

STANDARD AGREEMENT  
between the City and County of San Francisco  
and the County of San Mateo  
for the Disbursement  
of PS12-1201 Comprehensive HIV Prevention Programs for Health Departments Grant Funds  
from the Federal Centers for Disease Control and Prevention

THIS AGREEMENT made this 1st day of March 2013 by and between the  
CITY AND COUNTY OF SAN FRANCISCO, through its DEPARTMENT OF PUBLIC  
HEALTH, HIV PREVENTION SECTION, hereinafter referred to as "City" and

**County of San Mateo**

hereinafter referred to as "Grantee."

1. AUTHORITY

This Agreement is entered into pursuant to the authority of the Federal Centers for Disease Control and Prevention (CDC) grant number 5U62PS003638-02 for the project PS12-1201 Comprehensive HIV Prevention Programs for Health Departments.

2. PURPOSE OF PS12-1201 Comprehensive HIV Prevention Programs for Health Departments (PS12-1201)

The purpose of PS12-1201 is to support implementation of high impact, comprehensive HIV prevention programs to achieve maximum impact on reducing new HIV infections. In accordance with NHAS, PS12-1201 focuses on addressing the national HIV epidemic, reducing new infections, increasing access to care, improving health outcomes for people living with HIV, and promoting health equity. The aforementioned will be achieved by enhancing public health departments' capacities to increase HIV testing, refer and link HIV positive persons to medical care and other essential services, and increase program monitoring and accountability.

3. PAYMENT OF FUNDS

Contingent on availability of funds, City agrees to pay Grantee \$410,906 as described in Attachment I and Attachment II of this document. City incurs no obligation under this Agreement to pay this amount unless and until the City has been awarded and has received specific funding for this grantee by the Department of Health and Human Services/Public Health Service.

4. COMPLIANCE WITH PROVISIONS OF THE GRANT

The Federal CDC imposes restrictions on the expenditure of PS12-1201 funds and imposes requirements on the recipients of such funds. Grantee hereby agrees to fully comply with the restrictions and requirements of that act, including amendments.

It is understood and agreed that Grantee will appoint an HIV Planning Council to determine the funding priorities and implementation of CDC funds in its jurisdiction. Grantee agrees that its HIV Planning Council will consult with the San Francisco HIV Prevention Planning Council prior to making final determinations.

5. FISCAL PROVISIONS

This Agreement is subject to the budget and fiscal provisions of the Charter of the City. Any amount of the City's obligation hereunder shall not at any time exceed the amount certified for the purpose and period stated in this Agreement. This section controls against any and all other provisions of the Agreement.

6. APPLICABLE LAW

This Agreement shall be deemed to be made in and shall be construed in accordance with the laws of the State of California.

7. NON-DISCRIMINATION

Grantee agrees not to discriminate on the grounds or because of race, color, creed, national origin, ancestry, age, sex, sexual orientation, gender identity, disability, AIDS or ARC in the course of providing services funded under this Agreement.

The provisions of Chapter 12B (Nondiscrimination in Contracts) of the San Francisco Administrative Code, including any amendments which may hereafter be adopted, are incorporated herein by this reference as though fully set forth. The parties agree that this Agreement shall be interpreted as containing every applicable requirement for Agreements set forth in those provisions. Grantee agrees to comply fully with those provisions.

The failure of Grantee to comply with any of those provisions shall be deemed a material breach of Agreement. Pursuant to Chapter 12B.2(h), a penalty of fifty dollars (\$50.00) for each person for each calendar day during which such person was discriminated against in violation of the provisions of this Agreement may be deducted from payments due to the Grantee. Grantee acknowledges and agrees that the liquidated damages assessed shall be payable to City upon demand and may be set off against any monies due to Grantee from any Agreement with City.

Grantee shall provide in every contract for services in connection with the project that in the event any bidder, contractor, or subcontractor fails to comply in good faith with any of the provisions of this Chapter 12B.2(h), the bidder, contractor, or subcontractor shall be liable for a penalty of fifty dollars (\$50.00) for each person for each calendar day during which such person was discriminated against in violation of the provisions of this Agreement may be deducted from payments due to the Grantee.

8. DUTY TO COMPLETE SERVICES FUNDED

Grantee agrees to provide the services funded by this Agreement by December 31, 2013.

9. AUDITS

Grantee agrees to keep and maintain and make available to City and its agents accurate books, fiscal records, and all other material relative to the project. Grantee will permit the City to audit, examine and make excerpts and transcripts from such records, and to make audits of all invoices, materials, payrolls, records of personnel and other data related to all matters covered by this Agreement. Grantee shall maintain such data and records in an accessible location and condition for a period of not less than five years after completion of the project. Grantee shall include in contracts with other parties for the provision of services funded by this Agreement this same requirement in order that City will have full and complete access to such contractor's books, records and other material. Public Health Service shall have the same rights conferred upon City by this section.

