

COUNTY OF SAN MATEO  
Departmental Correspondence

DATE: AUG - 1 2001  
HEARING DATE AUG 14 2001

TO: Honorable Board of Supervisors

FROM: John Conley, Deputy Director of Public Health

SUBJECT: Ryan White Comprehensive AIDS Resources Emergency (CARE) Act Funds for 2001-02

RECOMMENDATION

Adopt a resolution authorizing the President of the Board to execute an agreement with the City and County of San Francisco for the acceptance and expenditure of Ryan White CARE Act funds awarded to the San Mateo County AIDS Program.

Background

The purpose of the CARE Act is to provide emergency assistance to eligible metropolitan areas (EMAs) that are disproportionately affected by the HIV epidemic and to make financial assistance available for the development, organization, coordination, and operation of more effective and cost efficient systems for the delivery of essential services to individuals and families with HIV disease.

Discussion

In 2001-02, all CARE Act funding will come to the San Mateo County AIDS Program through an agreement with the City and County of San Francisco. The amount of funding San Mateo County receives each year is determined by the San Francisco Ryan White CARE Act Planning Council. The CARE Act award for March 1, 2001, through February 28, 2002, is \$2,431,140.

The CARE Act offset the costs of a total of 17.35 FTE positions providing direct services to clients with HIV/AIDS. These positions provide interdisciplinary staffing for the AIDS Program Clinic, Client Services Unit, Health Outreach Team, and Client Socialization Center. The funds also pay for medical supplies, laboratory costs, office supplies, and the following contract services: dental care, housing assistance, food services, mental health services, substance abuse treatment, medical specialty services, dietitian services, medical transcription, attendant care, and basic client support.

Outcome Measures

The services provided by the AIDS Program and its contractors are key components in achieving the AIDS Program's overall goal of increasing the quality of life and level of self-sufficiency for

people living with HIV/AIDS. The following outcomes related to this goal were measured in 2000-01 and will be measured again in 2001-02

Service	2000-01 Actual	2001-02 Objective
Percentage of homeless clients who will be housed by Mental Health Association's HIV Housing Assistance Program within 24 hours of intake	100%	100%
Percentage of continuing care clients registered in the Community Dental CARE program whose oral health will be improved	97%	95%
Percentage of HIV Food Services Program clients rating quality of overall services provided as good or excellent	95%	95%
Percentage of AIDS Program clients surveyed rating services very good or excellent	96%	95%

Term and Fiscal Impact

The term of this agreement is March 1, 2001 through February 28, 2002. The \$2,431,140 in revenue and associated expenses are included in the last four months of the approved 2000-01 AIDS Program budget (\$674,478) and first eight months of the recommended 2001-02 AIDS Program budget (\$1,756,662). All funding for this contract, including administrative costs, are provided through the CARE Act grant. There is no net county cost. The net County cost for the AIDS Program in its entirety is \$339,728.

RECOMMENDED

*Margaret Taylor*  
 HEALTH SERVICES AGENCY

RESOLUTION NO. \_\_\_\_\_

BOARD OF SUPERVISORS, COUNTY OF SAN MATEO, STATE OF CALIFORNIA

\* \* \* \* \*

RESOLUTION AUTHORIZING EXECUTION OF AN AGREEMENT WITH THE  
CITY AND COUNTY OF SAN FRANCISCO FOR RYAN WHITE COMPREHENSIVE  
AIDS RESOURCES EMERGENCY (CARE) ACT GRANT FUNDS

RESOLVED, by the Board of Supervisors of the County of San Mateo, State of  
California, that

WHEREAS, the City and County of San Francisco has received federal CARE Act  
grant funds in 2001-02 for AIDS programs; and

WHEREAS, there has been presented to this Board for its consideration and accep-  
tance an Agreement, reference to which is hereby made for further particulars, whereby the  
City and County of San Francisco shall award the San Mateo County AIDS Program funds to  
provide for the delivery of HIV/AIDS health and social services to individuals and families;  
and

WHEREAS, this Board has been presented with the Agreement and has examined and  
approved it as to both form and content and desires to enter into the Agreement:

NOW, THEREFORE, IT IS HEREBY DETERMINED AND ORDERED that the  
President of this Board of Supervisors be, and is hereby authorized and directed to execute  
said Agreement as is approved by the County Manager and the County Counsel for and on  
behalf of the County of San Mateo, and the Clerk of this Board shall attest the President's  
signature thereto.

