

BAHSES-BWMT/MACT INTER OFFICE MEMORANDUM

(Date)

TO:

FR:

RE: (Subject line in Caps)

(Inter Office Memorandums are to be used for inter/intra official agency correspondence. For unofficial inter/intra office correspondence use the three (3) speed memo form)

(Encl:/Attachments:)

Distribution: (A pre establish coding system to distribute and routing information - refer to PPM for code definitions)

cc: (Use person's Name and title and if more that one copy use () with the number of copies as last item))

(FC - should be the six digit file code(s) - a series of files codes is to cross file correspondence in appropriate files)

Bay Area HIV Support and Education Services of BWMT/MACT

(note the return address is located in the document footer will not appear on screen)

(Date)

Address Line (For any female addressee, the official form before the name is "MS"
unless indicated otherwise

x(Use the correct position title after the name)

x

x

Subject: (Subject in Caps) (Subject lines are an option - however, it will alert the reader
the direction and/or content of the letter)

Dear (If you use the first name then this becomes an informal business letter - then use a
comma after the person's first name. Business letters would use the person's last name
with a colon after the name.)

(This is a sample business letter for correspondence outside of the agency - Note make
sure your top margin is set at one (1) inch. If you are using pre-printed letterhead paper
then drop approximate 5 inches to center text on page.)

Sincerely,

(Name of the writer)

(Appropriate agency title)

(Encl:/Attachments:)

Distribution: (A pre establish coding system to distribute and routing information -
refer to PPM for code definitions)

cc: (Use person's Name and title and if more that one copy use () with the number of
copies as last item)

bcc: (This is used if you want to sent a copy to another person, but to inform them that
the original addresses does not know that you have been copied. this notation will
appear only on the "bcc:" copy. It should never appear on the original correspondence.
However, it should be noted on the agency's file copy and to whom the "bcc:" was sent
to.)

(FC - should be the six digit file code(s) - a series of files codes is to cross file
correspondence in appropriate files)

BAHSES MEMORANDUM

DATE:

TO: BAHSES Staff

FR: Lee Y. Woo

RE: NEW AND REVISED POLICIES AND PROCEDURES

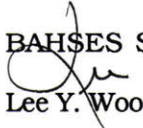
Please find attached new and revised agency policies and procedures for your review and information.

When you have read the information, please initial the reverse of each document in the space indicated and forward to the next person.

The last person to sign off is the Administrative Assistant who will then file the copies in the Policy and Procedures Manual.

INITIAL:

BAHSES-BWMT/MACT INTER OFFICE MEMORANDUM

TO:  BAHSES Staff
FR: Lee Y. Woo
RE: NAME TAGS

As soon as they are available all workshop facilitators, Health Education Workers and anyone doing public outreach will wear name tag.

The tag will be the agency business card in a plastic cover with the person's first name only. This will add a professional appearance to our presentation.

511000

BAHSES-BWMT/MACT INTER OFFICE MEMORANDUM

June 6, 1991

TO: See Distribution

FR: Lee Y. Woo

RE: CONTRACT NEGOTIATIONS

During my absence the M&M and Relapse Grants are to be renegotiated. Kevin Brooks will be responsible for the negotiation process. Shurland Aird will provide the written program sections for these grants. Robert Jensen will be responsible for the fiscal portion of these grants. He will over see the final grant submission(s) along with Kevin.

All parties are to familiarize themselves with the grants in questions.

Distribution:

Kevin Brooks
Robert Jensen
Shurland Aird
Alvictor Brodford
Reggie Williams
Board of Directors.
222005 (2)

511000

BAHSES MEMORANDUM

DATE:

TO: BAHSES Staff

FR: Lee Y. Woo

RE: INFORMATION OF INTEREST

Please find attached information that is of value to your program.

When you have finished reviewing the information, initial and forward to the next person.

