1					
5	LEGAL ENTITY/ ORGANIZATION NAME: San Francisco AIDS Foundation					FUNDING SOURCE: USE ONLY					
6	LEGAL ENTITY CODE: (CBHS Only)										
7	CONTRACTOR/ PROVIDER NAME: San Francisco AIDS Foundation										
8	PROGRAM/ PROVIDER NAME: San Francisco AIDS Foundation										
9											
10	APPENDIX NUMBER (Narrative/ Budget)					A-6/B-6c	A-6/B-6d	A-6/B-6e	A-6/B-6f	A-6/B-6g	
11	APPENDIX TERM:					9/1/11-6/30/12	7/1/12-6/30/13	7/1/12-6/30/13	7/1/12-6/30/13	7/1/12-6/30/13	PAGE 3 TO 6 TOTALS
12	EXPENSES:										
13	SALARIES & EMPLOYEE BENEFITS					0	249,690	0	0	0	2,627,860
14	OPERATING EXPENSE					5,912	695,024	83,972	73,874	7,230	3,377,735
15	CAPITAL OUTLAY (COST \$5,000 AND OVER)					0	0	0	0	0	0
16	SUBTOTAL DIRECT COSTS					5,912	944,714	83,972	73,874	7,230	6,005,595
17	INDIRECT COST AMOUNT:					591	94,471	8,396	7,386	722	633,341
18	INDIRECT RATE :					10.0%	10.0%	10.0%	10.0%	10.0%	10.5%
19	TOTAL EXPENSES:					6,503	1,039,185	92,368	81,260	7,952	6,638,936
20											
21	REVENUES:										
22											
23	HOUSING & URBAN HEALTH (HUH) FUNDING SOURCES:										
33	TOTAL HOUSING & URBAN TOTAL HOUSING & URBAN HEALTH FUNDING SOURCES:										
34											
35	HIV PREVENTION SECTION (HPS) FUNDING SOURCES:										
36	CDC Grant (HIV Prevention Project)										1,254,536
37	General Fund					1,039,185					5,054,338
38	Other Funding Source (identify by name)										0
39	Children General Fund					6,503		92,368	81,260	7,952	330,062
40	TOTAL HIV PREVENTION SECTION FUNDING SOURCES					6,503	1,039,185	92,368	81,260	7,952	5,638,936
41											
42	HIV HEALTH SERVICES (HHS) FUNDING SOURCES:										
49											
50	TOTAL HIV HEALTH SERVICES FUNDING SOURCES:										
51											
52	CHPP FUNDING SOURCES:										
61	TOTAL CHPP FUNDING SOURCES:										
62											
63	MCAH FUNDING SOURCES:										
80	TOTAL MCAH FUNDING SOURCES:										
81											
82	TOTAL DPH REVENUES					6,503	1,039,185	92,368	81,260	7,952	6,638,936
89	TOTAL OTHER/ NON-DPH REVENUE										
90											
91	TOTAL REVENUES (DPH AND NON-DPH)					6,503	1,039,185	92,368	81,260	7,952	6,638,936
92	Prepared by/Phone # Larry Zapata / 415-487-3055										



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

A	B	C	D	E	F	G	H	I	J	K	
Check one:							Appendix B Page 7				
2	<input type="checkbox"/> New		<input type="checkbox"/> Renewal		<input checked="" type="checkbox"/> Modification		Appendix Term: 9/1/11 - 6/30/16				
3	If modification, Effective Date of Mod. 7/1/14				No. of Mod. 3						
4	FISCAL YEAR: 2014-15						DPH1				
5	LEGAL ENTITY/ ORGANIZATION NAME: San Francisco AIDS Foundation										
6	LEGAL ENTITY CODE: (CBHS Only)										
7	CONTRACTOR/ PROVIDER NAME: San Francisco AIDS Foundation										
8	PROGRAM/ PROVIDER NAME: San Francisco AIDS Foundation										
9											
10	APPENDIX NUMBER (Narrative/Budget)						A-1/B-1b	A-2/B-2c	A-3/B-3b	A-4/B-4c	A-5/B-5b
11	APPENDIX TERM:						7/1/13- 6/30/14	7/1/13- 6/30/14	7/1/13- 6/30/14	7/1/13- 6/30/14	7/1/13- 6/30/14
12	EXPENSES:						PAGE 3 TO 7 TOTALS				
13	SALARIES & EMPLOYEE BENEFITS						13,205	556,284	277,534	381,887	178,889
14	OPERATING EXPENSE						1,795	290,494	55,237	107,380	386,024
15	CAPITAL OUTLAY (COST \$5,000 AND OVER)						0	0	0	0	0
16	SUBTOTAL DIRECT COSTS						15,000	846,778	332,771	489,268	564,913
17	INDIRECT COST AMOUNT:						1,500	84,678	33,277	48,923	73,936
18	INDIRECT RATE :						10.0%	10.0%	10.0%	10.0%	13.1%
19	TOTAL EXPENSES:						16,500	931,456	366,048	538,190	638,849
20											
21	REVENUES:										
22											
23	HOUSING & URBAN HEALTH (HUI) FUNDING SOURCES:										
33	TOTAL HOUSING & URBAN HEALTH FUNDING SOURCES										
34											
35	HIV PREVENTION SECTION (HPS) FUNDING SOURCES:										
36	CDC Grant (HIV Prevention Project)						16,500				1,271,036
37	General Fund							931,457	366,048	538,192	638,849
38	Other Funding Source (Identify by name)										0
39	Children General Fund										330,062
40	TOTAL HIV PREVENTION SECTION FUNDING SOURCES						16,500	931,457	366,048	538,192	638,849
41											
42	HIV HEALTH SERVICES (HHS) FUNDING SOURCES:										
49											
50	TOTAL HIV HEALTH SERVICES FUNDING SOURCES										
51											
52	CHPP FUNDING SOURCES:										
61	TOTAL CHPP FUNDING SOURCES										
62											
63	MCAH FUNDING SOURCES:										
80	TOTAL MCAH FUNDING SOURCES										
81											
82	TOTAL DPH REVENUES						16,500	931,457	366,048	538,192	638,849
89	TOTAL OTHER/ NON-DPH REVENUE										
90											
91	TOTAL REVENUES (DPH AND NON-DPH)						16,500	931,457	366,048	538,192	638,849
92	Prepared by/Phone # Larry Zaparka / 415-487-3055										

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

Check one: <input type="checkbox"/> New <input type="checkbox"/> Renewal <input checked="" type="checkbox"/> Modification					<b>Appendix B      Page 8</b> <b>Appendix Term:      9/1/11 - 6/30/16</b>	
If modification, Effective Date of Mod.    7/1/14      No. of Mod.    3						
FISCAL YEAR: 2014-15					<b>DPH1</b>	
LEGAL ENTITY/ ORGANIZATION NAME: San Francisco AIDS Foundation					VENDOR ID (DPH USE ONLY)	
LEGAL ENTITY CODE: (CBHS Only)						
CONTRACTOR/ PROVIDER NAME: San Francisco AIDS Foundation						
PROGRAM/ PROVIDER NAME: San Francisco AIDS Foundation						
		A-2/B-2d	A-3/B-3c	A-4/B-4d	A-5/B-5c	
APPENDIX NUMBER (Narrative/Budget)						
APPENDIX TERM:		7/1/14- 6/30/15	7/1/14- 6/30/15	7/1/14- 6/30/15	7/1/14- 6/30/15	<b>PAGE 3 TO 8 TOTALS</b>
<b>EXPENSES:</b>						
SALARIES & EMPLOYEE BENEFITS		580,269	277,534	381,886	178,889	5,454,237
OPERATING EXPENSE		291,510	55,237	107,380	386,024	5,058,816
CAPITAL OUTLAY (COST \$5,000 AND OVER)		0	0	0	0	0
<b>SUBTOTAL DIRECT COSTS</b>		<b>871,779</b>	<b>332,771</b>	<b>489,265</b>	<b>564,913</b>	<b>10,513,053</b>
INDIRECT COST AMOUNT:		87,178	33,277	48,926	73,936	1,118,969
INDIRECT RATE :		10.0%	10.0%	10.0%	13.1%	10.6%
<b>TOTAL EXPENSES:</b>		<b>958,957</b>	<b>366,048</b>	<b>538,192</b>	<b>638,849</b>	<b>11,632,027</b>
<b>REVENUES:</b>						
<b>HOUSING &amp; URBAN HEALTH PROGRAM FUNDING SOURCES:</b>						
<b>TOTAL HOUSING &amp; URBAN HEALTH PROGRAM FUNDING SOURCES:</b>						
<b>HIV PREVENTION SECTION (HPS) FUNDING SOURCES:</b>						
CDC Grant (HIV Prevention Project)						1,271,036
General Fund		958,957	366,048	538,192	638,849	10,030,930
Other Funding Source (identify by name)						0
Children General Fund						330,062
<b>TOTAL HIV PREVENTION SECTION FUNDING SOURCES</b>		<b>958,957</b>	<b>366,048</b>	<b>538,192</b>	<b>638,849</b>	<b>11,632,028</b>
<b>HIV HEALTH SERVICES (HPS) FUNDING SOURCES:</b>						
<b>TOTAL HIV HEALTH SERVICES FUNDING SOURCES:</b>						
<b>CHPP FUNDING SOURCES:</b>						
<b>TOTAL CHPP FUNDING SOURCES:</b>						
<b>MCAH FUNDING SOURCES:</b>						
<b>TOTAL MCAH FUNDING SOURCES:</b>						
<b>TOTAL DPH REVENUES</b>		<b>958,957</b>	<b>366,048</b>	<b>538,192</b>	<b>638,849</b>	<b>11,632,028</b>
<b>TOTAL OTHER/ NON-DPH REVENUE</b>						
<b>TOTAL REVENUES (DPH AND NON-DPH)</b>		<b>958,957</b>	<b>366,048</b>	<b>538,192</b>	<b>638,849</b>	<b>11,632,028</b>
Prepared by/Phone # Larry Zapatka / 415-487-3055						

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

Check one: <input type="checkbox"/> New <input type="checkbox"/> Renewal <input checked="" type="checkbox"/> Modification					<b>Appendix B    Page 9</b> <b>Appendix Term:    9/1/11 - 6/30/16</b>	
If modification, Effective Date of Mod.    7/1/14      No. of Mod.    3						
FISCAL YEAR: 2014-15					<b>DPH1</b>	
LEGAL ENTITY/ ORGANIZATION NAME: San Francisco AIDS Foundation						
LEGAL ENTITY CODE: (CBHS Only)						
CONTRACTOR/ PROVIDER NAME: San Francisco AIDS Foundation						
PROGRAM/ PROVIDER NAME: San Francisco AIDS Foundation						
	APPENDIX NUMBER (Narrative/ Budget)	A-2/B-2e	A-3/B-3d	A-4/B-4e	A-5/B-5d	PAGE 3 TO 9 CONTRACT TOTALS
	APPENDIX TERM:	7/1/15 - 6/30/16	7/1/15 - 6/30/16	7/1/15 - 6/30/16	7/1/15 - 6/30/16	
<b>EXPENSES:</b>						
	SALARIES & EMPLOYEE BENEFITS	580,269	277,534	381,886	178,889	6,872,815
	OPERATING EXPENSE	291,510	55,237	107,380	386,024	5,898,967
	CAPITAL OUTLAY (COST \$5,000 AND OVER)	0	0	0	0	0
	SUBTOTAL DIRECT COSTS	871,779	332,771	489,265	564,913	12,771,782
	INDIRECT COST AMOUNT:	87,178	33,277	48,926	73,936	1,362,286
	INDIRECT RATE :	10.0%	10.0%	10.0%	13.1%	10.7%
	<b>TOTAL EXPENSES:</b>	<b>958,957</b>	<b>366,048</b>	<b>538,192</b>	<b>638,849</b>	<b>14,134,074</b>
	Board Of Supervisor Resolution Reduction					(76,988)
	<b>TOTAL EXPENSES APPROVED</b>					<b>14,057,086</b>
<b>REVENUES:</b>						
HOUSING & URBAN HEALTH (HUH) FUNDING SOURCES:						
TOTAL HOUSING & URBAN HEALTH FUNDING SOURCES						
<b>HIV PREVENTION SECTION (HPS) FUNDING SOURCES:</b>						
	CDC Grant (HIV Prevention Project)					1,271,036
	General Fund	958,957	366,048	538,192	638,849	12,532,976
	Other Funding Source (Identify by name)					0
	Children General Fund					330,062
	<b>TOTAL HIV PREVENTION SECTION FUNDING SOURCES</b>	<b>958,957</b>	<b>366,048</b>	<b>538,192</b>	<b>638,849</b>	<b>13,134,074</b>
<b>HIV HEALTH SERVICES (HHS) FUNDING SOURCES:</b>						
TOTAL HIV HEALTH SERVICES FUNDING SOURCES						
<b>CHPP FUNDING SOURCES:</b>						
TOTAL CHPP FUNDING SOURCES						
<b>MCAH FUNDING SOURCES:</b>						
TOTAL MCAH FUNDING SOURCES						
<b>TOTAL DPH REVENUES</b>		<b>958,957</b>	<b>366,048</b>	<b>538,192</b>	<b>638,849</b>	<b>0</b>
<b>TOTAL OTHER/NON-DPH REVENUE</b>						
<b>TOTAL REVENUES (DPH AND NON-DPH)</b>		<b>958,957</b>	<b>366,048</b>	<b>538,192</b>	<b>638,849</b>	<b>14,134,074</b>
Board Of Supervisor Resolution Reduction						(76,988)
<b>TOTAL FUNDING SOURCES APPROVED</b>						<b>14,057,086</b>
Prepared by/Phone # Larry Zapatka / 415-487-3055						



	A	B	C	D	E	F	G	H	I
1	Contractor Name: San Francisco AIDS Foundation						Appendix B-2d		Page 1
2	Contract Term: 9/1/2011-6/30/16						Appendix Term: 7/1/2014-6/30/15		
3	Funding Source: General Fund								
4									
5	SFPDPH AIDS OFFICE CONTRACT								
6	UOS COST ALLOCATION BY SERVICE MODE								
7									
8									
9	Personnel Expenses		SERVICE MODES						
10	Position Titles	FTE	Testing		Mobile Testing				Contract Totals
11	Magnet Director	0.10	Salaries	% FTE	Salaries	% FTE	Salaries	% FTE	
12	Director of Government Contracts	0.05	7,553	83%	1,547	17%			9,100
13	Evaluation Associate	0.10	4,500	100%					4,500
14	HIV CLT Services Manager	0.60	5,800	100%					5,800
15	HIV Coordinator	0.60	40,800	100%					40,800
16	HIV Coordinator	0.80	35,866	85%	6,534	15%			42,400
17	Receptionist	1.80	72,000	100%					72,000
18	Phlebotomist	3.75	161,925	100%					161,925
19	Data Manager	0.80	40,000	100%					40,000
20	HIV Counselor	0.40	18,970	100%					18,970
21	Volunteer Coordinator	0.80	37,920	100%					37,920
22	Network Coordinator	0.30			13,200	100%			13,200
23	Testing Counselor	0.40			17,600	100%			17,600
24	Total FTE & Total Salaries	9.90	425,334	92%	38,881	8%			464,215
25	Fringe Benefits	25%	106,334	92%	9,720	8%			116,054
26	Total Personnel Expenses		531,668	92%	48,601	8%			580,269
27	Operating Expenses		Expenditure	%	Expenditure	%			Contract Total
28	Total Occupancy		103,096	100%					103,096
29	Total Materials and Supplies		42,811	92%	3,656	8%			46,467
30	Total General Operating		19,632	100%					19,632
31	Total Staff Travel		5,040	72%	2,000	28%			7,040
32	Consultants/Subcontractor:		115,275	100%					115,275
33									
34	Other:								
35									
36									
37									
38									
39									
40									
41									
42	Total Operating Expenses		\$ 285,854	98%	\$ 5,656	2%			\$ 291,510
43									
44	Total Direct Expenses		817,522	94%	54,257	6%			871,779
45	Indirect Expenses 10%		81,752	94%	5,426	6%			87,178
46	TOTAL EXPENSES		\$ 899,274	94%	\$ 59,683	6%			\$958,957
47									
48	Number of Units of Service (UOS) per Service Mode		9,700		960				10,660
49	Cost Per Unit of Service by Service Mode		\$92.71		\$62.17				
50	Number of Contacts (NOC) per Service Mode		9,700		960				
51									
52	DPH #1A(1)								
	Rev. 05/2010								

## BUDGET JUSTIFICATION Community-Based HIV Testing

### Salaries and Benefits

#### Magnet Director

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

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

Annual Salary \$ 91,000 x 0.10 FTE = \$ 9,100

#### Director of Government Contracts

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

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

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

#### Evaluation Associate

Responsible for data collection, quality assurance, reporting and summaries to ensure foundation programs are rigorously evaluated for process and health outcomes and public health impact. Responsible for review, abstraction from client records and database entry of all data collected from clients as well as data analysis to meet programmatic requirements

*Minimum Qualifications:* Bachelor's degree and 2 years experience managing and ensuring quality for large client data sets or 5 years equivalent experience.

Annual Salary \$ 58,000 x 0.10 FTE = \$ 5,800

#### HIV CTL Services Manager

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

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

Annual Salary \$ 68,000 x 0.60 FTE = \$ 40,800

#### HIV Coordinator

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

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

Annual Salary \$ 53,000 x 0.80 FTE = \$ 42,400

Receptionist

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

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

Annual Salary \$ 40,000 x 1.80 FTE = \$ 72,000

Phlebotomist

Performs phlebotomy services for confirmatory HIV antibody testing and RNA testing.

Prepares specimen collection for transport to SFDPH laboratory.

*Minimum Qualifications:* State certified phlebotomist.

Annual Salary \$ 43,180 x 3.75 FTE = \$ 161,925

Data Manager

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

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

Annual Salary \$ 50,000 x 0.80 FTE = \$ 40,000

HIV Counselor

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

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

Annual Salary \$ 47,424 x 0.40 FTE = \$ 18,970

Volunteer Coordinator

Responsible for recruiting, training, and supervising volunteers.

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

Annual Salary \$ 47,400 x 0.80 FTE = \$ 37,920

Network Coordinator

*Network Coordinator:* Supports all components of RV and venue-based HIV testing.

Provides administrative and logistical support for testing including driving and parking RV, working with SFDPT to secure parking permits are in place and enforced, and insures the RV is properly stocked with clinic supplies, fuel, etc. Recruits clients to test during mobile shifts. Conducts data entry

*Minimum qualifications :* Bachelor's degree and 2 years experience in a public health organization or equivalent years

Annual Salary \$ 44,000 x 0.30 FTE mo = \$ 13,200

Testing Counselor:

Provides informed consent, HIV/RNA counseling and test disclosure information to clients being tested. Performs specimen collection (finger sticks) for HIV antibody rapid test. Processes, develops, and interprets HIV antibody testing kits (OraQuick and StatPak) and document results. Assists in data entry. State of California HIV Test Counselor Certification is required.

*Minimum qualifications :* State of California Test counselor certification is required.

Annual Salary \$ 44,000 x 0.40 FTE = \$ 17,600

Total Salaries \$ 464,215

Total Benefits 25% of \$445,028 total salaries = \$ 116,054

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

**TOTAL SALARIES & BENEFITS** \$ 580,269

Operating Expenses

Occupancy:

Rent:

SFAF is requesting reimbursement for rent expense at various locations throughout San Francisco, including the Magnet program location in the Castro district and SFAF's main offices at 1035 Market St. Other locations to be determined. Monthly estimate is based on SFAF's current rate of \$769 per FTE per month x 9.90 FTEs.