STANDARD AGREEMENT  
between the City and County of San Francisco  
and the County of San Mateo  
for the Disbursement  
of COMPREHENSIVE AIDS RESOURCES EMERGENCY (CARE) Grant Funds  
from the Health Resources and Services Administration

THIS AGREEMENT made this 1st day of March 2001 by and between the  
CITY AND COUNTY OF SAN FRANCISCO, through its DEPARTMENT OF PUBLIC HEALTH, HIV  
HEALTH SERVICES, hereinafter referred to as "City" and

**The County of San Mateo**

hereinafter referred to as "Grantee."

1. AUTHORITY

This Agreement is entered into pursuant to the provisions of the Reauthorization of the Ryan White Comprehensive AIDS Resources Emergency Act of 1990 [hereafter, "CARE Act"].

2. PURPOSE OF THE CARE ACT

The purpose of the CARE Act is to provide emergency assistance to eligible metropolitan areas that are disproportionately affected by the Human Immunodeficiency Virus epidemic and to make financial assistance available to States and other public or private nonprofit entities to provide for the development, organization, coordination and operation of more effective and cost efficient systems for the delivery of essential services to individuals and families with HIV disease.

3. PAYMENT OF FUNDS

Contingent on availability of funds, City agrees to pay Grantee \$2,431,140 as described in Attachment I 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 CARE ACT PROVISIONS

The CARE Act (Sections 2601 - 2608, Public Law 101-381, August 18, 1990) imposes restrictions on the expenditure of CARE ACT 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, pursuant to the requirements of the CARE Act, to determine the funding priorities and implementation of CARE funds in its jurisdiction. Grantee agrees that its HIV Planning Council will consult with San Francisco's HIV Health Services Planning Council prior to making final determinations.

Grantee agrees to submit a program budget of planned expenditures for the amount paid under this Agreement to the San Francisco HIV Health Services Planning Council for their information before actual transfer of funds can occur from City to Grantee; furthermore Grantee agrees to submit all budget revisions which involve changes or reconfigurations of \$10,000 or more per line-item to the HIV Planning Council for informational purposes before any changes to the budget are implemented.

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 February 28, 2002.

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 CARE Act, 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 February 28, 2002.

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 II, 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, HIV Health Services  
Contracts Unit  
25 Van Ness Avenue, Suite 500  
San Francisco, CA 94102

TO GRANTEE: John Conley, Director  
San Mateo County AIDS Program  
225 West 37th Avenue  
San Mateo, CA 94403

For questions on the CARE Act legislation contact Michelle Long Dixon, San Francisco Department of Department of Public Health, at (415) 554-9043. For general questions on CARE Act grant of non-City components of the San Francisco Eligible Metropolitan Area contact Marshia Herring, AIDS Office, at (415) 554-9036. For questions on this Grantee Agreement contact Mary Jane Wood, San Mateo County AIDS Program, at (650) 573-2898.

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. Budget of FY 2001-2002 CARE Title I funds available to Grantee.
- II. 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 Agreement 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 Agreement 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 Agreement which would exceed the maximum amount of funding provided for in the Agreement for the Grantee's performance under the Agreement. Additional funding for the Agreement in excess of the maximum provided in the Agreement 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 Agreement which exceeds the maximum provided in the Agreement 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 Agreement 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

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.