10. DISALLOWANCE AND RECOUPMENT

If City disallows any amount paid to the Grantee for the project because of Grantee's failure to comply with this Agreement, the CDC's grant guidelines, or any other applicable law or regulation, or if the Public Health Service disallows any amount or determines that any funds were used in violation of any legal or contractual requirement, Grantee shall promptly refund the disallowed amount to City upon request. This section is intended to include, among other disallowances, any disallowance by the Public Health Service based on Grantee's failure to use grant funds for purposes associated with the care of persons with HIV. City shall be entitled to take any and all available administrative and judicial actions in order to recover the amount disallowed, including offsetting the amount disallowed from any payment due Grantee under any agreement between City and Grantee or under any program involving Grantee in which funds would otherwise be paid to Grantee. Once City recoups funds from Grantee following the disallowance of any amount paid to the Grantee for its non-compliance as provided herein, the City, at its option, shall have the right to terminate this Agreement by written notice.

It is understood and agreed that the restrictions and requirements applicable to Grantee with respect to the funds provided under this Agreement also apply to any other party with whom Grantee contracts or to whom Grantee provides funds obtained from City under this Agreement. If any third party violates any restriction or requirement, Grantee shall be held liable for such violation. City may disallow amounts paid to Grantee based on the violations of such third parties.

11. GRANTEE'S DEFAULT

Failure or refusal of the Grantee or any of Grantee's contractors or other parties who receive funds provided by this Agreement from Grantee to perform or do any act required by this Agreement shall constitute a default. In the event of any default, in addition to any other

remedy available to the City, the City may demand in writing that the Grantee shall promptly return to the City the funds provided to the Grantee under this Agreement. Upon receipt of such a written demand, the Grantee shall promptly return to the City the full amount demanded.

The City shall be entitled to take any and all available administrative and judicial actions in order to recover the amount demanded, including offsetting the amount disallowed from any payment due to the Grantee under any agreement between the City and the Grantee or under any program involving the Grantee in which funds would otherwise be paid to the Grantee. In the event of a default, the City shall be entitled, at its option, to terminate this Agreement by written notice. Such notice shall be given only after the City has given written notice to grantee of the default and provided thirty (30) days in which to correct the default.

## 12. BANKRUPTCY

In the event that the Grantee shall cease conducting business in the normal course, become insolvent, make a general assignment for the benefit of creditors, suffer or permit the appointment of a receiver for its business or assets or shall avail itself of, or become subject to, any proceeding under the Federal Bankruptcy Act or any other statute of any state relating to insolvency or the protection of rights or creditors, then the City may, at its option, require the return of any and all funds provided to the Grantee under this Agreement and may, again at its option, terminate this Agreement by written notice.

## 13. SITE VISITS

Grantee agrees to fully cooperate with City and Public Health Service if City or Public Health Service, or both, notify Grantee that it wishes to visit any site where services funded by this Agreement are provided. If Public Health Service notifies Grantee that it wishes to make a site visit, Grantee shall inform the City within five days of such notification, and in any event, prior to the scheduled visit.

## 14. REPORTS

Grantee agrees to expend all grant funds as specified in Section 3 by December, 2013.

Grantee further agrees to provide any additional report or information in writing when reasonably requested to do so by City or Public Health Service. The timely submission of all reports is a necessary and material term and condition of this Agreement.

## 15. INDEPENDENT CONTRACTOR

Grantee shall be liable for any act or acts of its own, or its officer, agents or employees, and nothing contained herein shall be construed as creating the relationship of employer and employee between City and Grantee or its officers, agents and employees. Grantee shall be deemed at all times to be an independent Contractor and shall be wholly responsible for the manner in which it performs the project required of it by the terms of Agreement.

Grantee has and hereby retains the right to exercise full control supervision of Grantee's services and full control and supervision of the project services and full control of employment, direction, compensation and discharge of all person assisting it in the performance of project services hereunder. Grantee agrees to be solely responsible for all matters relating to payment of employees, including compliance with Social Security, withholding and all other regulations governing such matters. Grantee agrees to be solely responsible for its own acts and those of its subordinates, employees and agents during the life of this Agreement.

16. GRANTEE SOLE RESPONSIBILITY

Grantee shall take all responsibility for its work, and must bear all losses and damages directly or indirectly resulting to it, to any of its contractors or subcontractors, to City, its officers, representatives, agents and employees, on account of any act, error or omission of Grantee in the performance of this Agreement.

17. INSURANCE

Grantee agrees to maintain such insurance as will fully protect both Grantee and City from any and all claims made by anyone whomsoever which may arise from the operations carried on under this Agreement. Grantee agrees to the insurance provision requirements as stated in Attachment III, attached hereto and incorporated by reference as though fully set forth herein.

18. INDEMNITY PROVISION

Grantee shall keep, defend, indemnify and hold harmless City and all of its officers, agents and employees of City from any and all claims and liabilities for damages of any kind whatsoever to all persons, corporations, and partnerships including but not limited to employees of Grantee and heirs of employees of Grantee and employees of City and heirs of employees of City arising out of and in the course of the performance of this Agreement.

Grantee agrees to indemnify, to assume the defense of (if requested) and to hold harmless the City, its officers, representatives, agents and employees from every claim, loss, damage, injury, expense (including attorney fees), judgment and direct or vicarious liability of every kind, nature, and description arising in whole or in part from the performance of this Agreement, except where such claim, loss, damage, injury, expense, judgment or direct or vicarious liability is caused solely, exclusively and directly by the willful misconduct of City, its officers, representatives, agents, and employees.

The aforementioned indemnity shall extend to, but shall not be limited to, any negligent or intentional conduct whatsoever.

