

MPRC
MULTICULTURAL
PREVENTION
RESOURCE
CENTER

1540 Market Street
Suite 320
San Francisco, CA
94102
(415) 861-2142

May 27, 1987

Patricia E. Evans, M.D.
Associate Medical Director
City and County of San Francisco
Department of Public Health
AIDS Office
1111 Market Street
San Francisco, Ca 94103

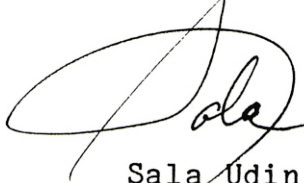
Dear Pat,

Thank you for your correspondence of April 17, 1987, responding to my earlier request. I have reviewed the supporting documents and found them in need of further clarification.

At your convenience, I would like the opportunity to sit with you and the author of the statistical analyses you sent me, so that I may gain the needed clarity.

Thank you for taking the time.

Sincerely,



Sala Udin
Executive Director

SU/rah

City and County of San Francisco

Department of Public Health



June 15, 1987

Sala Udin
Executive Director
Multicultural Prevention Resource Center
1540 Market Street, Suite 340
San Francisco, CA 94102

Dear Mr. Udin:

I have just received a notification from the City Controller's Office regarding certification of the MPRC contract. The Controller's Office has reached a road block and can not proceed with contract certification pending receipt of certificates of insurance as required in the contract.

I have attached a copy of Exhibit C - Insurance Requirements as it appears in the contract. Please provide me with the appropriate certificates, I will forward them on to the Controller's Office which will then be able to resume the certification process. As soon as the contract is certified, I will be able to process reimbursement requests.

I look forward to timely receipt of the certificates allowing for prompt contract certification. If you have any questions, please feel free to contact me at 558-2381.

Sincerely,

A handwritten signature in cursive script, appearing to read "Michael Bala", with a long horizontal line extending from the end of the signature.

Michael Bala
Health Program Coordinator

0834a

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: AIDS Office 101 Grove Street, Room 323 San Francisco, CA 94102

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.

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

X Contractual Insurance (Blanket)

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

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

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

 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

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

LIMITS: \$ _____ per claim

Deductible: Not to exceed \$ _____ per claim

BLANKET FIDELITY BOND (Commercial Blanket Bond)
If contractor is:

If contractor receives an advance, a bond equal to 2/3 of the advance will be required.

Limits: \$ _____ per claim

MPRC
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1540 Market Street
Suite 320
San Francisco, CA
94102
(415) 861-2142

July 15, 1987

Patricia Evans, M.D.
San Francisco Department of
Public Health
AIDS Office
1111 Market Street, 3rd Floor
San Francisco, Ca 94102

Dear Dr. Evans,

Pursuant to contract negotiation dialogue with Michael Bala and Marsha Herring, the following clarifications and modifications should be integrated into the contract for Abraxas: A Multicultural AIDS Antibody test Education and Outreach Campaign:

1. Included in the contacts final report will be an evaluation of the effectiveness of interventions in minority communities.

2. The Asian newspapers which will be used in the outreach campaign are:

- a) Asian Week
- b) East-West
- c) Hokubei Mainichi
- d) Filipino News

3. Attached is the list of the Asian AIDS Advisory Group which will be expanded to include representatives of all Asian groups targeted by the contract.

4. The Abraxas method of outreach will utilize existing indigenous community institutions in Black, Latin and Asian communities. For example:

Letter to Pat Evans, M.D.
Abraxas
July 15, 1987
Page 2

Black:

Ella Hill Hutch Community Center
Booker T. Washington
Bethel AME Church
Bayview-Hunter's Point Round Table
Black Coalition on AIDS

Latino:

Latino Coalition on AIDS
Mission Neighborhood Health Center
Mission Cultural Center
Instituto Familiar De La Raza

Asian:

Asian AIDS Advisory Committee
Asian American Residential Recovery Service
Chinatown Youth Center
South East Asian Refugee Service

5. Abraxas will organize a Speakers Bureau capable of responding to requests from community groups regarding the Abraxas objectives.

6. Abraxas will invite representatives of the AIDS Health Project and other AIDS providers to monthly update and collaboration meetings. Abraxas will in turn send representatives to similar meetings convened by these and other providers.

7. Abraxas will assist in organizing a press conference, and will write and send out Public Service Announcements to San Francisco media outlets, announcing the opening of the new test sites.

8. Marketing Plan:

Once the contracted amount of videos and brochures are delivered to SFDPH, Abraxas will respond to requests for additional copies. Funds generated by these means will be used only for the extension of AIDS education services to more clients in need, and will be reported to SFDPH AIDS Office on a quarterly basis.

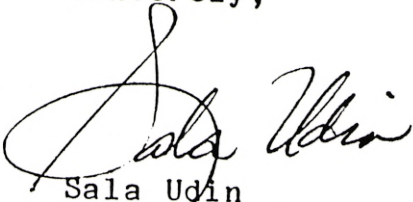
Such funds will also be accounted for in the year-end audit required by the contract.

Letter to Pat Evans, M.D.
Abraxas
July 15, 1987
Page 3

9. the RFP inadvertently omitted the Japanese, the second largest Asian groups infected with AIDS. Therefore, Abraxas will add the Japanese to the list of groups for whom brochures and workshops will be developed.

10. A revised budget and production schedule is attached for inclusion into the contract.

Sincerely,



Sala Udin
Executive Director

SU/rah

Enclosure: (1)

cc: Michael Bala
Marsha Herring
Black Coalition on AIDS
Instituto Familiar De La Raza
Asian American Residential Recovery Services

Amanda Houston-Hamilton
Polaris Research & Development
China Basin Bldg.
185 Berry Street
Suite 6600
San Francisco, Ca 94104

Concha Saucedo
Instituto Familiar De La Raza
2515 - 24th Street, Suite 2
San Francisco, Ca 94110

Davis Y. Ja., Ph.D.
Asian American Recovery Services (AARS) Inc.
2024 Hayes Street
San Francisco, Ca 94117

MPRC - RFP Identification No. 51

SUMMARY OF CASH OUTLAYS

Account

Payroll Salaries	\$25,000
Benefits 14.5%	3,627
Audit	2,000
Brochures	34,100
Videos	80,000
Newspaper Advertising	11,150
Workshops	8,700
Focus Groups	6,100
Consultation	<u>40,000</u>

Total Direct Costs	210,677
Indirect Costs *	<u>24,110</u>

Total Outlays	\$234,787
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*11.44% of CCSF total

SUMMARY OF INCOME/SUPPORT

CCSF Total	\$234,787
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PROPOSED

	FTE	PROPOSED CITY	OTHER
PAYROLL	1.17	25,000.00	
PAYROLL Project Director \$42,000/12	.17	7,000.00	
Project Coordinator \$20,000/12	.50	10,000.00	
Secretary \$16,000/12	.50	8,000.00	
BENEFITS		3,627.50	
FICA Salaries x 7.0%	1,750.00		
SUI Salaries x 4.0%	1,000.00		
GROUP HEALTH FTE x \$125 x 6 mos	877.50		
AUDIT Estimated at 1.0% of budget	2,000.00		
BROCHURES (16)	34,100		
Writers \$400 x 16	6,400		
Graphic Artists:			
2 Black 1,000			
2 Latino 1,000			
2 Cambodian 500			
2 Chinese 500			
2 Laotian 500			
2 Filipino 500			
2 Vietnamese 500			
2 Japanese 500			
Total Graphic Artists		5,000.00	

TYPESETTING

2 Black	\$	100
2 Latino	\$	100
12 Asian	\$	<u>1,200</u>

TOTAL TYPESETTING

\$ 1,400

PRINTING

10,000 copies of 16 brochures x \$1,200/brochure	\$19,200
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TRANSLATION

1 Latino	\$	300.00
6 Asian	\$	<u>1,800.00</u>

\$ 2,100

VIDEOS (4)

\$80,000

4 Videos - subcontracted @ \$20,000 each

\$80,000

NEWSPAPER ADS (16)

Graphic Artist	\$350 x 7	\$ 2,450
Typesetting	\$100 x 7	\$ 700
Publishing	\$500 x 16	\$ 8,000

2 Black, 4 Latino, 2 Filipino, 2 Vietnamese
1 Cambodian, 1 Laotian, 2 Chinese, 2 Japanese

WORKSHOPS (10)	8,700
Space Rental \$100 x 10	1,000
Equipment Rental (Audio/Visual) \$200 x 10	2,000
Facilitators \$150 x 2 x 10	3,000
Consultant Pool	1,200
Supplies	540
Printing	360
Postage	600

FOCUS GROUPS (8)	6,100
Postage	100
Supplies	200
Equipment Rental 4 x \$200	800
Space Rental 8 x \$100	800
Consultants/Facilitators 2 x 8 \$200	3,200
Participants Honoraria \$10 x 10 x 10	1,000

CONSULTATION SUBCONTRACTS	40,000
Asian American Residential Recovery Services 800 hours @ \$25	20,000
Instituto Familiar DeLaRaza 400 hours @ \$25	10,000
Black Coalition on AIDS 400 hours @ \$25	10,000

Note: For subcontract duties, see attachment

TIME FRAMES:

Developing brochures and videos for groups culturally different than the majority population is not a simple task. It cannot be done by just writing an English version and then having it directly translated. This is even more true when the content is as sensitive as sexual behavior, drug taking behavior and AIDS. Each cultural group must be spoken to in the language and in the manner which is appropriate for that particular culture.

Even after the materials are translated by professional translators, it must be field-tested by people who speak the indigenous language to assure that the language usage is clearly understood by the average person on the street. Time must be allowed for revisions.

Also, frequently, much is lost between final translation and typesetting; and between typesetting and the blue line printing check. The integrity of the document must be closely monitored each step of the way in order to come out with a product people will read, understand and appreciate. To be rushed by time-lines that do not allow time for the aforementioned steps is to invite disaster. It threatens the very goals of the RFP and the goals of culturally sensitive, culturally appropriate products.

