

30896

**HUMAN IMMUNODEFICIENCY VIRUS (HIV)/
ACQUIRED IMMUNE DEFICIENCY SYNDROME (AIDS)
SERVICE PROVIDER NETWORK SERVICES AGREEMENT**

Amendment Number 2

THIS AMENDMENT is made and entered into this 13th day
of March, 2008,

by and between

COUNTY OF LOS ANGELES (hereafter
"County"),

and

CITY OF LONG BEACH (hereafter
"Contractor").

WHEREAS, reference is made to that certain document entitled "HUMAN IMMUNODEFICIENCY VIRUS (HIV)/ACQUIRED IMMUNE DEFICIENCY SYNDROME (AIDS) SERVICE PROVIDER NETWORK SERVICES AGREEMENT", dated September 14, 2004, and further identified as Agreement Number H-700837, and any Amendments thereto (all hereafter "Agreement"); and

WHEREAS, it is the intent of the parties hereto to extend Agreement and provide other changes set forth herein; and

WHEREAS, said Agreement provides that changes may be made in the form of a written Amendment which is formally approved and executed by the parties.

NOW, THEREFORE, the parties agree as follows:

1. This Amendment shall be effective on March 1, 2008.
2. The first paragraph of Paragraph 1, TERM, shall be amended to read as

follows:

"1. TERM: The term of this Agreement shall commence on September 14, 2004 and continue in full force and effect through February 28, 2009, subject to the availability of federal, State, or County funding sources. In any event, County may terminate this Agreement in accordance with the TERMINATION Paragraphs of the ADDITIONAL PROVISIONS hereunder."

1. Paragraph 2, DESCRIPTION OF SERVICES, shall be amended to read as follows:

"2. DESCRIPTION OF SERVICES: Contractor shall provide the services described in Exhibits D and D-1, attached hereto and incorporated herein by reference."

2. Paragraph 3, MAXIMUM OBLIGATION OF COUNTY, Subparagraph E, shall be added to Agreement as follows:

"E. During the period of March 1, 2008 through February 28, 2009, the maximum obligation of County for all services provided hereunder shall not exceed One Hundred Thousand Dollars (\$100,000). Such maximum obligation is comprised entirely of Centers for Disease Control and Prevention (CDC) and California Department of Health and Human Services (State) funds. This sum represents the total maximum obligation of County as shown in Schedule 5, attached hereto and incorporated herein by reference."

3. Paragraph 6, COMPENSATION, shall be amended to read as follows:

"6. COMPENSATION: County agrees to compensate Contractor for performing services set forth in Schedule 5, and the COST REIMBURSEMENT

paragraph of this Agreement. Invoices and cost reports must be submitted and will be reimbursed in accordance with approved line-item detailed budgets."

4. Exhibit D-1, SCOPE(S) OF WORK FOR HIV/AIDS SERVICE PROVIDER NETWORK SERVICES, is attached to this Amendment and incorporated in Agreement by reference.

5. Schedule 5, BUDGET FOR HIV/AIDS SERVICE PROVIDER NETWORK SERVICES, is attached to this Amendment and incorporated in Agreement by reference.

6. Effective as of March 1, 2008, wherever in the Agreement it states County's "Department of Health Services" shall now read County's "Department of Public Health".

7. Except for the changes set forth hereinabove, Agreement shall not be changed in any respect by this Amendment.

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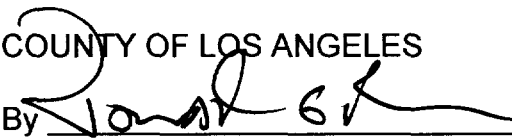
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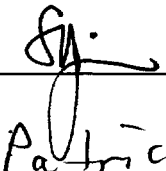
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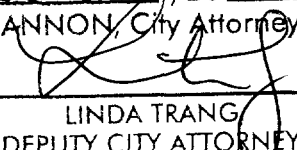
IN WITNESS WHEREOF, the Board of Supervisors of the County of Los Angeles has caused this Amendment to be subscribed by its Director of Public Health, and Contractor has caused this Amendment to be subscribed in its behalf by its duly authorized officer, the day, month, and year first above written.