Insurance contracts required under this Agreement do not relieve Grantee or its contractors, subcontractors or consultants from liability under this section.

19. ADMINISTRATIVE REMEDY FOR AGREEMENT INTERPRETATION

Should any questions arise as to the meaning and intent of this Agreement, the matter shall be referred to the Director of Public Health, who shall decide the true meaning and intent of the Agreement, and his/her decision shall be final and conclusive.

20. NOTICES TO THE PARTIES AND CONTACTS

All notices to be given by the parties hereto shall be in writing and served by depositing same in the United States Post Office, postage paid, and registered as follows:

TO CITY:                      Department of Public Health AIDS Office  
                                     Contracts Unit  
                                     101 Grove Street, Room 402  
                                     San Francisco, CA 94102

TO GRANTEE:                Matt Geltmaker, STD/HIV program Director  
                                     San Mateo County AIDS Program  
                                     225 West 37<sup>th</sup> Avenue  
                                     San Mateo, CA 94403

For questions on Federal Centers for Disease Control legislation contact Tracey Packer, San Francisco Department of Public Health, at (415) 554-554-9992. For general questions on Federal Centers for Disease Control grant funding of non-City components of the San Francisco Eligible Metropolitan Area contact Eric Whitney, San Francisco Department of Public Health, at (415) 255-3932. For questions on this Grantee Agreement contact Matt Geltmaker, San Mateo County AIDS Program, at (650) 573-2077.

21. WAIVER

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

22. ATTACHMENTS

Attachments to this Agreement:

- I. 2013 HIV Prevention Program Summary
- II. 2013 HIV Prevention Budget Justification
- III. Insurance Requirements and certificates.

23. NO THIRD PARTY RIGHTS AGAINST CITY

Nothing contained in this Agreement shall create or justify any claim against City by any person Grantee may have employed or with whom Grantee may have contracted relative to purchase of materials, supplies or equipment, or the furnishing or the performance of any work or services, and Grantee shall include similar provisions in all contracts it enters into with respect to this Agreement.

24. LIMITED OBLIGATIONS OF THE CITY

City's sole obligation under this Agreement is limited to the provision of funds described in Section 3 of this Agreement. Under no circumstances, including breach by City of this Agreement shall City be liable to the Grantee for any damages whatsoever arising out of any action or failure to act by City in connection with this Agreement other than the obligation to pay Grantee the amount set forth in Section 3.

25. SEVERABILITY

The invalidity or unenforceability of any one or more provisions of this Agreement will in no way affect any other provision.

26. GUARANTEED MAXIMUM COSTS

- a. The City's obligation hereunder shall not at any time exceed the amount certified by the Controller for the purpose and period stated in such certification.
- b. Except as may be provided by City ordinances governing emergency conditions, the City and County and its employees and officers are not authorized to request the Grantee to perform services or to provide materials, equipment and supplies that would result in Grantee performing services or providing materials, equipment and supplies that are beyond the scope of the services, materials, equipment and supplies agreed upon in the contract unless the Agreement is amended in writing and approved as required by law to authorize the additional services, materials, equipment or supplies. The City and County is not required to reimburse Grantee for services, materials, equipment or supplies that are provided by Grantee which are beyond the scope of the services, materials, equipment and supplies agreed upon in the contract and which were not approved by a written amendment to the Agreement having been lawfully executed by the City and County.
- c. The City and County and its employees and officers are not authorized to offer or promise to Grantee additional funding for the contract which would exceed the maximum amount of funding provided for in the contract for the Grantee's performance under the contract. Additional funding for the contract in excess of the maximum provided in the contract shall require lawful approval and certification by the Controller of the City and County of San Francisco. The City and County is not required to honor any offered or promised additional funding for a contract which

exceeds the maximum provided in the contract which requires lawful approval and certification of the Controller when the lawful approval and certification by the Controller has not been obtained.

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

27. SUBMITTING FALSE CLAIMS; MONETARY PENALTIES

Any Grantee, subcontractor or consultant who commits any of the following acts shall be liable to the City for three times the amount of damages which the City sustains because of the act of that Grantee, subcontractor or consultant. A Grantee, subcontractor or consultant who commits any of the following acts shall also be liable to the City for the costs, including attorney's fees, of a civil action brought to recover any of those penalties or damages, and may be liable to the City for a civil penalty of up to ten thousand dollars (\$10,000) for each false claim;

- 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.
- 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.

28. SUNSHINE ORDINANCE

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



29. GRIEVANCE PROCEDURE

GRANTEE agrees to establish and maintain a written Client Grievance Procedure that is consistent with the CITY's "Minimum Standards for Grievance Procedure." GRANTEE shall provide a copy of this Client Grievance Procedure to all service providers under this Agreement. The grievance procedure shall provide for final resolution of all grievances by the GRANTEE.