INITIAL:

211040/511000

- a. Advertised program, event or activity in the agency newsletter
- b. Proposed ads internal and external to the agency are submitted as part of the Quarterly Program Plan

3. Agency Newsletter - The Agency newsletter will be used to advertise all program activities and events. This is one of the most effective ways to getting the word out to a number of agencies and people. Program QPPs will alert the editor to up coming events to ensure their timely release in the newsletter to maximize participation at the event/activity. Each program area is to have articles prepared for the newsletter by the 10th of the month, however, the earlier the better.

4. Requesting funds for Program Events/Activities - Funds for program events and activities will not be approved unless they are submitted as part of the Quarter Program Plan. Any expenses incurred without prior approval for the expenses will be the responsibility of the person.

5. Quarterly Cyclical Training - As part of the Quarterly Program Plan each program area: Support Services, Education and Support Staff, will include at least one training/orientation per quarter. I would recommend that each program area identify the same month in each quarter for training.

6. Agency Central Files - It has been the standing policy that ALL staff will file all their documents in the Agency's Central Files. Documents are to be crossed coded to be filed in the appropriate files. Desk working documents are to be photocopies only. The only files exempted from this rule are client and personnel records.

7. Reports - Monthly reports are due no later than the fifth working day of the month to the respective supervisors/managers and by the seventh working day on my desk for review and my report. The agency report needs to be completed by the tenth working day. Program Contract Reports are due to the Administrative Assistants by the fifth working day of the month to be attached to their billing that has to be mailed before the tenth of the month.

8. Program Outreach - To ensure the success of programs, activities and events program staff must develop effective outreach programs. Program require aggressive outreach by all staff. Outreach will take place in the following areas:

- a. Coordinated activities and events with BWMT/SFBA
- b. With designated bars in the Bay Area
- c. Community Health Fairs
- d. Lesbian/Gay Street Fairs/Events
- e. House Parties
- f. Coordinated activities/events with other community agencies
- g. Coordinated activities/events with county agencies

By following these ASOPs will move the agency from crisis management to a proactive program management. With the possibility of opening up another office, it become critically important that long range planning is done to avoid conflicts in the agency's various programs. The work involved in this process in the long run will make everyone's work easier.

The QPP will be utilized as part of program staff's evaluation.

cc: Co-Chairs, BWMT/SFBA
Bill Bess, BAHSES Newsletter Editor

212005/511010

BAHSES MEMORANDUM

March 23, 1992

TO: BAHSES Staff

FR: Lee Y. Woo

RE: AGENCY STANDARD OPERATING PROCEDURES (ASOPs) 92-01

Now that we have our own State of California 501-(c) (3) status as of February 1992, it is important that we establish ASOPs to meet the reporting requirements of becoming our own fiscal agent. I am clarifying my expectations of how BAHSES programs, events, and activities are to be handled. Agency staff are expected to adhere to them to ensure smooth execution of programs, events and activities in the immediate future.

Program areas are:

1. Area/Regional Education
2. Area/Regional Support Services
3. Area/Regional Support Staff
4. Area/Regional Operations

1. Program Events/Activities Planning- Any Agency/program event/activity that has not been planned and outlined in less than sixty days will not be approved, funded nor happen. All program and operations staffs are to present a Quarterly Program Plan (QPP) calendar of events/activities through their respective supervisors/manager no later than thirty (30) days before the quarter. (See attached form)

Quarter Period

1st (Jan-Mar)
2nd (Apr-Jun)
3rd (Jul-Sep)
4th (Oct-Dec)

Request Submitted by

First Mgt Meeting in Nov
First Mgt Meeting in Mar
First Mgt Meeting in May
First Mgt Meeting in Sep

The QPP to include:

- a. Overview of the event/activity (short paragraph giving overview and desired out come of the event).
- b. Type of event/activity, date, time and location
- c. Person power needs both in terms of paid/non-paid staff and identified by name
- d. Suggested advertising and flyers
- e. Who is responsible for coordinating the event
- f. Event/activity budget and what fund will pay for them
- g. Suggested newsletter release
- h. What grant deliverable will this activity/event fulfill
- i. Collaborating agency(ies) involved with this activity/event

Operations will place all activities/events on an agency master calendar.