COUNTY OF LOS ANGELES
By 
Jonathan E. Fielding, M.D., MPH
Director and Health Officer

CITY OF LONG BEACH
Contractor
By  Assistant City Manager
Signature
Patrick H. West
Printed Name
Title City Manager
(AFFIX CORPORATE SEAL)

EXECUTED PURSUANT TO SECTION 301 OF THE CITY CHARTER

APPROVED AS TO FORM BY THE OFFICE OF THE COUNTY COUNSEL
RAYMOND G. FORTNER, JR.
County Counsel

APPROVED AS TO FORM
October 6, 20 08
ROBERT E. SHANNON, City Attorney
By 
LINDA TRANG
DEPUTY CITY ATTORNEY

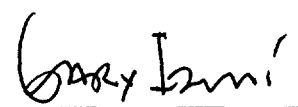
APPROVED AS TO CONTRACT ADMINISTRATION:
Department of Public Health
By 
Gary T. Izumi, Chief
Contracts and Grants

EXHIBIT D

CITY OF LONG BEACH

**HUMAN IMMUNODEFICIENCY VIRUS (HIV)/
ACQUIRED IMMUNE DEFICIENCY SYNDROME (AIDS)
CAPACITY BUILDING FOR
SERVICE PROVIDERS IN LOS ANGELES COUNTY
ORGANIZATIONAL LEADERSHIP**

1. DEFINITION:

A. HIV/AIDS capacity building for service providers in Los Angeles County are activities aimed at the development of a comprehensive continuum of HIV/AIDS prevention and care services within Los Angeles County. The term capacity building means the provision of information, consultation, technical services, and training for individuals and organizations to improve the delivery and effectiveness of HIV prevention and care services.

B. For the purpose of this Agreement, capacity building activities are designed to develop and strengthen the organizational infrastructure and capacity of service leaders and agencies in order to deliver and sustain more effective, high quality HIV/AIDS related services in Los Angeles County. Enhancing organizational capacity is a requirement for the sustainability and ultimate success of ongoing efforts to reduce HIV incidence and assist those already infected to access needed medical and social services within the County. Office of AIDS Programs and Policy (OAPP)'s approach to this category is consistent with Center's for Disease Control and Prevention (CDC)'s Capacity Building Guidance that recognizes capacity building engagement as a core public

health function. This core public health function is directly linked to services for people and communities affected by HIV/AIDS.

2. COUNTY'S MAXIMUM OBLIGATION: During the period of March 1, 2008 through February 28, 2009, that portion of County's maximum obligation which is allocated under Exhibit D-1 for HIV/AIDS capacity building for service providers in Los Angeles County shall not exceed One Hundred Thousand Dollars (\$100,000).

3. COMPENSATION: County agrees to compensate Contractor for performing services hereunder as set forth in Schedules 5. Invoices and cost reports must be submitted and will be reimbursed in accordance with approved line-item detailed budgets.

Payment for services provided hereunder shall be subject to the provisions set forth in the PAYMENT Paragraph of this Agreement.

4. SERVICE DELIVERY SITE: Contractor's facility where services are to be provided hereunder shall be located within SPA 8, and is located at: 333 West Ocean Boulevard, 13th Floor, Long Beach, California, 90802. Contractor shall request approval from OAPP in writing a minimum of thirty (30) days before terminating services at such location and/or before commencing services at any other location.

5. SERVICES TO BE PROVIDED: Contractor shall develop and/or maintain a service providers network (SPN) within SPA 8, to:

A. Improve the coordination of HIV prevention and care Services within Los Angeles County's Service Planning Areas.

B. Increase proactive consumer input in the HIV prevention and care planning processes for individuals living with HIV/AIDS. Implementation activities and methods of evaluation for the following measurable objectives are outlined in the contractor scope of work.

(1) Contractor shall expand and strengthen the existing SPA Service Provider Network of HIV and non-HIV specific service providers to streamline service delivery and reduce duplication of effort.

(a) Contractor shall increase proactive community agency representation in the SPA by renewing and developing partnerships with service providers as appropriate.

(b) Contractor shall encourage network member decision makers, i.e. Executive Directors, to provide direct input on planning issues which may affect care and/or prevention service delivery in their respective agencies.