30. NOTIFICATION OF LIMITATIONS ON CONTRIBUTIONS

This paragraph applies if this grant is in excess of \$50,000 over a 12-month period or less and is for: (1) personal services; or (2) the selling or furnishing of any material, supplies or equipment; or (3) any combination of personal services and the selling or furnishing of any material, supplies or equipment. San Francisco Campaign and Governmental Conduct Code (the "Conduct Code") Section 3.700 et. seq., and San Francisco Ethics Commission Regulations 3.710(a)-1 - 3.730-1, prohibit the public officials who approved this contract from receiving: (1) gifts, honoraria, emoluments or pecuniary benefits of a value in excess of \$50; (2) any employment for compensation; or (3) any campaign contributions for any elective office for a period of up to six years from individuals and entities who are "public benefit recipients" of the contract. Public benefit recipients of the contract are: (1) the individual, corporation, firm, partnership, association, or other person or entity that is a party to the contract; (2) an individual or entity that has a direct 10% equity, or direct 10% participation, or direct 10% revenue interest in that party at the time the public benefit is awarded; or (3) an individual who is a trustee, director, partner or officer of the contracting party at the time the public benefit is awarded.

Contractor understands that any public official who approved this contract may not accept campaign contributions, gifts, or future employment from Contractor except as provided under the Conduct Code. Contractor agrees to notify any other individuals or entities that may be deemed "public benefit recipients" under the Conduct Code because of this contract. Upon request, Contractor agrees to furnish, before this contract is entered into, such information as any public official approving this contract may require in order to ensure such official's compliance with the Conduct Code. Upon request, the City agrees to provide, before this contract is entered into, Contractor with a list of public officials who, under the Conduct Code, approved this contract. Failure of any public official who approved this contract to abide by the Conduct Code shall not constitute a breach by either the City or Contractor of this contract. Notwithstanding anything to the contrary in this contract, neither party shall have the right to terminate the contract due to any failure by the other party to provide the information described in this paragraph.

31. HIPAA

The parties acknowledge that CITY is a Covered Entity as defined in the Healthcare Insurance Portability and Accountability Act of 1996 ("HIPAA") and is therefore required to abide by the Privacy Rule contained therein. The parties further agree that CONTRACTOR falls within the following definition under the HIPAA regulations:

- ☒ A Covered Entity subject to HIPAA and the Privacy Rule contained therein;
- ☐ A Business Associate subject to the terms set forth in Appendix E;
- ☐ Not Applicable, CONTRACTOR will not have access to Protected Health Information.

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

RECOMMENDED;

\_\_\_\_\_  
BARBARA A. GARCIA, M.P.A.  
Director, Department of Health

APPROVED AS TO FORM  
Dennis J. Herrera, City Attorney

By \_\_\_\_\_  
Aleeta Van Runkle  
Deputy City Attorney

APPROVED:  
Grantee:

County of San Mateo

\_\_\_\_\_  
President, Board of Supervisors  
(Title)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
94-6000532  
Federal ID or Social Security No.

\_\_\_\_\_  
16419  
City Vendor Number

ATTEST:

By: \_\_\_\_\_  
Clerk of Said Board

Contractor: San Mateo County Health System  
 Program: STD/HIV Program  
 CMS: 7312

Appendix A  
 Contract Term: 1/1/13 – 12/31/13  
 Funding Source: Centers for Disease Control

## SUMMARY

<b>Service Provider:</b>	San Mateo County Health System		
<b>Fiscal Agent:</b>	San Mateo County		
<b>Total Contract Amount:</b>	\$410,906		
<b>System of Care:</b>	HIV Prevention Services		
<b>Provider Address:</b>	225 – 37 <sup>th</sup> Avenue, San Mateo, CA 94403		
<b>Provider Phone:</b>	650-573-2346	<b>Provider Fax:</b>	650-573-2875
<b>Contact Person:</b>	Matt Geltmaker, Program Director	<b>Direct Phone:</b>	650-573-2077
	<b>Email:</b> <a href="mailto:mgeltmaker@smcgov.org">mgeltmaker@smcgov.org</a>		
<b>Program:</b>	<b>STD/HIV Program</b>		
<b>Funding Amount</b>	\$ 410,906		
<b>Funding Source:</b>	Centers for Disease Control		
<b>Term:</b>	January 1, 2013 – December 31, 2013		
<b>Number of UOS and Contacts</b>		<b>UOS</b>	<b>Contacts</b>
	<b>HIV Testing/Counseling:</b>	2,500	2,500
	<b>Partner Services:</b>	300	300
	<b>Linkage to Care:</b>	250	250
	<b>Condom Distribution:</b>	20,000	12,500
	<b>Prevention with Positives:</b>	100	100
	<b>Total(s):</b>	<b>23,150</b>	<b>15,650</b>
<b>UOS Definition(s):</b>	One UOS is defined as 1 HIV Test, 1 Partner Service Counseling Session, A Phone call/letter/session with out-of-care to refer back into care, 1 safe sex kit, 5 condoms, lubricant, referral card to HIV/STD/syringe exchange or One 20–30 min. prevention counseling session.		
<b>Target Population:</b>	San Mateo County residents who are at increased risk for HIV and STD infection or have an HIV diagnosis. Priority is given to the following behavioral risk groups in accordance with San Mateo County's current HIV/AIDS epidemiology and trends: men who have sex with men, injection drug users, male-to-female transgender individuals, and high-risk women (i.e., non-injection substance use, sex with HIV-positive partners, sex with MSM, etc.) Secondary consideration is given to racial/ethnic groups that face a disproportionate burden of HIV disease in San Mateo County: African Americans and Latinos in zip codes 94063 and 94080.		
<b>Service Description:</b>	Provision of HIV testing, partner services, linkage to care, prevention with positives and condom distribution.		