Of course, we understand that the AIDS Office is also placed under unrealistic time lines, and that the project cannot take all year. Therefore, Abraxas proposes an alternative time frame which, hopefully, will meet everyone's needs:

Brochure Production Schedule

Oct. 21	Black
Nov. 4	Latino
Nov. 25	Filipino
Dec. 30	Chinese (and Japanese)
Jan. 27	Vietnamese
Feb. 31	Cambodian, Laotian

Video Production Schedule

Nov. 11	Black
Dec. 9	Latino
Jan. 13	Chinese
Jan. 27	Vietnamese (Filipino)

Workshop Schedule

Oct. 31	Black(2)
Nov. 11	Latino(2)
Nov. 25	Filipino
Dec. 9	Chinese
(Jan. 6)	Japanese)
Feb. 4	Vietnamese(1), Cambodian & Laotian(1)

Focus Group Schedule

Oct. 31	Black(2)
Nov. 11	Latino(2)
Nov. 25	Filipino(2)
Dec. 9	Chinese(2)
(Jan. 6	Japanese)
Feb. 4	Vietnamese(1), Cambodian & Laotian(1)

Ad Schedule

Nov. 25	Black(3), Latin(3), Filipino(2)
Dec. 30	Chinese(2) (Japanese)
Jan. 27	Vietnamese(2)
Feb. 31	Cambodian(2), Laotian(2)

ABRAXAS PROJECT CHRONOLOGY:

October 21	Black Brochure
October 31	Black Workshops(2)
Nov. 4	Latino Brochure
Nov. 11	Black Video
	Latino Workshops(2)
	Latino Focus Groups(2)
Nov. 25	Filipino Brochure, Workshop and Focus Groups
	Black, Latin & Filipino Ads
Dec. 9	Latino Video
	Chinese Workshop, Focus Group
Dec. 30	Chinese & Japanese Brochure
	Chinese & Japanese Ads
Jan. 6	Japanese Workshop, Focus Groups
Jan. 13	Chinese Video
Jan. 27	Vietnamese Brochure, Video and Ads
Feb. 4	Vietnamese, Cambodian & Laotian Workshops, and Focus Groups
Feb. 31.	Cambodian and Laotian Brochure and Ads

ASIAN AIDS ADVISORY COMMITTEE

Eileen Eya, Supervising Counselor
AIDS Health Project
333 Valencia Street, 4th Floor
San Francisco, CA 94103
(415) 476-6430

Darryl Inaba
Haight Ashbury Free Medical Clinic
529 Clayton Street
San Francisco, CA 94117
(415) 621-2016

Davis Ja, Executive Director
Asian American Residential Recovery
Services
2024 Hayes Street
San Francisco, CA 94117
(415) 386-4815

Julie Kawahara, Outreach Counselor
Asian American Residential Recovery
Services
2024 Hayes Street
San Francisco, CA 94117

Louella Lee, Director
Vietnamese Youth Development Center
330 Ellis Street, Room 107
San Francisco, CA 94102
(415) 771-2600

Bertie Mo, Program Coordinator
Department of Mental Health
1182 Market Street
CEI Unit, Room 314
San Francisco, CA 94102
(415) 558-4031

Mari Ono, Clinical Coordinator
Women's Institute of Mental Health
264 Valencia Street
San Francisco, CA 94103
(415) 864-2364

Philip Tsui, Coordinator of Asian
Services
Northeast Lodge
272 9th Street
San Francisco, CA 94103
(415) 626-2600
(415) 821-5065

Vu'doc-Vuong, Executive Director
Southeast Asian Refugee Center
875 O'Farrell Street
San Francisco, CA 94109
(415) 885-2743

Tina Yee, Assistant Director
Department of Mental Health
555 Polk Street
San Francisco, CA 94102
(415) 558-2321

Trudie Leong
District Health Center #4
1490 Mason Street
San Francisco, CA 94133
(415) 558-2544

Bart Aoki
McAuley's Institute
St. Mary's Hospital
450 Stanyan Street
San Francisco, CA 94117
(415) 668-1000

Sam Akinaka
BAART
1040 Geary Street
San Francisco, CA 94109
928-7800

DATE: August 20, 1987

TO: Alternate Test Site Advisory Committee;
Community Advisory Board Members

FROM: James Dilley, Director, AIDS Health Project *JD.*
Neil Seymour, Coordinator, AIDS Antibody Counseling Program *NS*

SUBJ: Funding for Expanded Alternate Test Site Program

As planning proceeds for implementation of the expanded test site program intended to serve the Black, Latino and Asian communities, we must reiterate our serious concerns that the proposed funding for this new program is inadequate to insure quality services comparable to those currently offered at Health Center #1.

A comparison of personnel costs between the two program serves as an example. Based on our analysis, the DPH proposed costs per client for direct clinical services are \$27.01 for the new program compared with \$30.26 for the existing program. Due to competing program needs, the AIDS Health Project budget is able to provide only \$24.68 per client. Funding levels for the new program are also insufficient to provide adequate administrative and clerical support.

In addition, medical supplies are currently not included in the proposed AIDS Health Project budget, and funds are insufficient to provide necessary on-going training for new program staff.

While the new program contains costs for multi-cultural consultants and a capacity for translation services not currently provided at Health Center #1, the unique needs of the clientele to be served by this program justifies these additional expenses and should not jeopardize overall budget support for personnel, training needs and necessary medical supplies.

We understand that the Department of Public Health is currently reviewing this situation in an attempt to identify additional funds and hope this can be accomplished in a timely manner to insure the successful implementation of a program which will insure quality client services.

We will inform you of further developments regarding this matter.

Attachments

cc: Michael Bala

COMPARISON OF PERSONNEL COSTS

Position(s)	Existing Program	New Program** (DPH Proposed)	New Program** (AHP Budget)
Med Rec Clerks	38,634*	11,136* 13,920*	10,190
Health Worker	16,141*	0	0
RN(s)	36,067*	30,050*	15,634
LVN(s)	21,174*	0	10,583
Results Coord.	36,708	0	0
Asst. Coord.	0	10,248	15,372
Ad. Asst/Typist(s)	18,441 1,306* 5,148*		0
Counselors/Health Ed.	81,939 30,403* 20,101*	13,530* 11,817* 37,681	14,198 49,498
Shift differentials	709 938*	1,113*	1,686
Sub Coverage	13,319 7,323*	6,280*	6,885
Subtotal personnel	328,351	135,775	124,046
# of blood draws	10,850	5,025	5,025
Cost per client	30.26	27.01	24.68

*listed on State ATS budget

**costs are for an 8 month period; existing program costs are for a 12 month period.

Budget submitted by AIDS Health Project

Budget Narrative

Personnel:

1 - Assistant Program Coordinator .75 FTE Social Worker I .75 FTE x 2,562/mo. x 8 mos.	=	15,372
6 - Pre & Post-test Counselors: 1 - .67 FTE On-site supervisor (.67 FTE x 2,562/mo. x 8 mos. + 1 week @ 32 hrs x 14.55/hr)	=	14,198
5 - .56 FTE Counselor Asst. II's (5 x 22.5 hrs/wk x 12.08/hr. x 35 wks + 5 x 1 week x 32 hrs x 12.08/hr)	=	49,498
1 - Registered Nurse .67 FTE Clinical Nurse III .67 FTE x 2,820/mo x 8 mos. + 1 week @ 32 hrs x 16.21/hr	=	15,634
1 - Licensed Vocational Nurse .67 FTE x 1,909/mo x 8 mos. + 1 week @ 32 hrs x 10.97/hr	=	10,583
1 - Medical Records Clerks 1 x .67 FTE x 1,838/mo x 8 mos + 1 x 32 hrs x 10.56/hr	=	10,190
Substitute Coverage: 3.47 FTE x 18 hrs/mo x 5 mos. x 12.08/hr	=	3,773
.67 FTE x 18 hrs/mo x 8 mos. x 16.21/hr	=	1,564
.67 FTE x 18 hrs/mo x 4 mos. x 10.97/hr	=	529
.67 FTE x 18 hrs/mo x 8 mos. x 10.56/hr	=	1,019
Shift Differential: 219 hrs/wk x .22/hr x 35 weeks	=	<u>1,686</u>
Subtotal of Personnel Salaries	=	124,046
Fringe Benefits (29% of Personnel)	=	35,973
Local Travel \$42/mo x 8 mos	=	336
Office Supplies \$100/mo. x 8 mos	=	800

Budget Narrative

Professional Fees:

4 - Multicultural Consultants		
4 x 1.5 hrs/mo. x \$25/hr x 8 mos.	=	1,200

OTHER:

Occupancy (Occ. & Liability Ins., maintenance, space rental, utilities)	=	1,605
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Communications (postage & phone)	=	1,048
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Program Evaluation	=	2,000
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Training for staff and referral agencies	=	2,000
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Protocol printing & distribution	=	500
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Translation Services	=	
Services for 80 clients @ \$25/session x 2 sessions each	=	4,000

Messenger Service	=	
\$10/wk x 35 weeks	=	350

SUBTOTAL		173,858
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UC INDIRECT (12.7% of total)		<u>22,080</u>
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TOTAL		195,938
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October 1, 1987

Mr. Sala Udin
MPRC
1540 Market Street, #320
San Francisco, CA 94102

Dear Sala:

Two weeks ago, I sent you a list of the ATS sites. That list has now been updated with the exact times and opening dates of the test centers. The new version is enclosed.

Sincerely,

A handwritten signature in dark ink, appearing to read "AS", written over a horizontal line.

Adam C. Stern
Acting Coordinator, ATS Program

Enclosure





HIV ANTIBODY ALTERNATIVE TEST SITES IN SAN FRANCISCO

Main Site:

District Health Center #1
3850 17th Street
San Francisco, CA 94114
558-3905

Hours: Tues. Wed. Thurs. 5:00-8:00 pm
Friday 1:00-4:00 pm
Saturday 8:30 am-3:30 pm

Community-Based Sites

District Health Center #2
1301 Pierce Street
San Francisco, CA 94115
558-3256

Hours: Monday 5:00-8:00 pm
Opening Date: Now open

Southeast Health Center
2401 Keith Street
San Francisco, CA 94124
822-2850

Hours: Tuesday 5:30-9:30 pm
Opening Date: September 29, 1987

Mission Neighborhood
Health Center
240 Shotwell Street
San Francisco, CA 94110
552-3870

Hours: Wednesday 5:30-9:30 pm
Opening Date: October 7, 1987

South of Market Health
Center
551 Minna Street
San Francisco, CA 94103
626-2951

Hours: Thursday 5:00-9:00 pm
Opening Date: October 8, 1987

There is one central phone number for making appointments at all sites:
415-621-4858. Operators are available during the following hours:

Tuesday, Wednesday, Thursday 2:30-8:30 pm
Friday 12:00-4:30 pm
Saturday 9:00 am to 4:00 pm

09168704



November 2, 1987

RECEIVED

NOV 04 1987

BK _____
SU _____
CDW _____
JC _____

Sala Udin
Multicultural Prevention Resource Center
1540 Market Street, Suite 320
San Francisco, Ca 94102

Dear Sala:

This letter is to clarify the part of the contract in Section 49, Revenue, on page 13 of the contract:

C. CONTRACTOR agrees the revenues received by the CONTRACTOR related to services performed and materials developed or distributed with funding under this Agreement shall increase the gross program funding available and shall be applied to extending the services to a greater number of persons or to extending the term during which services are offered.

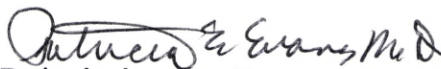
CONTRACTOR agrees the revenues shall be in accordance with a Revenue/Fee Plan approved in writing by the Director, AIDS Office. CONTRACTOR agrees the Revenue/Fee Plan will be provided to the Director, AIDS Office with sufficient time to allow for adequate review prior to the implementation.

Please submit your agency's Revenue/Fee Plan to this office immediately. This must be approved prior to accepting revenues on the film "Black People Get AIDS Too".