(c) Contractor shall increase cross-SPA information sharing and develop best practices to unify coordination of Service Provider Networks.

(d) Contractor shall improve service promotion and increase accessibility to HIV and non-HIV service providers and other community resources within the SPA through a collaborative partnership with HIVLA.

(e) Contractor shall increase and strengthen the partnerships between the SPA network and the Commission on HIV (COH) and the Prevention Planning Committee (PPC) and their respective sub-committees.

(f) Contractor shall improve the coordination of HIV care and prevention services within the SPA and Los Angeles County.

(g) Contractor shall increase the linkages and strengthen the partnerships between the SPA Network and the Los Angeles County Board of Supervisors (BOS).

(h) Contractor shall increase the knowledge and skills of network partners around HIV to produce more effective care and prevention services and provide resources for testing and treatment within the SPA in coordination with OAPP's Provider Support Services Division.

(2) Contractor shall improve general community leadership and advocacy skills of HIV/AIDS consumers in Los Angeles County.

(a) Contractor shall ensure consumer input regarding service delivery needs in the SPA, based on the specific needs/requests of the COH and/or the PPC.

(b) Contractor shall ensure increased consumer participation on the Los Angeles County HIV planning bodies, including the COH and the PPC.

6. ADDITIONAL SERVICE REQUIREMENTS:

A. Contractor shall obtain written approval from OAPP's Director for all forms and procedures utilized in association with this Agreement prior to its implementation.

B. Contractor shall submit for approval such forms and procedures to OAPP at least thirty (30) days prior to the projected date of implementation.

C. Failure of Contractor to abide by this requirement may result in the suspension of this Agreement at the Director's sole discretion.

7. TRAINING AND ENHANCEMENT ACTIVITIES: Contractor shall provide and/or allow access to ongoing training of program coordinator and staff. Training and enhancement activities shall include, but shall not be limited to:

A. conferences;

B. training; and/or

C. in-services related to the SPN.

8. ANNUAL TUBERCULOSIS SCREENING FOR STAFF: Prior to employment or provision of services, and annually thereafter, Contractor shall obtain and maintain documentation of tuberculosis screening for each employee, volunteer, and consultant providing services hereunder. Such tuberculosis screening shall consist of tuberculin skin test (Mantoux test) and/or written certification by a physician that the person is free from active tuberculosis based on a chest x-ray.

Contractor shall adhere to Exhibit C, "Guidelines for Staff Tuberculosis Screening", attached hereto and incorporated herein by reference. Director shall notify

Contractor of any revision of these Guidelines, which shall become part of this Agreement.

9. REPORTS: Subject to the reporting requirements of the REPORTS Paragraph of the ADDITIONAL PROVISIONS of this Agreement attached hereto, Contractor shall submit the following reports:

A. Monthly Reports: As directed by OAPP, Contractor shall submit two (2) signed hard copies of the monthly report along with one original and one copy of the request for reimbursement (invoice) and, as requested, the electronic format of the report no later than thirty (30) days after the end of each calendar month. The reports shall clearly reflect all required information as specified on the monthly report form and be transmitted, mailed, or delivered to Office of AIDS Programs and Policy, 600 South Commonwealth Avenue, 6th Floor, Los Angeles, California, 90005. One set of documents to the attention of the Financial Services Division, and the second set to the OAPP Program Manager in the Provider Support Services Division.

B. Semi-Annual Reports: As directed by OAPP, Contractor shall submit a six (6) month program summary in hard copy, electronic, and/or online format for the periods March through June and July through February.

C. Annual Reports: As directed by OAPP, Contractor shall submit a final program report in hard copy, electronic, and/or online format for the calendar year due within thirty (30) days of the end of the contract term.

D. As directed by OAPP, Contractor shall submit other monthly, quarterly, semi-annual, and/or annual reports in hard copy, electronic, and/or online format within the specified time period for each requested report. Reports shall include all the required information and be completed in the designated format.

10. PROGRAM RECORDS: Contractor shall, at a minimum, maintain program records as follows:

A. Documentation of provider meetings shall include, but shall not be limited to:

- (1) meeting announcements;
- (2) outreach materials;
- (3) dated sign-in sheets;
- (4) copies of agendas;
- (5) meetings minutes;
- (6) presentation materials;
- (7) handouts;
- (8) evaluations;
- (9) agency's Executive Director e-mail rosters.