\$769 per month x 9.90 FTE x 12 mo = \$ 91,357

Building Maintenance:

Janitorial services

\$250 per month x 12 mo = \$ 3,000

Utilities:

Telephone expense based on SFAF's experience rate of \$73.56 per FTE per

\$73.56 per month x 9.90 FTE x 12 months = \$ 8,739

**Total Occupancy:** \$ 103,096

Materials and Supplies:

Office Supplies/Postage:

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

\$35 per month x 9.90 FTE x 12 months = \$ 4,158

Program/Medical Supplies:

Program materials needed to carry out day to day operations. materials include but not limited to condoms & lube \$16,309; medical supplies such as syringes, needles, gloves \$15,000, etc; medical record charts and labels \$3,000; biowaste disposal \$8,000

\$ 42,309

**Total Materials and Supplies:** \$ 46,467

General Operating:

Insurance:

Occupancy insurance expense based on SFAF's experience rate of \$60.00 per FTE per month.

\$60 per month x 9.90 FTE x 12 months = \$ 7,128

Outside Storage:

Storage expense based on SFAF's experience rate of \$4.25 per FTE per month.

\$4.25 per month x 9.90 FTE x 12 months = \$ 505

Rental/Maintenance of Equipment:

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

per month. Equipment maintenance expense based on SFAF's experience rate of

Rental - \$59 per month x 9.90 FTE x 12 months = \$ 7,009

Maintenance - \$42 per month x 9.90 FTE x 12 months = \$ 4,990

**Total General Operating:** \$ 19,632

**Staff Travel (Local & Out of Town):**

7 monthly Clipper Cards for staff to travel to multiple testing locations.

7 monthly passes x \$60 per pass x 12 months = \$ 5,040

R.V Expense to include fuel 7 maintenance

\$166.67/mo x 12 mo \$ 2,000

**Total Staff Travel:** \$ 7,040

**Consultants/Subcontractors:**

**St. James Infirmary**

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

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

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

**Phlebotomist:** Certified for specimen collection

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

**Total Salaries** \$ 27,660

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

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

**Total Salaries & Benefits** \$ 33,192

**Payroll & Accounting Services:** Agency expense budgeted at \$30,000 per

approx. 7.78% of annual \$30,000 cost = \$ 2,333

**St. James Infirmary Total** \$ 35,525

**Glide**

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

0.37FTE x \$60,989 per year = \$ 22,566

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

0.037 FTE x \$31,973 per year = \$ 1,183

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

n/c \$ -  
**Total Salaries \$ 23,749**

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

approx 27.16% of \$ 23,749 total salaries = \$ 6,450  
**Total Salaries & Benefits \$ 30,199**

Supplies: Programatic and administrative supplies. \$ 2,012

Staff Training/Travel: Trainings for staff to keep current on related issues \$ 1,592

Rent: Prorated rent for program staff \$ 1,722

**Glide Total \$ 35,525**

Youth Technology Health (formally ISIS)

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

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

0.06 FTE x \$104,500 per year = \$ 6,270

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

0.10 FTE x \$95,000 per year = \$ 9,500

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

0.22 FTE x \$50,000 per year = \$ 11,000

**Total Salaries \$ 26,770**

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

approx 28.525% of \$ 26,770 total salaries = \$ 7,636

**Total Salaries & Benefits \$ 34,406**

Professional Services: For developing text message platform and

40 hrs/yr @ 95.475 = \$ 3,819

Short code networking, for shared shortcode, keyword and campaign pushes

\$500/mo x 12 mo. \$ 6,000

**YTH (formally ISIS) Total \$ 44,225**

**Total Consultants/Subcontractors: \$ 115,275**

**Other:**

**Total Other: \$ -**

**TOTAL OPERATING EXPENSES**

**\$ 291,510**

**CAPITAL EXPENDITURES:** (If needed: A unit valued at:

**Total Capital Expenditures:**

**\$ -**

**TOTAL DIRECT COSTS**

**\$ 871,779**

**INDIRECT COSTS**

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

$\$871,779 \times 10\% =$

**TOTAL INDIRECT COSTS**

**\$ 87,178**

**APPENDIX TOTAL**

**\$ 958,957**



	A	B	C	D	E	F	G	H	I	
1	Contractor Name: San Francisco AIDS Foundation					Appendix B-2e				Page 1
2	Contract Term: 9/1/2011-6/30/16					Appendix Term: 7/1/2015-6/30/2016				
	Funding Source: General Fund									
5	SFDPH AIDS OFFICE CONTRACT									
6	UOS COST ALLOCATION BY SERVICE MODE									
7										
8										
9	Personnel Expenses		SERVICE MODES							
10	Position Titles	FTE	Testing		Mobile Testing				Contract Totals	
11	Magnet Director	0.10	Salaries	% FTE	Salaries	% FTE	Salaries	% FTE		
12	Director of Government Contracts	0.05	7,553	83%	1,547	17%			9,100	
13	Evaluation Associate	0.10	4,500	100%					4,500	
14	HIV CLT Services Manager	0.60	5,800	100%					5,800	
15	HIV Coordinator	0.60	40,800	100%					40,800	
16	HIV Coordinator	0.80	35,866	85%	6,534	15%			42,400	
17	Receptionist	1.80	72,000	100%					72,000	
18	Phlebotomist	3.75	161,925	100%					161,925	
19	Data Manager	0.80	40,000	100%					40,000	
20	HIV Counselor	0.40	18,970	100%					18,970	
21	Volunteer Coordinator	0.80	37,920	100%					37,920	
22	Network Coordinator	0.30			13,200	100%			13,200	
23	Testing Counselor	0.40			17,600	100%			17,600	
24	Total FTE & Total Salaries	9.90	425,334	92%	38,881	8%			464,215	
25	Fringe Benefits	25%	106,334	92%	9,720	8%			116,054	
26	Total Personnel Expenses		531,668	92%	48,601	8%			580,269	
27										
28	Operating Expenses		Expenditure	%	Expenditure	%			Contract Total	
29	Total Occupancy		103,096	100%					103,096	
30	Total Materials and Supplies		42,811	92%	3,656	8%			46,467	
31	Total General Operating		19,632	100%					19,632	
32	Total Staff Travel		5,040	72%	2,000	28%			7,040	
33	Consultants/Subcontractor:		115,275	100%					115,275	
34	Other:									
35										
36										
37										
38										
39										
40										
41										
42	Total Operating Expenses		\$ 285,854	98%	\$ 5,656	2%			\$ 291,510	
43										
44	Total Direct Expenses		817,522	94%	54,257	6%			871,779	
45	Indirect Expenses 10%		81,752	94%	5,426	6%			87,178	
46	TOTAL EXPENSES		\$ 899,274	94%	\$ 59,683	6%			\$958,957	
47										
48	Number of Units of Service (UOS) per Service Mode		9,700		960				10,660	
49	Cost Per Unit of Service by Service Mode		\$92.71		\$62.17					
50	Number of Contacts (NOC) per Service Mode		9,700		960					
51										
52	DPH #1A(1)									
	Rev. 05/2010									

## **BUDGET JUSTIFICATION**

### **Community-Based HIV Testing**

#### **Salaries and Benefits**

##### Magnet Director

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

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

Annual Salary \$ 91,000 x 0.10 FTE = \$ 9,100

##### Director of Government Contracts

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

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

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

##### Evaluation Associate

Responsible for data collection, quality assurance, reporting and summaries to ensure foundation programs are rigorously evaluated for process and health outcomes and public health impact. Responsible for review, abstraction from client records and database entry of all data collected from clients as well as data analysis to meet programmatic requirements

*Minimum Qualifications:* Bachelor's degree and 2 years experience managing and ensuring quality for large client data sets or 5 years equivalent experience.

Annual Salary \$ 58,000 x 0.10 FTE = \$ 5,800

##### HIV CTL Services Manager

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

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

Annual Salary \$ 68,000 x 0.60 FTE = \$ 40,800

##### HIV Coordinator

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

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

Annual Salary \$ 53,000 x 0.80 FTE = \$ 42,400

Receptionist

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

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

Annual Salary \$ 40,000 x 1.80 FTE = \$ 72,000

Phlebotomist

Performs phlebotomy services for confirmatory HIV antibody testing and RNA testing.

Prepares specimen collection for transport to SFDPH laboratory.

*Minimum Qualifications:* State certified phlebotomist.

Annual Salary \$ 43,180 x 3.75 FTE = \$ 161,925

Data Manager

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

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

Annual Salary \$ 50,000 x 0.80 FTE = \$ 40,000

HIV Counselor

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

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

Annual Salary \$ 47,424 x 0.40 FTE = \$ 18,970

Volunteer Coordinator

Responsible for recruiting, training, and supervising volunteers.

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

Annual Salary \$ 47,400 x 0.80 FTE = \$ 37,920

Network Coordinator

Supports all components of RV and venue-based HIV testing. Provides administrative and logistical support for testing including driving and parking RV, working with SFDPT to secure parking permits are in place and enforced, and insures the RV is properly stocked with clinic supplies, fuel, etc. Recruits clients to test during mobile shifts. Conducts data entry

*Minimum qualifications:* Bachelor's degree and 2 years experience in a public health organization or equivalent years

Annual Salary \$ 44,000 x 0.30 FTE mo = \$ 13,200

Testing Counselor:

Provides informed consent, HIV/RNA counseling and test disclosure information to clients being tested. Performs specimen collection (finger sticks) for HIV antibody rapid test. Processes, develops, and interprets HIV antibody testing kits (OraQuick and StatPak) and document results. Assists in data entry. State of California HIV Test Counselor Certification is required.

*Minimum qualifications :* State of California Test counselor certification is required.

Annual Salary \$ 44,000 x 0.40 FTE = \$ 17,600

**Total Salaries** **\$ 464,215**

Total Benefits 25% of \$445,028 total salaries = **\$ 116,054**

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

**TOTAL SALARIES & BENEFITS** **\$ 580,269**

Operating Expenses

Occupancy:

Rent:

SFAF is requesting reimbursement for rent expense at various locations throughout San Francisco, including the Magnet program location in the Castro district and SFAF's main offices at 1035 Market St. Other locations to be determined. Monthly estimate is based on SFAF's current rate of \$769 per FTE

\$769 per month x 9.90 FTE x 12 mo = \$ 91,357

Building Maintenance:

Janitorial services

\$250 per month x 12 mo = \$ 3,000

Utilities:

Telephone expense based on SF's experience rate of \$73.56 per FTE per month.

\$73.56 per month x 9.90 FTE x 12 months = \$ 8,739

**Total Occupancy:** **\$ 103,096**

Materials and Supplies:

Office Supplies/Postage:

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

\$35 per month x 9.90 FTE x 12 months = \$ 4,158

Program/Medical Supplies:

Program materials needed to carry out day to day operations. Materials include but not limited to condoms & lube \$16,309; medical supplies such as syringes, needles, gloves \$15,000, etc; medical record charts and labels \$3,000; biowaste disposal \$8,000

**\$ 42,309**

**Total Materials and Supplies:** **\$ 46,467**

**General Operating:**

Insurance:

Occupancy insurance expense based on SFAF's experience rate of \$60.00 per FTE per month.

$$\$60 \text{ per month} \times 9.90 \text{ FTE} \times 12 \text{ months} = \$ 7,128$$

Outside Storage:

Storage expense based on SFAF's experience rate of \$4.25 per FTE per month.

$$\$4.25 \text{ per month} \times 9.90 \text{ FTE} \times 12 \text{ months} = \$ 505$$

Rental/Maintenance of Equipment:

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

$$\text{Rental} - \$59 \text{ per month} \times 9.90 \text{ FTE} \times 12 \text{ months} = \$ 7,009$$

$$\text{Maintenance} - \$42 \text{ per month} \times 9.90 \text{ FTE} \times 12 \text{ months} = \$ 4,990$$

**Total General Operating: \$ 19,632**

**Travel:**

7 monthly Clipper Cards for staff to travel to multiple testing locations.

$$7 \text{ monthly passes} \times \$60 \text{ per pass} \times 12 \text{ months} = \$ 5,040$$

R.V Expense to include fuel 7 maintenance

$$\$166.67/\text{mo} \times 12 \text{ mo} = \$ 2,000$$

**Total Staff Travel: \$ 7,040**

Consultants/Subcontractors:

St. James Infirmary

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

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

$$0.5 \text{ FTE} \times \$31,400 \text{ per year} = \$ 15,700$$

Phlebotomist: Certified for specimen collection

$$.25 \text{ FTE} \times \$47,840 \text{ per year} = \$ 11,960$$

**Total Salaries \$ 27,660**

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

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

**Total Salaries & Benefits \$ 33,192**

Payroll & Accounting Services: Agency expense budgeted at \$30,000 per

$$\text{approx. } 7.78\% \text{ of annual } \$30,000 \text{ cost} = \$ 2,333$$

**St. James Infirmary Total \$ 35,525**

**Glide**

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

0.37FTE x \$60,989 per year = \$ 22,566

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

0.037 FTE x \$31,973 per year = \$ 1,183

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

n/c \$ -  
**Total Salaries \$ 23,749**

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

approx 27.16% of \$ 23,749 total salaries = \$ 6,450

**Total Salaries & Benefits \$ 30,199**

**Supplies:** Programmatic and administrative supplies. \$ 2,012

**Staff Training/Travel:** Trainings for staff to keep current on related issues \$ 1,592

**Rent:** Prorated rent for program staff \$ 1,722

**Glide Total \$ 35,525**

**Youth Technology Health (formally ISIS)**

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

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

0.06 FTE x \$104,500 per year = \$ 6,270

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

0.10 FTE x \$95,000 per year = \$ 9,500



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

0.22 FTE x \$50,000 per year = \$ 11,000  
Total Salaries \$ 26,770

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

approx 28.525% of \$ 26,770 total salaries = \$ 7,636  
Total Salaries & Benefits \$ 34,406

Professional Services: For developing text message platform and

40 hrs/yr @ 95.475 = \$ 3,819

Short code networking, for shared shortcode, keyword and campaign pushes

\$500/mo x 12 mo. \$ 6,000  
YTH (formerly ISIS) Total \$ 44,225

Total Consultants/Subcontractors \$ 115,275

Other:

Total Other: \$ -

TOTAL OPERATING EXPENSES \$ 291,510

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

Total Capital Expenditures: \$ -

TOTAL DIRECT COSTS \$ 871,779

#### INDIRECT COSTS

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

\$871,779 x 10% =

TOTAL INDIRECT COSTS \$ 87,178

APPENDIX TOTAL \$ 958,957



	A	B	C	D	E	F	G	H	I
1	Contractor Name: <b>San Francisco AIDS Foundation</b>		Appendix B-3c						
2	Contract Term: <b>9/1/11-6/30/16</b>		Appendix Term: <b>7/1/14-6/30/16</b>						
3	Funding Source: <b>General Fund</b>								
4									
5	<b>SFDPH AIDS OFFICE CONTRACT</b>								
6	<b>UOS COST ALLOCATION BY SERVICE MODE</b>								
7									
8									
9	<b>Personnel Expenses</b>		<b>SERVICE MODES</b>						
10	<b>Position Titles</b>	<b>FTE</b>	<b>Recruitment &amp; Linkages</b>		<b>Events</b>		<b>Groups</b>		<b>Page Total</b>
11	Vice-President of Program & Services	0.05	Salaries	% FTE	Salaries	% FTE	Salaries	% FTE	
12	Director of Government Contracts	0.05	1,600	20%	1,680	21%	1,120	14%	4,400
13	Evaluation Associate	0.10	990	25%	810	20%	1,035	26%	2,835
14	Stonewall Director	0.20	928	12%	696	9%	1,334	17%	2,958
15	Director of Clinical Operations	0.15	2,024	12%	2,024	12%	3,128	18%	7,176
16	Health Educator	0.80	1,080	10%	1,080	10%	3,000	29%	5,160
17	Project Assistant	0.70	11,981	31%	11,981	31%	4,608	12%	28,570
18	Speed Project Coordinator	0.90	5,342	20%	5,342	20%	6,010	23%	16,694
19	Counselor I/II	0.80	12,879	30%	12,879	30%	4,770	11%	30,528
20			10,617	26%	6,001	14%	15,233	37%	31,851
21									
22	<b>Total FTE &amp; Total Salaries</b>	<b>3.75</b>	<b>47,441</b>	<b>21%</b>	<b>42,493</b>	<b>19%</b>	<b>40,238</b>	<b>18%</b>	<b>130,172</b>
23	Fringe Benefits	25%	11,860	21%	10,623	19%	10,060	18%	32,543
24	<b>Total Personnel Expenses</b>		<b>59,301</b>	<b>21%</b>	<b>53,116</b>	<b>19%</b>	<b>50,298</b>	<b>18%</b>	<b>162,715</b>
25									
26	<b>Operating Expenses</b>		<b>Expenditure</b>	<b>%</b>	<b>Expenditure</b>	<b>%</b>			<b>Page Tot</b>
27	Total Occupancy		8,570	22%	7,401	19%	7,012	18%	22,983
28	Total Materials and Supplies		1,294	22%	1,117	19%	1,058	18%	3,469
29	Total General Operating		1,430	22%	1,235	19%	1,170	18%	3,835
30	Total Staff Travel								
31	Consultants/Subcontractor:		550	22%	475	19%	450	18%	1,475
32									
33	Other:		308	22%	266	19%	252	18%	826
34									
35									
36									
37									
38									
39									
40									
41	<b>Total Operating Expenses</b>		<b>\$ 12,152</b>	<b>15%</b>	<b>\$ 10,494</b>	<b>13%</b>	<b>9,942</b>	<b>13%</b>	<b>\$ 32,588</b>
42									
43	<b>Total Direct Expenses</b>		<b>71,453</b>	<b>22%</b>	<b>63,610</b>	<b>19%</b>	<b>60,240</b>	<b>18%</b>	<b>195,303</b>
44	Indirect Expenses	10%	7,145	22%	6,361	19%	6,024	18%	19,530
45	<b>TOTAL EXPENSES</b>		<b>\$ 78,598</b>	<b>22%</b>	<b>\$ 69,971</b>	<b>19%</b>	<b>66,264</b>	<b>18%</b>	<b>\$214,833</b>
46									
47	<b>Number of Units of Service (UOS) per Service Mode</b>		<b>720</b>		<b>34</b>		<b>414</b>		<b>1,168</b>
48	<b>Cost Per Unit of Service by Service Mode</b>		<b>\$109.16</b>		<b>2057.97</b>		<b>160.06</b>		
49	<b>Number of Contacts (NOC) per Service Mode</b>		<b>2,880</b>		<b>1,496</b>		<b>1380</b>		
50									
51	DPH #1A(1)								

Contractor Name: **San Francisco AIDS Foundation**Contract Term: **9/1/11-6/30/16**Funding Source: **General Fund**

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Appendix Term: **7/1/14-6/30/15**

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

		A		B	C	D	E	F	G	H	I
2											
3											
4											
5											
6											
7											
8											
9	Personnel Expenses										
10	Position Titles	FTE		Salaries	% FTE	Salaries	% FTE	Salaries	% FTE	Page Total	
11	Vice-President of Program & Services	0.05		720	9%	960	12%	1,520	19%	7,600	
12	Director of Government Contracts	0.05		405	10%	540	14%	495	12%	4,275	
13	Evaluation Associate	0.10		522	7%	696	9%	1,334	17%	5,510	
14	Stonewall Director	0.20		2,944	17%	3,680	21%	2,576	15%	16,376	
15	Director of Clinical Operations	0.15		2,160	21%	2,400	23%	1,680	16%	11,400	
16	Health Educator	0.80		2,765	7%	0	0%	11,520	30%	42,855	
17	Project Assistant	0.70		3,005	11%	4,006	15%	8,013	30%	31,718	
18	Speed Project Coordinator	0.90		2,862	7%	0	0%	11,448	27%	44,838	
19	Counselor I/II	0.80		2,770	7%	8,770	21%	923	2%	44,314	
20										0	
21										0	
22	Total FTE & Total Salaries	3.75		18,153	8%	21,052	9%	39,509	18%	208,886	
23	Fringe Benefits	25%		4,538	8%	5,263	9%	9,877	18%	52,221	
24	Total Personnel Expenses			22,691	8%	26,315	9%	49,386	18%	261,107	
25											
26	Operating Expenses			Expenditure	%	Expenditure	%			Page Total	
27	Total Occupancy			3,117	8%	3,507	9%	7,012	18%	36,619	
28	Total Materials and Supplies			470	8%	529	9%	1,059	18%	5,527	
29	Total General Operating			520	8%	585	9%	1,170	18%	6,110	
30	Total Staff Travel										
31	Consultants/Subcontractor:			200	8%	225	9%	450	18%	2,350	
32										0	
33	Other:			112	8%	126	9%	252	18%	1,316	
34											
35											
36											
37											
38											
39											
40											
41	Total Operating Expenses			\$ 4,419	6%	\$ 4,972	6%	9,943	13%	\$ 51,922	
42											
43	Total Direct Expenses			27,110	8%	31,287	10%	59,329	18%	313,029	
44	Indirect Expenses	10%		2,711	8%	3,129	10%	5,933	18%	31,303	
45	TOTAL EXPENSES			\$ 29,821	8%	\$ 34,416	10%	65,262	18%	\$344,332	
46											
47	Number of Units of Service (UOS) per Service Mode			240		359		12		611	
48	Cost Per Unit of Service by Service Mode			\$124.25		95.87		5438.50			
49	Number of Contacts (NOC) per Service Mode			255		374					