If there are any questions, please do not hesitate to contact me.

Thank you.

Sincerely,


Patricia E. Evans, M.D.
Associate Medical Director

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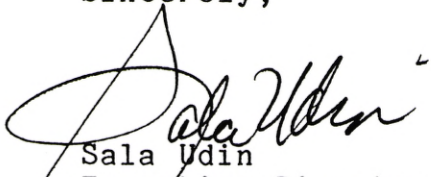
November 3, 1987

Michael Bala
City and County of San Francisco
Department of Public Health
Health Program Coordinator
101 Grove Street, Room 323
San Francisco, Ca. 94102

Dear Michael,

Enclosed please find the requested certificate of workers compensation insurance. Please forward to the contract's office and to any other appropriate offices. I hope this finalizes our insurance requirements as per the contract. Thank you.

Sincerely,


Sala Udin
Executive Director

SU/rah

Enclosure: Certificate of Workers Compensation Insurance

This form is
issued by:



TRUCK INSURANCE
EXCHANGE



MID-CENTURY
INSURANCE COMPANY

CERTIFICATE OF WORKERS COMPENSATION INSURANCE

MULTICULTURAL PREVENTION RESOURCE

Employer
Address:

• CENTER INC MPRC
• 1540 MARKET ST #320
• SAN FRANCISCO CA 94102

Agent

M96 82 379

N0508 29 76

87

Policy Number
of the Company
X'd above

Policy
Year

Certificate

Effective: From 10-12-87 to 8-1-88

DESCRIPTION OF OPERATIONS AND LOCATIONS COVERED

ALL OPERATIONS COVERED

ALL LOCATIONS COVERED

When countersigned by our authorized representative, this certificate supersedes any previously issued certificates. It certifies that the above described policy of Workers Compensation insurance has been issued to the above employer. This certificate or verification of insurance is not an insurance policy and does not amend, extend or alter the coverage afforded by the policy listed, nor shall the above described policy be amended, extended or altered by any requirement, term or condition of any other contract or document with respect to which this certificate or verification of insurance may be issued or may pertain.

It is agreed that upon cancellation or termination of the described policy for any cause, we will give you TEN days notice in writing.

SAN FRANCISCO DEPT OF PUBLIC HEALTH

• CITY & COUNTY
• 101 GROVE ST ROOM 323
• SAN FRANCISCO CA 94102



66-5112 7-86 1151 ST/125 * 32-S PRINTED IN U.S.A.

INSURED'S COPY

Countersigned

Dated 10-14-87

Madeline DeJohn

Authorized Representative

MIPRC
MULTICULTURAL
PREVENTION
RESOURCE
CENTER

1540 Market Street
Suite 320
San Francisco, CA
94102
(415) 861-2142

December 1, 1987

Patricia Evans, M.D.
AIDS Office
Department of Public Health
1111 Market Street, 4th Floor
San Francisco, Ca 94102

Dr. Evans:

This letter comes to acknowledge your expression of concern about the inaccuracy in the language in the Latino video regarding immigration amnesty.

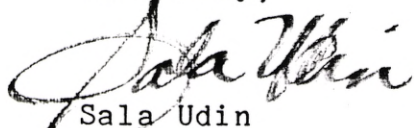
My understanding of your concern is that the original script said that one has to test negative in order to apply for amnesty and that is not the case; anyone can apply.

In checking with the video producers they assured me that the final product will correct this impression. In the latest version of the script, the male character says, "Yeah, but why is that only those of us who are applying for amnesty are required to take the test. And what happens if you come out positive? Then they'll deport you for sure."

The respondent character answers: "Me! Me! If anyone would come out positive it would be you! Besides the test is anonymous, we're the only ones who will know the result. If one of us should come out positive, God forbid, we would know before we apply for legal status."

I hope this clarification satisfies your concern. Thank you for your continued support and guidance.

Sincerely,



Sala Udin
Executive Director

SU/rah

ASIANWEEK

The Weekly English language journal for the Asian-American community.

809 SACRAMENTO ST, SAN FRANCISCO, CA 94108

397-0220/397-0221

December 7, 1987

Sala Udin
Multicultural Prevention Resource Center
1540 Market St., Suite 320
San Francisco, CA 94102

Dear Ms. Edin,

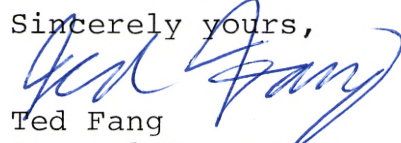
This will confirm a price quotation which I verbally gave to Lianne B. Chong in regards to the printing of AIDS informational brochures.

The job will consist of 16 different lots. Each will be printed 2 colors 2 sides on 80lb glossy paper, 8½ x 11" size and folded in letter-fold style.

The price will be \$1100.00 per lot plus tax.

On a more personal note, I think this is a very important and useful project. If I may be of any further assistance, please do not hesitate to call me.

Sincerely yours,


Ted Fang
General Manager

RECEIVED

DEC 09 1987

BK _____
BU _____
CDW _____
JC _____



December 18, 1987

Sala Uldin
Multicultural Prevention Resource Center
1540 Market St., Rm. 320
San Francisco, CA 94102

Dear Sala,

I have recapped the issues and points of questions in your contract with the DPH that were discussed in our meeting on Wednesday afternoon. They are as follows:

A revised schedule for your project timelines for the production of brochures, videos, workshops, and ad placements needs to be submitted. Exhibit A. p.2

Monthly program reports have not been submitted. These reports should identify your activities of the previous month in addition to data pertaining to AIDS informational and educational interventions. The reports should be a narrative statement of your projects progress and or accomplishments. I will supply you with monthly data collection forms. Exhibit A p. 3.

An explanation for not producing the post-test brochure for equivocal reaction needs to be given along with a request to make this change, if this is being sought. Exhibit A p. 10.

Clarity is needed on the newspaper ads. Have the ads been developed? What is the purpose of the ads? Have they been reviewed and approved by the AIDS office staff? Exhibit A p. 12

Are other agencies and advisory groups receiving copies of drafts of AIDS education material for review and input? If so please explain the process that you are using. Exhibit A p. 14

What is the status of your speakers bureau? Exhibit A
p. 17

An update on the focus group activity is needed. Please explain how these groups were comprised, facilitated, and how they are functioning. Exhibit A p.13

The following issues were not discussed with you but they do need to be brought to your attention.

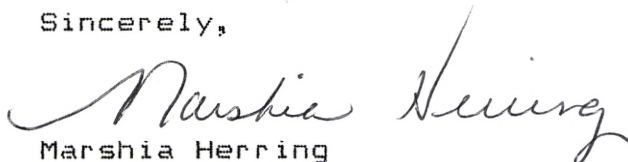
When giving credits or acknowledgement on AIDS education materials produced by MPRC it should state produced by MPRC which was funded through the City and County of San Francisco Department of Public Health.

Final drafts for the pre and post test brochures need to be reviewed and approved by the AIDS office staff before printing.

And lastly for record purposes, we need a (Black People Get AIDS Too!) copy of the final script for the Black AIDS video.

Your cooperation is greatly appreciated.

Sincerely,


Marshia Herring
AIDS Program Manager

12187EAB

THE ELVES

OFFICE SUPPORT SERVICES

A/P

December 23, 1987

Mr. Sala Udin
Multicultural Prevention Resource Ctr.
1540 Market Street Suite 320
San Francisco, Ca 94102

Dear Sala:

We were baffled by your letter of December 21st., in which you state that "due to the poor quality of the writing, it will be necessary for MPRC to contract with a different writer to produce a brochure worthy of printing and distribution."

We feel that your statements are most inappropriate, especially, at such a critical time in the process, when ample opportunity to voice any reservations or serious concern has been available at all times. It not only jeopardizes our business image but also lends deaf ears to those whose input is crucial in this project, and who were fully satisfied with the final draft. The revision made by the medical staff did not contain any observation in that regard either.

In our final meeting of November 30th., the preliminary brochure drafts were thoroughly reviewed by you, Concha, Zarina, Herbert and Manuel Dávila, and there was evident agreement on the final revisions. Again, at no point was there any discussion about any issues but the format, deletions and additions to the text, as well as the need for an introduction addressing Latinos directly and explicitly.

On December 6th, final copies of the drafts, including the revisions and modifications agreed upon at the November 30th meeting, were delivered by hand to you and to Concha Saucedo. To date we have not been contacted for any additional changes despite our efforts to complete this project. Nor have we received payment for the remainder of the original contract.

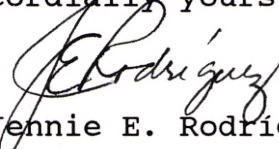
Sala Udin
December 23, 1987
Page 2

It is our impression that you are reacting to our letter of December 7, 1987, where we formalized our conversation of the November 30th meeting. At this meeting we expressed to you our concern about the excessive amount of energy and resources we had to invest because of irregularities in the process that were out of our control. Our expectation was that you would make every effort to cover our losses.

We feel this situation needs to be clarified. Our position is that we have fulfilled our contract obligation and that we are ready to attend any timely, valid complaint and offer the necessary assistance.

Enclosed find statement for services rendered as per original contract.

Cordially yours;


Jennie E. Rodriguez

cc: Concha Saucedo



Asian
AIDS

PROJECT

December 23, 1987

Sala Udin
Executive Director
1540 Market Street, Suite 320
San Francisco, CA 94102

Dear Sala:

This is our revised plan for Focus Group meetings for the ABRAXAS per our discussion December 15.

We will hold focus groups for the review of Chinese, Pilipino and Japanese brochures. The size of these focus groups will be smaller. Specifically, there will be 8-10 individuals for Chinese, 8-10 individuals for Pilipino and 4-6 individuals for Japanese. We would like to turn the second Chinese focus group which is a professional review meeting into a check-off process. We hope to have at least 5 individuals to review the brochure. The three focus group meetings will be held on the third and fourth week in January.

Due to the cultural barriers to public discussion of issues in the Indochinese community, we will use a check-off process to review the three Indochinese brochures. Each Indochinese brochure will be looked at by 3-4 individuals of that specific community. The review process will proceed as soon as a draft of the brochures are ready.

Please call me if you have any questions.

Thank you.

Sincerely,


Peng Ngien, M.P.H.
Program Coordinator

2024 Hayes Street
San Francisco, CA 94117
(415) 386-4815

A project of Asian American
Recovery Services, Inc.

recd
1/4/88

24



December 31, 1987

Sala Udin
Multicultural Prevention Resource Center
1540 Market Street
Suite 320
San Francisco, California 94102

RECEIVED

JAN 05 1988

EX
CU
JAN 05 1988
JS

Dear Sala:

I read with interest the report submitted to Marshia Herring dated December 21, 1987. I am very pleased to read that monthly reports will be forthcoming. Let me remind you that these reports should be submitted with the monthly billing.