B. Documentation of community partnerships shall include, but shall not be limited to the signed and dated memorandum of understanding of network partners.

C. Documentation of service promotion shall include, but shall not be limited to the assessment of services offered within the SPA and copies of agency updates kept on file.

D. Documentation of strengthened partnerships with the Los Angeles County COH, the PPC and the Los Angeles County BOS shall include, but shall not be limited to:

- (1) updates from the COH;
- (2) updates from the PPC;
- (3) updates from the BOS;
- (4) verification of Coordinator attendance at meetings;
- (5) SPN meeting notes.

E. Documentation of Health Station risk assessment and referral data shall include, but shall not be limited to copies of the health station reports from each assigned station.

F. Documentation of Community Leadership Development shall include, but shall not be limited to:

- (1) outreach tools;
- (2) leadership training applications;
- (3) consumer committee applications;
- (4) training materials;
- (5) Agendas;

(6) sign-in sheets;

(7) minutes.

G. Documentation of consumer input shall include, but shall not be limited to:

(1) copies of completed consumer input tools;

(2) notes from meetings with the COH; and/or;

(3) PPC discussing the development of the tool;

(4) OAPP approval letter.

H. Documentation of Quality Assurance Plan shall include, but shall not be limited to:

(1) Quality Assurance Plan coordinated with other OAPP Quality Assurance Plan contract requirements;

(2) quarterly report summarizing objective-based benchmark accomplishments;

(3) challenges and barriers;

(4) plan of action for indicators requiring correction/redirection;

(5) follow-up report on prior plan of action activities.

I. Documentation of forms development shall include, but shall not be limited to:

(1) copies of forms developed;

(2) OAPP approval letter.

Contractor: City of Long Beach

Contract #: H-700837

**EXHIBIT D-1
SCOPE OF WORK
03/01/08 – 02/28/09**

The Contractor shall achieve the following goals and objectives. Objectives are achieved by following the work plan, composed of implementation and evaluation activities. Activities are to be completed according to the stated timelines and are to be documented as specified.

GOAL NO. 1: To improve the coordination of HIV Prevention and Care Services within Los Angeles County's Service Planning Areas

MEASURABLE OBJECTIVE(S)	IMPLEMENTATION ACTIVITIES	TIMELINE	METHOD(S) OF EVALUATING OBJECTIVE(S) AND DOCUMENTATION
<p>1.0 By 02/28/09, expand and strengthen the existing SPA 8 Service Provider Network of HIV and non-HIV specific service providers to streamline service delivery and reduce duplication of effort.</p>	<p>1.1 Update and maintain a roster of all participating and potential SPA 8 member agencies with appropriate contact persons.</p> <p>1.2 Conduct outreach activities to new and/or non-participating HIV and non-HIV service providers within SPA 8</p> <p>1.3 Contact appropriate agency staff member(s) with information/education/outreach materials regarding the SPA 8 network meetings and activities and upcoming events.</p> <p>1.4 Facilitate a minimum of eight (8) Network meetings for SPA 8. Additional meetings to be held on an "as needed" basis to be determined by the SPA Lead Agency Coordinator. Develop agendas with topics relevant to network members for each scheduled meeting.</p>	<p>03/01/08 and ongoing</p> <p>03/01/08 and ongoing</p> <p>03/01/08 and ongoing</p> <p>03/01/08 and ongoing</p>	<p>1.1 SPA 8 Lead Agency Coordinator shall keep updated agency roster on file at agency.</p> <p>1.2 SPA 8 Lead Agency Coordinator shall keep outreach materials and outreach log provided to agencies on file at agency.</p> <p>1.3 SPA 8 Coordinator shall describe outreach activity in the monthly report submitted to OAPP. Record of contact with agencies shall be kept on file at agency.</p> <p>1.4 SPA 8 Coordinator shall keep copies of meeting notes documenting development of relevant topics to be addressed at SPN meetings on file at agency. Coordinator shall submit copies of sign-in sheets, agendas, and meeting minutes to OAPP as attachments to the monthly report and originals kept on file at agency.</p>
<p>1A.0 By 02/28/09, increase proactive community agency representation in SPA 8 by renewing and developing partnerships with service providers as appropriate.</p>	<p>1A.1 Develop or utilize standardized MOU to renew network MOUs and develop a minimum of three (3) new MOU's with service providers within SPA 8, as appropriate.</p>	<p>03/01/08 and ongoing</p>	<p>1A.1 SPA 8 Coordinator shall keep original signed copies of the renewed and developed MOUs on file at agency.</p>