Contractor Name: San Francisco AIDS FoundationContract Term: 9/1/11-6/30/16Funding Source: General Fund

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Appendix Term: 7/1/14-6/30/15

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

		SERVICE MODES						
Personnel Expenses		Condom distribution		Training				
Position Titles	FTE	Salaries	% FTE	Salaries	% FTE	Salaries	% FTE	Contract Totals
Vice-President of Program & Services	0.05	240	3%	160	2%			8,000
Director of Government Contracts	0.05	135	3%	90	2%			4,500
Evaluation Associate	0.10	174	3%	116	2%			5,800
Stonewall Director	0.20	1,104	6%	920	5%			18,400
Director of Clinical Operations	0.15	360	3%	240	2%			12,000
Health Educator	0.80	2,304	5%	921	2%			46,080
Project Assistant	0.70	1,002	3%	667	2%			33,387
Speed Project Coordinator	0.90	1,908	4%	954	2%			47,700
Counselor I/II	0.80	923	2%	923	2%			46,160
Total FTE & Total Salaries	3.75	8,150	4%	4,991	2%			222,027
Fringe Benefits	25%	2,038	4%	1,248	2%			55,507
Total Personnel Expenses		10,188	4%	6,239	2%			277,534
Operating Expenses		Expenditure	%	Expenditure	%			Contract Totals
Total Occupancy		1,559	4%	779	2%			3,000
Total Materials and Supplies		236	4%	118	2%			5,881
Total General Operating		260	4%	129	2%			6,499
Total Staff Travel								
Consultants/Subcontractor:		100	4%	50	2%			2,500
Other:		56	4%	28	2%			1,400
Total Operating Expenses		\$ 2,211	4%	\$ 1,104	2%			\$ 55,237
Total Direct Expenses		12,399	4%	7,343	2%			332,771
Indirect Expenses 10%		1,240	4%	734	2%			33,277
TOTAL EXPENSES		\$ 13,639	4%	\$ 8,077	2%			\$366,048
Number of Units of Service (UOS) per Service Mode		12		24				1,815
Cost Per Unit of Service by Service Mode		\$1,136.58		336.54				
Number of Contacts (NOC) per Service Mode				120				
DPH #1A(1)								
Rev. 0. .0								

## BUDGET JUSTIFICATION

### Stonewall Project

#### **Salaries and Benefits**

##### Vice-President of Program & Services

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

*Minimum Qualifications:* Master's degree in psychology, social services, business or related

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

##### Director of Government Contracts

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

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

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

##### Evaluation Associate

Responsible for coordinating data collection, quality assurance, reporting and summaries to ensure foundation programs are rigorously evaluated for process and health outcomes and public health impact. Responsible for review, abstraction from client records and database entry of all data collected from clients as well as data analysis to meet programmatic and contract requirements.

*Minimum Qualifications:* Bachelor's degree and 2 years experience managing and ensuring quality for large client data sets or 5 years equivalent experience required.

Annual Salary \$ 58,000 x 0.10 FTE = \$ 5,800

##### Stonewall Director

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

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

Annual Salary \$ 92,000 x 0.20 FTE = \$ 18,400

##### Director of Clinical Operations

Dir. Of Clinical Operations assists with daily operations, provides HIV prevention and care services to a caseload of Stonewall clients.

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

Annual Salary \$ 80,000 x 0.15 FTE = \$ 12,000

Health Educator

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

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

Annual Salary \$ 57,600 x 0.80 FTE = \$ 46,080

Project Assistant

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

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

Annual Salary \$ 47,695 x 0.70 FTE = \$ 33,387

Speed Project Coordinator

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

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

Annual Salary \$ 53,000 x 0.90 FTE = \$ 47,700

Counselor I/II

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

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

Annual Salary \$ 57,700 x 0.80 FTE = \$ 46,160

**Total Salaries**

\$ 222,027

Total Benefits 25% of \$ 222,027 total salaries = \$ 55,507

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

**TOTAL SALARIES & BENEFITS** \$ 277,534

**Operating Expenses**

**Occupancy:**

Rent:

Rent expense based on SFAF's experience rate of \$792.13 per FTE per month.

\$792.13 per month x 3.75 FTE x 12 months = \$ 35,646

Utilities:

Telephone expense based on SFAF's experience rate of \$73.57 per FTE per month.

\$73.57 per month x 3.75 FTE x 12 months = \$ 3,311

**Total Occupancy:** \$ 38,957

**Materials and Supplies:**

Office Supplies/Postage:

Office supplies/postage expense based on SFAF's experience rate of \$75.41 per FTE per month.

\$75.41 per month x 3.75 FTE x 12 months = \$ 3,393

Program/Medical Supplies:

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

\$ 1,000

Printing & Reproduction

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

2,976 pieces x \$0.50 average estimated cost per piece = \$ 1,488

**Total Materials and Supplies:** \$ 5,881

**General Operating:**

Insurance:

Occupancy insurance expense based on SFAF's experience rate of \$45.14 per FTE per month.

\$45.14 per month x 3.75 FTE x 12 months = \$ 2,031

Rental/Maintenance of

Equipment:

Equipment rental expense based on SFAF's experience rate of \$44.71 per FTE per month. Equipment maintenance expense based on SFAF's experience rate of \$50.33 per FTE per month.

Rental - \$44.71 per month x 3.75 FTE x 12 months = \$ 2,012

Maintenance - \$50.33 per month x 3.75 FTE x 12 months = \$ 2,265

Outside Storage:

Storage expense based on SFAF's experience rate of \$4.25 per FTE per month.

$$\$4.25 \text{ per month} \times 3.75 \text{ FTE} \times 12 \text{ months} = \$ 191$$

**Total General Operating:** \$ 6,499

Consultants/Subcontractors:

Clinical Consultant - bi-weekly meetings with program staff

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

**Total Consultants/Subcontractors:** \$ 2,500

Other:

Staff Training

Registration and/or travel for trainings and conferences

$$\$350 \text{ per registration} \times 4 \text{ conference/seminars} = \$ 1,400$$

**Total Other:** \$ 1,400

**TOTAL OPERATING EXPENSES** **\$ 55,237**

CAPITAL EXPENDITURES:

(at \$5,000 or more)

**Total Capital Expenditures:** \$ -

**TOTAL DIRECT COSTS** **\$332,771**

**INDIRECT COSTS**

Indirect expenses for the San Francisco AIDS Foundation are approximately 11% of operating costs. SFAF requests reimbursement at 12% of the total direct costs in this proposal to cover operating expenses incurred by the Foundation, including finance and administration.

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

**TOTAL INDIRECT COSTS** **\$ 33,277**

**APPENDIX TOTAL** **\$366,048**



Contractor Name: **San Francisco AIDS Foundation**Contract Term: **9/1/11-6/30/16**Funding Source: **General Fund**

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Appendix Term: 7/1/15-6/30/16

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

		SERVICE MODES						
Personnel Expenses		Recruitment & Linkages		Events		Groups		
Position Titles	FTE	Salaries	% FTE	Salaries	% FTE	Salaries	% FTE	Page Total
Vice-President of Program & Services	0.05	1,600	20%	1,680	21%	1,120	14%	4,400
Director of Government Contracts	0.05	990	25%	810	20%	1,035	26%	2,835
Evaluation Associate	0.10	928	12%	696	9%	1,334	17%	2,958
Stonewall Director	0.20	2,024	12%	2,024	12%	3,128	18%	7,176
Director of Clinical Operations	0.15	1,080	10%	1,080	10%	3,000	29%	5,160
Health Educator	0.80	11,981	31%	11,981	31%	4,608	12%	28,570
Project Assistant	0.70	5,342	20%	5,342	20%	6,010	23%	16,694
Speed Project Coordinator	0.90	12,879	30%	12,879	30%	4,770	11%	30,528
Counselor I/II	0.80	10,617	26%	6,001	14%	15,233	37%	31,851
<b>Total FTE &amp; Total Salaries</b>	<b>3.75</b>	<b>47,441</b>	<b>21%</b>	<b>42,493</b>	<b>19%</b>	<b>40,238</b>	<b>18%</b>	<b>130,172</b>
Fringe Benefits	25%	11,860	21%	10,623	19%	10,060	18%	32,543
Total Personnel Expenses		59,301	21%	53,116	19%	50,298	18%	162,715

Operating Expenses		Expenditure		Expenditure				Page Total
			%		%			
Occupancy		8,570	22%	7,401	19%	7,012	18%	22,983
Total Materials and Supplies		1,294	22%	1,117	19%	1,058	18%	3,469
Total General Operating		1,430	22%	1,235	19%	1,170	18%	3,835
Total Staff Travel								
Consultants/Subcontractor:		550	22%	475	19%	450	18%	1,475
Other:		308	22%	266	19%	252	18%	826
<b>Total Operating Expenses</b>		<b>\$ 12,152</b>	<b>15%</b>	<b>\$ 10,494</b>	<b>13%</b>	<b>9,942</b>	<b>13%</b>	<b>\$ 32,588</b>

<b>Total Direct Expenses</b>		71,453	22%	63,610	19%	60,240	18%	195,303
Indirect Expenses	10%	7,145	22%	6,361	19%	6,024	18%	19,530
<b>TOTAL EXPENSES</b>		<b>\$ 78,598</b>	<b>22%</b>	<b>\$ 69,971</b>	<b>19%</b>	<b>66,264</b>	<b>18%</b>	<b>\$214,833</b>
<b>Number of Units of Service (UOS) per Service Mode</b>		<b>720</b>		<b>34</b>		<b>414</b>		<b>1,168</b>
<b>Cost Per Unit of Service by Service Mode</b>		<b>\$109.16</b>		<b>2057.97</b>		<b>160.06</b>		
<b>Number of Contacts (NOC) per Service Mode</b>		<b>2,880</b>		<b>1,496</b>		<b>1380</b>		

Contractor Name: San Francisco AIDS Foundation  
 Contract Term: 9/1/11-6/30/16  
 Funding Source: General Fund

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 Appendix Term: 7/1/15-6/30/16

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

		SERVICE MODES						
Personnel Expenses		IRRC		PCM		Social Marketing		Page Total
Position Titles	FTE	Salaries	% FTE	Salaries	% FTE	Salaries	% FTE	
Vice-President of Program & Services	0.05	720	9%	960	12%	1,520	19%	7,600
Director of Government Contracts	0.05	405	10%	540	14%	495	12%	4,275
Evaluation Associate	0.10	522	7%	696	9%	1,334	17%	5,510
Stonewall Director	0.20	2,944	17%	3,680	21%	2,576	15%	16,376
Director of Clinical Operations	0.15	2,160	21%	2,400	23%	1,680	16%	11,400
Health Educator	0.80	2,765	7%	0	0%	11,520	30%	42,855
Project Assistant	0.70	3,005	11%	4,006	15%	8,013	30%	31,718
Speed Project Coordinator	0.90	2,862	7%	0	0%	11,448	27%	44,838
Counselor I/II	0.80	2,770	7%	8,770	21%	923	2%	44,314
								0
								0
Total FTE & Total Salaries	3.75	18,153	8%	21,052	9%	39,509	18%	208,886
Fringe Benefits	25%	4,538	8%	5,263	9%	9,877	18%	52,221
Total Personnel Expenses		22,691	8%	26,315	9%	49,386	18%	261,107
Operating Expenses		Expenditure	%	Expenditure	%			Page Tot
Total Occupancy		3,117	8%	3,507	9%	7,012	18%	36,019
Total Materials and Supplies		470	8%	529	9%	1,059	18%	5,527
Total General Operating		520	8%	585	9%	1,170	18%	6,110
Total Staff Travel								
Consultants/Subcontractor:		200	8%	225	9%	450	18%	2,350
								0
Other:		112	8%	126	9%	252	18%	1,316
Total Operating Expenses		\$ 4,419	6%	\$ 4,972	6%	9,943	13%	\$ 51,922
Total Direct Expenses		27,110	8%	31,287	10%	59,329	18%	313,029
Indirect Expenses 10%		2,711	8%	3,129	10%	5,933	18%	31,303
TOTAL EXPENSES		\$ 29,821	8%	\$ 34,416	10%	65,262	18%	\$344,332
Number of Units of Service (UOS) per Service Mode		240		359		12		611
Cost Per Unit of Service by Service Mode		\$124.25		95.87		5438.50		
Number of Contacts (NOC) per Service Mode		255		374				

Contractor Name: **San Francisco AIDS Foundation**Contract Term: **9/1/11-6/30/16**Funding Source: **General Fund**

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Appendix Term: **7/1/15-6/30/16**

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

		SERVICE MODES						
Personnel Expenses		Condom distribution		Training				
Position Titles	FTE	Salaries	% FTE	Salaries	% FTE	Salaries	% FTE	Contract Totals
Vice-President of Program & Services	0.05	240	3%	160	2%			8,000
Director of Government Contracts	0.05	135	3%	90	2%			4,500
Evaluation Associate	0.10	174	3%	116	2%			5,800
Stonewall Director	0.20	1,104	6%	920	5%			18,400
Director of Clinical Operations	0.15	360	3%	240	2%			12,000
Health Educator	0.80	2,304	5%	921	2%			46,080
Project Assistant	0.70	1,002	3%	667	2%			33,387
Speed Project Coordinator	0.90	1,908	4%	954	2%			47,700
Counselor I/II	0.80	923	2%	923	2%			46,160
Total FTE & Total Salaries	3.75	8,150	4%	4,991	2%			222,027
Fringe Benefits	25%	2,038	4%	1,248	2%			55,507
Total Personnel Expenses		10,188	4%	6,239	2%			277,534

Operating Expenses	Expenditure	%	Expenditure	%		Contract Total
Total Occupancy	1,559	4%	779	2%		38,957
Total Materials and Supplies	236	4%	118	2%		5,881
Total General Operating	260	4%	129	2%		6,499
Total Staff Travel						
Consultants/Subcontractor:	100	4%	50	2%		2,500
Other:	56	4%	28	2%		1,400
<b>Total Operating Expenses</b>	<b>\$ 2,211</b>	<b>4%</b>	<b>\$ 1,104</b>	<b>2%</b>		<b>\$ 55,237</b>

<b>Total Direct Expenses</b>	12,399	4%	7,343	2%		332,771
<b>Indirect Expenses</b>	10%	1,240	4%	734	2%	33,277
<b>TOTAL EXPENSES</b>	<b>\$ 13,639</b>	<b>4%</b>	<b>\$ 8,077</b>	<b>2%</b>		<b>\$366,048</b>
<b>Number of Units of Service (UOS) per Service Mode</b>	<b>12</b>		<b>24</b>			<b>1,815</b>
<b>Cost Per Unit of Service by Service Mode</b>	<b>\$1,136.58</b>		<b>336.54</b>			
<b>Number of Contacts (NOC) per Service Mode</b>			<b>120</b>			

## BUDGET JUSTIFICATION Stonewall Project

### Salaries and Benefits

#### Vice-President of Program & Services

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

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

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

#### Director of Government Contracts

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

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

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

#### Evaluation Associate

Responsible for coordinating data collection, quality assurance, reporting and summaries to ensure foundation programs are rigorously evaluated for process and health outcomes and public health impact. Responsible for review, abstraction from client records and database entry of all data collected from clients as well as data analysis to meet programmatic and contract requirements.

*Minimum Qualifications:* Bachelor's degree and 2 years experience managing and ensuring quality for large client data sets or 5 years equivalent experience required.

Annual Salary \$ 58,000 x 0.10 FTE = \$ 5,800

#### Stonewall Director

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

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

Annual Salary \$ 92,000 x 0.20 FTE = \$ 18,400

Director of Clinical Operations

Dir. Of Clinical Operations assists with daily operations, provides HIV prevention and care services to a caseload of Stonewall clients.

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

Annual Salary \$ 80,000 x 0.15 FTE = \$ 12,000

Health Educator

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

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

Annual Salary \$ 57,600 x 0.80 FTE = \$ 46,080

Project Assistant

entry.

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

Annual Salary \$ 47,695 x 0.70 FTE = \$ 33,387

Speed Project Coordinator

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

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

Annual Salary \$ 53,000 x 0.90 FTE = \$ 47,700

Counselor I/II

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

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

Annual Salary \$ 57,700 x 0.80 FTE = \$ 46,160

**Total Salaries**

\$ 222,027

Total Benefits 25% of \$ 222,027 total salaries = \$ 55,507

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

**TOTAL SALARIES & BENEFITS**

**\$ 277,534**

**Operating Expenses**

**Occupancy:**

Rent:

Rent expense based on SFAF's experience rate of \$792.13 per FTE per month.

$\$792.13 \text{ per month} \times 3.75 \text{ FTE} \times 12 \text{ months} = \$ 35,646$

Utilities:

Telephone expense based on SFAF's experience rate of \$73.57 per FTE per month.

$\$73.57 \text{ per month} \times 3.75 \text{ FTE} \times 12 \text{ months} = \$ 3,311$

**Total Occupancy:**

**\$ 38,957**

**Materials and Supplies:**

Office Supplies/Postage:

Office supplies/postage expense based on SFAF's experience rate of \$75.41 per FTE per month.

$\$75.41 \text{ per month} \times 3.75 \text{ FTE} \times 12 \text{ months} = \$ 3,393$

Program/Medical Supplies:

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

**\$ 1,000**

Printing & Reproduction

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

$2,976 \text{ pieces} \times \$0.50 \text{ average estimated cost per piece} = \$ 1,488$

**Total Materials and Supplies:**

**\$ 5,881**

**General Operating:**

Insurance:

Occupancy insurance expense based on SFAF's experience rate of \$45.14 per FTE per month.

$\$45.14 \text{ per month} \times 3.75 \text{ FTE} \times 12 \text{ months} = \$ 2,031$

Rental/Maintenance of

Equipment:

Equipment rental expense based on SFAF's experience rate of \$44.71 per FTE per month. Equipment maintenance expense based on SFAF's experience rate of \$50.33 per FTE per month.

$\text{Rental} - \$44.71 \text{ per month} \times 3.75 \text{ FTE} \times 12 \text{ months} = \$ 2,012$

$\text{Maintenance} - \$50.33 \text{ per month} \times 3.75 \text{ FTE} \times 12 \text{ months} = \$ 2,265$

Outside Storage:

Storage expense based on SFAF's experience rate of \$4.25 per FTE per month.