2. Program Events/Activities Advertising - Funds allocated for advertising will not be approved unless the following has been done.

The BWMT/MACT AIDS Task Force has been extremely active in HIV risk reduction/prevention education over the past five years and has hosted dozens of safer sex workshops, made numerous presentations to other community groups and organizations on the needs of gay and bisexual men of color and has been a leader in San Francisco in its outreach to that target population.

The organization has worked closely with numerous agencies in the delivery of HIV prevention services including the University of California/San Francisco's AIDS Health Project, Ward 86 of San Francisco General Hospital, the WEDGE Project, AIDS Indigent Direct Services out of the Ambassador Hotel and others. Most recently, the Task Force has spearheaded the development of the Gay Men of Color Consortium. The organization is also a collaborative partner in a grant program funded by Northern California Grantmakers and a supportive partner to NTFAP in the "Relapse" grant program funded by SF-DPH.

The BWMT/MACT AIDS Task Force has been an advocate for gay men of color since its inception. In the early days of its development and throughout its history, the Task Force has been a strong advocacy organization, constantly raising the public profile of racial/ethnic minority communities and the disproportionate incidence of AIDS. Whenever people of color were excluded from AIDS programs or services, the Task Force wrote letters of protest and offered constructive suggestions. For example, in 1986, when charges of racism were voiced concerning staffing patterns and services provided by Ward 86 at San Francisco General Hospital, the Task Force arranged to meet with Dr. Paul Volberding to try and resolve the issues. The outcome of this meeting was racial sensitivity training for staff persons at SFGH/Ward 86 and a commitment to always provide adequate translation services for non-English speaking persons with AIDS.

In an effort to expand its outreach to underserved, at-risk groups, BWMT/MACT AIDS Task Force has begun to modify its workshops and HIV prevention education model so that it is sensitive and appropriate for the needs of indigent people, transgender people and women. These efforts are all geared towards delivering appropriate and relevant safer sex and HIV risk reduction information to populations of people who otherwise are not getting the message from other sources. BWMT/MACT is thoroughly committed to disseminating this information to all people who otherwise might not be served.

An important point to note is the fact that a large number of the Task Force's membership consists of HIV seropositive individuals. These men have a vested and personal stake in committing time and personal resources to stopping the spread of the HIV virus utilizing the resources of their organization as well as the skills and expertise of their parent organization's National Task Force on AIDS Prevention.

All of these factors, a membership constituency made up of a majority of gay/bisexual men of color, a membership constituency which includes numerous HIV infected individuals, extensive experience in delivering HIV prevention education to ethnically diverse gay and bisexual groups, a close relationship with diverse HIV related agencies throughout the Bay Area, all make BWMT/MACT AIDS Task Force a highly qualified HIV prevention education service delivery agency.

many of the 24 chapters that comprise NABWMT. These local projects were operated on a purely volunteer basis.

The National Task Force received funding from the Centers for Disease Control in August, 1988 (National and Regional Minority Programs). There is a 5-year project period for this grant. The target population is gay and bisexual men in racial/ethnic minority communities. The NTFAP program is focused on some 25 cities nationally.

Our current budget period objectives cover the areas of basic research (such as baseline KAB) on the target population, risk reduction programming, leadership training, volunteer development, and partnership building. The mission statement of the organization calls for work in three areas of AIDS education:

- 1) Programs to prevent HIV transmission and to reduce rates of new infection.
- 2) Programs aimed at early intervention in the disease process.
- 3) Programs aimed at preventing or reducing alcohol and substance abuse.

Our national grant is limited to the first of these areas. We have recently received funding from the San Francisco Department of Public Health AIDS Office to implement an early intervention model (the second area) based on the needs of gay and bisexual men of color. With that contract, the Gay Men of Color Consortium has initiated the Early Advocacy and Care for HIV (EACH) Program.