Contractor: City of Long Beach

Contract #: H-700837

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GOAL NO. 1: To improve the coordination of HIV Prevention and Care Services within Los Angeles County's Service Planning Areas

MEASURABLE OBJECTIVE(S)	IMPLEMENTATION ACTIVITIES	TIMELINE	METHOD(S) OF EVALUATING OBJECTIVE(S) AND DOCUMENTATION
<p>1B.0 By 02/28/09, encourage network members decision makers, i.e. Executive Directors, to provide direct input on planning issues which may affect care and/or prevention service delivery in their respective agencies.</p>	<p>1B.1 Provide each network member's Executive Director with a copy of the approved monthly meeting minutes for each meeting.</p> <p>1B.2 In partnership with the COH and/or the PPC, schedule meetings to discuss relevant topics of information/ education that will require the input of partner agencies decision makers. Facilitate a minimum of two (2) Executive Director Forums for service providers within SPA 8.</p> <p>1B.3 Schedule guest speakers, educational seminars and/or workshops including, but not limited to, best practices, standards of care, priorities and planning, evaluation, advocacy, skills building, community planning process, etc. for regularly scheduled meetings. Provide ample notification to SPA 8 partners.</p> <p>1B.4 Conduct meetings.</p>	<p>03/01/08 and ongoing</p> <p>03/01/08 and ongoing</p> <p>Within 1st quarter (03/01/08 - 05/31/08)</p> <p>03/01/08 and ongoing</p>	<p>1B.1 SPA 8 Coordinator shall maintain and track submission of electronic or paper copies of meeting minutes to agency Executive Directors with original kept on file at agency</p> <p>1B.2 SPA 8 Coordinator shall keep copies of meeting notes documenting development of relevant topics to be addressed at SPN meeting on file at agency.</p> <p>1B.3 SPA 8 Coordinator shall submit copies of all guest speaker materials, i.e., program overview, handouts, evaluations, etc., to OAPP as an attachment to the monthly report and originals kept on file at agency.</p> <p>1B.4 SPA 8 Coordinator shall submit copies of sign-in sheets, agendas, and meeting minutes to OAPP as attachments to the monthly report and originals kept on file at agency.</p>
<p>1C.0 By 02/28/09, increase cross-SPA information sharing and develop best practices to unify coordination of Service Provider Networks.</p>	<p>1C.1 Attend a minimum of two meetings in two adjoining SPAs for the purpose of information sharing, process review and development of best practices.</p> <p>1C.2 Attend all scheduled SPN Integration Meetings.</p>	<p>03/01/08 and ongoing</p> <p>Quarterly by: 05/31/08, 08/31/08, 11/31/08, & 02/28/09 (additional meetings as necessary)</p>	<p>1C.1 SPA 8 Coordinator shall keep copies of meeting agenda, meeting minutes, and all hand-outs given at the SPN meeting on file at agency.</p> <p>1C.2 SPA 8 Coordinator shall keep copies of meeting agenda, notes, and handouts. Coordinator shall also follow-up in a timely manner to all assignments, tasks and requests for information.</p>

Contractor: City of Long Beach

Contract #: H-700837

**EXHIBIT D-1
SCOPE OF WORK
03/01/08 – 02/28/09**

The Contractor shall achieve the following goals and objectives. Objectives are achieved by following the work plan, composed of implementation and evaluation activities. Activities are to be completed according to the stated timelines and are to be documented as specified.