$\$4.25 \text{ per month} \times 3.75 \text{ FTE} \times 12 \text{ months} = \$ 191$

**Total General Operating:**

**\$ 6,499**



**Consultants/Subcontractors:**

Clinical Consultant - bi-weekly meetings with program staff

\$100 per hours x 25 meetings = \$ 2,500

**Total  
Consultants/Subcontractors:**

\$ 2,500

**Other:**

**Staff Training**

Registration and/or travel for trainings and conferences

\$350 per registration x 4 conference/seminars = \$ 1,400

**Total Other:**

\$ 1,400

**TOTAL OPERATING  
EXPENSES**

#####

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

**Total Capital Expenditures:**

\$ -

**TOTAL DIRECT COSTS**

\$332,771

**INDIRECT COSTS**

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

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

**TOTAL INDIRECT COSTS**

\$ 33,277

**APPENDIX TOTAL**

\$366,048

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

		SERVICE MODES						
Personnel Expenses		Events		Groups		Testing		Page Total
Position Titles	FTE	Salaries	% FTE	Salaries	% FTE	Salaries	% FTE	
Vice-President of Program & Services	0.10	2,880	18%	7,520	47%	3,360	21%	13,760
Director of Government Contracts	0.05	225	5%	3,105	69%	1,035	23%	4,365
Evaluation Associate	0.05	145	5%	2,001	69%	667	23%	2,813
Contracts & Purchasing Manager	0.05	225	5%	3,105	69%	1,035	23%	4,365
BBE MGR	0.80	13,600	26%	30,620	59%	0	0%	44,220
Community Organizer/Mobilization Manager	0.80	14,350	28%	30,040	58%	0	0%	44,390
Health Educator	0.10	2,419	42%	0	0%	1,210	21%	3,629
Speed Project Coord	0.10	1,113	21%	2,014	38%	0	0%	3,127
Counselor I/II	0.20	0	0%	4,501	39%	4,385	38%	8,886
Administrative Assistant	0.10	315	6%	4,463	85%	315	6%	5,093
Dir., Prevention Services	0.15	14,345	58%	6,940	28%	3,218	13%	24,503
Dir., Program Development & Ops	0.10	3,650	49%	2,800	37%	975	13%	7,425
DREAAM Program Manager	0.90	24,293	46%	17,636	33%	9,845	19%	51,774
DREAAM Program Coordinator	0.50	12,737	60%	5,124	24%	3,275	15%	21,136
Outreach /Testing Counselor	0.40	0		0		14,959	100%	14,959
Testing Coordinator	0.25	5,975	53%	2,700	24%	2,463	22%	11,138
Media Designer	0.10	5,084	62%	1,968	24%	1,066	13%	8,118
Volunteer Manager	0.10	3,162	62%	1,224	24%	663	13%	5,049
Total FTE & Total Salaries	4.85	104,518	78%	125,761	94%	48,471	36%	278,750
Fringe Benefits	25%	26,129	85%	31,440	102%	12,118	39%	69,687
Total Personnel Expenses		130,647	80%	157,201	96%	60,589	37%	348,437

Operating Expenses		Expenditure	%	Expenditure	%	Expenditure	%	Contract Total
Total Occupancy		5,672	11%	17,016	33%	7,465	15%	30,153
Total Materials and Supplies		4,950	13%	23,700	62%	6,566	17%	35,216
Total General Operating		1,630	11%	9,782	69%	1,644	12%	13,056
Consultants/Subcontractor		385	11%	2,415	69%	385	11%	3,185
Other:								
Total Operating Expenses		\$ 12,637	20%	\$ 52,913	85%	16,060	26%	\$ 81,610

Total Direct Expenses		143,284	63%	210,114	93%	76,649	34%	430,047
Indirect Expenses 10%		14,327	63%	21,011	93%	7,665	34%	43,003
TOTAL EXPENSES		\$ 157,611	63%	\$ 231,125	93%	84,314	34%	\$473,050

Number of Units of Service (UOS) per Service Mode		24	580	500	1,
Cost Per Unit of Service by Service Mode		\$6,567.13	\$398.49	168.63	
Number of Contacts (NOC) per Service Mode		984	3,320	500	

	A	B	C	D	E	F	G	H	I
1	Contractor Name: <b>San Francisco AIDS Foundation</b>				Appendix B-4d			Page 2	
2	Contract Term: <b>9/1/11-6/30/16</b>				Appendix Term: <b>7/1/14-6/30/15</b>				
3	Funding Source: <b>General Fund</b>								
4									
5	<b>SFDPH AIDS OFFICE CONTRACT</b>								
6	<b>UOS COST ALLOCATION BY SERVICE MODE</b>								
7									
8									
9	<b>Personnel Expenses</b>		<b>SERVICE MODES</b>						
10	<b>Position Titles</b>	<b>FTE</b>	<b>IRRC</b>		<b>PCM</b>				<b>Contract Totals</b>
11			<b>Salaries</b>	<b>% FTE</b>	<b>Salaries</b>	<b>% FTE</b>	<b>Salaries</b>	<b>% FTE</b>	
12	Vice-President of Program & Services	0.10	1,240	8%	1,000	6%			16,000
13	Director of Government Contracts	0.05	135	3%	0	0%			4,500
14	Evaluation Associate	0.05	87	3%	0	0%			2,900
15	Contracts & Purchasing Manager	0.05	135	3%	0	0%			4,500
16	BBE MGR	0.80	520	1%	7,260	14%			52,000
17	Community Organizer/Mobilization Manager	0.80	2,290	4%	5,320	10%			52,000
18	Health Educator	0.10	921	16%	1,210	21%			5,760
19	Speed Project Coord	0.10	0	0%	2,173	41%			5,300
20	Counselor I/II	0.20	2,192	19%	462	4%			11,540
21	Administrative Assistant	0.10	0	0%	157	3%			5,250
22	Dir., Prevention Services	0.15	247	1%	0	0%			24,750
23	Dir., Program Development & Ops	0.10	75	1%	0	0%			7,500
24	DREAM Program Manager	0.90	876	2%	0	0%			52,650
25	DREAM Program Coordinator	0.50	214	1%	0	0%			21,350
26	Outreach/Testing Counselor	0.40	0	0%	0	0%			14,959
27	Testing Coordinator	0.25	112	1%	0	0%			11,250
28	Media Designer	0.10	82	1%	0	0%			8,200
29	Volunteer Manager	0.10	51	1%	0	0%			5,100
30	<b>Total FTE &amp; Total Salaries</b>	<b>4.85</b>	<b>9,177</b>	<b>3%</b>	<b>17,582</b>	<b>6%</b>			<b>305,509</b>
31	fringe Benefits	25%	2,294	3%	4,396	6%			76,377
32	<b>Total Personnel Expenses</b>		<b>11,471</b>	<b>3%</b>	<b>21,978</b>	<b>6%</b>			<b>381,886</b>
33	<b>Operating Expenses</b>		<b>Expenditure</b>	<b>%</b>	<b>Expenditure</b>	<b>%</b>			<b>Contract Total</b>
34	Total Occupancy		18,907	37%	2,363	5%			51,423
35	Total Materials and Supplies		1,317	3%	1,645	4%			38,178
36	Total General Operating		544	4%	679	5%			14,279
37	Consultants/Subcontractor		0	0%	315	9%			3,500
38									
39									
40	Other:								
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46									
47									
48	<b>Total Operating Expenses</b>		<b>\$ 20,768</b>	<b>19%</b>	<b>\$ 5,002</b>	<b>5%</b>			<b>\$ 107,380</b>
49									
50	Total Direct Expenses		32,239	7%	26,980	6%			489,266
51	Indirect Expenses	10%	3,224	7%	2,699	6%			48,926
52	<b>TOTAL EXPENSES</b>		<b>\$ 35,463</b>	<b>7%</b>	<b>\$ 29,679</b>	<b>6%</b>			<b>\$538,192</b>
53									
54	Number of Units of Service (UOS) per Service Mode		262		200				1,566
55	Cost Per Unit of Service by Service Mode		\$135.35		\$148.40				
56	Number of Contacts (NOC) per Service Mode		792		200				
57									
58	DPH #1A(1)								

Rev. 05/2010

## **BUDGET JUSTIFICATION**

### **African-American Prevention Initiative**

#### **Salaries and Benefits**

##### Vice-President of Program & Services

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

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

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

##### Director of Government Contracts

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

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

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

##### Evaluation Associate

Responsible for coordinating data collection, quality assurance, reporting and summaries to ensure foundation programs are rigorously evaluated for process and health outcomes and public health impact. Responsible for review, abstraction from client records and database entry of all data collected from clients as well as data analysis to meet programmatic and contract requirements.

*Minimum Qualifications:* Bachelor's degree and 2 years experience managing and ensuring quality for large client data sets or 5 years equivalent experience required.

Annual Salary \$ 58,000 x 0.05 FTE = \$ 2,900

Contracts & Purchasing Manager

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

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

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

BBE MGR

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

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

Annual Salary \$ 65,000 x 0.80 FTE = \$ 52,000

Community Organizer/Mobilization Manager

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

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

Annual Salary \$ 65,000 x 0.80 FTE = \$ 52,000

Health Educator

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

*Minimum Qualifications:* State certified phlebotomist.

Annual Salary \$ 57,600 x 0.10 FTE = \$ 5,760

Speed Project Coordinator

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

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

Annual Salary \$ 53,000 x 0.10 FTE = \$ 5,300

Counselor I/II

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

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

Annual Salary \$ 57,700 x 0.20 FTE = \$ 11,540

Administrative Assistant

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

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

Annual Salary \$ 52,500 x 0.10 FTE = \$ 5,250

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

Annual Salary \$99,000 x .25 FTE = \$ 24,750

Director, Program Development and Operations: Responsible for staff and volunteer education/training; keeps up to date on new trends in HIV prevention with an eye toward possible program impacts; works on program design and delivery plan, and coordinates program evaluation. *Minimum qualifications:* Masters in Public Health and 3 years community organizing and public health experience or an equivalent combination of education and experience.

Annual Salary \$75,000 x .10 FTE = \$ 7,500



DREAAM Program Manager: Responsible for program oversight and supervision of DREAAM Program Coordinator. Responsible for program design input, program implementation, and evaluation. Oversees outreach efforts to community providers and provides case management to link clients to resources and services. Oversees HIV testing efforts, recruits participants for annual Black PLUS, and arranges Black PLUS logistics with Positive Force staff. *Minimum qualifications:* Demonstratable cultural competence and a Master's degree in a relevant field (Counseling, MSW, Psychology, MFT, etc) and 3 years related experience.

Annual Salary \$58,500 x .90 FTE = \$ 52,650

DREAAM Program Coordinator: Responsible for HIV testing recruitment, client outreach, program delivery. Oversees drop-in space and coordinates drop-in space logistics. *Minimum qualifications:* BA or one year experience in community organizing and health promotion, or an equivalent combination.

Annual Salary \$42,700 x .50 FTE = \$ 21,350

Outreach/Testing Counselor: Conducts targeted recruitment activities for HIV testing at specific venues in the community. This can include accompanying client to testing site. Provides informed consent, HIV/RNA counseling and test disclosure information to clients being tested. Perform specimen collection (finger stick) for HIV antibody rapid test. Processes, develops, and interprets HIV antibody testing kits (OraQuick and StatPak) document results. Assists in data entry. *Minimum qualifications:* State of California HIV Test Counselor Certification required.

Annual Salary \$37,398 x .40 FTE = \$ 14,959

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

Annual Salary \$45,000 x .25 FTE = \$ 11,250

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

Annual Salary \$82,000 x .10 FTE = \$ 8,200

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

Annual Salary \$51,000 x .10 FTE = \$ 5,100

**Total Salaries** \$ 305,509

Total Benefits 25% of \$ 305,509 total salaries = \$ 76,377

Social Security, Worker's Compensation, Health Benefits, Unemployment, State and

**TOTAL SALARIES & BENEFITS** \$ 381,886

**Operating Expenses**

**Occupancy:**

Rent:

Rent expense based on SFAF's experience rate of \$792.13 per FTE per month.

\$792.13 per month x 4.95 FTE x 12 months = \$ 47,053

Utilities:

Telephone expense based on SFAF's experience rate of \$73.57 per FTE per month.

\$73.57 per month x 4.95 FTE x 12 months = \$ 4,370

**Total Occupancy** \$ 51,423

**Materials and Supplies:**

Office Supplies/Postage:

Office supplies/postage expense based on SFAF's experience rate of \$75.41 per FTE per month.

\$75.41 per month x 4.95 FTE x 12 months = \$ 4,482

Case Management/Event Expense:

Food and supplies for drop-in space, MUNI cards for client appointments, and fees/expenses associated with program promotion at community events (street fairs, Pride Parade, Juneteenth, Kwanzaa, etc.).

200 drop-in + 75 case mgmt clients annually x approx \$58.35/client \$ 16,047

Approx 6 community Events x \$2,941.60 per event \$ 17,650

**Total Materials and Supplies** \$ 38,178

**General Operating:**

Insurance:

Occupancy insurance expense based on SFAF's experience rate of \$45.14 per FTE per month.

\$45.14 per month x 4.95 FTE x 12 months = \$ 2,681

Outside Storage:

Storage expense based on SFAF's experience rate of \$4.25 per FTE per month.

\$4.25 per month x 4.95 FTE x 12 months = \$ 252

Rental/Maintenance of Equipment:

Equipment rental expense based on SFAF's experience rate of \$44.71 per FTE per month. Equipment maintenance expense based on SFAF's experience rate of \$50.33 per FTE per month.

Rental - \$44.71 per month x 4.95 FTE x 12 months = \$ 2,656

Maintenance - \$50.33 per month x 4.95 FTE x 12 months = \$ 2,990

Program Incentives:

\$20 testing incentives x 125 tests = \$2,500 \$ 2,500

Communications/Promotional Media: Promote one Black PLUS events (2 days session), 2 Status Awareness events and 1 Major event. \$400 each media buy

\$ 1,600

Misc. Fuel and parking space rental for R.V. for HIV/STD testing

\$ 1,600

Prorated fuel and parking for RV @ \$133.33/mo x 12 mo

**Total General Operating:** \$ 14,279

Temporary Staff

Youth to help administer YBMSM program, assist with outreach, set-up and clean up meeting space, etc.

\$20/hour x 7 hours/week x 25 weeks \$ 3,500

**Total Consultants/Subcontractors:** \$ 3,500

**TOTAL OPERATING EXPENSES** \$ 107,380

**TOTAL DIRECT COSTS** \$ 489,266

**INDIRECT COSTS**

Indirect expenses for the San Francisco AIDS Foundation are approximately 17% of operating costs. SFAF requests reimbursement at 10% of the total direct costs in this proposal to cover operating expenses incurred by the Foundation, including finance and administration.

\$489,266 x 10% = \$ 48,926

**TOTAL INDIRECT COSTS** \$ 48,926

**APPENDIX TOTAL** \$ 538,192



	A	B	C	D	E	F	G	H	I
1	Contractor Name: <b>San Francisco AIDS Foundation</b>		Appendix B-4e Page 2						
2	Contract Term: <b>9/1/11-6/30/16</b>		Appendix Term: <b>7/1/15-6/30/16</b>						
3	Funding Source: <b>General Fund</b>								
4									
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9	<b>SFDPH AIDS OFFICE CONTRACT</b>								
10	<b>UOS COST ALLOCATION BY SERVICE MODE</b>								
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**BUDGET JUSTIFICATION**  
**African-American Prevention Initiative**

**Salaries and Benefits**

Vice-President of Program & Services

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

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

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

Director of Government Contracts

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

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

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

Evaluation Associate

Responsible for coordinating data collection, quality assurance, reporting and summaries to ensure foundation programs are rigorously evaluated for process and health outcomes and public health impact. Responsible for review, abstraction from client records and database entry of all data collected from clients as well as data analysis to meet programmatic and contract requirements.

*Minimum Qualifications:* Bachelor's degree and 2 years experience managing and ensuring quality for large client data sets or 5 years equivalent experience required.

Annual Salary \$ 58,000 x 0.05 FTE = \$ 2,900

Contracts & Purchasing Manager

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

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

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



**BBE MGR**

Manages and coordinates all day-to-day aspects of the program. Responsible for the development, administration and facilitation of all BBE group program activities.

Duties include co-facilitation of the weekly drop-in support group (Phoenix Rising), coordination of all workshops (Afrochats, Many Men, Many Voices, Healthy relationships) curricula development and logistic support and facilitation of the BBE Steering Committee.

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

Annual Salary \$ 65,000 x 0.80 FTE = \$ 52,000

**Community Organizer/Mobilization Manager**

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

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

Annual Salary \$ 65,000 x 0.80 FTE = \$ 52,000

**Health Educator**

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

*Minimum Qualifications:* State certified phlebotomist.

Annual Salary \$ 57,600 x 0.10 FTE = \$ 5,760

**Speed Project Coordinator**

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

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

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

Annual Salary \$ 53,000 x 0.10 FTE = \$ 5,300

**Counselor I/II**

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

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

Annual Salary \$ 57,700 x 0.20 FTE = \$ 11,540

Administrative Assistant

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

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

Annual Salary \$ 52,500 x 0.10 FTE = \$ 5,250

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

Annual Salary \$99,000 x .25 FTE = \$ 24,750

Director, Program Development and Operations: Responsible for staff and volunteer education/training; keeps up to date on new trends in HIV prevention with an eye toward possible program impacts; works on program design and delivery plan, and coordinates program evaluation. *Minimum qualifications:* Masters in Public Health and 3 years community organizing and public health experience or an equivalent combination of education and experience.

Annual Salary \$75,000 x .10 FTE = \$ 7,500

DREAAM Program Manager: Responsible for program oversight and supervision of DREAAM Program Coordinator. Responsible for program design input, program implementation, and evaluation. Oversees outreach efforts to community providers and provides case management to link clients to resources and services. Oversees HIV testing efforts, recruits participants for annual Black PLUS, and arranges Black PLUS logistics with Positive Force staff. *Minimum qualifications:* Demonstratable cultural competence and a Master's degree in a relevant field (Counseling, MSW, Psychology, MFT, etc) and 3 years related experience.

Annual Salary \$58,500 x .90 FTE = \$ 52,650

DREAAM Program Coordinator: Responsible for HIV testing recruitment, client outreach, program delivery. Oversees drop-in space and coordinates drop-in space logistics. *Minimum qualifications:* BA or one year experience in community organizing and health promotion, or an equivalent combination.

Annual Salary \$42,700 x .50 FTE = \$ 21,350

Outreach/Testing Counselor: Conducts targeted recruitment activities for HIV testing at specific venues in the community. This can include accompanying client to testing site. Provides informed consent, HIV/RNA counseling and test disclosure information to clients being tested. Perform specimen collection (finger stick) for HIV antibody rapid test. Processes, develops, and interprets HIV antibody testing kits (OraQuick and StatPak) document results. Assists in data entry. *Minimum qualifications:* State of California HIV Test Counselor Certification required.

Annual Salary \$37,398 x .40 FTE = \$ 14,959

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

Annual Salary \$45,000 x .25 FTE = \$ 11,250

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

Annual Salary \$82,000 x .10 FTE = \$ 8,200

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

Annual Salary \$51,000 x .10 FTE = \$ 5,100

**Total Salaries** \$ 305,509

Total Benefits 25% of \$ 305,509 total salaries = \$ 76,377

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

**TOTAL SALARIES & BENEFITS** \$ 381,886

Operating Expenses

Occupancy:

Rent:

Rent expense based on SFAF's experience rate of \$792.13 per FTE per month.

\$792.13 per month x 4.95 FTE x 12 months = \$ 47,053

Utilities:

Telephone expense based on SFAF's experience rate of \$73.57 per FTE per month.

\$73.57 per month x 4.95 FTE x 12 months = \$ 4,370

**Total Occupancy:** \$ 51,423

Office Supplies/Postage:

Office supplies/postage expense based on SFAF's experience rate of \$75.41 per FTE per month.

\$75.41 per month x 4.95 FTE x 12 months = \$ 4,482

Case Management/Event Expense:

Food and supplies for drop-in space, MUNI cards for client appointments, and fees/expenses associated with program promotion at community events (street fairs, Pride Parade, Juneteenth, Kwanzaa, etc.).

200 drop-in + 75 case mgmt clients annually x approx \$58.35/client \$ 16,047

Approx 6 community Events x \$2,941.60 per event \$ 17,650

<b>Total Materials and Supplies:</b>	<b>\$ 38,178</b>
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**Insurance:**

Occupancy insurance expense based on SFAF's experience rate of \$45.14 per FTE per month.

\$45.14 per month x 4.95 FTE x 12 months =	\$ 2,681
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**Outside Storage:**

Storage expense based on SFAF's experience rate of \$4.25 per FTE per month.