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

RECOMMENDED;

\_\_\_\_\_  
MITCHELL H. KATZ, M.D.  
Director, Department of Health

APPROVED AS TO FORM  
Louise Renne, City Attorney

By \_\_\_\_\_  
Deputy City Attorney

APPROVED:

Grantee:

County of San Mateo

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

\_\_\_\_\_  
(Signature) Michael D. Nevin

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

ATTACHMENT I

SAN MATEO COUNTY AIDS PROGRAM  
SUMMARY FOR PERIOD 3/1/2001 THRU 2/28/2002

SERVICE CATEGORY	DIRECT EXP.	IND.COSTS	TOTAL	IND.RATE
I. Primary Care/Early Intervention	631,072	63,107 *	694,179	0.10
II. Housing				
1. Residential Assistance	84,413	7,597 **	92,010	0.09
III. Food	188,047	16,924 **	204,971	0.09
IV. Dental	161,357	14,522 **	175,879	0.09
V. Mental Health	60,899	6,090 *	66,989	0.10
VI. Substance Abuse	211,827	8,007 *	219,834	0.04
VII. Case Management	348,677	34,868 *	383,545	0.10
VIII. Client Advocacy				
1. Health Outreach Team	418,690	41,869 *	460,559	0.10
2. Benefits Counseling	65,613	6,561 *	72,174	0.10
IX. Direct Emergency Assistance	55,963	5,037 **	61,000	0.09
TOTAL RYAN WHITE TITLE I	2,226,558	204,582	2,431,140	0.0919

\* Indirect Costs to SMCAP for programs provided

\*\*Indirect Costs to Contract Agency providing the service

ATTACHMENT I  
 SAN MATEO COUNTY AIDS PROGRAM  
 SUMMARY FOR PERIOD 3/1/2001 THRU 2/28/2002

I. SERVICE CATEGORY = PRIMARY CARE (3840 UOS Encounters, 280 UDC)

Personnel	387,693
Operating Expenses	118,379
Contracts	125,000
Fixed Assets	0
Indirect Costs	63,107

Total Primary Care/EIP 694,179

II. SERVICE CATEGORY - HOUSING SERVICES

1. Residential Assistance - UOS=7524 (\$10 of direct service), UDC=75

Personnel	0
Operating Expenses	0
Contracts	84,413
Fixed Assets	0
Indirect Costs	7,597

Total Residential Assistance 92,010

III. SERVICE CATEGORY = FOOD

UOS=7,302 grocery bags and 916 \$40  
 grocery voucers. UDC=200

Personnel	0
Operating Expenses	0
Contracts	188,047
Fixed Assets	0
Indirect Costs	16,924

Total Food Services 204,971

IV. SERVICE CATEGORY - DENTAL SERVICES (UOS=1598, UDC=100)

Personnel	0
Operating Expenses	0
Contracts	161,357
Fixed Assets	0
Indirect Costs	14,522

Total Dental Services 175,879

V. SERVICE CATEGORY - MENTAL HEALTH

UOS=331 contacts, UDC=75

0

Personnel	46,725
Operating Expenses	14,175
Contracts	0
Fixed Assets	0
Indirect Costs	6,090

Total for Mental Health 66,989

VI. SERVICE CATEGORY = SUBSTANCE ABUSE

UOS= 424 contacts of Substance assessment and counseling;

UOS=13,396 (\$10 of treatment service), Assessment UDC=170, Treatment UDC=40

Personnel	10,469
Operating Expenses	0
Contracts	201,358
Fixed Assets	0
Indirect Costs	8,007

Total Substance Abuse 219,834

ATTACHMENT I

SAN MATEO COUNTY AIDS PROGRAM  
SUMMARY FOR PERIOD 3/1/2001 THRU 2/28/2002

VII. SERVICE CATEGORY = CASE MANAGEMENT (UOS=4,300 Contacts, UDC=300)

Personnel	285,608
Operating Expenses	63,069
Contracts	0
Fixed Assets	0
Indirect Costs	34,868