I can understand the difficulties that the Abraxas Project is having, especially since a number of different subcontractors had to be used to complete all of the specifications of the contract. However, there are still some issues that need further clarification:

1. It is unclear from your letter if MPRC is requesting that only two brochures be produced, one for seropositives and one for seronegatives? Please clarify.
2. The newspaper ads were to be used to advertise the Alternative Test Sites as indicated in the RFP. A total of 16 ads were to be placed in ethnically identified newspapers to advertise the sites and should have been spaced throughout the program year. Although your proposal calls for "...newspaper ads will be used as an important supplement to other testing campaign literature and activities...", I would refer you to the original RFP. Let me also remind you that newspapers ads must be reviewed through this office as well.

12317BAA

3. I have returned my copies of the brochures and videos and have essentially approved the Latino video script with the revision requested in writing, which I received from you in a letter. Please note that the video script for the Black video and the pre and post test brochures have not been approved by this office to date. Please submit these to me for review and approval before the production moves further. I have also asked for a spanish-language copy of the video such that the reviewer on the CDC panel can review it in spanish.
4. Please be more specific about the makeup of the focus group, such as the number of people participating, their backgrounds (IVDU, gay, heterosexual, etc.) etc.
5. Similar information is needed on the makeup of the workshop participants (e.g. the number of participants, a copy of the program outline, program participants, etc.).

October

I am pleased to see the revised timeline. This timeline has been accepted provided the above information is also made available, including the use of the adds for advertising the Alternative Test Sites for specific areas.. I would expect to have the additional information in my office by January 8, 1988.

I hope this will provide clarity to issues that may have been raised in Marhsia's letter. If there are any questions, please do not hesitate to contact me.

Have a wonderful and prosperous New Year!



Patricia E. Evans, M.D.
Associate Medical Director

cc M. Herring

MPRC
MULTICULTURAL
PREVENTION
RESOURCE
CENTER

1540 Market Street
Suite 320
San Francisco, CA
94102
(415) 861-2142

January 7, 1988

Patricia E. Evans, M.D.
Associate Medical Director
Department of Public Health
AIDS Office
1111 Market Street
San Francisco, Ca 94103

Dear Pat:

I am in receipt of your letter of December 31, 1987. My responses to your concerns follow:

1. MPRC will produce one pretest and one post-test brochure targeted to seven population groups, i.e.; Black, Latino, Chinese, Vietnamese, Filipino, Cambodian and Laotian.
2. The only language in the RFP which refers to newspaper ads reads as follows: "A minimum of 16 ads must be placed in minority identified newspapers, beginning September 30, 1987, and will appear throughout the program year." This sentence makes no reference, as your letter indicates, "to be used to advertise the ATS." The program year of the Abraxas contract terminates when all the objectives are accomplished, which your office required be completed ASAP. Therefore, the program year was to extend from September to March. The schedule of newspaper ad placements does run through the program year.

Even if the RFP did request specific use of the ads, we are not bound by the RFP. We are only bound by the contract. The RFP is only a guide; there are many instances where our proposal did not exactly coincide with the RFP. Those that were unacceptable to you were discussed, negotiated and modified in the contract.

Now if what you want is to change the contract, we are open to your concerns and would make whatever changes that need to be made, but this should be clearly distinguished from current contract obligations.

3. According to our records, not only have your been sent copies of the Black video treatment and script and brochures, but we have your written comments which you returned to us in October. Recently, we sent you the final revision of the Black brochures which await your review and approval. I have requested that the producer send you a Spanish language script. You should be in receipt of it soon.
4. The first Black focus group was comprised of a cross-section of Black representatives, including IVDU's, gays, straights and health professionals. 16 people participated in the focus group, which was held on October 5, 1987, at Bay View-Hunter's Point Foundation. It was facilitated by Henri Norris. The focus group report is attached for your information. The second Black focus group was held on October 16, 1987, at Ella hill Hutch Recreation Center with 9 participants, and was facilitated by Larry Saxon.

The Latino focus group was convened on September 24, 1987, at Mission Neighborhood Center and was facilitated by Yolanda Ronquillo. There were 14 persons in attendance, representing a cross-section of community representatives, including gays, straights, IVDU's and health professionals. The second Latino focus group was held on October 14, 1987, also at the Mission Neighborhood Center, and was facilitated by Yolanda Ronquillo.

We have not yet received their written report. Copies will be forthcoming upon their receipt by MPRC.

5. The only workshop conducted thus far was the Black workshop. It was held on December 21, 1987, at the Bay View-Hunter's Point Opera House, with about 75 persons in attendance. Dr. Eric Goosby served as moderator, while guest speakers were Dr. Patricia Evans and Sala Udin. A full written report is expected, at which time it will be forwarded to you.

Letter to Patricia Evans, M D.
January 7, 1988
Page 3

If there is any other information which would be helpful,
please let us know. Thank you for your generous support.

Sincerely,

A handwritten signature in cursive script that reads "Sala Udin".

Sala Udin
Executive Director

SU/rah

Enclosures: Black People Get AIDS Too script
Asian Pre & Post Test script

PERSONAL AND CONFIDENTIAL

3/1/8

1540 Market Street
Suite 320
San Francisco, CA
94102
(415) 861-2142

January 8, 1988

Davis Ja, Ph.D.
Asian American Residential
Recovery Services
2024 Hayes Street
San Francisco, CA 94117

Dear Davis,

This is just a note to express my hopefully unfounded fear that we're going to have trouble getting the quality and timeliness needed from Tom Kim and Co. Have you worked with him before or seen any other video production he has done?

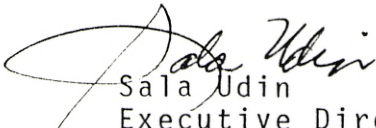
My fears are based on the following:

1. He received the initial check for the Chinese video on October 13, 1987, yet we have no real treatment or script on January 7, 1988.
2. The discrepancy between what he submitted as a treatment and what the other producers submitted was more than cultural/language differences (especially after we gave him copies of theirs as samples).
3. He obviously has not hired a script writer; he may be trying to save money by planning to write it himself.

It is unclear to me what the initial payment was used for. Now we are sinking another initial payment into the same unproductive process. I'm uncomfortable with it but I'm moving forward on it based on your trust and recommendation.

As I said above, I hope my fears are unfounded, and that henceforth, production will move forward smoothly.

Sincerely,


Sala Udin
Executive Director

*file*

January 25, 1988

Sala Udin, Executive Director
Multicultural Prevention Resource Center
1540 Market St., Suite 320
San Francisco, CA 94102

Dear Sala:

Thanks for the meeting last Thursday and the opportunity to discuss the Abraxas Project and the needs of the ATS program.

We agreed that Abraxas would utilize its newspaper ad funds to publicize the availability of anonymous HIV antibody testing at neighborhood test sites. Each announcement will include the central telephone number for making ATS appointments and testing clinic hours. As we discussed, it is important to get the word out as soon as possible.

Please let me know if the AIDS Office can be of any assistance. Thanks again.

Sincerely,

Ron
Ron Rowell MPH
Coordinator
ATS Program

cc: Patricia Evans M.D.

RECEIVED

JAN 26 1988

ER	_____	TS	_____
SU	_____	ET	_____
CDW	_____	RC	_____
JC	_____	LJR	_____

38 2/2

March 1, 1988

1540 Market Street
Suite 320
San Francisco, CA
94102
(415) 861-2142

Fat:

Enclosed is a copy of the corrected script for the Cantonese video. I really can't say that it has been corrected. Jala and I are going to meet with Jon Kim, Davis G., et al about this process and the clarity of what is meant by making "corrections".

Also, the Black HIV Antibody video included is your copy and is submitted as finished and ready for approval.

Thank you.

Sincerely
Zainab



RECEIVED

MAR 24 1988

21 March 1988

FK	_____	CS	_____
SU	_____	LI	_____
CDW	_____	RC	_____
JO	_____	LJR	_____

38 4/20

Sala Udin
Executive Director
Multicultural Prevention Resource Center
1540 Market Street, Suite 320
San Francisco, CA 94102

Dear Sala:

As a reminder, the AIDS Office has not given final approval for the following items:

Black pre- and post-test brochures
Latino pre- and post-test brochures
Asian pre- and post-test brochures
Video script for the Chinese and Vietnamese Video

April 30, 1988 is the deadline for completion of these items, and each must be reviewed and approved by the AIDS Office, including review panels, prior to publication or distribution.

If there are any problems meeting these deadlines, please contact me immediately.

Thank you.

Sincerely,

A handwritten signature in cursive script, appearing to read "Patricia E. Evans".

Patricia E. Evans, M.D.
Chief, Prevention and Education

RK:03218bcd/b

A/P



KOREAN COMMUNITY SERVICE CENTER

3136 FULTON ST. SAN FRANCISCO, CA. 94118
[415] 567-3267 CALL KOREANS

April 19, 1988

Mr. Sala Udin
Executive Director
MPRC
1540 Market Street
San Francisco, CA 94102

Dear Sala:

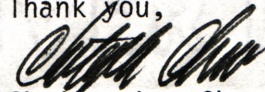
As per discussion with Davis Ja and yourself, we are submitting the enclosed 5 copies of the third and final corrected English-language script for both the Cantonese and Vietnamese HIV Antibody Test videos we are producing.

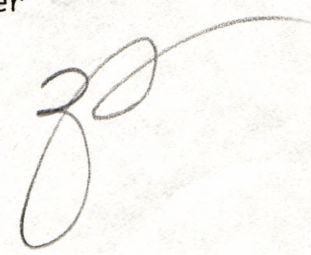
With the completion of the shooting scripts for both the Cantonese and Vietnamese videos, we hereby submit this invoice for payment of \$3,200 for each video as per contract:

Amount Due: \$3,200 x 2 = \$ 6,400.

Please remit to Tom Kim, Executive Producer, in care of 3136 Fulton St., San Francisco, Ca 94118.

Thank you,


Christopher Chow
Co-Producer

pd 6/14/88 

CC:cc



**Asian
AIDS**
PROJECT

May 18, 1988

Mrs. Zarinah Shakir
1540 Market Street, Suite 320
San Francisco, CA 94102

Dear Zarinah:

I am writing to inform you that we are going to hire another contractor to design and typeset the Lao and Cambodian brochures. The Center for Southeast Asian Refugee Resettlement's contractor has not been satisfactory, but since he has already begun his services, we decided that he should finish the Vietnamese design and typeset.

We have contacted Nguyen T. Nguyen of Mutual Assistance Association Consortium Employment Project to do the graphic design and typesetting work for the Cambodian and Lao brochures.

I am also enclosing the most up-to-date chart I have listed all of the contractors and their corresponding positions. I have highlighted all the most recent contractors.

Thanks, Zarinah.

Sincerely,

Darryl Ng

DN/dw

12L07PN

RECEIVED

MAY 24 1988

DK	_____	ZS	_____
SU	_____	ET	_____
CDW	_____	RC	_____
JO	_____	LJR	_____

2/8 5/25

2024 Hayes Street
San Francisco, CA 94117
(415) 386-4815

A project of Asian American
Recovery Services, Inc.