\$4.25 per month x 4.95 FTE x 12 months =	\$ 252
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**Rental/Maintenance of Equipment:**

Equipment rental expense based on SFAF's experience rate of \$44.71 per FTE per month. Equipment maintenance expense based on SFAF's experience rate of \$50.33 per FTE per month.

Rental - \$44.71 per month x 4.95 FTE x 12 months =	\$ 2,656
Maintenance - \$50.33 per month x 4.95 FTE x 12 months =	\$ 2,990

**Program Incentives:**

\$20 testing incentives x 125 tests = \$2,500	\$ 2,500
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**Communications/Promotional Media:** Promote one Black PLUS events (2 days session), 2 Status Awareness events and 1 Major event. \$400 each media buy

	\$ 1,600
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**Misc.** Fuel and parking space rental for R.V. for HIV/STD testing

	\$ 1,600
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Prorated fuel and parking for RV @ \$133.33/mo x 12 mo

<b>Total General Operating:</b>	<b>\$ 14,279</b>
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**Consultants/Subcontractors:**

**Temporary Staff**

Youth to help administer DREAM program, assist with outreach, set-up and clean up meeting space, etc.

\$20/hour x 7 hours/week x 25 weeks	\$ 3,500
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<b>Total Consultants/Subcontractors:</b>	<b>\$ 3,500</b>
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<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 107,380</b>
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<b>TOTAL DIRECT COSTS</b>	<b>\$ 489,266</b>
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**INDIRECT COSTS**

Indirect expenses for the San Francisco AIDS Foundation are approximately 17% of operating costs. SFAF requests reimbursement at 10% of the total direct costs in this proposal to cover operating expenses incurred by the Foundation, including finance and administration.

\$489,266 x 10% =	\$ 48,926
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<b>TOTAL INDIRECT COSTS</b>	<b>\$ 48,926</b>
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<b>APPENDIX TOTAL</b>	<b>\$ 538,192</b>
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Contractor Name: **San Francisco AIDS Foundation**Contract Term: **9/1/11-06/30/16**Funding Source: **General Fund**

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Appendix Term: 07/1/14-06/30/15

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

8			SERVICE MODES						
9	Personnel Expenses		Testing		IRRC		PCM		Page Total
10	Position Titles	FTE	Salaries	% FTE	Salaries	% FTE	Salaries	% FTE	
11	Director of Clinical Operations	0.20	5,440	34%	960	6%	4,320	27%	10,720
12	Director of Government Contracts	0.10	3,060	34%	360	4%	2,610	29%	6,030
13	Evaluation Associate	0.10	1,972	34%	232	4%	1,682	29%	3,886
14	HIV CTL Services Manager	0.40	13,706	78%	351	2%	1,406	8%	15,463
15	Data Manager	0.10	1,700	34%	400	8%	1,250	25%	3,350
16	Counselor I/II	1.25	6,057	9%	8,076	12%	28,266	42%	42,399
17	Outreach/Testing Counselor	0.60	22,439	100%	0		0		22,439
18									
19									
20									
21									
22									
23									
24	Total FTE & Total Salaries	2.75	54,374	46%	10,379	9%	39,534	34%	104,287
25	Fringe Benefits	25%	13,594	38%	2,595	7%	9,884	28%	26,073
26	Total Personnel Expenses		67,968	38%	12,974	7%	49,418	28%	130,360
27	Operating Expenses		Expenditure	%	Expenditure	%	Expenditure	%	Contract Total
29	Total Occupancy		9,315	48%	1,806	9%	4,514	23%	15,635
30	Total Materials and Supplies		4,834	30%	1,741	11%	6,804	42%	13,379
31	Total General Operating		721	48%	140	9%	350	23%	1,211
32	Total Staff Travel								
33	Consultants/Subcontractor:								
34									
35	Other:								
36									
37									
38									
39									
40									
41									
42									
43	Total Operating Expenses		\$ 14,870	4%	\$ 3,687	1%	11,668	3%	\$ 30,225
44									
45	Total Direct Expenses		82,838	15%	16,661	3%	61,086	11%	160,585
46	Indirect Expenses 10%/15%		8,284	11%	1,666	2%	6,109	8%	16,059
47	TOTAL EXPENSES		\$ 91,122	14%	\$ 18,327	3%	67,195	11%	\$176,644
48									
49	Number of Units of Service (UOS) per Service Mode		600		145		480		1,225
50	Cost Per Unit of Service by Service Mode		\$151.87		\$126.39		139.99		
51	Number of Contacts (NOC) per Service Mode		600		159		480		

	A	B	C	D	E	F	G	H	I
1	Contractor Name: <b>San Francisco AIDS Foundation</b>		Appendix B-5c Page						
2	Contract Term: <b>9/1/11-06/30/16</b>		Appendix Term: <b>07/1/14-06/30/16</b>						
3	Funding Source: <b>General fund</b>								
4									
5	<b>SFDPH AIDS OFFICE CONTRACT</b>								
6	<b>UOS COST ALLOCATION BY SERVICE MODE</b>								
7									
8									
9	<b>Personnel Expenses</b>		<b>SERVICE MODES</b>						
10	<b>Position Titles</b>	<b>FTE</b>	<b>Groups</b>		<b>LIFE IRRC</b>		<b>LIFE PCM</b>		<b>Contract Totals</b>
11	Director of Clinical Operations	0.20	Salaries	% FTE	Salaries	% FTE	Salaries	% FTE	16,000
12	Director of Government Contracts	0.10	5,280	33%					9,000
13	Evaluation Associate	0.10	2,970	33%					5,800
14	HIV CTL Services Manager	0.10	1,914	33%					17,572
15	HIV CTL Services Manager	0.40	2,109	12%					5,000
16	Data Manager	0.10	1,650	33%					67,300
17	Counselor I and II	1.25	24,901	37%					22,439
18	Outreach/Testing Counselor	0.60	0						
19									
20									
21									
22									
23									
24	<b>Total FTE &amp; Total Salaries</b>	<b>2.75</b>	<b>38,824</b>	<b>33%</b>					<b>143,111</b>
25	Fringe Benefits	25%	9,705	27%					35,778
26	<b>Total Personnel Expenses</b>		<b>48,529</b>	<b>27%</b>					<b>178,889</b>
27									
28	<b>Operating Expenses</b>		<b>Expenditure</b>	<b>%</b>	<b>Expenditure</b>	<b>%</b>	<b>Expenditure</b>	<b>%</b>	<b>Contract Total</b>
29	Total Occupancy		3,611	33%					19,246
30	Total Materials and Supplies		3,006	13%					16,385
31	Total General Operating		279	33%					1,490
32	Total Staff Travel								0
33	Consultants/Subcontractor:				31,401	9%	125,605	37%	157,006
34									
35	Other:								
36									
37									
38									
39									
40									
41									
42									
43	<b>Total Operating Expenses</b>		<b>\$ 6,896</b>	<b>2%</b>	<b>\$ 31,401</b>	<b>8%</b>	<b>125,605</b>	<b>33%</b>	<b>\$ 194,127</b>
44									
45	<b>Total Direct Expenses</b>		<b>55,425</b>	<b>10%</b>	<b>31,401</b>	<b>6%</b>	<b>125,605</b>	<b>22%</b>	<b>373,016</b>
46	Indirect Expenses	10%/15%	5,543	7%	4,710	6%	18,841	25%	45,153
47	<b>TOTAL EXPENSES</b>		<b>\$ 60,968</b>	<b>10%</b>	<b>\$ 36,111</b>	<b>6%</b>	<b>144,446</b>	<b>23%</b>	<b>\$418,169</b>
48									
49	<b>Number of Units of Service (UOS) per Service Mode</b>		<b>311</b>		<b>144</b>		<b>1,080</b>		<b>1,535</b>
50	<b>Cost Per Unit of Service by Service Mode</b>		<b>\$196.04</b>		<b>\$250.77</b>		<b>\$133.75</b>		
51	<b>Number of Contacts (NOC) per Service Mode</b>		<b>1,035</b>		<b>144</b>		<b>864</b>		
52									
53	DPH #1A(1)								

Rev. 05/2010



Contractor Name: **San Francisco AIDS Foundation**Contract Term: **9/1/11-06/30/16**Funding Source: **General fund**

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Appendix Term: 07/1/14-06/30/15

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

8			SERVICE MODES						
9	Personnel Expenses		LIFE Groups		LIFE R & L				
10	Position Titles	FTE	Salaries	% FTE	Salaries	% FTE	Salaries	% FTE	Contract Totals
11	Director of Clinical Operations	0.20		0%					16,000
12	Director of Government Contracts	0.10		0%					9,000
13	Evaluation Associate	0.10		0%					5,800
14	HIV CTL Services Manager	0.40		0%					17,572
15	Data Manager	0.10		0%					5,000
16	Counselor I and II	1.25		0%					67,300
17	Outreach/Testing Counselor	0.60		0%					22,439
18									
19									
20									
21									
22									
23									
24	Total FTE & Total Salaries	2.75	0	0%					143,111
25	Fringe Benefits	25%	0	0%					35,778
26	Total Personnel Expenses		0	0%					178,889
28	Operating Expenses		Expenditure	%	Expenditure	%			Contract Total
29	Total Occupancy			0%					19,246
30	Total Materials and Supplies			0%					16,385
31	Total General Operating			0%					1,490
32	Total Staff Travel								0
33	Consultants/Subcontractor:		153,517	44%	38,380	11%			348,903
34									
35	Other:								
36									
37									
38									
39									
40									
41									
42									
43	Total Operating Expenses		\$ 153,517	40%	\$ 38,380	10%			\$ 386,024
44									
45	Total Direct Expenses		153,517	27%	38,380	7%			564,913
46	Indirect Expenses 10%/15%		23,028	31%	5,756	8%			73,936
47	TOTAL EXPENSES		\$ 176,545	28%	\$ 44,136	7%			\$638,849
48									
49	Number of Units of Service (UOS) per Service Mode		604		375				3,739
50	Cost Per Unit of Service by Service Mode		\$292.29		\$117.70				
51	Number of Contacts (NOC) per Service Mode		2,134		750				
52									
53	DPH #1A(1)	Rev. 05/2010							

## **BUDGET JUSTIFICATION**

### **Stonewall Castro/ LIFE Program**

#### **Salaries and Benefits**

##### Director of Clinical Operations

Dir. Of Clinical Operations assists with daily operations, provides HIV prevention and care services to a caseload of Stonewall clients.

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

.20 FTE x \$ 80,000 = \$16,000

##### Director of Government Contracts

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

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

.10 FTE x \$ 90,000 = \$9,000

##### Evaluation Associate

Responsible for coordinating data collection, quality assurance, reporting and summaries to ensure foundation programs are rigorously evaluated for process and health outcomes and public health impact. Responsible for review, abstraction from client records and database entry of all data collected from clients as well as data analysis to meet programmatic and contract requirements.

*Minimum Qualifications:* Bachelor's degree and 2 years experience managing and ensuring quality for large client data sets or 5 years equivalent experience required.

.10 FTE x \$ 58,000 = \$5,800

##### HIV CTL Services Manager

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

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

.40 FTE x \$ 43,930 = \$17,572

Data Manager

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

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

.10 FTE x \$ 50,000= \$5,000

Counselor I and II

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

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

1.25 FTE x \$ 53,840= \$67,300

Outreach/Testing Counselor: Conducts targeted recruitment activities for HIV testing at specific venues in the community. This can include accompanying client to testing site. Provides informed consent, HIV/RNA counseling and test disclosure information to clients being tested. Perform specimen collection (finger stick) for HIV antibody rapid test. Processes, develops, and interprets HIV antibody testing kits (OraQuick and StatPak) document results. Assists in data entry. Minimum qualifications: State of California HIV Test Counselor Certification required.

.60 FTE x \$37,398= \$22,439

**Total Salaries**

**\$143,111**

**Total Benefits**

25% of \$ 143,111 total salaries = \$35,778

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

**TOTAL SALARIES & BENEFITS**

**\$178,889**

**Operating Expenses**

**Occupancy**

Rent:

Rent expense based on SFAF's experience rate of \$583.22 per FTE per month.

\$583.22 per mo. x 2.75 FTE x 12 months = \$19,246

**Total Occupancy:**

**\$19,246**

**Materials and Supplies:**

**Program/Medical Supplies:**

Condoms and lubricant to distribute to clients.

107,312 condoms x \$0.08 per condom = \$8,585

312 incentives @ \$25.00 each = \$7,800

**Total Materials and Supplies:**

**\$16,385**

**General Operating:**

**Insurance:**

Occupancy insurance expense based on SFAF's experience rate of \$45.14 per month.

\$45.14 per mo. X 2.75 FTE x 12 months = \$1,490

**Total General Operating:**

**\$1,490**

**Staff Travel (Local & Out of Town):**

**Total Staff Travel:**

**\$0**

**Consultants/Subcontractors:**

**Shanti Project**

**Program Manager**

Responsible for: logistical and administrative support to program staff for all services; supervises Health Counselors, including individual and group case conferences; CRCS counseling; facilitation of SSG Health Education and MSW groups; clinical intakes.

*Minimum Qualifications:* Graduate degree in health services related field and/or 3 years experience in providing health services-related program management.

.70 FTE x \$70,000 = \$49,000

**Database Administrator**

Responsible for: management of data design and collection, administrative support, and database quality assurance, analysis and reporting.

*Minimum Qualifications:* Graduate degree in health services-related field and/or 3 years experience in providing health services-related program management.

.50 FTE x \$55,000 = \$27,500

**Senior Health Coordinator I/ Clinical Supervisor**

Responsible for: CRCS counseling; facilitation of SSG Health Education and MSW groups; clinical intakes; assists with outreach; intakes and follow-up; lead Health Counselor; provides clinical supervision, performance feedback and staff training on clinical topics.

**Minimum Qualifications:** Professional degree in Psychology, Clinical Social Work, Counseling and/or valid California license as a Clinical Psychologist, Clinical Social Worker, or Marriage and Family Therapist; 5 years direct service experience in mental health counseling and/or health services-related field; 4 years experience working with adults in a clinical setting; 2 years experience working in a supervisory capacity.

.9 FTE x \$50,000 = \$45,000  
.25 FTE X \$156,000 = \$39,000

**Senior Health Coordinator II**

Responsible for: CRCS counseling; facilitation of SSG Health Education and MSW groups; clinical intakes; assists with outreach; intakes and follow-up; provides coordination of and outreach for communities of color interventions.

**Minimum Qualifications:** Graduate degree in mental health counseling or health services related field and/or 3 years direct service experience in mental health counseling and/or health services-related field; 3 years experience providing or coordinating direct services for communities of color and/or peer-based trainings and workshops.

.90 FTE x \$48,611 \$43,750

**Health Counselor**

Responsible for: CRCS counseling; facilitation of SSG Health Education and MSW groups; clinical intakes; assists with outreach.

**Minimum Qualifications:** College degree in health service-related field and/or 2 years direct service experience in mental health counseling, small group facilitation, client advocacy and/or health education.

1.1 FTE x \$45,397 = \$49,937

**Admin Assistant**

Responsible for: data entry; logistical and administrative support.

**Minimum Qualifications:** College degree and/or minimum 3 years experience in administrative assistance within health services-related field.

.30 FTE x \$29,120 = \$8,737

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

Approx. 19.5% of total salaries (\$262,924) = \$51,249

**Rent**

Rental of property including rent, utilities, building maintenance and IT services including pro-rata share of shared expenses.

\$1,659.17 x 12 months= \$19,910

**Materials & Supplies**

Supplies, postage, printing and photocopying of materials, educational materials, food, software, telephone/internet including pro-rata share of shared expenses.

\$791.67/month x 12 months = \$9,500

General Operating

Staff training, staff travel, insurance and equipment rental including pro-rata share of shared expenses.

$\$291.67/\text{month} \times 12\text{ months} = \$3,500$

Advertising

Costs for advertising placement for client recruitment and program based social marketing campaigns and related materials.

$.67/\text{month} \times 12\text{ months less inkind funding for advertising of } \$7,090 = \$666.67 \times 12 = \$8,000 \text{ less } \$7,090 = \$910$

Intervention Materials

Incentives to support recruitment, attendance, punctuality and retention and related materials.

$\$786.83/\text{month} \times 12\text{ months less } \$8,531 \text{ inkind funding for materials } \$786.75 \times 12\text{ mo} = \$9,441 \text{ less } \$8,531 = \$910$

<b>Total Consultants/Subcontractors:</b>	<b>\$348,903</b>	<b>\$0</b>
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**Other:**

<b>Total Other:</b>	<b>\$0</b>	
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<b>TOTAL OPERATING EXPENSES</b>	<b>\$386,024</b>	
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**CAPITAL EXPENDITURES** (if needed, will valued at \$5,000 or more)

<b>Total Capital Expenditures:</b>	<b>\$0</b>	
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<b>TOTAL DIRECT COSTS</b>	<b>\$564,913</b>	
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**INDIRECT COSTS**

**Stonewall Castro**

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

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

**LIFE Program**

Indirect expenses for the San Francisco AIDS Foundation & Shanti are approximately 17% of operating costs. SFAF requests reimbursement at 15% of the total direct costs in the subcontract proposal to cover operating expenses incurred by the Foundation & Shanti, including finance and administrative staff, building maintenance, equipment rental & maintenance and information technology services.