Total Case Management 383,545

VIII. SERVICE CATEGORY - CLIENT ADVOCACY

1. Health Outreach Team - UOS=4,300 hours, UDC=200

Personnel	352,488
Operating Expenses	66,203
Contracts	0
Fixed Assets	0
Indirect Costs	41,869

Total Health Outreach Team 460,559

2. Benefits Counseling - UOS= 1,460 contacts, UDC=225

Personnel	56,573
Operating Expenses	9,040
Contracts	0
Fixed Assets	0
Indirect Costs	6,561

Total Benefits Counseling 72,174

IX. SERVICE CATEGORY = DIRECT EMERGENCY FINANCIAL ASSIS.

UOS=5,596 (at \$10/UOS), UDC=100

Personnel	
Operating Expenses	
Contracts	55,963
Fixed Assets	0
Indirect Costs	5,037

Total Case Management 61,000

TOTAL RYAN WHITE I 2001-2002 2,431,140

ATTACHMENT II

DEPARTMENT OF PUBLIC HEALTH  
INSURANCE REQUIREMENTS

A. CONTRACTOR shall furnish to the CITY a certificate of insurance stating that there is insurance presently in effect for CONTRACTOR as checked on attached Insurance Requirements Form, and with limits of not less than that indicated.

The certificate of insurance will also state and the policies will provide and be endorsed as follows:

1. That the insurer will not cancel the insured's coverage without 30 days prior written notice to the CITY.
2. That policies shall name the City and County of San Francisco, its officers, agents and employees as additional insureds, but only insofar as the operations under this contract are concerned. This additional-insured endorsement is required for General liability, Automobile liability, and Professional Liability.
3. That bonds shall have a rider naming the City and County of San Francisco, its officers, agents and employees as additional loss payee. (Blanket Fidelity/Commercial Blanket Bonds.)
4. That the CONTRACTOR's policy is primary insurance of any other insurance available to CITY with respect to any claim arising out of this contract.
5. That CONTRACTOR's insurance applies separately to each insured against whom claim is made of suit is brought.
6. That the CITY will not be responsible for any premiums or assessments on the policy.

B. CONTRACTOR agrees that the insurance herein provided for shall be in effect at all times during the term of this contract. In the event said insurance coverage expires at any time or times during the term of this contract, CONTRACTOR agrees to provide at least thirty (30) days prior to said expiration date, a new certificate of insurance evidencing insurance coverage as provided for herein for not less than one (1) year. New certificates of insurance are subject to the approval of the CITY and CONTRACTOR agrees that no work or services shall be performed prior to the giving of such approval. In the event CONTRACTOR fails to keep in effect at all times insurance coverage as herein provided, CITY may, in addition to any other remedies it may have, withhold payments and terminate this contract upon the occurrence of such event.

C. CONTRACTOR agrees to furnish, on request, an original copy of each insurance policy.



INSURANCE REQUIREMENTS

Deliver or mail completed certificates to: City and County of San Francisco, Department of Public Health-AIDS Office, 25 Van Ness Avenue, Suite 500, San Francisco, CA 94102. Attention: Contracts Unit.

X GENERAL LIABILITY

LIMITS: \$1,000,000 each occurrence combined single limit Bodily Injury and Property Damage.

Deductible: not to exceed \$1,000 per occurrence.

X Products/Completed Operations Hazard (applies only for certain services)

X Contractual Insurance (Blanket)

X Broad Form Property Damage (applies only for certain operations)

Personal Injury (applies only if contractor has access to confidential and personal information

X regarding clients.)

X AUTOMOBILE LIABILITY (applies only if vehicles are used in performing contract services)

LIMITS: \$1,000,000 each occurrence combined single limit Bodily Injury and Property Damage.