GOAL NO. 1: To improve the coordination of HIV Prevention and Care Services within Los Angeles County's Service Planning Areas

MEASURABLE OBJECTIVE(S)	IMPLEMENTATION ACTIVITIES	TIMELINE	METHOD(S) OF EVALUATING OBJECTIVE(S) AND DOCUMENTATION
<p>1D.0 By 02/28/09, improve service promotion and increase accessibility to HIV and non-HIV service providers and other community resources within SPA 8 through collaborative partnership with HIVLA.</p> <p>1E.0 By 02/28/09, increase the linkages and strengthen the partnerships between the SPA 8 network and the COH and the PPC and their respective sub-committees.</p>	<p>1D.1 In collaboration with HIVLA staff, develop and utilize a system to collect and update the HIVLA database with additions, changes, and deletions of HIV and non-HIV service providers within the SPA for the HIVLA.</p> <p>1D.2 Assess services offered in the SPA and maintain a current list of agencies and services.</p> <p>1E.1 SPN Coordinator shall serve as a liaison between the COH, PPC and the Service Provider Network. Coordinator will attend a minimum of ten (10) meetings of the COH, eight (8) of the PPC and participate on their respective planning sub-committees to participate in service and effectively provide network members with information about the activities, decisions and needs of the COH and PPC and provide the COH and PPC with input and information about the activities, decisions and needs of the network.</p>	<p>03/01/08 and ongoing</p> <p>06/01/08 and ongoing</p> <p>03/01/08 and ongoing</p>	<p>1D.1 SPA 8 shall maintain original documents detailing the updates made to the HIVLA database on file at agency.</p> <p>1D.2 SPA 8 coordinator shall keep copies of SPA service inventory on file at agency.</p> <p>1E.1 Monthly SPN meeting notes will include an update from the COH, the PPC and their respective sub-committees attended by the Coordinator.</p>

Contractor: City of Long Beach

Contract #: H-700837

**EXHIBIT D-1
SCOPE OF WORK
03/01/08 – 02/28/09**

The Contractor shall achieve the following goals and objectives. Objectives are achieved by following the work plan, composed of implementation and evaluation activities. Activities are to be completed according to the stated timelines and are to be documented as specified.

GOAL NO. 1: To improve the coordination of HIV Prevention and Care Services within Los Angeles County's Service Planning Areas

MEASURABLE OBJECTIVE(S)	IMPLEMENTATION ACTIVITIES	TIMELINE	METHOD(S) OF EVALUATING OBJECTIVE(S) AND DOCUMENTATION
<p>1F.0 By 02/28/09, increase the linkages and strengthen the partnerships between the SPA 8 network and the Los Angeles County Board of Supervisors.</p> <p>1G.0 By 02/28/09, increase the knowledge and skills of network partners around HIV to produce more effective care and prevention services and provide resources for testing and treatment within the SPA in coordination with OAPP's Provider Support Services Division.</p>	<p>1F.1 In collaboration with the COH, Coordinator will respond to alerts sent by the COH on relevant health issues being discussed at BOS meetings and shall participate in person or by phone conference, the Los Angeles County Board of Supervisor Meetings. Information received at the meetings shall be disseminated to the network at the monthly meetings.</p>	<p>03/01/08 and ongoing</p>	<p>1F.1 Monthly SPN meeting notes will include an update from the BOS meeting attended by the Coordinator.</p>
	<p>1G.1 In collaboration with appropriate programs, commissions and departments, provide information, data and facilitate trainings and presentations about HIV, best practices, standards of care, priorities and planning, skills building and community planning process to network members and community members.</p>	<p>03/01/08 and ongoing</p>	<p>1G.1 Coordinator shall keep copies of data collected to include data source on file at agency.</p>
	<p>1G.2 Host/Facilitate a minimum of two (2) meetings/presentations on multiple morbidities for network members.</p> <p>1G.3 Collect risk assessment and referral data from Health Stations positioned in SPA 8. Maintain Health Stations and collect risk assessment and referral data for presentation to relevant planning bodies and health departments.</p>	<p>03/01/08 and ongoing</p>	<p>1G.2 SPA 8 Coordinator shall submit copies of meeting agenda, sign-in sheets, and meeting minutes as an attachment to the monthly report with originals, including meeting hand-outs, kept on file at agency.</p> <p>1G.3 SPA 8 Coordinator shall submit copies of the health station updates to OAPP as an attachment to the monthly report with originals kept on file at agency.</p>

Contractor: City of Long Beach

Contract #: H-700837

**EXHIBIT D-1
SCOPE OF WORK
03/01/08 – 02/28/09**

The Contractor shall achieve the following goals and objectives. Objectives are achieved by following the work plan, composed of implementation and evaluation activities. Activities are to be completed according to the stated timelines and are to be documented as specified.