Multicultural
Training
Resource
Center

June 3, 1988

Dr. Patricia Evans, Director
AIDS Office - Dept. of Public Health
1111 Market Street, 3rd flr.
San Francisco, CA 94102

Re: Schedule of completion of ABRAXAS products

Dear Pat:

Per our meeting, Wednesday, June 1, 1988, we are submitting to you our schedule of completion of the ABRAXAS products required per the contract.

June 15 - We will have for you the Black and Latino HIV Antibody Test videos.

June 17 - Black and Latino pre-test and post test brochures.
Chinese video - rough cut.

June 21 - Vietnamese video - rough cut.

June 27 - Asian pre-test and post test brochures: Chinese, Japanese, Pilipino, Vietnamese, Cambodian and Laotian.

June 30 - Asian videos - Master Edit (both Chinese and Vietnamese).

The Latino newspaper ads will all be placed the week of June 13th.

Enclosed please find tearsheets from Asian newspaper ads per ABRAXAS contract requirement.

If you have any questions or comments, please call me or Zarinah Shakir.

Sincerely,

Sala Udin
Sala Udin
Executive Director

SU:zs
encl.



KOREAN COMMUNITY SERVICE CENTER

3136 FULTON ST. SAN FRANCISCO, CA. 94118
[415] 567-3267 CALL KOREANS

MEMORANDUM

TO: Sala Udin, Executive Director, Multicultural Prevention Resource Center
Zarinah Shakir, ABRAXAS Project Coordinator, MPRC

FROM: Tom Kim, Executive Producer, *TK*
Chris Chow, Co-Producer/Director *ce*

DATE: June 13, 1988

To meet your June 27, 1988 deadline mutual cooperation and timing of the approval of the rough cut and the edited master cut of the Cantonese and of the Vietnamese videos are obviously essential.

We will be shooting the Cantonese and the Vietnamese videotapes on the 16th and the 18th of June.

We will have the first rough cut available Monday, June 20.

We must have your approvals no later than the 22nd to meet our 23d of June studio reservation and editing deadline.

We must have approval by Friday, June 24th in order to make any changes on the master edit over that weekend to be ready for delivery of master copies on Monday, June 27.

We would like in writing exactly how you would want the opening titles and the closing credits to be done. Please let us know before we go into the editing session on Thursday, June 23.



**Asian
AIDS**
PROJECT

June 16, 1988

Mr. Sala Udin
Executive Director
Multicultural Prevention Resource Center
1540 Market Street, Suite 320
San Francisco, CA 94103

Dear Sala:

This is to inform you that we are in the last phase of completion of the six ABRAXAS brochures. Despite the confusion and delay, particularly in the review pieces, the Chinese and Vietnamese brochures will be camera-ready and will be dropped off at MPRC this Friday, June 17th. The Japanese and Tagalog brochures will be ready Monday, June 20th and the Lao on Tuesday, June 21st, while the Cambodian will be ready June 22th.

Please call me if you have any questions.

Thank you.

Sincerely,

Peng Ngim, MPH
Program Coordinator

PN:ps

cc: Pat Evens, M.D., AIDS Office

2024 Hayes Street
San Francisco, CA 94117
(415) 386-4815

12L-32PN

*A project of Asian American
Recovery Services, Inc.*



Multicultural
Training
Resource
Center

September 13, 1988

Mr. Adolfo Mata
Coordinator
Latino AIDS Project
2401 24th Street
San Francisco, Ca 94110

Dear Adolfo:

This letter is to inform you of the status of the FY 1988/89 contract relating to the antibody test sites. I would like to have contacted you at the end of the Abraxas Project, June 30, 1989. However, the AIDS Office did not know how much funds would be available nor how those funds would be used, since the brochure and video materials have already been produced last year.

I didn't receive a draft proposal from the AIDS Office until August 10, 1988, at which time I was informed that the funding would be reduced from \$237,000 to \$95,000 and that the primary tasks were to distribute the materials and advertise the test sites through the public media. On August 12, 1988 I left to go back East and was gone for three weeks. Upon my return I learned that the draft would be submitted to the Health Commission on September 6, 1988. So, I haven't had time to convene a meeting of the three coalitions to appraise you of the new fiscal and programmatic constraints. My sincere apologies are offered.

Nonetheless, with the funds reduced to \$95,000, \$75,000 of which are earmarked to be contracted out (radio ads, billboards, etc.). There are no funds available to repeat the subcontracting relationship of the start-up year. Fortunately, you all did such a good job last year, that MTRC will continue to contract with many of the same contractors that you identified.

I hope you will continue to be available to advise and guide our staff and the contractors you identified to implement the project in your community. Under separate cover you will receive a list of indigenous contractors from which MTRC intends to select. We look forward to your continued support in the struggle to reverse the tide of HIV infection among people of color.

Sincerely,

Sala Udin
Executive Secretary

1540 Market St.
Suite 320
San Francisco, CA
94102
415 861.2142

SU:bc



September 13, 1988

Multicultural
Training
Resource
Center

Amanda Houston-Hamilton
Black Coalition on AIDS
c/o Polaris Research & Dev. Corp.
185 Berry St., #660 China Basin Bldg.
San Francisco, CA 94107

Dear Amanda:

This letter is to inform you of the status of the FY 1988/89 contract relating to the antibody test sites. I would like to have contacted you at the end of the Abraxas Project, June 30, 1989. However, the AIDS Office did not know how much funds would be available nor how those funds would be used, since the brochure and video materials have already been produced last year.

I didn't receive a draft proposal from the AIDS Office until August 10, 1988, at which time I was informed that the funding would be reduced from \$237,000 to \$95,000 and that the primary tasks were to distribute the materials and advertise the test sites through the public media. On August 12, 1988 I left to go back East and was gone for three weeks. Upon my return I learned that the draft would be submitted to the Health Commission on September 6, 1988. So, I haven't had time to convene a meeting of the three coalitions to appraise you of the new fiscal and programmatic constraints. My sincere apologies are offered.

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I hope you will continue to be available to advise and guide our staff and the contractors you identified to implement the project in your community. Under separate cover you will receive a list of indigenous contractors from which MTRC intends to select. We look forward to your continued support in the struggle to reverse the tide of HIV infection among people of color.

Sincerely,

Sala Udin
Executive Secretary

1540 Market St.
Suite 320
San Francisco, CA
94102
415 861.2142

SU:bc



September 13, 1988

Multicultural
Training
Resource
Center

Mr. Peng Ngin
Asian AIDS Project
1596 Post St.
San Francisco, Ca 94109

Dear Mr. Ngin:

This letter is to inform you of the status of the FY 1988/89 contract relating to the antibody test sites. I would like to have contacted you at the end of the Abraxas Project, June 30, 1989. However, the AIDS Office did not know how much funds would be available nor how those funds would be used, since the brochure and video materials have already been produced last year.

I didn't receive a draft proposal from the AIDS Office until August 10, 1988, at which time I was informed that the funding would be reduced from \$237,000 to \$95,000 and that the primary tasks were to distribute the materials and advertise the test sites through the public media. On August 12, 1988 I left to go back East and was gone for three weeks. Upon my return I learned that the draft would be submitted to the Health Commission on September 6, 1988. So, I haven't had time to convene a meeting of the three coalitions to appraise you of the new fiscal and programmatic constraints. My sincere apologies are offered.

Nonetheless, with the funds reduced to \$95,000, \$75,000 of which are earmarked to be contracted out (radio ads, billboards, etc.). There are no funds available to repeat the subcontracting relationship of the start-up year. Fortunately, you all did such a good job last year, that MTRC will continue to contract with many of the same contractors that you identified.

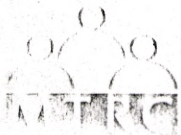
I hope you will continue to be available to advise and guide our staff and the contractors you identified to implement the project in your community. Under separate cover you will receive a list of indigenous contractors from which MTRC intends to select. We look forward to your continued support in the struggle to reverse the tide of HIV infection among people of color.

Sincerely,

Sala Udin
Executive Secretary

1540 Market St.
Suite 320
San Francisco, CA
94102

SU:bc



Multicultural
Training
Resource
Center

November 22, 1988

Concha Saucedo
Instituto Familiar de la Raza
2515 24th Street #2
San Francisco, CA 94110

Dear Concha:

I apologize for having to postpone the meeting we had scheduled to review the ABRAXAS '89 contract.

Negotiations to increase budget to include enough for outreach workers and more advertising resources caused a delay in the timeline.

I have secured a tentative agreement that would provide for three outreach workers at \$10.00 per hour working 10 hours per week for 20 weeks. This would be subcontracted to the three community agencies at \$2,000.00 per outreach worker, from December 1988 through April 1989.

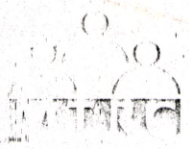
Community agencies would also be asked to identify focus groups, facilitators, and recorders to be contracted for one focus group in each community at \$300 and \$150 respectively.

More complete job descriptions will follow.

Sincerely,

Sala Udin
Executive Director

SU:db



Multicultural
Training
Resource
Center

November 22, 1988

Dr. Davis Ja
Executive Director
Asian American Residential Recovery Services
2024 Hayes Street
San Francisco, CA 94117

Dear Davis:

I apologize for having to postpone the meeting we had scheduled to review the ABRAXAS '89 contract.

Negotiations to increase budget to include enough for outreach workers and more advertising resources caused a delay in the timeline.

I have secured a tentative agreement that would provide for three outreach workers at \$10.00 per hour working 10 hours per week for 20 weeks. This would be subcontracted to the three community agencies at \$2,000.00 per outreach worker, from December 1988 through April 1989.

Community agencies would also be asked to identify focus groups, facilitators, and recorders to be contracted for one focus group in each community at \$300 and \$150 respectively.

More complete job descriptions will follow.

Sincerely,

Sala Udin
Executive Director

SU:db



Multicultural
Training
Resource
Center

December 8, 1988

Crane file!
✓ 1) Office of AIDS
2) Contract Binder

Dr. Patricia Evans
Branch Chief, Education and
Prevention
San Francisco Dept.
Public Health
AIDS Office
1111 Market St
San Francisco, Ca., 94102

Dear Dr. Evans:

This letter will serve as an addendum to our contract with your office for a public relations campaign relative to AIDS antibody testing and test sites targeting minority populations in San Francisco.

The primary activities of the project will involve advertising, community forums and materials development and distribution. These activities will be targeted toward Blacks, Latinos, Asians and American Indians in San Francisco.

MTRC recognizes that one shortcoming of the previous brochures is that they fail to indicate in English, which is the Pre-test brochure and which is the Post-Test Brochure. Future reprints of these brochures will correct this omission.

It is MTRC's responsibility to identify organizations willing to distribute the antibody testing brochures, to supply these outlets with brochures and to replenish these supplies of a monthly basis. Accurate records will be maintained of all such distribution transactions. Of these outlets, the Alternative Test Sites will receive priority in replenishment.

MTRC will include a description in its monthly report, of what organizations have received how much materials, in which language, etc.