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	L	
1	Check one:								Appendix B Page 1				
2	<input checked="" type="checkbox"/> New <input type="checkbox"/> Renewal <input type="checkbox"/> Modification								Appendix Term: 1/1/13-12/31/13				
3	If modification, Effective Date of Mod. No. of Mod.								CMS: 7312				
4	FISCAL YEAR: 2012-13 SUBMISSION DATE: 1/11/13								DPH1				
5	LEGAL ENTITY/ ORGANIZATION NAME: San Mateo County Health Programs								VENDOR ID (DPH USE ONLY):				
6	LEGAL ENTITY CODE: (CBHS Only)												
7	CONTRACTOR/ PROVIDER NAME: San Mateo County Health Programs												
8	PROGRAM/ PROVIDER NAME: STD/HIV Program												
9													
10	APPENDIX NUMBER (Narrative/ Budget)					A/B-1							
11	APPENDIX TERM: 1/1/13-12/31/13							TOTALS					
12	<b>EXPENSES:</b>												
13	SALARIES & EMPLOYEE BENEFITS					\$	317,439						\$ 317,439
14	OPERATING EXPENSE					\$	74,868						\$ 74,868
15	CAPITAL OUTLAY (COST \$5,000 AND OVER)					\$	-						\$ -
16	SUBTOTAL DIRECT COSTS					\$	392,307						\$ 392,307
17	INDIRECT COST AMOUNT:					\$	18,599						\$ 18,599
18	INDIRECT RATE:						4.7%						
19	TOTAL EXPENSES:					\$	410,906						\$ 410,906
20													
21	<b>REVENUES:</b>												
22													
23	<b>HOUSING &amp; URBAN HEALTH (HUH) FUNDING SOURCES:</b>												
33	TOTAL HOUSING & URBAN HEALTH FUNDING SOURCES					\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
34													
35	<b>HIV PREVENTION SECTION (HPS) FUNDING SOURCES:</b>												
36	CDC Grant (HIV Prevention Project) CFDA #93.940					\$	410,906						\$ 410,906
37	General Fund					\$	-						\$ -
38	Other Funding Source (identify by name)					\$	-						\$ -
39						\$	-						\$ -
40	TOTAL HIV PREVENTION SECTION FUNDING SOURCES					\$	410,906	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 410,906
41													
42	<b>HIV HEALTH SERVICES (HHS) FUNDING SOURCES:</b>												
50	TOTAL HIV HEALTH SERVICES FUNDING SOURCES					\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
51													
52	<b>CHPP FUNDING SOURCES:</b>												
61	TOTAL CHPP FUNDING SOURCES					\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
62													
63	<b>MCAH FUNDING SOURCES:</b>												
80	TOTAL MCAH FUNDING SOURCES					\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
81													
82	TOTAL DPH REVENUES					\$	410,906	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 410,906
83	<b>OTHER/ NON-DPH REVENUE</b>												
84	CLIENT FEES					\$	-						\$ -
85	PROVIDERS GRANTS					\$	-						\$ -
86	IN-KIND					\$	-						\$ -
87	FUND RAISING					\$	-						\$ -
88	OTHERS					\$	-						\$ -
89	TOTAL OTHER/ NON-DPH REVENUE					\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
90													
91	TOTAL REVENUES (DPH AND NON-DPH)					\$	410,906	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 410,906
92	Prepared by/Phone #: Maria Gonzales, mgonzalez@smcgov.org, 650-573-2031												