X Owned Automobiles (if agency-owned vehicles are used)

Non-owned Automobiles (if employee-owned or leased; or consultant-owned or leased vehicles are used)

X

X Hired Automobiles (if agency-leased vehicles are used)

X WORKERS' COMPENSATION AND EMPLOYERS' LIABILITY

Statutory compensation and \$1,000,000 per accident Employers' Liability coverage

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

LIMITS: \$1,000,000 per claim

Deductible: Not to exceed \$50,000 per claim

BLANKET FIDELITY BOND (Commercial Blanket Bond)

If contractor receives an Initial Payment, a bond equal to the Initial Payment will be required.

Limits: \_\_\_\_\_ per claim

**ACORD CERTIFICATE OF LIABILITY INSURANCE**

DATE (MM/DD/YY)  
07/19/01

**PRODUCER**  
 Gallagher Heffernan Insurance  
 Brokers, Inc. - CA Lic.#0726293  
 1000 Market Spear Twr Ste 200  
 San Francisco, CA 94105

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

**INSURERS AFFORDING COVERAGE**

**INSURED**  
 County of San Mateo  
 1111 Stop EPS163  
 5 County Center, 5th Floor  
 Redwood City, CA 94063-1663

INSURER A: Royal Indemnity Company  
 INSURER B: Specialty National Insurance Company  
 INSURER C: Continental Casualty Company  
 INSURER D:  
 INSURER E:

**TERMS AND CONDITIONS**  
 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. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Public Entity Error/Omissions	RHJ09007602 *E&O Coverage Only *Excess of \$250,000 SIR	06/21/01	05/22/02	EACH OCCURRENCE \$25,000,000 FIRE DAMAGE (Any one fire) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$25,000,000 GENERAL AGGREGATE \$25,000,000 PRODUCTS-COMP/OP AGG \$25,000,000
<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	RHJ09007602 Excess of \$250,000 SIR	06/21/01	05/22/02	COMBINED SINGLE LIMIT (Ea accident) \$25,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
<b>TRAILER LIABILITY</b> <input type="checkbox"/> ANY AUTO				AUTO ONLY- EA ACCIDENT \$ OTHER THAN EA ACC \$ AUTO ONLY: AGG \$
<b>EXCESS LIABILITY</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE DEDUCTIBLE RETENTION None	3XZ12083000	06/21/01	05/22/02	EACH OCCURRENCE \$15,000,000 AGGREGATE \$15,000,000 \$ \$ \$
<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> Excess Work Comp	W128585717 Excess of \$350,000 SIR	06/08/01	05/22/02	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$2,000,000 E.L. DISEASE-EA EMPLOYEE \$2,000,000 E.L. DISEASE-POLICY LIMIT \$2,000,000
OTHER				

**DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS**  
 County of San Mateo agrees to hold harmless and name the City & County of San Francisco, its agents, officers, employees and representatives as additional Insured as respects the Ryan White Comprehensive AIDS Resources Emergency Act.

**CERTIFICATE HOLDER**  **ADDITIONAL INSURED; INSURER LETTER:** A **CANCELLATION**

& County of San Francisco  
 Department of Public Health  
 Office  
 1000 Ness Avenue, Suite 500  
 San Francisco, CA 94102

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE  
*Tim M. Grath*

POLICY NUMBER: RHJ09007602

COMMERCIAL GENERAL LIABILITY

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:

City & County of San Francisco  
Department of Public Health  
AIDS Office  
25 Van Ness Avenue, Suite 500  
San Francisco, CA 94102

(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, but only with respect to liability arising out of your operations or premises owned by or rented to you.

County of San Mateo agrees to hold harmless and name the City & County of San Francisco, its agents, officers, employees and representatives as Additional Insured as respects the Ryan White Comprehensive AIDS Resources Emergency Act.