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

<b>TOTAL INDIRECT COSTS</b>	<b>\$73,936</b>	
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<b>APPENDIX TOTAL</b>	<b>\$638,849</b>	
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	A	B	C	D	E	F	G	H	I
	<b>Contractor Name:</b> San Francisco AIDS Foundation						<b>Appendix B-5d</b>		<b>Page 1</b>
	<b>Contract Term:</b> 9/1/11-06/30/16						<b>Appendix Term:</b> 07/1/15-06/30/16		
	<b>Funding Source:</b> General Fund								
	<b>SFDPH AIDS OFFICE CONTRACT UOS COST ALLOCATION BY SERVICE MODE</b>								
	<b>SERVICE MODES</b>								
	<b>Personnel Expenses</b>		<b>Testing</b>		<b>IRRC</b>		<b>PCM</b>		
	<b>Position Titles</b>	<b>FTE</b>	<b>Salaries</b>	<b>% FTE</b>	<b>Salaries</b>	<b>% FTE</b>	<b>Salaries</b>	<b>% FTE</b>	<b>Page Total</b>
	Director of Clinical Operations	0.20	5,440	34%	960	6%	4,320	27%	10,720
	Director of Government Contracts	0.10	3,060	34%	360	4%	2,610	29%	6,030
	Evaluation Associate	0.10	1,972	34%	232	4%	1,682	29%	3,886
	HIV CTL Services Manager	0.40	13,706	78%	351	2%	1,406	8%	15,463
	Data Manager	0.10	1,700	34%	400	8%	1,250	25%	3,350
	Counselor I/II	1.25	6,057	9%	8,076	12%	28,266	42%	42,399
	Outreach/Testing Counselor	0.60	22,439	100%	0		0		22,439
	<b>Total FTE &amp; Total Salaries</b>	<b>2.75</b>	<b>54,374</b>	<b>46%</b>	<b>10,379</b>	<b>9%</b>	<b>39,534</b>	<b>34%</b>	<b>104,287</b>
	Fringe Benefits	25%	13,594	38%	2,595	7%	9,884	28%	26,073
	<b>Total Personnel Expenses</b>		<b>67,968</b>	<b>38%</b>	<b>12,974</b>	<b>7%</b>	<b>49,418</b>	<b>28%</b>	<b>130,360</b>
	<b>Operating Expenses</b>		<b>Expenditure</b>	<b>%</b>	<b>Expenditure</b>	<b>%</b>	<b>Expenditure</b>	<b>%</b>	<b>Contract Total</b>
	Total Occupancy		9,315	48%	1,806	9%	4,514	23%	15,635
	Total Materials and Supplies		4,834	30%	1,741	11%	6,804	42%	13,379
	Total General Operating		721	48%	140	9%	350	23%	1,211
	Total Staff Travel								
	Consultants/Subcontractor:								
	Other:								
	<b>Total Operating Expenses</b>		<b>\$ 14,870</b>	<b>4%</b>	<b>\$ 3,687</b>	<b>1%</b>	<b>11,668</b>	<b>3%</b>	<b>\$ 30,225</b>
	<b>Total Direct Expenses</b>		<b>82,838</b>	<b>15%</b>	<b>16,661</b>	<b>3%</b>	<b>61,086</b>	<b>11%</b>	<b>160,585</b>
	Indirect Expenses 10%/15%		8,284	11%	1,666	2%	6,109	8%	16,059
	<b>TOTAL EXPENSES</b>		<b>\$ 91,122</b>	<b>14%</b>	<b>\$ 18,327</b>	<b>3%</b>	<b>67,195</b>	<b>11%</b>	<b>\$176,644</b>
	<b>Number of Units of Service (UOS) per Service Mode</b>		<b>600</b>		<b>145</b>		<b>480</b>		<b>1,225</b>
	<b>Cost Per Unit of Service by Service Mode</b>		<b>\$151.87</b>		<b>\$126.39</b>		<b>139.99</b>		
	<b>Number of Contacts (NOC) per Service Mode</b>		<b>600</b>		<b>159</b>		<b>480</b>		
	<b>DPH #1A(1)</b>								

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	A	B	C	D	E	F	G	H	I
1	Contractor Name: San Francisco AIDS Foundation						Appendix B-5d		P
2	Contract Term: 9/1/11-06/30/16						Appendix Term: 07/1/15-06/30/16		
3	Funding Source: General fund								
4									
5									
6	SFPD PH AIDS OFFICE CONTRACT								
7	UOS COST ALLOCATION BY SERVICE MODE								
8									
9	Personnel Expenses		SERVICE MODES						
10	Position Titles	FTE	Groups		LIFE IRRC		LIFE PCM		Contract Totals
11	Director of Clinical Operations	0.20	Salaries	% FTE	Salaries	% FTE	Salaries	% FTE	
12	Director of Government Contracts	0.10	5,280	33%					16,000
13	Evaluation Associate	0.10	2,970	33%					9,000
14	HIV CTL Services Manager	0.40	1,914	33%					5,800
15	Data Manager	0.10	2,109	12%					17,572
16	Counselor I and II	0.10	1,650	33%					5,000
17	Counselor I and II	1.25	24,901	37%					67,300
18	Outreach/Testing Counselor	0.60	0						22,439
19									
20									
21									
22									
23									
24	Total FTE & Total Salaries	2.75	38,824	33%					143,111
25	Fringe Benefits	25%	9,705	27%					35,778
26	Total Personnel Expenses		48,529	27%					178,889
27									
28	Operating Expenses		Expenditure	%	Expenditure	%	Expenditure	%	Contract Total
29	Total Occupancy		3,611	33%					19,246
30	Total Materials and Supplies		3,006	13%					16,385
31	Total General Operating		279	33%					1,490
32	Total Staff Travel								0
33	Consultants/Subcontractor:				31,401	9%	125,605	37%	157,006
34									
35	Other:								
36									
37									
38									
39									
40									
41									
42									
43	Total Operating Expenses		\$ 6,896	2%	\$ 31,401	8%	125,605	33%	\$ 194,127
44									
45	Total Direct Expenses		55,425	10%	31,401	6%	125,605	22%	373,016
46	Indirect Expenses 10%/15%		5,543	7%	4,710	6%	18,841	25%	45,153
47	TOTAL EXPENSES		\$ 60,968	10%	\$ 36,111	6%	144,446	23%	\$418,169
48									
49	Number of Units of Service (UOS) per Service Mode		311		144		1,080		1,535
50	Cost Per Unit of Service by Service Mode		\$196.04		\$250.77		\$133.75		
51	Number of Contacts (NOC) per Service Mode		1,035		144		864		
52									
53	DPH #1A(1)								

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Contractor Name: **San Francisco AIDS Foundation**Contract Term: **9/1/11-06/30/16**Funding Source: **General fund**

Appendix B-5d

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Appendix Term: 07/1/15-06/30/16

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

PERSONNEL EXPENSES		SERVICE MODES						Contract Totals
Position Titles	FTE	LIFE Groups		LIFE R & L		Salaries	% FTE	
Director of Clinical Operations	0.20	Salaries	% FTE	Salaries	% FTE			16,000
Director of Government Contracts	0.10		0%					9,000
Evaluation Associate	0.10		0%					5,800
HIV CTL Services Manager	0.40		0%					17,572
Data Manager	0.10		0%					5,000
Counselor I and II	1.25		0%					67,300
Outreach/Testing Counselor	0.60		0%					22,439
<b>Total FTE &amp; Total Salaries</b>	<b>2.75</b>	0	0%					143,111
Fringe Benefits	25%	0	0%					35,778
<b>Total Personnel Expenses</b>		0	0%					178,889
OPERATING EXPENSES		Expenditure	%	Expenditure	%	Contract Total		
Total Occupancy			0%					19,246
Total Materials and Supplies			0%					16,385
Total General Operating			0%					1,490
Total Staff Travel								0
Consultants/Subcontractor:		153,517	44%	38,380	11%			348,903
Other:								
<b>Total Operating Expenses</b>		\$ 153,517	40%	\$ 38,380	10%			\$ 386,024
Total Direct Expenses		153,517	27%	38,380	7%			564,913
Indirect Expenses	10%/15%	23,028	31%	5,756	8%			73,936
<b>TOTAL EXPENSES</b>		\$ 176,545	28%	\$ 44,136	7%			\$638,849
Number of Units of Service (UOS) per Service Mode		604		375				3,739
Cost Per Unit of Service by Service Mode		\$292.29		\$117.70				
Number of Contacts (NOC) per Service Mode		2,134		750				

## **BUDGET JUSTIFICATION**

### **Stonewall Castro/ LIFE Program**

#### **Salaries and Benefits**

##### Director of Clinical Operations

Dir. Of Clinical Operations assists with daily operations, provides HIV prevention and care services to a caseload of Stonewall clients.

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

.20 FTE x \$ 80,000 = \$16,000

##### Director of Government Contracts

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

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

.10 FTE x \$ 90,000 = \$9,000

##### Evaluation Associate

Responsible for coordinating data collection, quality assurance, reporting and summaries to ensure foundation programs are rigorously evaluated for process and health outcomes and public health impact. Responsible for review, abstraction from client records and database entry of all data collected from clients as well as data analysis to meet programmatic and contract requirements.

*Minimum Qualifications:* Bachelor's degree and 2 years experience managing and ensuring quality for large client data sets or 5 years equivalent experience required.

.10 FTE x \$ 58,000 = \$5,800

##### HIV CTL Services Manager

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

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

.40 FTE x \$ 43,930 = \$17,572

Data Manager

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

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

.10 FTE x \$ 50,000= \$5,000

Counselor I and II

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

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

1.25 FTE x \$ 53,840= \$67,300

Outreach/Testing Counselor: Conducts targeted recruitment activities for HIV testing at specific venues in the community. This can include accompanying client to testing site. Provides informed consent, HIV/RNA counseling and test disclosure information to clients being tested. Perform specimen collection (finger stick) for HIV antibody rapid test. Processes, develops, and interprets HIV antibody testing kits (OraQuick and StatPak) document results. Assists in data entry. Minimum qualifications: State of California HIV Test Counselor Certification required.

.60 FTE x \$37,398= \$22,439

**Total Salaries**

**\$143,111**

**Total Benefits**

25% of \$ 143,111 total salaries =

**\$35,778**

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

**TOTAL SALARIES & BENEFITS**

**\$178,889**

**Operating Expenses**

Rent:

Rent expense based on SFAF's experience rate of \$583.22 per FTE per month.

\$583.22 per mo. x 2.75 FTE x 12 months = \$19,246

**Total Occupancy:**

**\$19,246**

Materials and Supplies:

Program/Medical Supplies:

Condoms and lubricant to distribute to clients.

107,312 condoms x \$0.08 per condom = \$8,585  
 312 incentives @ \$25.00 each = \$7,800

**Total Materials and Supplies:** \$16,385

General Operating:

Insurance:

Occupancy insurance expense based on SFAF's experience rate of \$45.14 per month.

\$45.14 per mo. X 2.75 FTE x 12 months = \$1,490

**Total General Operating:** \$1,490

Staff Travel (Local & Out of Town):

**Total Staff Travel:** \$0

Consultants/Subcontractors

Shanti Project

Program Manager

Responsible for: logistical and administrative support to program staff for all services; supervises Health Counselors, including individual and group case conferences; CRCS counseling; facilitation of SSG Health Education and MSW groups; clinical intakes.

*Minimum Qualifications:* Graduate degree in health services-related field and/or 3 years experience in providing health services-related program management.

.70 FTE x \$70,000 = \$49,000

Database Administrator

Responsible for: management of data design and collection, administrative support, and database quality assurance, analysis and reporting.

*Minimum Qualifications:* Graduate degree in health services-related field and/or 3 years experience in providing health services-related program management.

.50 FTE x \$55,000 = \$27,500

Senior Health Coordinator I/ Clinical Supervisor

Responsible for: CRCS counseling; facilitation of SSG Health Education and MSW groups; clinical intakes; assists with outreach; intakes and follow-up; lead Health Counselor; provides clinical supervision, performance feedback and staff training on clinical



**Minimum Qualifications:** Professional degree in Psychology, Clinical Social Work, Counseling and/or valid California license as a Clinical Psychologist, Clinical Social Worker, or Marriage and Family Therapist; 5 years direct service experience in mental health counseling and/or health services-related field; 4 years experience working with adults in a clinical setting; 2 years experience working in a supervisory capacity.

.9 FTE x \$50,000 =	\$45,000
.25 FTE X \$156,000 =	\$39,000

**Senior Health Coordinator II**

Responsible for: CRCS counseling; facilitation of SSG Health Education and MSW groups; clinical intakes; assists with outreach; intakes and follow-up; provides coordination of and outreach for communities of color interventions.

**Minimum Qualifications:** Graduate degree in mental health counseling or health services related field and/or 3 years direct service experience in mental health counseling and/or health services-related field; 3 years experience providing or coordinating direct services for communities of color and/or peer-based trainings and workshops.

.90 FTE x \$48,611	\$43,750
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**Health Counselor**

Responsible for: CRCS counseling; facilitation of SSG Health Education and MSW groups; clinical intakes; assists with outreach.

**Minimum Qualifications:** College degree in health service-related field and/or 2 years direct service experience in mental health counseling, small group facilitation, client advocacy and/or health education.

1.1 FTE x \$45,397 =	\$49,937
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**Admin Assistant**

Responsible for: data entry; logistical and administrative support.

**Minimum Qualifications:** College degree and/or minimum 3 years experience in administrative assistance within health services-related field.

.30 FTE x \$29,120 =	\$8,737
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**Benefits:** Social Security, Worker's Compensation, Health Benefits, Unemployment, State and Federal Taxes, Retirement Plan.

Approx. 19.5% of total salaries (\$262,924) =	\$51,249
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**Rent**

Rental of property including rent, utilities, building maintenance and IT services including pro-rata share of shared expenses.

\$1,659.17 x 12 months=	\$19,910
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Materials & Supplies

Supplies, postage, printing and photocopying of materials, educational materials, food, software, telephone/internet including pro-rata share of shared expenses.

\$791.67/month x 12 months = \$9,500

General Operating

Staff training, staff travel, insurance and equipment rental including pro-rata share of shared expenses.

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

Advertising

Costs for advertising placement for client recruitment and program based social marketing campaigns and related materials.

67/ month x 12 months less inkind funding for advertising of \$7090 =  
\$666.67 x12 =\$8,000 less \$7,090= \$910

Intervention Materials

Incentives to support recruitment, attendance, punctuality and retention and related materials.

\$786.83/ month x 12 months less \$8,531 inkind funding for  
\$786.75 x 12 mo = \$9,441 less \$8,531 = \$910

**Total Consultants/Subcontractors:** \$348,903

**Other:** #REF!  
**Total Other:**

**TOTAL OPERATING EXPENSES** **\$386,024**

**CAPITAL EXPENDITURES** - A  
(only valued at \$5,000 or more)  
**Total Capital Expenditures:** \$0

**TOTAL DIRECT COSTS** **\$564,913**

**INDIRECT COSTS**

**Stonewall Castro**

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

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

**LIFE Program**

Indirect expenses for the San Francisco AIDS Foundation & Shanti are approximately 17% of operating costs. SFAF requests reimbursement at 15% of the total direct costs in the subcontract proposal to cover operating expenses incurred by the Foundation & Shanti, including finance and administrative staff, building maintenance, equipment rental & maintenance and information technology services.

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

**TOTAL INDIRECT COSTS** **\$73,936**

**APPENDIX TOTAL** **\$638,849**

## Appendix E

### BUSINESS ASSOCIATE ADDENDUM

This Business Associate Addendum ("Addendum") supplements and is made a part of the contract ("Contract") by and between the City and County of San Francisco, Covered Entity ("CE") and Contractor, Business Associate ("BA").

#### RECITALS

- A. CE wishes to disclose certain information to BA pursuant to the terms of the Contract, some of which may constitute Protected Health Information ("PHI") (defined below).
- B. CE and BA intend to protect the privacy and provide for the security of PHI disclosed to BA pursuant to the Contract in compliance with the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191 ("HIPAA"), the Health Information Technology for Economic and Clinical Health Act, Public Law 111-005 ("the HITECH Act"), and regulations promulgated there under by the U.S. Department of Health and Human Services (the "HIPAA Regulations") and other applicable laws, including, but not limited to, California Civil Code §§ 56, et seq., California Civil Code §§ 1798, et seq., California Welfare & Institutions Code §§5328, et seq., and the regulations promulgated there under (the "California Regulations").
- C. As part of the HIPAA Regulations, the Privacy Rule and the Security Rule (defined below) require CE to enter into a contract containing specific requirements with BA prior to the disclosure of PHI, as set forth in, but not limited to, Title 45, Sections 164.314(a), 164.502(a) and (e) and 164.504(e) of the Code of Federal Regulations ("C.F.R.") and contained in this Addendum.

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

#### 1. Definitions

- a. **Breach** shall have the meaning given to such term under the HITECH Act and HIPAA Regulations [42 U.S.C. Section 17921 and 45 C.F.R. Section 164.402].
- b. **Breach Notification Rule** shall mean the HIPAA Regulation that is codified at 45 C.F.R. Parts 160 and 164, Subparts A and D.
- c. **Business Associate** shall have the meaning given to such term under the Privacy Rule, the Security Rule, and the HITECH Act, including, but not limited to, 42 U.S.C. Section 17938 and 45 C.F.R. Section 160.103.
- d. **Covered Entity** shall have the meaning given to such term under the Privacy Rule and the Security Rule, including, but not limited to, 45 C.F.R. Section 160.103.
- e. **Data Aggregation** shall have the meaning given to such term under the Privacy Rule, including, but not limited to, 45 C.F.R. Section 164.501.
- f. **Designated Record Set** shall have the meaning given to such term under the Privacy Rule, including, but not limited to, 45 C.F.R. Section 164.501.
- g. **Electronic Protected Health Information** means Protected Health Information that is maintained in or transmitted by electronic media.
- h. **Electronic Health Record** shall have the meaning given to such term in the HITECH Act, including, but not limited to, 42 U.S.C. Section 17921.
- i. **Health Care Operations** shall have the meaning given to such term under the Privacy Rule, including, but not limited to, 45 C.F.R. Section 164.501.
- j. **Privacy Rule** shall mean the HIPAA Regulation that is codified at 45 C.F.R. Parts 160 and 164, Subparts A and E.

- k. **Protected Health Information or PHI** means any information, whether oral or recorded in any form or medium: (i) that relates to the part, present or future physical or mental condition of an individual; the provision of health care to an individual; or the past, present or future payment for the provision of health care to an individual; and (ii) that identifies the individual or with respect to which there is a reasonable basis to believe the information can be used to identify the individual, and shall have the meaning given to such term under the Privacy Rule, including, but not limited to, 45 C.F.R. Section 164.501. Protected Health Information includes Electronic Protected Health Information [45 C.F.R. Sections 160.103, 164.501].
  - l. **Protected Information** shall mean PHI provided by CE to BA or created, maintained, received or transmitted by BA on CE's behalf.
  - m. **Security Incident** shall have the meaning given to such term under the Security Rule, including, but not limited to, 45 C.F.R. Section 164.304.
  - n. **Security Rule** shall mean the HIPAA Regulation that is codified at 45 C.F.R. Parts 160 and 164, Subparts A and C.
  - o. **Unsecured PHI** shall have the meaning given to such term under the HITECH Act and any guidance issued pursuant to such Act including, but not limited to, 42 U.S.C. Section 17932(h) and 45 C.F.R. Section 164.402.
2. **Obligations of Business Associate**
- a. **Permitted Uses.** BA shall use Protected Information only for the purpose of performing BA's obligations under the Contract and as permitted or required under the Contract and Addendum, or as required by law. Further, BA shall not use Protected Information in any manner that would constitute a violation of the Privacy Rule or the HITECH Act if so used by CE. However, BA may use Protected Information as necessary (i) for the proper management and administration of BA; (ii) to carry out the legal responsibilities of BA; (iii) as required by law; or (iv) for Data Aggregation purposes relating to the Health Care Operations of CE [45 C.F.R. Sections 164.504(e)(2) and 164.504(e)(4)(i)].
  - b. **Permitted Disclosures.** BA shall disclose Protected Information only for the purpose of performing BA's obligations under the Contract and as permitted or required under the Contract and Addendum, or as required by law. BA shall not disclose Protected Information in any manner that would constitute a violation of the Privacy Rule or the HITECH Act if so disclosed by CE. However, BA may disclose Protected Information as necessary (i) for the proper management and administration of BA; (ii) to carry out the legal responsibilities of BA; (ii) as required by law; or (iv) for Data Aggregation purposes relating to the Health Care Operations of CE. If BA discloses Protected Information to a third party, BA must obtain, prior to making any such disclosure, (i) reasonable written assurances from such third party that such Protected Information will be held confidential as provided pursuant to this Addendum and used or disclosed only as required by law or for the purposes for which it was disclosed to such third party, and (ii) a written agreement from such third party to immediately notify BA of any breaches, suspected breaches, security incidents, or unauthorized uses or disclosures of the Protected Information in accordance with paragraph 2. m. of the Addendum, to the extent it has obtained knowledge of such occurrences [42 U.S.C. Section 17932; 45 C.F.R. Section 164.504(e)].
  - c. **Prohibited Uses and Disclosures.** BA shall not use or disclose PHI other than as permitted or required by the Contract and Addendum, or as required by law. BA shall not use or disclose Protected Information for fundraising or marketing purposes. BA shall not disclose Protected Information to a health plan for payment or health care operations purposes if the patient has requested this special restriction, and has paid out of pocket in full for the health care item or service to which the PHI solely relates [42 U.S.C. Section 17935(a) and 45 C.F.R.

Section 164.522(a)(vi)]. BA shall not directly or indirectly receive remuneration in exchange for Protected Information, except with the prior written consent of CE and as permitted by the HITECH Act, 42 U.S.C. Section 17935(d)(2), and the HIPAA regulations, 45 C.F.R. Section 164.502(a)(5)(ii); however, this prohibition shall not affect payment by CE to BA for services provided pursuant to the Contract.