In addition, we have applied to the CDC (Community Based Minority Program) in order to create a model of AIDS education which combines risk reduction education with alcohol and substance abuse treatment for gay and bisexual men of color.

Black & White Men Together (BWMT)/Men of All Colors Together (MACT) AIDS Task Force is a community based AIDS project affiliated with both Bay Area chapters. Both chapters are members of the National Association of BWMT and support the work of the National Task Force on AIDS Prevention. This organization is independent of NTFAP and dates back to April of 1985. But it is now staffed by volunteers who implement many of the national program objectives in the communities of San Francisco. The local Task Force has been very active during it's five years of existence and has been a participant in the national organization's CDC-funded program since 1988.

BWMT/MACT AIDS Task Force is a multiracial, multicultural organization — with membership composed of individuals from the target population. It grew directly out of Black and White Men Together—San Francisco chapter and remains an integral part of that chapter. Like the 23 other chapters, BWMT-SF is committed to creatively bridging cultural barriers, increasing the cultural sensitivity of chapter members, as well as the general public, and overcoming racism and prejudice through education. Seven out of the 24 chapters are called Men of All Colors Together, and in the Bay Area a second chapter has formed with that name. The two groups operate in full harmony with each other, and the BWMT/MACT AIDS Task Force is a direct link between the two — a symbol of their commitment to cooperation on crucial issues such as standing against racial discrimination, supporting the Black freedom struggle in South Africa and fighting the AIDS epidemic.

It is important that a collaborative relationship not be seen by any agency as an infringement on its autonomy. In this collaborative arrangement, each agency will retain final decision making authority over the funds allocated to it in this proposal. While consensus will be the aim of all decisions, in the event of an irreconcilable dispute, a final decision will be made by the agency governing the funds involved in the disputed project. On some collaborative projects where funds are being pooled, a project director may be agreed on beforehand who has final decision making authority on that project. In the event of any serious dispute, the top management of each agency will become involved to resolve the conflict.

Collaboration will also be sought with other agencies not part of this proposal. 18th Street Services was a collaborative partner on the erotic bar/club events during FY 89-90, and will most likely continue in that role during the next year. A successful collaboration was also begun during the last year with Haight Ashbury Free Clinic to develop messages for younger gay and bisexual men. Both SFAF and NTFAP are part of an existing collaborative effort concerning relapse prevention programs for gay and bisexual men that also includes the STOP AIDS Project, AIDS Health Project and 18th Street Services. Other partners for specific programs will be sought out, including agencies awarded contracts for men who have sex with men in the Latino, Native American and Asian/Pacific Islander communities.

SFAF

SFAF has been a leader in developing and implementing AIDS prevention programs for gay and bisexual men since 1982. We are recognized internationally for the quality, innovative nature and success of our interventions and campaigns, and our materials are used by many other agencies in many other states and countries. In addition, SFAF has a strong and professional media relations office that can promote our campaigns in the print and electronic media, ensuring wider saturation in the community of information about our efforts. Our Hotline and Educational Events programs have also historically worked with campaign development staff to bring insights garnered during the operation of those programs, and to provide other outlets for campaign messages.

NTFAP

This project will fall under the management of the Program Coordinator who will have primary administrative, development, management and supervision responsibility for the project's timely achievement of all goals and objectives. This program will work in conjunction with HIV Survival Support Services, an educational support services program presently being considered for funding under RFP 079-90.

History:

The National Task Force on AIDS Prevention is a project of the National Association of Black and White Men Together. It was officially established in July, 1988, but was preceded by local projects operating as committees within

Steamworks, Cabel's Reef, AIDS Indigent Direct Services in the Tenderloin and Glide Memorial. We have just completed a collaborative Group Facilitator training with the AIDS Health Project of University of California San Francisco Medical Center. This will allow us to move into our other area of community service, support groups. The BAHSES-BWMT/MACT is now working in collaboration with many Bay Area community organizations to better utilize AIDS resources.