Community Forums

MTRC commits to 800 contacts in community forums, in the above mentioned targeted minority communities. The schedule of forums are as follows:

Jan.'89	Black Community Forum
Jan.'89	Latino Community Forum
Feb.'89	Asian Community Forum
Feb.'89	Black Community Forum

March '89 Latino Community Forum
March '89 Asian Community Forum
April '89 Black Community Forum
April '89 Asian Community Forum

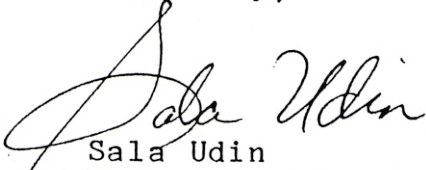
Each forum will be designed to attract 100 persons. Reports of all forum activities, including location, dates, agenda, attendance, speakers, etc will be included in the monthly report to the AIDS Office.

The agenda at all forums will be similar, in that they will utilize a combination of speakers from the AIDS/Health Professions, the Alternative Test Sites and the respective community leadership. Participants will be informed about basic AIDS information and updates, what is the Antibody Test? What will it tell you and what will it not tell you? What are the possible results? Who should we tell and who might we not want to tell about the test results? Where can we turn for help and more information.

We are unable to project at this time, the number of each ethnic group, because the marketing information available from the MUNI Bus and Train Dept. does not do a numerical analysis of the number of riders, by ethnicity, projected to view the inside bus cards. The best they can do is to suggest which bus lines go through which neighborhoods. Based on this bus route information, MTRC will distribute the bus ads so as to target the above mentioned target groups. The exact bus routes and the number of ads to be placed on which bus will be negotiated with MUNI at the time of purchase.

Attached as a part of this addendum is a Cost Center Analysis and a Unit Cost Analysis By Cost Center.

Sincerely,


Sala Udin
Executive Director

SU/
abxadd.doc

	FTE	ANNUAL BUDGET	ADS	FORUM	MATERIALS	CITY REQUEST
PERSONNEL						
Project Director	27.00%	47,000.00	7,050.00	3,290.00	2,350.00	12,500.00
AIDS Project Director	20.00%	25,000.00	2,500.00	1,250.00	1,250.00	5,040.00
Outreach Worker	10.00%	20,800.00		1,040.00	1,040.00	2,000.00
Outreach Worker	10.00%	20,800.00		1,040.00	1,040.00	2,000.00
Outreach Worker	10.00%	20,800.00		1,040.00	1,040.00	2,000.00
TOTAL SALARIES	77.00%	134,400.00	9,550.00	7,660.00	6,720.00	23,540.00
Fringe Benefits	18.00%	24,192.00	1,393.46	1,567.64	1,393.46	4,237.20
Indirect Expenses	8.00%	12,192.00	304.80	341.38	304.80	1,014.96
OPERATING EXPENSES						
Space Rent	6.00%	34,500.00	655.50	724.50	655.50	2,070.00
Telephone Equip.	6.00%	3,700.00	70.30	77.70	70.30	222.00
Telephone Ser.	6.00%	7,000.00	133.00	147.00	133.00	420.00
Long Distance Ser.	6.00%	5,800.00	110.20	121.80	110.20	348.00
Tele/Computer Time	6.00%	4,033.00	76.63	84.69	76.63	241.98
Copier	6.00%	2,500.00	47.50	52.50	47.50	150.00
Postage/Ship.-Office	6.00%	4,000.00	76.00	84.00	76.00	240.00
Office Supplies	6.00%	5,000.00	95.00	105.00	95.00	300.00
Printing-Office	6.00%	3,000.00	57.00	63.00	57.00	180.00
Furniture/Furnish.-Office	6.00%	5,000.00	95.00	105.00	95.00	300.00
Equipment(All other)	6.00%	11,727.00	222.81	246.27	222.81	703.62
In-Service Train.,Confer.	6.00%	6,000.00	114.00	126.00	114.00	360.00
Prof. Membership	6.00%	1,000.00	19.00	21.00	19.00	60.00
Database Membshp.	6.00%	843.00	16.02	17.70	16.02	50.58
Computer Equip Lease	6.00%	2,400.00	45.60	50.40	45.60	144.00
Video Equip Lease	6.00%	2,500.00	47.50	52.50	47.50	150.00
Train Equip lease	6.00%	1,650.00	31.35	34.65	31.35	99.00
Computer Software	6.00%	3,000.00	57.00	63.00	57.00	180.00
Travel	6.00%	2,000.00	38.00	42.00	38.00	120.00
Payroll Service	6.00%	1,000.00	19.00	21.00	19.00	60.00
Mngt/Prog Consultants	6.00%	8,000.00	152.00	168.00	152.00	480.00
Subscription Fee	6.00%	1,200.00	22.80	25.20	22.80	72.00
Service Charge	6.00%	200.00	3.80	4.20	3.80	12.00
Audit	6.00%	3,500.00	66.50	73.50	66.50	210.00
Liability Ins.	6.00%	3,000.00	57.00	63.00	57.00	180.00
Workmans Comp	6.00%	1,200.00	22.80	25.20	22.80	72.00
Other Operating Expenses	6.00%	0.00	0.00	0.00	0.00	0.00
TOTAL O'HEAD EXPENSES		123,753.00	2,351.31	2,598.81	2,351.31	7,425.18
Contracts - Overhead						
Accounting	6.00%	7,500.00	142.50	157.50	142.50	450.00
Legal	6.00%	1,500.00	28.50	31.50	28.50	90.00
Writer	6.00%	2,000.00	38.00	42.00	38.00	120.00
Typesetting	6.00%	600.00	11.40	12.60	11.40	36.00
Graphic Artist	6.00%	4,000.00	76.00	84.00	76.00	240.00
TOTAL O'HEAD CONTRACTS	6.00%	15,600.00	296.40	327.60	296.40	936.00
Contracts - Program						
Graphic Artist		2,000.00	300.00			300.00
Advertising		90,499.00	90,499.00			90,499.00
Marketing		6,000.00	6,000.00			6,000.00
Workshops		5,200.00		5,200.00		5,200.00
Focus Groups		1,950.00	1,950.00			1,950.00
TOTAL PROG.CONTRACTS		105,649.00	98,749.00	5,200.00	0.00	103,949.00
GRAND TOTAL		415,786.00	112,644.97	17,695.43	11,065.97	141,102.34

UNIT COST ANALYSIS BY COST CENTER

<u>COST CENTER</u>	<u>UNITS</u>	<u>TOTAL COST</u>	<u>UNIT COST</u>
ADVERTISING	4,116	\$112,644.97	\$27.34
FORUMS	800	\$ 17,695.43	\$22.11
MAT'L DIST.	15,000	\$ 11,065.97	\$.73

Drift

In FY 1987/88 the San Francisco AIDS Office issued a competitive contract announcement to inaugurate a new effort to develop materials for use in the ATS and to a limited extent, to educate communities regarding HIV antibody testing and the expanded test sites targeting San Francisco's ethnic minority communities.

Because so little work had been done previously in minority communities, it was necessary to subcontract with ethnic community coalitions to identify indigenous contractors and to advise MTRC on the general direction of the project. The sizeable \$237,000 contract amount is what made this subcontracting design possible. Without it, we would have had to call on these community coalitions to volunteer their services.

In FY 1988/89 the AIDS Office reduced the amount available for this effort from \$237,000 to \$95,000, ~~a reduction of over 200%~~. There are no funds to subcontract with the minority coalitions. Secondly, there is less need to identify minority contractors because we have good working relationships with the contractors identified last year. For the most part, they did high quality, professional work and brought genuine compassion and commitment to help stop the epidemic in their respective communities. They are still committed and look forward to contracting with MTRC again, to continue this effort.

The Black Coalitions on AIDS and the Latino AIDS Coalition have agreed to continue to provide advise and guidance. It is only Davis Ja of the Asian AIDS Residential Recovery Service who insists on hijacking services to the Black and Latino communities in order to force a subcontract to the Asian AIDS Coalition.

To do so would seriously curtail the amounts available for the antibody testing advertising campaign.

Commissioner Shek raised a question about community cooperation. MTRC has demonstrated its desire to seek cooperation throughout its tenure as a contractor; cooperation and networking are our hallmark. It was MTRC who initiated the meetings, in MTRC's conference room that urged the involvement of Asians in the AIDS epidemic. It was MTRC who assembled the first group of Asians who eventually became the Asian AIDS Advisory Task Force.

The problem is not cooperation. The problem is contracting. We are prepared to continue contracting with providers of service. But there simply is not sufficient funds to contract the ethnic coalitions who were contracted last year.

Perhaps the real problem behind this ugly infighting among ethnic minorities is that the AIDS Office should be funding the coalition directly. They do important work that needs to be supported. Then we wouldn't have problems with coalition spokespersons hijacking ~~the stagecoach~~ of funds intended for direct service contracting.

ASIAN

Thomas Lam writer/translator Chinese
Oscar Peraranda writer/translator Pilipino
Satoru Nishzawa writer/translator Japanese
Tom Kim Video
JCYC focus group facilitator
Nguyen Nguyen Laotian/Cambodian graphic design & typesetting
Yoko Regalia typesetting Japanese
Darryl Ng facilitator
Bertie Mo writer
Louis Tu writer/translator Chinese
Lloyd Mebres " " Pilipino
Michio Kusama " " Japanese
CSEARR " " Vietnamese, Cambodian, Laotian
Lianne Chong graphic designer Chinese and Japanese /also- japanese consultant
John del Rosario " " Chinese and Japanese /also- japanese consultant
CSEARR " " Vietnamese, Cambodian, Laotian
Harriet Lem focus group consultant & facilitator
Mila Apilado Pilipino consultant & facilitator
Eiko Williams Japanese facilitator
Golden Dragon printing
East West Publishing -- typesetting & translation -- Chinese/Japanese
Korea Daily News -- typesetting
Sun Reporter
Asian Week
Hoku Bei
Nichi Bei
Tenderloin Times
Filipino News
Sing Tao
World Journal

BLACK

Stan West - writer
Shelley Harper - graphics
Saccade - video
B.C.A.
Madison Press - printing
Circus Litho - typesetting
Reporter Publ.
Alameda Publ.

LATINO

Yolanda Ronquillo - facilitator/recorder - focus group
Herbert Siquenza - graphics
Adinfinitem - video
Rodrigo Reyes - writer
La Raza - Typesetting
Golden Dragon - printing
Elves - writer

Horizontes
Tiempo Latino } ads

Maciel & Assoc. - from flyers

} never
paid for?



Multicultural
Training
Resource
Center

January 9, 1989

Dr. Davis Ja
Executive Director
Asian American Residential Recovery Services
2024 Hayes Street
San Francisco, CA 94117

Dear Dr. Ja:

This letter comes to request the assistance of the Asian American Residential Recovery Services in identifying a person who can be contracted to do some community outreach work in the Asian community under the Abraxas contract for 1989. We can either contract with Asian American Residential Recovery Services if you have someone you can assign to the tasks; or MTRC can contract with the person directly. But time is of the essence; we are far behind schedule. I must have the contract signed by Jan.16, 1989.