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Contractor Name: San Mateo County								Appendix B-1 Page 1				
2	Contract Term: 01.01.13 - 12.31.13								Appendix Term: 01.01.13 - 12.31.13				
3	Funding Source: Centers for Disease Control								CMS: 7312				
4													
5	SFPD PH AIDS OFFICE CONTRACT												
6	UOS COST ALLOCATION BY SERVICE MODE												
7													
8													
9	Personnel Expenses		SERVICE MODES										
10	Position Titles	FTE	HIV Testing/counseling		Partner Services		Linkage to Care		Condom Kit Dist.		PwP/HIRC		Contract Totals
11	Communicable Disease Investigator	1.80	\$ 17,190	10%	\$ 68,760	40%	\$ 51,570	30%	\$ 8,595	5%	\$ 25,785	15%	\$ 171,900
12	Community Outreach Worker	1.80	\$ 65,492	45%	\$ 14,554	10%	\$ 29,108	20%	\$ 14,554	10%	\$ 21,831	15%	\$ 145,539
13													
14													
15													
16													
17													
18	Total FTE & Total Salaries	3.60	\$ 82,682	26%	\$ 83,314	26%	\$ 80,678	25%	\$ 23,149	7%	\$ 47,616	15%	\$ 317,439
19	Fringe Benefits (ncluded in salaries)	%											
20	Total Personnel Expenses		\$ 82,682	26%	\$ 83,314	26%	\$ 80,678	25%	\$ 23,149	7%	\$ 47,616	15%	\$ 317,439
21													
22	Operating Expenses		Expenditure	%	Expenditure	%	Expenditure	%	Expenditure	%	Expenditure	%	Contract Total
23	Total Occupancy												\$ -
24	Total Materials and Supplies		\$ 33,703	80%	\$ 1,264	3%	\$ 421	1%	\$ 5,477	13%	\$ 1,264	3%	\$ 42,129
25	Total General Operating		\$ 12,417	70%	\$ 1,774	10%	\$ 887	5%	\$ 1,774	10%	\$ 887	5%	\$ 17,739
26	Total Staff Travel												
27	Consultants/Subcontractor:												
28													
29	Other Expenses:												
30	Subcontractor Harm Reduction Therapy Center										\$ 15,000	100%	\$ 15,000
31													
32													
33													
34													
35													
36													
37	Total Operating Expenses		\$ 46,121	62%	\$ 3,038	4%	\$ 1,308	2%	\$ 7,251	10%	\$ 17,151	23%	\$ 74,868
38													
39	Total Direct Expenses		\$ 128,803	33%	\$ 86,352	22%	\$ 81,986	21%	\$ 30,400	8%	\$ 64,767	17%	\$ 392,307
40	Indirect Expenses	4.7%	\$ 6,107	33%	\$ 4,094	22%	\$ 3,887	21%	\$ 1,441	8%	\$ 3,071	17%	\$ 18,599
41	TOTAL EXPENSES		\$ 134,909	33%	\$ 90,446	22%	\$ 85,873	21%	\$ 31,841	8%	\$ 67,837	17%	\$ 410,906
42													
43	Number of Units of Service (UOS) per Service Mode		2,500		300		250		20,000		100		23,150
44	Cost Per Unit of Service by Service Mode		\$53.96		\$301.49		\$343.49		\$1.59		\$678.37		
45	Number of Unduplicated Clients (UDC) per Service Mode		2,500		300		250		12,500		100		
46													
47	DPH #1A(1)												Rev. 05/2010

**BUDGET JUSTIFICATION**  
**County of San Mateo - Prevention Program**

**Salaries and Benefits**

Communicable Disease Investigator

Assists in the implementation and coordination of opt-out testing in health system clinics and community clinics, ensures the provision of test results, provide linkage to care for newly diagnosed patients as well as patients who have fallen out of care, provides partner services throughout health system clinics and community clinics, conducts individual prevention counseling sessions with HIV positive individuals, assists private providers in implementing partner services, support the reporting of CD4 and viral load data from private and community clinics, assists in staffing of county STD clinic.

*Minimum Qualifications:* Any combination of education and experience that would provide the required knowledge of: methods of transmission diagnosis and treatment of communicable diseases; accepted techniques of communicable disease control and diagnostic tests; effective fact gathering interviewing techniques; ability to apply the rules and regulations relative to communicable disease control; and interpersonal skills necessary to deal with clients with initiative and tact, to relate to people from diverse cultures and lifestyles, and to establish and maintain effective working relationships with those contacted in the course of the work.

Annual Salary and Benefits  $\$95,500 \times 1.80 \text{ FTE} \times 12/12 = \$$  171,900

Community Outreach Worker II

Provides on-the-street HIV prevention education and counseling to individuals at high risk for HIV from drug-using, sexual behaviors, or other risky behaviors; identifies new trends of high-risk behavior; areas where high-risk people congregates, and builds rapport with the communities; provides HIV, hepatitis C and syphilis testing via veni-puncture, screens client's risks, conducts individual prevention counseling sessions with HIV positive individuals; identifies service needs and facilitates referrals for clients; drives, maintains and stocks mobile testing units as needed; and enters testing and outreach information into web database.

*Minimum Qualifications:* experience which has provided first-hand knowledge of the problems, needs, attitudes, behavior patterns of disadvantaged individuals; and working experience providing community services of an emergency, remedial and educational nature for socially, economically or mentally disadvantaged persons.

Annual Salary and Benefits  $\$80,855 \times 1.80 \text{ FTE} \times 12/12 = \$$  145,539

---

---

**TOTAL SALARIES & BENEFITS \$ 317,439**

---

---

## Operating Expenses

### Materials and Supplies

#### Program Supplies

Orasure Oral Rapid HIV Test Kits: 2500 @ \$11.66	\$	29,150
Orasure Oral Rapid HIV Test Controls: 52 @ \$27.11	\$	1,410
San Mateo Public Health Lab confirmatory tests: 50 @ \$40	\$	2,000
Office Supplies - \$26.25 per month	\$	315
Educational Materials 1,960 pamphlets @ \$.35	\$	686
Conferences/Trainings @ \$55.55 X 3.6	\$	200
Employee Mileage Expenses 2,500 miles @ \$.555/ mile	\$	1,388
Condoms: 98,525 @ \$.062, 4 - 7 condoms per kit	\$	6,109
Lubricant: 71,500 @ \$.0122, 3 - 4 lubes per kit	\$	872
<b>Total Materials &amp; Supplies</b>	<b>\$</b>	<b>42,129</b>

### General Operating

#### Equipment

Telephone: 3.6 FTE @ \$468 per year	\$	1,685
Computer/maintenance: 3.6 FTE @ \$1,272 per year	\$	4,579
Testing Vans: 13,500 miles @ \$0.85 maint/replacement	\$	11,475
<b>Total General Operating Expenses:</b>	<b>\$</b>	<b>17,739</b>

### Other Costs

#### Subcontractor - Harm Reduction Therapy Center

Assess, evaluate, and provide mental health treatment to identified clients of the SMMC HIV/STD program, based on theories conducive to the Harm Reduction model; meet with patients on an individual and/or group basis as directed collaboratively by therapist and patient; work in collaboration with healthcare providers, social workers, nurses and other subcontractors to ensure the safety and well-being of clients seen at Edison and Willow HIV clinics; educate patients, staff and subcontractors - both formal and informally - on the fundamentals of the harm reduction approach; provide written and verbal reports on the quality and quantity of work being performed on a monthly basis; attend all meetings as directed by the Client Services Coordinator; and other duties as assigned.