# ACORD CERTIFICATE OF INSURANCE

DATE (MM/DD/YY)  
6/28/00

**PRODUCER**  
Aon Risk Svcs Inc of No. Cal.  
One Market  
Spear Street Tower Ste. 2100  
San Francisco, CA 94105  
415-543-9360

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

**COMPANIES AFFORDING COVERAGE**

COMPANY  
**A** Royal Ins Co of America

COMPANY  
**B** Employers Reinsurance Corp.

COMPANY  
**C**

COMPANY  
**D**

**INSURED**  
County of San Mateo.  
Mail Stop EPS163  
455 County Center, 5th Floor  
Redwood City, CA 94063-1663

**COVERAGES**

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.

TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
<b>GENERAL LIABILITY</b>				GENERAL AGGREGATE \$ 35000000
<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY	RHJ09007601	5/22/00	5/22/01	PRODUCTS-COMP/OP AGG \$ 35000000
<input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR	** E&O COVERAGE ONLY			PERSONAL & ADV INJURY \$ 35000000
<input type="checkbox"/> OWNER'S & CONTRACTOR'S PROT	* EXCESS OF \$250,000			EACH OCCURRENCE \$ 35000000
<input checked="" type="checkbox"/> Public Entity	S.I.R.			FIRE DAMAGE (Any one fire) \$
<input checked="" type="checkbox"/> Error/Omissions				MED EXP (Any one person) \$
<b>AUTOMOBILE LIABILITY</b>				COMBINED SINGLE LIMIT \$ 35000000
<input checked="" type="checkbox"/> ANY AUTO	RHJD9007601	5/22/00	5/22/01	BODILY INJURY (Per person) \$
<input type="checkbox"/> ALL OWNED AUTOS				BODILY INJURY (Per accident) \$
<input type="checkbox"/> SCHEDULED AUTOS				PROPERTY DAMAGE \$
<input type="checkbox"/> HIRED AUTOS				
<input type="checkbox"/> NON-OWNED AUTOS				
<b>GARAGE LIABILITY</b>				AUTO ONLY - EA ACCIDENT \$
<input type="checkbox"/> ANY AUTO				OTHER THAN AUTO ONLY:
				EACH ACCIDENT \$
				AGGREGATE \$
<b>EXCESS LIABILITY</b>				EACH OCCURRENCE \$
<input type="checkbox"/> UMBRELLA FORM				AGGREGATE \$
<input type="checkbox"/> OTHER THAN UMBRELLA FORM				\$
<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>	0618759	5/22/00	5/22/01	<input checked="" type="checkbox"/> STATUTORY LIMITS
<input type="checkbox"/> THE PROPRIETOR/PARTNERS/EXECUTIVE OFFICERS ARE:				EACH ACCIDENT \$ 2000000
<input type="checkbox"/> INCL				DISEASE - POLICY LIMIT \$ 2000000
<input type="checkbox"/> EXCL				DISEASE - EACH EMPLOYEE \$ 000000
<b>OTHER</b>				

**DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS**

County of San Mateo agrees to hold harmless and name the City & County of San Francisco, its agents, officers, employees and representatives as Additional Insured as respects the Ryan White Comprehensive AIDS Resources Emergency Act.

**CERTIFICATE HOLDER**

City & County of San Francisco  
Department of Public Health -  
AIDS Office  
25 Van Ness Avenue, Suite 500  
San Francisco, CA 94102

**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE  
*Russell B. [Signature]*

166000000

**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:**

CITY & COUNTY OF SAN FRANCISCO  
DEPARTMENT OF PUBLIC HEALTH - AIDS OFFICE  
25 VAN NESS AVE., SUITE 500  
SAN FRANCISCO, CA 94102

(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.

RE: COUNTY OF SAN MATEO AGREES TO HOLD HARMLESS AND NAME THE CITY & COUNTY OF SAN FRANCISCO, ITS AGENTS, OFFICERS, EMPLOYEES AND REPRESENTATIVES AS ADDITIONAL INSUREDS AS RESPECTS THE RYAN WHITE COMPREHENSIVE AIDS RESOURCES EMERGENCY ACT.