BAHSES-BWMT/MACT GOAL AND MISSION

BAHSES-BWMT/MACT provides the following services to its chapter members and the communities that they reside in. Under the Educational component, paid and non-paid staff facilitate risk reduction workshops in three Bay Area Counties: Alameda, San Francisco and Santa Clara. We provide people to do public speaking engagements, work in collaboration with other community AIDS/HIV organizations, serve as panelist or part of discussion groups and training of workshop facilitators. The Support Services component has trained Support Group Facilitators in collaboration with UCSF AIDS Health Project. To date we have provided three support groups with the possibilities of another two to start by the beginning of the year. The Support Services provides practical and emotions support to BWMT/MACT chapter membership on living threatening issues and to members of our support groups. The third major component is our Support Staff component (Volunteers). We have a number of paid and non-paid staff members that carry out this work. This section is responsible for coordinating non-paid staff activities and assignments.

ORGANIZATION BACKGROUND

The Bay Area HIV Support and Education Services of Black and White Men Together/Men of All Colors Together (BAHSES-BWMT/MACT) is an active joint chapter AIDS Task Force of Black and White Men Together/San Francisco Bay Area (BWMT/SFBA) and Men of All Colors Together - Greater Bay Area (MACT-GBA). Both Chapters are members of the National Association of Black and White Men Together (NABWMT).

BWMT/SFBA Chapter has a long history in the Bay Area. Established in 1980 to foster an environment where interracial relationship would be accepted and supported has grown to an international organizations with approximately 25 chapters across the nation with two international affiliates: London, England and Bahia, Brazil.

MACT-GBA is new to the Bay Area. Established in October 1989, as a multicultural and multiracial organization reflects some to the changes that have occurred within NABWMT family since 1980. With its growing membership it has joined with the BWMT/SFBA chapter in the HIV prevention program and support of its membership and the greater community

Approximately 2 years ago, NABWMT received a five year grant from the Center for Disease Control (CDC) to organize Prevention Programs within its chapters and their respective communities. The National Task Force on AIDS Prevention/NABWMT, was established to coordinated a national Prevention Program. However, the CDC funding was not designated to be utilized at the chapter level. Local chapters are encouraged to seek assistance within their immediate communities.

BAHSES-BWMT/MACT BACKGROUND

BAHSES-BWMT/MACT, formerly known as BWMT SFBA AIDS Task Force, started April 1985. It was call to action of the chapter members of Black and White Men Together/San Francisco Bay Area over the issues of AIDS treatment and availability of service to People of Color by Reggie Williams and other members. With the creation of the new Bay Area Chapter, Men of All Colors Together - Greater Bay Area in October 1989, the two task forces were joined together to form a Regional AIDS Task Force - BAHSES-BWMT/MACT.

We are a non-profit 501-c3, tax deductible to the fullest extent of the law, through the National Association of Black and White Men Together. We join our other 24 chapters in their respective communities, in doing AIDS work at different levels and means to education our members and communities as outlined by the National Association (NA) AIDS Prevention Program.

Since 1985, the BWAHSES-BWMT/MACT has been instrumental in hosting the first public forums to discuss AIDS issues as it impacts on People of Color in our Gay and Lesbian communities. The NABWMT and chapter mandate to the Task Force is to provide AIDS education to its chapters' members and the community in which they live. Given that directive, we have developed a outreach program that will take us from the two Bay Area counties of Alameda and San Francisco to include the other seven Bay Area Counties and including Sacramento.

HIV prevention information, as well as general health information, has been made available to anyone who is interested, through rap discussion, guest speakers, public speaking or task force members participating on informative community panels.

The members of the BAHSES-BWMT/MACT have been conducting Safer Sex Workshops in the Bay Area on a regularly schedule basis since July 1989. By the end of July 1990, we will given over thirty plus workshops. Workshops have been conducted at the