- d. **Appropriate Safeguards.** BA shall implement appropriate safeguards to prevent the use or disclosure of Protected Information other than as permitted by the Contract or Addendum, including, but not limited to, administrative, physical and technical safeguards in accordance with the Security Rule, including, but not limited to, 45 C.F.R. Sections 164.308, 164.310, and 164.312. [45 C.F.R. Section 164.504(e)(2)(ii)(B); 45 C.F.R. Section 164.308(b)]. BA shall comply with the policies and procedures and documentation requirements of the Security Rule, including, but not limited to, 45 C.F.R. Section 164.316. [42 U.S.C. Section 17931]
- e. **Business Associate's Subcontractors and Agents.** BA shall ensure that any agents and subcontractors that create, receive, maintain or transmit Protected Information on behalf of BA, agree in writing to the same restrictions and conditions that apply to BA with respect to such Protected Information and implement the safeguards required by paragraph 2.d. above with respect to Electronic PHI [45 C.F.R. Section 164.504(e)(2)(ii)(D); 45 C.F.R. Section 164.308(b)]. BA shall implement and maintain sanctions against agents and subcontractors that violate such restrictions and conditions and shall mitigate the effects of any such violation (see 45 C.F.R. Sections 164.530(f) and 164.530(e)(1)).
- f. **Accounting of Disclosures.** Within ten (10) calendar days of a request by CE for an accounting of disclosures of Protected Information or upon any disclosure of Protected Information for which CE is required to account to an individual, BA and its agents and subcontractors shall make available to CE the information required to provide an accounting of disclosures to enable CE to fulfill its obligations under the Privacy Rule, including, but not limited to, 45 C.F.R. Section 164.528, and the HITECH Act, including but not limited to 42 U.S.C. Section 17935 (c), as determined by CE. BA agrees to implement a process that allows for an accounting to be collected and maintained by BA and its agents and subcontractors for at least six(6) years prior to the request. However, accounting of disclosures from an Electronic Health Record for treatment, payment or health care operations purposes are required to be collected and maintained for only three (3) years prior to the request, and only to the extent that BA maintains an Electronic Health Record. At a minimum, the information collected and maintained shall include: (i) the date of disclosure; (ii) the name of the entity or person who received Protected Information and, if known, the address of the entity or person; (iii) a brief description of Protected Information disclosed; and (iv) a brief statement of purpose of the disclosure that reasonably informs the individual of the basis for the disclosure, or a copy of the individual's authorization, or a copy of the written request for disclosure. If a patient submits a request for an accounting directly to BA or its agents or subcontractors, BA shall forward the request to CE in writing within five(5) calendar days.
- g. **Governmental Access to Records.** BA shall make its internal practices, books and records relating to the use and disclosure of Protected Information available to CE and to the Secretary of the U.S. Department of Health and Human Services (the "Secretary") for purposes of determining BA's compliance with HIPAA [45 C.F.R. Section 164.504(e)(2)(ii)(I)]. BA shall provide CE a copy of any Protected Information and other documents and records that BA provides to the



Secretary concurrently with providing such Protected Information to the Secretary.

- h. **Minimum Necessary.** BA, its agents and subcontractors shall request, use and disclose only the minimum amount of Protected Information necessary to accomplish the purpose of the request, use or disclosure. [42 U.S.C. Section 17935(b); 45 C.F.R. Section 164.514(d)] BA understands and agrees that the definition of "minimum necessary" is in flux and shall keep itself informed of guidance issued by the Secretary with respect to what constitutes "minimum necessary."
  - i. **Data Ownership.** BA acknowledges that BA has no ownership rights with respect to the Protected Information.
  - j. **Notification of Possible Breach.** BA shall notify CE within twenty-four (24) hours of any suspected or actual breach of Protected Information; any use or disclosure of Protected Information not permitted by the Contract or Addendum; any security incident (i.e., any attempted or successful unauthorized access, use, disclosure, modification, or destruction of information or interference with system operations in an information system) related to Protected Information, and any actual or suspected use or disclosure of data in violation of any applicable federal or state laws by BA or its agents or subcontractors. The notification shall include, to the extent possible, the identification of each individual who unsecured Protected Information has been, or is reasonably believed by the business associate to have been, accessed, acquired, used, or disclosed, as well as any other available information that CE is required to include in notification to the individual, the media, the Secretary, and any other entity under the Breach Notification Rule and any other applicable state or federal laws, including, but not limited, to 45 C.F.R. Section 164.404 through 45 C.F.R. Section 164.408, at the time of the notification required by this paragraph or promptly thereafter as information becomes available. BA shall take (i) prompt corrective action to cure any deficiencies and (ii) any action pertaining to unauthorized uses or disclosures required by applicable federal and state laws. (This provision should be negotiated.) [42 U.S.C. Section 17921; 45 C.F.R. Section 164.504(e)(2)(ii)(C); 45 C.F.R. Section 164.308(b)]
  - k. **Breach Pattern or Practice by Business Associate's Subcontractors and Agents.** Pursuant to 42 U.S.C. Section 17934(b) and 45 C.F.R. Section 164.504(e)(1)(ii), if the BA knows of a pattern of activity or practice of a subcontractor or agent that constitutes a material breach or violation of the subcontractor or agent's obligations under the Contract or Addendum or other arrangement, the BA must take reasonable steps to cure the breach or end the violation. If the steps are unsuccessful, the BA must terminate the Contract or other arrangement if feasible. BA shall provide written notice to CE of any pattern of activity or practice of a subcontractor or agent that BA believes constitutes a material breach or violation of the subcontractor or agent's obligations under the Contract or Addendum or other arrangement within five (5) days of discovery and shall meet with CE to discuss and attempt to resolve the problem as one of the reasonable steps to cure the breach or end the violation.
3. **Termination**
- a. **Material Breach.** A breach by BA of any provision of this Addendum, as determined by CE, shall constitute a material breach of the Contract and shall provide grounds for immediate termination of the Contract, any provision in the Contract to the contrary notwithstanding. [45 C.F.R. Section 164.504(e)(2)(iii)].
  - b. **Judicial or Administrative Proceedings.** CE may terminate the Contract, effective immediately, if (i) BA is named as defendant in a criminal proceeding for a violation of HIPAA, the HITECH Act, the HIPAA Regulations or other security or privacy laws or (ii) a finding or stipulation that the BA has violated



any standard or requirement of HIPAA, the HITECH Act, the HIPAA Regulations or other security or privacy laws is made in any administrative or civil proceeding in which the party has been joined.

- c. **Effect of Termination.** Upon termination of the Contract for any reason, BA shall, at the option of CE, return or destroy all Protected Information that BA and its agents and subcontractors still maintain in any form, and shall retain no copies of such Protected Information. If return or destruction is not feasible, as determined by CE, BA shall continue to extend the protections and satisfy the obligations of Section 2 of this Addendum to such information, and limit further use and disclosure of such PHI to those purposes that make the return or destruction of the information infeasible [45 C.F.R. Section 164.504(e)(ii)(2)(J)]. If CE elects destruction of the PHI, BA shall certify in writing to CE that such PHI has been destroyed in accordance with the Secretary's guidance regarding proper destruction of PHI.
- d. **Disclaimer**  
CE makes no warranty or representation that compliance by BA with this Addendum, HIPAA, the HITECH Act, or the HIPAA Regulations or corresponding California law provisions will be adequate or satisfactory for BA's own purposes. BA is solely responsible for all decisions made by BA regarding the safeguarding of PHI.

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

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

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

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

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

APPENDIX F-2d  
Appendix Term: 07/01/14-06/30/15  
PAGE A

Contractor: **San Francisco AIDS Foundation**  
Address: **P.O. Box 426182**  
**San Francisco, CA 94142-6182**

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

Program Name: **Community Based HIV Testing**

ACE Control #:

**HPS**

CMS #  
**7164**

Invoice Number  
**XXXXXXXXA-2JUL14**

Contract Purchase Order No:

Funding Source: **General Fund**

Grant Code/Detail: **HCHIVPREVNGF**

Project Code/Detail:

Invoice Period: **07/1/14 - 07/31/14**

FINAL Invoice ☐ (check if Yes)

DELIVERABLES	TOTAL CONTRACTED		DELIVERED THIS PERIOD		DELIVERED TO DATE		% OF TOTAL		REMAINING DELIVERABLES	
	UOS	NOC	UOS	NOC	UOS	NOC	UOS	NOC	UOS	NOC
HIV Testing	9,700	9,700					#####		9,700	9,700
HIV Mobile Testing	960	960							960	960

	NOC	NOC	NOC	NOC	NOC
Unduplicated Clients for Appendix					

EXPENDITURES	BUDGET	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Total Salaries (See Page B)	\$464,215				\$464,215.00
Fringe Benefits	\$116,054				\$116,054.00
<b>Total Personnel Expenses</b>	<b>\$580,269</b>				<b>\$580,269.00</b>
Operating Expenses:					
Occupancy-(e.g., Rental of Property, Utilities, Building Maintenance Supplies and Repairs)	\$103,096				\$103,096.00
Materials and Supplies-(e.g., Office, Postage, Printing and Repro., Program Supplies)	\$46,467				\$46,467.00
General Operating-(e.g., Insurance, Staff Training, Equipment Rental/Maintenance)	\$19,632				\$19,632.00
Staff Travel - (e.g., Local & Out of Town)	\$7,040				\$7,040.00
Consultant/Subcontractor	\$115,275				\$115,275.00
Other - (e.g., Client Food, Client Travel, Client Activities and Client Supplies)					
<b>Total Operating Expenses</b>	<b>\$291,510</b>				<b>\$291,510.00</b>
<b>Capital Expenditures</b>					
<b>TOTAL DIRECT EXPENSES</b>	<b>\$871,779</b>				<b>\$871,779.00</b>
Indirect Expenses	\$87,178				\$87,178.00
<b>TOTAL EXPENSES</b>	<b>\$958,957</b>				<b>\$958,957.00</b>
LESS: Initial Payment Recovery					
Other Adjustments (Enter as negative, if appropriate)					
<b>REIMBURSEMENT</b>					

NOTES:

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

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

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

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

Send to: SFDPH Fiscal / Invoice Processing  
1380 Howard Street, 4th Floor  
San Francisco, CA 94103  
Attn: Contract Payments

By: \_\_\_\_\_  
(DPH Authorized Signatory)

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

**PAGE B**

**FINAL Invoice** ☐ (check if Yes)

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

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

APPENDIX F-2a  
Appendix Term: 07/01/15-06/30/16  
PAGE A

**Contractor: San Francisco AIDS Foundation**  
**Address: P.O. Box 426182**  
**San Francisco, CA 94142-6182**

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

**HPS**

**CMS #**  
**7164**

**Invoice Number**  
**XXXXXXXXA-2JUL15**

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

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

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

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

**Program Name: Community Based HIV Testing**

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

**Invoice Period:** **07/1/15 - 07/31/15**

**FINAL Invoice** ☐ (check if Yes)

DELIVERABLES	TOTAL CONTRACTED		DELIVERED THIS PERIOD		DELIVERED TO DATE		% OF TOTAL		REMAINING DELIVERABLES	
	UOS	NOC	UOS	NOC	UOS	NOC	UOS	NOC	UOS	NOC
HIV Testing	9,700	9,700					#####		9,700	9,700
HIV Mobile Testing	960	960							960	960

	NOC	NOC	NOC	NOC	NOC
Unduplicated Clients for Appendix					

EXPENDITURES	BUDGET	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Total Salaries (See Page B)	\$484,215				\$484,215.00
Fringe Benefits	\$116,054				\$116,054.00
<b>Total Personnel Expenses</b>	<b>\$580,269</b>				<b>\$580,269.00</b>
Operating Expenses:					
Occupancy-(e.g., Rental of Property, Utilities, Building Maintenance Supplies and Repairs)	\$103,096				\$103,096.00
Materials and Supplies-(e.g., Office, Postage, Printing and Repro., Program Supplies)	\$46,467				\$46,467.00
General Operating-(e.g., Insurance, Staff Training, Equipment Rental/Maintenance)	\$19,632				\$19,632.00
Staff Travel - (e.g., Local & Out of Town)	\$7,040				\$7,040.00
Consultant/Subcontractor	\$115,275				\$115,275.00
Other - (e.g., Client Food, Client Travel, Client Activities and Client Supplies)					
<b>Total Operating Expenses</b>	<b>\$291,510</b>				<b>\$291,510.00</b>
Capital Expenditures					
<b>TOTAL DIRECT EXPENSES</b>	<b>\$871,779</b>				<b>\$871,779.00</b>
Indirect Expenses	\$87,178				\$87,178.00
<b>TOTAL EXPENSES</b>	<b>\$958,957</b>				<b>\$958,957.00</b>
LESS: Initial Payment Recovery					
Other Adjustments: (Enter as negative, if appropriate)					
<b>REIMBURSEMENT</b>					

NOTES:

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

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

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

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

Send to:	SFDPH Fiscal / Invoice Processing 1380 Howard Street, 4th Floor San Francisco, CA 94103 Attn: Contract Payments	By: _____ (DPH Authorized Signatory)	Date: _____
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## APPENDIX F-2e

Appendix Term: 07/01/15-06/30/16

**PAGE B**

**Invoice Number**

XXXXXXXXXA-2JUL15

Contract Purchase Order No:

**Fund Source:** General Fund

Grant Code/Detail: HCHIVPREVNGF

**Project Code/Detail:**

**Invoice Period:** 07/1/15 - 07/31/15

**FINAL Invoice** ☐ (check if Yes)

**Telephone: 487-3000**

**Fax: 487-3009**

**Program Name: Community Based HIV Testing**

**ACE Control #:**

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

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

APPENDIX F-3c  
Appendix Term: 07/01/14-06/30/15  
PAGE A

Contractor: **San Francisco AIDS Foundation**  
Address: **P.O. Box 426182**  
**San Francisco, CA 94142-6182**

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

**HPS**

CMS #  
**7164**

Invoice Number  
**A-3JUL14**

Contract Purchase Order No:

Funding Source: **General Fund**

Grant Code/Detail: **HCHIVPREVNGF**

Project Code/Detail:

Invoice Period: **07/1/14 - 07/31/14**

FINAL Invoice ☐ (check if Yes)

DELIVERABLES	TOTAL CONTRACTED		DELIVERED THIS PERIOD		DELIVERED TO DATE		% OF TOTAL		REMAINING DELIVERABLES	
	UOS	NOC	UOS	NOC	UOS	NOC	UOS	NOC	UOS	NOC
Condom Distribution 1 month	120	na							12	#####
Events 1 event	34	1,496							34	1,496
Groups 1 hour	414	1,380							414	1,380
IRRC 1 hour	240	255							240	255
PCM 1 hour	359	374							359	374
Recruitment & Linkages 1 hour	720	2,880							720	2,880
Training 1 hour	24	120							24	120
Social Marketing 1 month	12	na					#####		12	#####

	NOC	NOC	NOC	NOC	NOC
Unduplicated Clients for Appendix					

EXPENDITURES	BUDGET	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Total Salaries (See Page B)	\$222,027				\$222,027.00
Fringe Benefits	\$55,507				\$55,507.00
<b>Total Personnel Expenses</b>	<b>\$277,534</b>				<b>\$277,534.00</b>
Operating Expenses:					
Occupancy-(e.g., Rental of Property, Utilities, Building Maintenance Supplies and Repairs)	\$38,957				\$38,957.00
Materials and Supplies-(e.g., Office, Postage, Printing and Repro., Program Supplies)	\$5,881				\$5,881.00
General Operating-(e.g., Insurance, Staff Training, Equipment Rental/Maintenance)	\$6,499				\$6,499.00
Staff Travel - (e.g., Local & Out of Town)					
Consultant/Subcontractor	\$2,500				\$2,500.00
Other - (Meals, Audit, Transportation Reimb, Stipends, Facilitators)	\$1,400				\$1,400.00
<b>Total Operating Expenses</b>	<b>\$55,237</b>				<b>\$55,237.00</b>
<b>Capital Expenditures</b>					
<b>TOTAL DIRECT EXPENSES</b>	<b>\$332,771</b>				<b>\$332,771.00</b>
Indirect Expenses	\$33,277				\$33,277.00
<b>TOTAL EXPENSES</b>	<b>\$366,048</b>				<b>\$366,048.00</b>
LESS: Initial Payment Recovery					
Other Adjustments (Enter as negative, if appropriate)					
<b>REIMBURSEMENT</b>					

NOTES:

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

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

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

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

Send to: **SFDPH Fiscal / Invoice Processing**  
**1380 Howard Street, 4th Floor**  
**San Francisco, CA 94103**  
**Attn: Contract Payments**

By: \_\_\_\_\_  
(DPH Authorized Signatory)

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



APPENDIX F-3c  
Appendix Term: 07/01/14-06/30/15  
PAGE B

Invoice Number	A-3JUL14
Contract Purchase Order No:	
Fund Source:	General Fund
Grant Code/Detail:	HCHIVPREVNGF
Project Code/Detail:	
Invoice Period:	07/1/14 - 07/31/14
FINAL Invoice	<input type="checkbox"/> (check if Yes)

[illegible]

Certified By: \_\_\_\_\_  
Title: \_\_\_\_\_

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

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

APPENDIX F-3d  
Appendix Term: 07/01/15-06/30/16  
PAGE A

Contractor: **San Francisco AIDS Foundation**  
Address: **P.O. Box 426182**  
**San Francisco, CA 94142-6182**

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

Program Name: **The Stonewall Project**

ACE Control #:

**HPS**

CMS #

**7164**

Invoice Number

**A-3JUL15**

Contract Purchase Order No:

Funding Source: **General Fund**

Grant Code/Detail: **HCHIVPREVNGF**

Project Code/Detail:

Invoice Period: **07/1/15 - 07/31/15**

FINAL Invoice ☐ (check if Yes)

DELIVERABLES	TOTAL CONTRACTED		DELIVERED THIS PERIOD		DELIVERED TO DATE		% OF TOTAL		REMAINING DELIVERABLES	
	UOS	NOC	UOS	NOC	UOS	NOC	UOS	NOC	UOS	NOC
Condom Distribution 1 month	120	00							12	#####
Events 1 event	34	1,496							34	1,496
Groups 1 hour	414	1,380							414	1,380
MRO 1 hour	240	255							240	255
CM 1 hour	359	374							359	374
Recruitment & Linkages 1 hour	720	2,880							720	2,880
Training 1 hour	24	120							24	120
Stand 1 month	12	00					#####		12	#####

	NOC	NOC	NOC	NOC	NOC
Unduplicated Clients for Appendix					

**EXPENDITURES**

	BUDGET	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Total Salaries (See Page B)	\$222,027				\$222,027.00
Fringe Benefits	\$55,507				\$55,507.00
<b>Total Personnel Expenses</b>	<b>\$277,534</b>				<b>\$277,534.00</b>
Operating Expenses:					
Occupancy-(e.g., Rental of Property, Utilities, Building Maintenance Supplies and Repairs)	\$38,957				\$38,957.00
Materials and Supplies-(e.g., Office, Postage, Printing and Repro., Program Supplies)	\$5,881				\$5,881.00
General Operating-(e.g., Insurance, Staff Training, Equipment Rental/Maintenance)	\$6,499				\$6,499.00
Staff Travel - (e.g., Local & Out of Town)					
Consultant/Subcontractor	\$2,500				\$2,500.00
Other - (Meals, Audit, Transportation Reimb, Stipends, Facilitators)	\$1,400				\$1,400.00
<b>Total Operating Expenses</b>	<b>\$55,237</b>				<b>\$55,237.00</b>
Capital Expenditures					
<b>TOTAL DIRECT EXPENSES</b>	<b>\$332,771</b>				<b>\$332,771.00</b>
Indirect Expenses	\$33,277				\$33,277.00
<b>TOTAL EXPENSES</b>	<b>\$366,048</b>				<b>\$366,048.00</b>
LESS: Initial Payment Recovery					
Other Adjustments (Enter as negative, if appropriate)					
<b>REIMBURSEMENT</b>					

NOTES:

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

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

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

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

Send to: **SFDPH Fiscal / Invoice Processing**  
**1380 Howard Street, 4th Floor**  
**San Francisco, CA 94103**  
**Attn: Contract Payments**

By: \_\_\_\_\_  
(DPH Authorized Signatory)