Their duties will include planning, publicizing and coordinating community forums and focus groups or product trial interviews, reporting of outcomes of such forums and focus groups and submitting written recommendations regarding the advertising campaign, based on said outcomes. They will also be responsible for literature and video distribution.

If you are unable to respond quickly, I may have to contract with someone just to get the project started. At any rate I will keep you closely appraised of all activities and plans.

Sincerely,

Sala Udin
Executive Director

SU:
jacnhltr.doc



Multicultural
Training
Resource
Center

January 9, 1989

Concha Saucedo
Instituto Familiar De La Raza
2515-24th St., #2
San Francisco, CA 94103

Dear Concha:

This letter comes to request the assistance of the Latino AIDS Coalition in identifying a person who can be contracted to do some community outreach work in the Latino community under the Abraxas contract for 1989. We can either contract with Instituto if you have someone you can assign to the tasks; or MTRC can contract with the person directly. But time is of the essence; we are far behind schedule. I must have the contract signed by Jan.16, 1989.

Their duties will include planning, publicizing and coordinating community forums and focus groups or product trial interviews, reporting of outcomes of such forums and focus groups and submitting written recommendations regarding the advertising campaign, based on said outcomes. They will also be responsible for literature and video distribution.

If you are unable to respond quickly, I may have to contract with someone just to get the project started. At any rate I will keep you closely appraised of all activities and plans.

Sincerely,

Sala Udin
Sala Udin
Executive Director

SU:
jacnhltr.doc



February 15, 1989

Sala Udin, Executive Director
Multicultural Training and Resource Center
1540 Market St., Suite 320
San Francisco, California

Dear Sala:

Thank you for your letter of February 1, 1989. As you may have heard, the subvention process is on indefinite hold but may be resurrected at some future date when some of the State's rules are a little clearer. Nonetheless, I appreciate your comments and interest.

I also wanted to follow-up with regard to your contract. I have asked Marshia Herring and Bang Nguyen to meet with you and to develop detailed plans for expending \$96,676 and the \$143,514. I feel it is necessary for us to have a clear indication of how you plan to proceed before we go back to the Health Commission to ask them to approve the additional \$46,838. Additionally, as you will recall, the Commission specifically asked for community input in developing the advertising plan. I think it is incumbent on us to take our plans to the communities in which the services will be delivered to secure their endorsement before proceeding with the Commission. To this end, I have asked Dr. Evans to arrange a meeting among community-based service providers in the targeted communities, our office, and you to develop this consensus. I think that this approach will be most responsive to the Commission's concerns and give us the clearest plan for completing this work.

Thanks again for your letter. I look forward to resolving this issue and to working with you in the coming years.

Sincerely yours,

George
George W. Rutherford, M.D.
Director

cc: Mr. Bala
Dr. Evans
Ms. Herring

02149kfl

City and County of San Francisco

Department of Public Health



ABRAXAS

RECEIVED

MAR 24 1988

21 March 1988

BK _____
SU _____
CDW _____
JC _____
25
ET
RC
LJR

Sala Udin
Executive Director
Multicultural Prevention Resource Center
1540 Market Street, Suite 320
San Francisco, CA 94102

Dear Sala:

As a reminder, the AIDS Office has not given final approval for the following items:

Black pre- and post-test brochures
Latino pre- and post-test brochures
Asian pre- and post-test brochures
Video script for the Chinese and Vietnamese Video

April 30, 1988 is the deadline for completion of these items, and each must be reviewed and approved by the AIDS Office, including review panels, prior to publication or distribution.

If there are any problems meeting these deadlines, please contact me immediately.

Thank you.

Sincerely,

A handwritten signature in cursive script, appearing to read "Patricia E. Evans".

Patricia E. Evans, M.D.
Chief, Prevention and Education

RK:03218bcd/b



May 26, 1989

Sala Udin
Executive Director
Multicultural Training Resource Center
1540 Market Street, Suite 320
San Francisco, CA 94102

Dear Sala:

This letter is in response to your letters of May 9th and 10th requesting approval of changes in the units of service and timeline for the delivery of ATS outreach education services.

In light of the rapidly approaching contract end date and the pressing need to provide these services, the AIDS Office is inclined to accept these changes. However, formal approval by the AIDS Office is contingent upon our receipt and acceptance of the following information.

1. A detailed rational for the changes in the units of service projections. This should include an explanation of why each unit is being increased, decreased and/or deleted.
2. Provide a schedule identifying the specific run dates and/or placement dates for each message type (i.e. newspaper ads, bus cards, etc.).

I remind you that all educational messages must be approved by the AIDS Office prior to production or placement. We have revised our materials review process, so this can be expedited. Also, all subcontracts must be approved by this office this includes contracts for the placement of messages. All funds must be encumbered by June 30, 1989.

I invite you to provide any other information which you feel needs to be addressed and would assist us in making an informed decision. If you have any questions or comments, please call me.

In cooperation,

A handwritten signature in cursive script, appearing to read "Marshia".

Marshia Herring
AIDS Prevention Program Manager

cc: George Rutherford MD
Michael Bala
Bang Nguyen

w05269ma



Multicultural
Training
Resource
Center

June 7, 1989

Marsha Herring
San Francisco AIDS Office
1111 Market St., 3rd Floor
San Francisco, CA 94003

Dear Marsha:

Previously, we forwarded a proposed revision of the unit distribution of the Antibody Testing advertising campaign. This first revision was submitted by Ene Advertising based on your officer's suggestion that we eliminate BART cards because most BART riders are not San Francisco residents. This change freed up units to be redistributed to other media sources.

Secondly, representatives of the Asian communities suggested that their communities were not be well served through radio, television, billboards, and Muni train cards; instead, newspapers (and perhaps the Asian TV channels) would be more effective for disseminating information. We should therefore put more of the BART savings into newspaper ads rather than simply distributing them equally.

Ene also proposed the elimination of TV ads because we would not be able to afford the expense of commercial quality production of television ads. This also created a savings to be temporarily redistributed; however, we are still pursuing the possibility of television stations donating production time.

Finally, based on the recommendation of Ene Advertising we propose that the advertising period be concentrated into a four or five week period rather than spreading it out over twelve to sixteen weeks as originally planned. It was suggested that this would provide better impact and retention. When your office accepted this basic principle, additional units were shifted from certain advertising media to others. For example: BART cards on 200 buses for one month are counted as 200 units; for two months, 400 units; for six months, 1200 units, etc.

Therefore, the maximum number of units to be purchased in any one month is 200 because that's all the buses that are available in the Muni system; in addition, the excess funds and units were shifted from Muni buses to radio and newspaper ads. These are the factors that went into the redistribution of units and their funds throughout the proposed media outlets. The total dollar amount being spent for media placements, however, remains the same.



Multicultural
Training
Resource
Center

Marsha Herring

June 7, 1989

Page 2

I hope this provides a sufficient explanation of the proposed changes. If questions remain, I suggest we all meet face-to-face (i.e. AIDS Office, MTRC, and Ene Advertising to resolve remaining questions). I would be pleased to facilitate such a meeting if you agree, so let me know.

Thank you for your continued confidence and support.

Sincerely,

Sala Udin

Sala Udin
Executive Director

herring.ltr
att-c:\msword\sala



Multicultural
Training
Resource
Center

June 15, 1989

Ms. Marsha Herring
Acting Prevention Chief
Department of Public Health
1111 Market Street, 3rd Flr.
San Francisco, CA 94103

Re: Review meeting for revised media schedule for the
ABRAXAS Project.

Dear Ms. Herring,

A review meeting has been scheduled here at M.T.R.C. on
Monday, June 19, 1989 at 1:00 P.M. We would like you to be
present at this meeting.

Representatives from the American Indian, Asian, Black and
Latino organizations will also be here.

E.N.E. Advertising has given us another revised media
schedule for review and approval (see attachment). Mr.
Horacio Gomez from E.N.E. will also be here on Monday to
give the presentation and answer questions.

Mr. Gomez has stressed grave importance to our input and
approving of the media advertising on Monday, especially
affecting the outdoor advertising, to be able to meet our
planned project deadline.

I will greatly appreciate a call from you to confirm your
attendance.

Sincerely,

Greg Harmon
Contract Manager

herring.ltr
att-c:\msword\harmon



Multicultural
Training
Resource
Center

June 15, 1989

Mr. Bang Nguyen, M.P.P.
Coordinator - ATS Program
Department of Public Health
1111 Market Street, 3rd Flr.
San Francisco, CA 94103

Re: Review meeting for revised media schedule for the
ABRAXAS Project.

Dear Mr. Nguyen,

A review meeting has been scheduled here at M.T.R.C. on
Monday, June 19, 1989 at 1:00 P.M. We would like you to be
present at this meeting.

Representatives from the American Indian, Asian, Black and
Latino organizations will also be here.

E.N.E. Advertising has given us another revised media
schedule for review and approval (see attachment). Mr.
Horacio Gomez from E.N.E. will also be here on Monday to
give the presentation and answer questions.

Mr. Gomez has stressed grave importance to our input and
approving of the media advertising on Monday, especially
affecting the outdoor advertising, to be able to meet our
planned project deadline.

I will greatly appreciate a call from you to confirm your
attendance.

Sincerely,

Greg Harmon
Contract Manager

nguyen.ltr
att-c:\msword\harmon

FILE

July 18, 1989

Ms. Marsha Herring
Acting Prevention Chief
Department of Public Health
25 Van Ness Ave.
San Francisco, CA 94102

Re: Script for Newspaper Ads for the ABRAXAS Project

Dear Marsha,

Enclosed, please find the suggested script for Newspaper Ads for our ABRAXAS Project. Of course, the phone numbers will be changed to target each Alternative Testing Site for the appropriate ethnic groups.

The art work to go with the script will be the same as the Muni bus shelter posters for each ethnic group.

We will greatly appreciate approval of the script from your office as soon as possible so the ads can start running on August 1, 1989.

Please call me at (415) 861-2142 for any questions or concerns.

Sincerely,

Greg Harmon
Program Director

Encl. Script for Newspaper Ads

herring3.ltr
att-c:\msword\harmon



WHAT'S STOPPING YOU

...from taking the AIDS antibody test?

The HIV virus - the virus that causes AIDS - has to be a major concern for people of all races - whether they're Black, White, Asian, Latino or American Indian. People may look and feel healthy for years after becoming infected with the HIV virus, so you usually can't tell if you or your friends carry the virus.

Consider taking the AIDS Antibody Test: 1) if you have ever had sex (with men or women, straight or gay) without using condoms, or 2) if you have ever shared needles without cleaning them first with bleach.

The fact is - the earlier you know if you carry the HIV virus, the sooner you can get treatment. And the sooner you get treatment, the better your chances are to slow down or possibly even stop the disease.

Because what you don't know CAN hurt you.

Call 621-4858

for the nearest testing center in your community.