*Minimum Qualifications:* Master's Degree or higher in counseling, psychology, social work or other related field; knowledge and understanding of harm reduction concepts and theories; experience working with high risk populations with significant mental health issues; ability to work as part of a collaborative/integrated team; knowledge, understanding and experience of substance use.

\$37.88/hr x 33 hrs/mo. x 1 client/hr x 12 months = \$ 15,000

**Total Other Costs: \$ 15,000**

**Total Operating Expenses \$ 74,868**

**TOTAL DIRECT EXPENSES \$ 392,307**

### INDIRECT COSTS

#### Prevention Services Supervisor

Annual Salary and Benefits \$131,716 x .14 FTE x 12/12 = 4.7% = \$ 18,599

**TOTAL INDIRECT COSTS \$ 18,599**

**APPENDIX TOTAL \$ 410,906**



### ATTACHMENT III

#### INSURANCE REQUIREMENTS

A. Without in any way limiting CONTRACTOR'S liability pursuant to the "Indemnification and General Liability," section of this Agreement, CONTRACTOR must maintain in force, during the full term of the Agreement, insurance in the amounts and coverages listed on the following page.

B. Comprehensive General Liability and Comprehensive Automobile Liability Insurance policies must provide the following:

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

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

C. Blanket Fidelity and Commercial Blanket Bonds, if necessitated by the existence of an initial payment or other reason for this agreement, must Name as Additional Loss Payee the City and County of San Francisco, its Officers, Agents, and Employees.

D. All policies must provide Thirty (30) calendar days' advance written notice to CITY of reduction or nonrenewal of coverages or cancellation of coverages for any reason. Notices shall be sent to the following address:

City and County of San Francisco  
Department of Public Health  
Attention: Contracts Unit  
101 Grove Street, Room 402  
San Francisco, CA 94102

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

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

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

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

I. Approval of the insurance by CITY shall not relieve or decrease the liability of CONTRACTOR hereunder.

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

ATTACHMENT III (continued)

INSURANCE REQUIREMENTS

Deliver or mail completed insurance certificates and Additional Insured Policy Endorsements to:

City and County of San Francisco  
Department of Public Health  
Attention: Contracts Unit  
101 Grove Street, Room 402  
San Francisco, CA 94102

  X   WORKERS' COMPENSATION AND EMPLOYERS' LIABILITY

Workers' Compensation, in statutory amounts, with Employers' Liability Limits not less than **\$1,000,000** each accident, injury, or illness.

  X   GENERAL LIABILITY

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

  X   AUTOMOBILE LIABILITY

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

       PROFESSIONAL LIABILITY/MALPRACTICE (If included under Comprehensive General Liability, this coverage must be separately identified on certificate.)

Professional liability insurance, applicable to Contractor's profession, with limits not less than \$1,000,000 each claim with respect to negligent acts, errors or omissions in connection with professional services to be provided under this Agreement.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
6/29/2012

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 <b>James &amp; Gable Insurance Brokers</b> 1660 Olympic Blvd., Suite 325 Walnut Creek, CA 94596 OB11974	CONTACT NAME:		
	PHONE (A/C, No, Ext): (925) 943-3264	FAX (A/C, No): (925) 932-4260	
INSURED  <b>San Mateo County Health System</b> 455 County Center Redwood City, CA 94063-1663 650-363-4387	INSURER(S) AFFORDING COVERAGE		NAIC#
	INSURER A: <b>Norcal Mutual Insurance</b>		33200
	INSURER B: <b>Insurance Co of State of PA</b>		19429
	INSURER C: <b>Safety National Casualty Corp</b>		15105
	INSURER D:		
	INSURER E:		
INSURER F:			

## 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.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY	Y		712147	7/1/12	7/1/13	EACH OCCURRENCE	\$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person)	\$
	GEN'L AGGREGATE LIMIT APPLIES PER:							
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC						PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 1,000,000
								\$
B	AUTOMOBILE LIABILITY	Y		6907974	5/22/12	5/22/13	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
	<input checked="" type="checkbox"/> ANY AUTO						BODILY INJURY (Per person)	\$
	<input checked="" type="checkbox"/> ALL OWNED AUTOS						BODILY INJURY (Per accident)	\$
	<input checked="" type="checkbox"/> HIRED AUTOS						PROPERTY DAMAGE (Per accident)	\$
	<input type="checkbox"/> SCHEDULED AUTOS							\$
	<input checked="" type="checkbox"/> NON-OWNED AUTOS							\$
	UMBRELLA LIAB						EACH OCCURRENCE	\$
	EXCESS LIAB						AGGREGATE	\$
	<input type="checkbox"/> OCCUR							\$
	<input type="checkbox"/> CLAIMS-MADE							\$
	DED	RETENTION \$						\$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	N/A		SP-4043997	5/22/11	5/22/13	<input checked="" type="checkbox"/> WC STATUTORY LIMITS	OTHER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						E.L. EACH ACCIDENT	\$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	\$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

City & County of San Francisco, Department of Public health AIDS Office, its agents, officers, employees and representatives are included as Additional Insureds, per the attached endorsements.