GOAL NO. 2: To increase the proactive consumer input in the HIV care and prevention planning processes.

MEASURABLE OBJECTIVE(S)	IMPLEMENTATION ACTIVITIES	TIMELINE	METHOD(S) OF EVALUATING OBJECTIVE(S) AND DOCUMENTATION
<p>2.0 By 02/28/09, improve the general community leadership, and advocacy skills of HIV/AIDS consumers in Los Angeles County.</p>	<p>2.1 Conduct outreach to agency CAB and member agency CAB's to recruit consumers who are available, appropriate and willing to participate in four (4) sessions of a Consumer Leadership Development Training conducted by COH or OAPP staff and/or consultants.</p> <p>2.2 In partnership with the COH and other SPNs, schedule and host a minimum four (4) consumer leadership training sessions. A minimum of seven (7) consumers must receive training in SPA 8.</p>	<p>03/01/08 and ongoing</p> <p>Quarterly by: 05/31/08, 08/31/08, 11/31/08, and 02/28/09</p>	<p>2.1 SPA 8 Lead Agency Coordinator shall obtain OAPP approval of consumer outreach tool. Copies of Consumer Leadership Training applications will be kept on file at agency.</p> <p>2.2 SPA 8 Lead Agency Coordinator shall submit copies of meeting agenda, sign-in sheets, meeting minutes OAPP as an attachment to the monthly report and originals, including all hand-outs to be kept on file at agency.</p>
<p>2A.0 By 02/28/09, ensure consumer input regarding service delivery needs in SPA 8, based on the specific needs of the PPC and/or COH.</p>	<p>2A.1 In partnership with the COH and/or PPC, develop consumer input tool to collect data on services delivery, gaps in services, needs assessment, ..., and receive guidance from consumers receiving care and/or prevention services in the SPA.</p> <p>2A.2 Collect data from consumers.</p>	<p>06/01/08 - 12/01/08 (3rd - 9th months)</p> <p>06/01/08 - 11/01/08 (3rd - 10th months)</p>	<p>2A.1 SPA 8 Coordinator shall obtain OAPP approval of consumer input tool developed in partnership with the COH and/or the PPC and submit findings to OAPP and COH and/or the PPC.</p> <p>2A.2 SPA 8 Coordinator shall submit data collected through the consumer input tool to the COH and/or the PPC in an agreed upon format. Copies of the data collected will be kept on file at agency.</p>
<p>2B.0 By 02/28/09, ensure SPA 8 consumer participation on the Los Angeles County HIV planning bodies, including the COH and the PPC.</p>	<p>2B.1 Nominate and assist in the application process consumers interested in the PPC and/or the COH with special consideration for individuals that have participated in the Consumer Leadership Training Series for available consumer seats on the COH and/or the PPC and other relevant planning bodies.</p>	<p>03/01/08 and ongoing</p>	<p>2B.1 SPA 8 Coordinator shall report process on consumer nominations to OAPP as an attachment to the monthly report and originals shall be kept on file at agency.</p>

SCHEDULE 5
CITY OF LONG BEACH
HIV/AIDS CAPACITY BUILDING FOR
SERVICE PROVIDERS IN LOS ANGELES COUNTY

Budget Period
 March 1, 2008
 through
February 28, 2009

Salaries	\$ 53,250
Employee Benefits	<u>\$ 29,836</u>
Total Employee Salaries and Benefits	\$ 83,086
Operating Expenses (General, Travel/Per Diem, Facilities Operations)	\$ 16,914
Capital Expenditures	\$ -0-
Other Costs (Consultant/Contractual)	\$ -0-
Indirect Cost*	<u>\$ -0-</u>
TOTAL PROGRAM BUDGET	\$100,000

During the term of this Agreement, any variation to the above budget must have prior written approval of the Office of AIDS Programs and Policy's Director. Funds shall only be utilized for eligible program expenses. Invoices and cost reports must be submitted and will be reimbursed in accordance with approved line-item detailed budgets