A MESSAGE FROM THE MULTICULTURAL TRAINING RESOURCE CENTER.
FUNDED BY THE DEPARTMENT OF PUBLIC HEALTH, AIDS OFFICE.

City and County of San Francisco

Department of Public Health



ABRAAS

RECEIVED
JUL 12 1989

July 7, 1989

Multicultural Training Resource Center
Greg Harmon, Program Director
1540 Market Street, Suite 320
San Francisco, CA 94102

Dear Greg:

This letter is in follow-up to the approval of the thirty second spot announcement for TV and Radio for AIDS antibody testing.

In the first paragraph, second sentence the word virus should be replaced with the word antibody. In the second paragraph, we suggest the insertion of the words healthy and. This sentence would then read: there are many things you can do NOW to help keep yourself healthy and from coming down with AIDS. The second change is not mandatory nor is it required, it should be viewed as a suggestion.

I hope these changes reflect our conservation of 7-7-89. If have any additional questions please feel free to call me at 554-9040.

In cooperation,

A handwritten signature in cursive script, appearing to read "Marshia Herring".

Marshia Herring, M.P.H.
Assistant Chief, Prevention Branch



August 2, 1989

Sala Udin
MULTICULTURAL PREV. RESOURCE CTR.
1540 Market St., Rm. 320
San Francisco, CA 94102

RECEIVED
AUG - 8 1989

Dear Mr. Udin:

At our meeting of February 1, 1989 with community-based organizations to discuss State subvention plans, we agreed to keep folks informed as new developments unfolded. The State has again proposed subvention of AIDS funding to county health departments. The subvention plan would allow counties to receive State funding in any of the following categories.

- County Block Grants
- AIDS Prevention Screening Centers
- Azidothymidine (AZT)
- Alternate Test Sites
- Confidential Testing and Education in Sexually Transmitted Disease Clinics
- Education and Prevention

The DPH AIDS Office has decided to request subvention in those categories for which the State does not make funding directly available to CBOs, but only available to a local health department. These categories include:

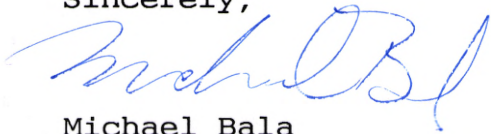
- County Block Grants
- AIDS Prevention Screening Centers
- Azidothymidine (AZT)
- Alternate Test Sites

We have decided not to apply for subvention funding for Education and Prevention services. We will continue to apply for these funds in the usual manner; we will submit a competitive application in cooperation with community based organizations. This decision is consistent with the outcome of the meeting of February 1. At that time, we clearly heard and understood the group's collective concerns about subvening State grant funds. The issue of CBOs being able to competitively bid for these funds was chief among those concerns.

However, our plan is to explore State subvention funding for those services listed above which clearly fall within our public health mandate and are not available to CBOs. This assumes the State is able to articulate subvention regulations and procedures and we accept that criteria.

I have enclosed a copy of the State's FY 1990-91 subvention proposal for your information. If you have any questions or comments, please feel free to contact me.

Sincerely,

A handwritten signature in blue ink, appearing to read "Michael Bala", is written over the typed name.

Michael Bala
Associate Director

w07319ma



MEMORANDUM

DATE: September 4, 1989
 TO: AIDS Prevention Advisory Committee
 FROM: George W. Rutherford, M.D. *gwr*

RECEIVED
 SEP - 3 1989

The AIDS Prevention Services Strategic Planning Workgroup has asked me to inform you that, following our regularly scheduled meeting on Wednesday, September 13 (from 3:30 to 5:00 P.M.) they have scheduled an hour to work on identifying service gaps and major issues affecting prevention services for the next five years. There will be two separate working groups that will meet from 5:00 to 6:00 P.M.

REFRESHMENTS WILL BE PROVIDED!!!

This will be a chance for any of you who have not been able to participate on the planning workgroup to put your issues forward. Linda Udall and Miriam Stoll will staff each of the meetings, record the discussions, and put your comments into written form. All you need to bring is your expertise in AIDS prevention!

Your help with this planning process is much appreciated. I look forward to seeing you on September 13.



Multicultural
Training
Resource
Center

September 14, 1989

Mr. Wally Caguyong, Fiscal Manager
City and County of San Francisco
Department of Public Health
Community Substance Abuse Services
1380 Howard St., 4th Flr.
San Francisco, CA 94103

Dear Mr. Caguyong:

This is to request an extension in turning in the Year-End Cost Report (for year ending June 30, 1989) for the contracts handled by the Multicultural Training Resource Center until September 30, 1989. We did not receive the appropriate forms until September 6, 1989, and therefore feel a month extension beyond the original August 31, 1989 deadline is justified, and that submitting reports after the original deadline should not delay any reimbursements for currently provided services.

Please feel free to call me at (415) 861-2142 if there is any problem with this arrangement.

Sincerely,

ELWYN WONG
Deputy Director

csas.ltr
att-c:\msword\elwyn



Multicultural
Training
Resource
Center

CHRONOLOGY OF ACTIVITIES AND CORRESPONDENCE RELATED TO APPROVAL OF BUDGET
FOR 1989-90 CONTRACT FOR MULTICULTURAL AIDS RESOURCE CENTER

MTRC-Multicultural Training Resource Center
OA-Office of AIDS

- 1) February 3, 1989
MTRC submits proposal and budget to renew contract for Multicultural AIDS Resource Center for 1989-90
- 2) March 22/April 6, 1989
OA notifies MTRC that it has been awarded \$193,800 (including CDC funding of \$120,000) for July 1989 - June 1990, subject to availability of additional CDC funds, allocation of which would be determined in December 1989. OA requests MTRC submits budget, budget justification, and scope of work.
- 3) April 12, 1989
MTRC submits Scope of Work, Budget, and Budget Justification for FY1989-90 for approved amount for \$193,800.
- 4) May 1989 (no specific date listed by OA; received 5/2)
Official allocation of \$120,000 from CDC through OA to MTRC for FY1989-90 with promise to determine in late fall 1989 whether MTRC will receive additional dollars for the period between January and June 1990, based upon mid-year assessment and program progress
- 5) May 15, 1989
OA letter to MTRC requesting meeting on 5/22 to work on specific items related to modifying the submitted 1989-90 scope of work and budget
- 6) May 25, 1989
MTRC submits amended scope of work, based on input from OA (other required documents submitted several days later to LaSonya Jones)
- 7) July 28, 1989
OA letter noting July 26-27 phonecall with MTRC that Budget format should be same as Exhibit C.
- 8) September 22, 1989
Department of Health Services approval of contract for 1989-90 for Multicultural AIDS Resource Center at \$195,000
- 9) October 30, 1989
MTRC letter to OA seeking promised determination by OA in "late Fall 1989" (see #4 above) whether MTRC would be awarded additional funding from CDC for January - June 1990.
- 10) December 27, 1989
MTRC letter to OA that Center for Disease Control notice of additional funding as mailed 12/15/90, but that no information or action by OA to MTRC has yet been provided regarding supplemental funding for MTRC.
- 11) January 16, 1990
Official notification of allocation of \$120,000 from OA to MTRC for use between January 1990 and June 1990, and requesting revised Scope of Work, Budget, and Budget Justification by 1/26/90

Chronology of 1989-90 MARC Contract approval, cont.

- 12) January 24, 1990
MTRC submits revised Scope of Work, Budget and Budget Justification to reflect supplemental increase in funding for 1989-90 to \$315,000.
- 13) February 23, 1990
OA letter to MTRC following up conference call on 2/15/90 indicating several problems with submitted by MTRC on 1/24/90: requires justification for each line item (including percent of time for each staff position); notes increase for Trainer/Technical Assistant positions from 50% to 100% time as unjustified; finds Community Education Specialist and Receptionist positions as unjustified inclusion; wants justification for increase in fringe benefit rate from 10% to 18%; states indirect line should be limited to 10% of personnel total, and should be limited to use for accounting, utilities, maintenance and insurance; asks for schedule of depreciation and justification for specific consultants; asks clarification of basis for rental space increase. Includes 5-column Exhibit C showing changes in original budget and separate column for additional \$120,000 allocation for MTRC to use to format budget for 89-90 contract.
- 14) February 28, 1990
MTRC submits to OA revised 1989-90 budget and budget justification, satisfying all modifications and explanations as requested on 2/23 by OA and utilizing 5-column Exhibit C budget as requested.
- 14) March 12, 1990
MTRC submits new section 3.3 on Community Education workshop for Scope of Work (only section which differs from submittal on 1/24/90) along with proposal narrative for workshop
- 15) week of March 19-23, 1990 (exact date undetermined)
OA requests complete scope of work with all sections related to new activities for January - June 1990 (i.e., all those which were not listed in the original scope of work approved in September 1989) attached to original Scope of Work
- 16) April 3, 1990
MTRC submits all final required documents for 1989-90 contract for supplemental \$120,000 for total budget of \$315,000 including: Exhibit C (using 5-column format as instructed by OA), Budget Justification (including attachment showing cost breakdown for material production for new activities between January and June 1990), and Scope of Work, with new activity sections attached at end of original Scope of Worked, as instructed by OA earlier in the month. New activity sections in Scope of Work are identified by the letter A. (i.e., A2.5 is the revision of original section 2.5)
- 17) week of April 16-20, 1990 (exact date undetermined)
OA requests that MTRC resubmit Scope of Work with new activity sections for January - June 1990 integrated into original scope of work, with pages renumbered

Chronology of 1989-90 MARC Contract Approval, Cont.

18) April 23, 1990

MTRC submits revised Scope of Work for 1989-90 with new activities covered by \$120,000 supplemental funding for January to June 1990 integrated within sections of original Scope of Work (i.e., A2.5 section now follows directly after section 2.5, with all pages renumbered as needed.)

19) May 1, 1990

In followup to phonecalls with Walter Burt on April 30 and May 1, OA reports that submitted 5-column budget (Exhibit C) by MTRC on 2/28/90 is now inappropriate according to DHS fiscal department. LaSonya Jones notes in 5/1 fax the 3-column Exhibit C which MTRC now should submit on its own stationary. In addition, OA now has determined subsequent to MTRC submission of amended budget on 2/28 and amended Scope of Work on 4/23 that there is now a problem with MTRC transferring all of its insurance line in original budget (Approved Sept 1989) to Indirect line in amended budget, since part of the original budget for insurance has already been spent and is no longer available to be transferred. After some discussion, OA allows MTRC to proceed with this latest budget (once it submits it in 3-column form) given MTRC's explanation that it would resubmit amended invoices for July - December 1989 which show past Insurance expenses now in the Indirect category, but without requesting any additional funds for these past expenses. OA requests MTRC provide letter acknowledging "all previous charges to the insurance line item should have been charged to indirect expenses."

20) May 3, 1990

MTRC submits 3-column budget on its own stationary (as instructed by OA on 5/1) and letter regarding classification of insurance expenses into indirect (as instructed by OA on 5/1).