## CERTIFICATE HOLDER

## CANCELLATION

City & County of San Francisco  
Department of Public Health Aids  
Office  
25 Van Ness Avenue, Suite 200  
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

© 1988-2010 ACORD CORPORATION. All rights reserved.



HPL-012

**ROSTER OF INSURED(S) – ORGANIZATION(S)  
SHARED LIMITS OF LIABILITY WITH THE  
NAMED INSURED**

It is hereby understood and agreed that Coverage Part A is amended to add the Organization(s) shown below as an Insured(s) to this Policy. The Retroactive Date(s) for such coverage are shown on the rosters below.

The Limits of Liability shown on the Declarations Page, applicable to the Named Insured, are shared with the Insured(s) shown on the rosters below.

Add the following Organization(s):

Name	<u>Retroactive Date</u>

Current Roster of Active Organization(s):

Name	<u>Retroactive Date</u>
-City and County of San Francisco, Department of Public Health AIDS Office, its agents, officers, employee and representatives with respect to the disbursement of PS12-1201 Comprehensive HIV Prevention Programs for Health Departments Grant Funds from the Federal Centers for Disease Control and Prevention	07/01/1994
-City of Santa Clara, its City Council, commissions, officers, employees, volunteers and agents are hereby added as additional insured as respects the water sampling contract (account #S200002208) with San Mateo County Health System Public Health Laboratory	07/01/1994

It is further understood and agreed that the Organization(s) shown on the rosters below are deleted from coverage. After the termination date(s) shown on the rosters below, the Organization(s) shown on the rosters below will continue to be insured under this Policy for Claims arising from Medical Incidents that took place on or after the Retroactive Date(s) and before the termination date(s) as shown on the rosters below and that are reported to Us while this Policy is in force or is renewed with Us.

If this Policy is canceled or is not renewed, all coverage will cease unless the Named Insured purchases an Extended Reporting Period Endorsement as per **PART VII, EXTENDED REPORTING PERIOD OPTION**.

Delete the following Organization(s):

Name	<u>Retroactive Date</u>	Termination Date

Current Roster of Deleted Organization(s):

Name	<u>Retroactive Date</u>	Termination Date



HPL-012

**ROSTER OF INSURED(S) – ORGANIZATION(S)  
SHARED LIMITS OF LIABILITY WITH THE  
NAMED INSURED**

**ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED**

This endorsement when signed by NORCAL's President and Secretary at San Francisco, California shall take effect on the endorsement effective date shown below.

Issue Date: June 29, 2012

Named Insured: San Mateo County Health System

Policy Number: 712147

Policy Period: July 1, 2012 to July 1, 2013

Endorsement Number: 1

Endorsement Effective Date: July 1, 2012

Additional/Return Premium: \$0

A handwritten signature in black ink, appearing to read "James Sunseri".

James Sunseri  
President

A handwritten signature in black ink, appearing to read "David R. Holley M.D.". The signature is written in a cursive style.

David R. Holley, M.D.  
Secretary

**ENDORSEMENT No. 39**

This endorsement, effective 12:01 AM: May 22, 2012

Forms a part of policy no: 6907974

Issued to: COUNTY OF SAN MATEO

By: THE INSURANCE COMPANY OF THE STATE OF PENNSYLVANIA

**SPECIAL EXCESS LIABILITY POLICY FOR PUBLIC ENTITIES**

**ADDITIONAL INSURED ENDORSEMENT**  
**(Insured Contract and Specified Operations)**

In consideration of an additional premium of \$NIL (if applicable), this Policy is amended as follows:

**SECTION IV. WHO IS AN INSURED** is amended to include the following additional provision:

**Insured** means each of the following:

Any person(s), entity(ies) or organization(s) listed in the Schedule of Additional Insureds below to whom the Named Insured is obligated by virtue of a written insured contract to provide insurance solely with respect to bodily injury and property damage .

However, the most we will pay for damages under this policy on behalf of such person(s), entity(ies), or organization(s) is the lesser of the Limits of Insurance shown in Item 3 of the Declarations or the minimum Limits of Insurance required within the terms of the insured contract.

**SCHEDULE OF ADDITIONAL INSURED**

**ADDITIONAL INSURED**

City and County of San Francisco, Department  
Public Health Aids, Office, its agents,  
Officers, employees and representatives

**SPECIFIED OPERATION(S)**

For the Disbursement of PS12-1201 of  
Comprehensive HIV Prevention Programs  
for Health Departments Grant Funds from  
the Federal Centers for Disease Control and  
Prevention.

All other terms, definitions, conditions, and exclusions of this policy remain unchanged.

*David J. Brennan*

Authorized Representative  
or Countersignature (Where Applicable)

91818 (11/06)  
AH2200