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

## APPENDIX F-3d

Appendix Term: 07/01/15-06/30/16

**PAGE B**

**Invoice Number**

**A-3JUL15**

**Contract Purchase Order No:**

**Fund Source:** General Fund

Grant Code/Detail: HCHIVPREVNGF

**Project Code/Detail:****ACE Control #:**

**Invoice Period:** 07/1/15 - 07/31/15

**FINAL Invoice** ☐ (check if Yes)

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

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

APPENDIX F-4d  
Appendix Term: 07/01/14-06/30/15  
PAGE A

**Contractor: San Francisco AIDS Foundation**  
**Address: P.O. Box 426182**  
**San Francisco, CA 94103**

**Telephone: 415-487-3044**  
**Fax: 415-487-3094**

**HPS**

**CMS #**  
**7164**

**Invoice Number**  
**XXXXXXXXA-4JUL14**

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

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

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

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

**Program Name: African American Prevention Initiative**

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

**Invoice Period:** **07/1/14 - 07/31/14**

**FINAL Invoice** ☐ (check if Yes)

DELIVERABLES	TOTAL CONTRACTED		DELIVERED THIS PERIOD		DELIVERED TO DATE		% OF TOTAL		REMAINING DELIVERABLES	
	UOS	NOC	UOS	NOC	UOS	NOC	UOS	NOC	UOS	NOC
Events 1 event	24	0							24	0
Groups 1 hour	580	3,320							580	3,320
Testing 1 test	500	500							500	500
IRC 1 hour	262	792							262	792
Prevention Case Management 1 hour	200	200							200	200

	NOC	NOC	NOC	NOC	NOC
Unduplicated Clients for Appendix					

EXPENDITURES	BUDGET	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Total Salaries (See Page B)	\$305,509				\$305,509.00
Fringe Benefits	\$76,377				\$76,377.00
<b>Total Personnel Expenses</b>	<b>\$381,886</b>				<b>\$381,886.00</b>
Operating Expenses:					
Occupancy-(e.g., Rental of Property, Utilities, Building Maintenance Supplies and Repairs)	\$51,423				\$51,423.00
Materials and Supplies-(e.g., Office, Postage, Printing and Repro., Program Supplies)	\$38,178				\$38,178.00
General Operating-(e.g., Insurance, Staff Training, Equipment Rental/Maintenance)	\$14,279				\$14,279.00
Staff Travel - (e.g., Local & Out of Town)					
Consultant/Subcontractor	\$3,500				\$3,500.00
Other - (e.g., Client Food, Client Travel, Client Activities and Client Supplies)					
<b>Total Operating Expenses</b>	<b>\$107,380</b>				<b>\$107,380.00</b>
Capital Expenditures					
<b>TOTAL DIRECT EXPENSES</b>	<b>\$489,266</b>				<b>\$489,266.00</b>
Indirect Expenses	\$48,926				\$48,926.00
<b>TOTAL EXPENSES</b>	<b>\$538,192</b>				<b>\$538,192.00</b>
LESS: Initial Payment Recovery					
Other Adjustments (Enter as negative, if appropriate)					
<b>REIMBURSEMENT</b>					

NOTES:

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

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

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

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

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

**PAGE B**

**FINAL Invoice** ☐ (check if Yes)

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

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

APPENDIX F-4e  
Appendix Term: 07/01/15-06/30/16  
PAGE A

**Contractor: San Francisco AIDS Foundation**  
**Address: P.O. Box 426182**  
**San Francisco, CA 94103**

**Telephone: 415-487-3044**  
**Fax: 415-487-3094**

**HPS**

**CMS #**  
**7164**

**Invoice Number**  
**XXXXXXXXA-4JUL15**

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

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

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

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

**Program Name: African American Prevention Initiative**

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

**Invoice Period:** **07/1/15 - 07/31/15**

**FINAL Invoice** ☐ (check if Yes)

DELIVERABLES	TOTAL CONTRACTED		DELIVERED THIS PERIOD		DELIVERED TO DATE		% OF TOTAL		REMAINING DELIVERABLES	
	UOS	NOC	UOS	NOC	UOS	NOC	UOS	NOC	UOS	NOC
Events 1 event	240	99							24	
Groups 1 hour	580	3,320							580	3,320
Rapid Testing 1 test	500	500							500	500
RXC 1 hour	262	792							262	792
Prevention Case Management 1 hour	200	200							200	200

	NOC	NOC	NOC	NOC	NOC
Unduplicated Clients for Appendix					

EXPENDITURES	BUDGET	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Total Salaries (See Page B)	\$305,509				\$305,509.00
Fringe Benefits	\$76,377				\$76,377.00
<b>Total Personnel Expenses</b>	<b>\$381,886</b>				<b>\$381,886.00</b>
Operating Expenses:					
Occupancy-(e.g., Rental of Property, Utilities, Building Maintenance Supplies and Repairs)	\$51,423				\$51,423.00
Materials and Supplies-(e.g., Office, Postage, Printing and Repro., Program Supplies)	\$38,173				\$38,173.00
General Operating-(e.g., Insurance, Staff Training, Equipment Rental/Maintenance)	\$14,279				\$14,279.00
Staff Travel - (e.g., Local & Out of Town)					
Consultant/Subcontractor	\$3,500				\$3,500.00
Other - (e.g., Client Food, Client Travel, Client Activities and Client Supplies)					
<b>Total Operating Expenses</b>	<b>\$107,380</b>				<b>\$107,380.00</b>
Capital Expenditures					
<b>TOTAL DIRECT EXPENSES</b>	<b>\$489,266</b>				<b>\$489,266.00</b>
Indirect Expenses	\$48,926				\$48,926.00
<b>TOTAL EXPENSES</b>	<b>\$538,192</b>				<b>\$538,192.00</b>
LESS: Initial Payment Recovery					
Other Adjustments (Enter as negative, if appropriate)					
<b>REIMBURSEMENT</b>					

NOTES:

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

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

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

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

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



**PAGE B**

**FINAL Invoice** ☐ (check if Yes)

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

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

APPENDIX F-5c  
Appendix Term: 07/01/14-06/30/15  
PAGE A

**Contractor: San Francisco AIDS Foundation**  
**Address: P.O. Box 426182**  
**San Francisco, CA 94142-6182**

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

**HPS**

**CMS #**  
**7164**

**Invoice Number**  
**A-5JUL14**

**Contract Purchase Order No:**

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

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

**Project Code/Detail:**

**Invoice Period:** **07/1/14 - 07/31/14**

**FINAL Invoice** (check if Yes)

DELIVERABLES	TOTAL CONTRACTED		DELIVERED THIS PERIOD		DELIVERED TO DATE		% OF TOTAL		REMAINING DELIVERABLES	
	UOS	NOC	UOS	NOC	UOS	NOC	UOS	NOC	UOS	NOC
HIV Testing 1 test	600	600							600	600
IRRC 1 hour	145	159							145	159
RCMT 1 hour	480	480							480	480
Groups 1 hour	311	1,035							311	1,035
Shant LIFE Individual Risk Reduction 1 hour	144	144							144	144
Shant LIFE Prevention Case Mgmt 1 hour	1,080	864							1,080	864
Shant LIFE Group 1 hour	604	2,134							604	2,134
Shant LIFE Recruitment & Linkages 1 hour	375	750							375	750

	NOC	NOC	NOC	NOC	NOC
Unduplicated Clients for Appendix					

EXPENDITURES	BUDGET		EXPENSES THIS PERIOD		EXPENSES TO DATE		% OF BUDGET		REMAINING BALANCE	
Total Salaries (See Page B)	\$143,111								\$143,111.00	
Fringe Benefits	\$35,778								\$35,778.00	
<b>Total Personnel Expenses</b>	<b>\$178,889</b>								<b>\$178,889.00</b>	
Operating Expenses:										
Occupancy-(e.g., Rental of Property, Utilities, Building Maintenance Supplies and Repairs)	\$19,246								\$19,246.00	
Materials and Supplies-(e.g., Office, Postage, Printing and Repro., Program Supplies)	\$16,385								\$16,385.00	
General Operating-(e.g., Insurance, Staff Training, Equipment Rental/Maintenance)	\$1,490								\$1,490.00	
Staff Travel - (e.g., Local & Out of Town)										
Consultant/Subcontractor	\$348,903								\$348,903.00	
Other - (Meals, Audit, Transportation Reimb, Stipends, Facilitators)										
<b>Total Operating Expenses</b>	<b>\$386,024</b>								<b>\$386,024.00</b>	
Capital Expenditures										
<b>TOTAL DIRECT EXPENSES</b>	<b>\$564,913</b>								<b>\$564,913.00</b>	
Indirect Expenses	\$73,936								\$73,936.00	
<b>TOTAL EXPENSES</b>	<b>\$638,849</b>								<b>\$638,849.00</b>	
LESS: Initial Payment Recovery										
Other Adjustments (Enter as negative, if appropriate)										
<b>REIMBURSEMENT</b>										

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

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

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

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

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

APPENDIX F-5d  
Appendix Term: 07/01/15-06/30/16  
PAGE A

**Contractor: San Francisco AIDS Foundation**  
**Address: P.O. Box 426182**  
**San Francisco, CA 94142-6182**

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

**HPS**

**CMS #**  
7164

**Invoice Number**  
A-5JUL15

**Contract Purchase Order No:**

**Funding Source:** General Fund

**Grant Code/Detail:** HCHIVPREVNGF

**Project Code/Detail:**

**Invoice Period:** 07/1/15 - 07/31/15

**FINAL Invoice** (check if Yes)

DELIVERABLES	TOTAL CONTRACTED		DELIVERED THIS PERIOD		DELIVERED TO DATE		% OF TOTAL		REMAINING DELIVERABLES	
	UOS	NOC	UOS	NOC	UOS	NOC	UOS	NOC	UOS	NOC
IV Testing 1 test	600	600							600	600
IFG 1 hour	145	159							145	159
PCW 1 hour	480	480							480	480
Groups 1 hour	311	1,035							311	1,035
Shant LIFE Individual Risk Reduction 1 hour	144	144							144	144
Shant LIFE Prevention Case Mgmt 1 hour	1,080	864							1,080	864
Shant LIFE Group 1 hour	604	2,134							604	2,134
Shant LIFE Recruitment & Linkages 1 hour	375	750							375	750

	NOC	NOC	NOC	NOC	NOC
Unduplicated Clients for Appendix					

EXPENDITURES	BUDGET		EXPENSES THIS PERIOD		EXPENSES TO DATE		% OF BUDGET		REMAINING BALANCE	
Total Salaries (See Page B)	\$143,111								\$143,111.00	
Fringe Benefits	\$35,778								\$35,778.00	
<b>Total Personnel Expenses</b>	<b>\$178,889</b>								<b>\$178,889.00</b>	
Operating Expenses:										
Occupancy-(e.g., Rental of Property, Utilities, Building Maintenance Supplies and Repairs)	\$19,246								\$19,246.00	
Materials and Supplies-(e.g., Office, Postage, Printing and Repro., Program Supplies)	\$16,385								\$16,385.00	
General Operating-(e.g., Insurance, Staff Training, Equipment Rental/Maintenance)	\$1,490								\$1,490.00	
Staff Travel - (e.g., Local & Out of Town)										
Consultant/Subcontractor	\$348,903								\$348,903.00	
Other - (Meals, Audit, Transportation Reimb, Stipends, Facilitators)										
<b>Total Operating Expenses</b>	<b>\$386,024</b>								<b>\$386,024.00</b>	
Capital Expenditures										
<b>TOTAL DIRECT EXPENSES</b>	<b>\$564,913</b>								<b>\$564,913.00</b>	
Indirect Expenses	\$73,936								\$73,936.00	
<b>TOTAL EXPENSES</b>	<b>\$638,849</b>								<b>\$638,849.00</b>	
LESS: Initial Payment Recovery										
Other Adjustments (Enter as negative, if appropriate)										
<b>REIMBURSEMENT</b>										

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

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

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

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

Send to: SFDPH Fiscal / Invoice Processing  
1380 Howard Street, 4th Floor  
San Francisco, CA 94103  
Attn: Contract Payments

By: \_\_\_\_\_  
(DPH Authorized Signatory)

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

**PAGE B**

**FINAL Invoice** ☐ (check if Yes)

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.

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



# Appendix G

## Dispute Resolution Procedure For Health and Human Services Nonprofit Contractors 9-06

### Introduction

The City Nonprofit Contracting Task Force submitted its final report to the Board of Supervisors in June 2003. The report contains thirteen recommendations to streamline the City's contracting and monitoring process with health and human services nonprofits. These recommendations include: (1) consolidate contracts, (2) streamline contract approvals, (3) make timely payment, (4) create review/apellate process, (5) eliminate unnecessary requirements, (6) develop electronic processing, (7) create standardized and simplified forms, (8) establish accounting standards, (9) coordinate joint program monitoring, (10) develop standard monitoring protocols, (11) provide training for personnel, (12) conduct tiered assessments, and (13) fund cost of living increases. The report is available on the Task Force's website at [http://www.sfgov.org/site/npcontractingtf\\_index.asp?id=1270](http://www.sfgov.org/site/npcontractingtf_index.asp?id=1270). The Board adopted the recommendations in February 2004. The Office of Contract Administration created a Review/Appellate Panel ("Panel") to oversee implementation of the report recommendations in January 2005.

The Board of Supervisors strongly recommends that departments establish a Dispute Resolution Procedure to address issues that have not been resolved administratively by other departmental remedies. The Panel has adopted the following procedure for City departments that have professional service grants and contracts with nonprofit health and human service providers. The Panel recommends that departments adopt this procedure as written (modified if necessary to reflect each department's structure and titles) and include it or make a reference to it in the contract. The Panel also recommends that departments distribute the finalized procedure to their nonprofit contractors. Any questions or concerns about this Dispute Resolution Procedure should be addressed to [purchasing@sfgov.org](mailto:purchasing@sfgov.org).

### Dispute Resolution Procedure

The following Dispute Resolution Procedure provides a process to resolve any disputes or concerns relating to the administration of an awarded professional services grant or contract between the City and County of San Francisco and nonprofit health and human services contractors.

Contractors and City staff should first attempt to come to resolution informally through discussion and negotiation with the designated contact person in the department.

If informal discussion has failed to resolve the problem, contractors and departments should employ the following steps:

- Step 1 The contractor will submit a written statement of the concern or dispute addressed to the Contract/Program Manager who oversees the agreement in question. The writing should describe the nature of the concern or dispute, i.e., program, reporting, monitoring, budget, compliance or other concern. The Contract/Program Manager will investigate the concern with the appropriate department staff that are involved with the nonprofit agency's program, and will either convene a meeting with the contractor or provide a written response to the contractor within 10 working days.
- Step 2 Should the dispute or concern remain unresolved after the completion of Step 1, the contractor may request review by the Division or Department Head who supervises the Contract/Program Manager. This request shall be in writing and should describe why the concern is still unresolved and propose a solution that is satisfactory to the contractor. The Division or Department Head will consult with other Department and City staff as appropriate, and will provide a written determination of the resolution to the dispute or concern within 10 working days.
- Step 3 Should Steps 1 and 2 above not result in a determination of mutual agreement, the contractor may forward the dispute to the Executive Director of the Department or their designee. This dispute shall be in writing and describe both the nature of the dispute or concern and why the steps taken to date are not satisfactory to the contractor. The Department will respond in writing within 10 working days.



## Appendix G

In addition to the above process, contractors have an additional forum available only for disputes that concern implementation of the thirteen policies and procedures recommended by the Nonprofit Contracting Task Force and adopted by the Board of Supervisors. These recommendations are designed to improve and streamline contracting, invoicing and monitoring procedures. For more information about the Task Force's recommendations, see the June 2003 report at [http://www.sfgov.org/site/npcontractingtf\\_index.asp?id=1270](http://www.sfgov.org/site/npcontractingtf_index.asp?id=1270).

The Review/Appellate Panel oversees the implementation of the Task Force report. The Panel is composed of both City and nonprofit representatives. The Panel invites contractors to submit concerns about a department's implementation of the policies and procedures. Contractors can notify the Panel after Step 2. However, the Panel will not review the request until all three steps are exhausted. This review is limited to a concern regarding a department's implementation of the policies and procedures in a manner which does not improve and streamline the contracting process. This review is not intended to resolve substantive disputes under the contract such as change orders, scope, term, etc. The contractor must submit the request in writing to [purchasing@sfgov.org](mailto:purchasing@sfgov.org). This request shall describe both the nature of the concern and why the process to date is not satisfactory to the contractor. Once all steps are exhausted and upon receipt of the written request, the Panel will review and make recommendations regarding any necessary changes to the policies and procedures or to a department's administration of policies and procedures.



SANFRAN-02

BUCDA1

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/26/2014

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER License # 0H81923  
G2 Insurance Services, LLC  
140 New Montgomery, 21st Floor  
San Francisco, CA 94105

## CONTACT

NAME:

PHONE (A/C, No, Ext): (415) 426-6600

FAX (A/C, No): (415) 426-6601

E-MAIL:

ADDRESS:

## INSURER(S) AFFORDING COVERAGE

NAIC #

INSURER A : Nonprofits' Insurance Alliance of California (NIAC)

INSURER B : Cypress Insurance Company (CA)

10855

INSURER C :

INSURER D :

INSURER E :

INSURER F :

## INSURED

San Francisco AIDS Foundation  
1035 Market Street, Ste. 400  
San Francisco, CA 94103

## COVERAGES

## CERTIFICATE NUMBER:

## REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INBR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY			201400950NPO	04/01/2014	04/01/2015	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000
	<input checked="" type="checkbox"/> Social Services-Prof						MED EXP (Any one person) \$ 20,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PERSONAL & ADV INJURY \$ 1,000,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC						GENERAL AGGREGATE \$ 3,000,000
	OTHER:						PRODUCTS - COMP/OP AGG \$ 3,000,000
							LIQUOR LIABILITY \$ 1,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY			201400950NPO	04/01/2014	04/01/2015	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000
	<input checked="" type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS	<input type="checkbox"/> NON-OWNED AUTOS					PROPERTY DAMAGE (Per accident) \$
							\$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR			201400950UMBPO	04/01/2014	04/01/2015	EACH OCCURRENCE \$ 10,000,000
	<input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE						AGGREGATE \$ 10,000,000
	DED <input checked="" type="checkbox"/> RETENTION \$ 10,000						\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			3300057174141	07/01/2014	07/01/2015	PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/>
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y/N	N/A				E.L. EACH ACCIDENT \$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
A	Professional Liab.			201400950NPO	04/01/2014	04/01/2015	E.L. DISEASE - POLICY LIMIT \$ 1,000,000
							\$1M/\$3M 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

RE: Ongoing service contracts with city and county of SF

City and County of SF, its officers, directors employees agents and representatives are named as additional insureds as respects General Liability and Auto Liability as required by written contract.

## CERTIFICATE HOLDER

## CANCELLATION

City and County of San Francisco - SFDPH  
101 Grove Street  
San Francisco, CA 94102

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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**INSURANCE CERTIFICATES**



**Nonprofits Insurance  
Alliance of California**  
A HEART FOR INSURANCE... A HEART FOR NONPROFITS

Policy Number: 201400950NPO

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

## **ADDITIONAL INSURED - DESIGNATED PERSON OR ORGANIZATION**

This endorsement modifies insurance provided under the following:

**COMMERCIAL GENERAL LIABILITY COVERAGE PART.**

### **SCHEDULE**

**Name of Person or Organization:**

Any person or organization that you are required to add as an additional insured on this policy, under a written contract or agreement currently in effect, or becoming effective during the term of this policy, in consideration of food contributions or client referrals you receive from them.

---

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

WHO IS AN INSURED (Section II) is amended to include as an insured the person or organization shown in the Schedule as an insured but only with respect to liability arising out of your operations or premises owned by or rented to you.



Policy Number: 201400950NPO

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

## **ADDITIONAL INSURED ENDORSEMENT**

This endorsement modifies insurance provided under the following:

**BUSINESS AUTO COVERAGE ONLY**

In consideration of the premium charged, it is understood and agreed that the following is added as an additional insured:

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

But only as respects a legally enforceable contractual agreement with the Named Insured and only for liability arising out of the Named Insured's negligence and only for occurrences of coverages not otherwise excluded in the policy to which this endorsement applies.

It is further understood and agreed that irrespective of the number of entities named as insureds under this policy, in no event shall the company's limits of liability exceed the occurrence or aggregate limits as applicable by policy definition or endorsement.

