

**AMENDMENT #1  
TO DELEGATE AGENCY CONTRACT  
WITH  
BEAT AIDS COALITION TRUST, INC.**

This amendment (hereinafter referred to as “Amendment”) of the Beat AIDS Coalition Trust, Inc. FY 2015 Delegate Agency Contract is entered into by and between the City of San Antonio, a Texas Municipal Corporation, (hereinafter referred to as “City”) acting by and through its designated representative, the Director of the Department of Human Services, pursuant to Ordinance No. \_\_\_\_\_ passed and approved on March 12, 2015 and Beat AIDS Coalition Trust, Inc. (hereinafter referred to as “Contractor”).

WHEREAS, the City presently contracts with Contractor for the Case Management Project through the Delegate Agency Contract (hereinafter referred to as “Contract”) that was executed on November 18, 2014 pursuant to Ordinance No. 2014-09-18-0690; and

WHEREAS, the U.S. Department of Housing and Urban Development has authorized the City’s use of Housing Opportunities for Persons with AIDS (HOPWA) grant funds that were previously unused by the Contractor; and

WHEREAS, it is in the best interest of the parties and the direct service recipients that an amendment to the Contract now be executed so that additional funding may be allocated to the project carried out by Contractor; NOW THEREFORE:

City and Contractor agree to amend the Contract as follows:

1. The document attached hereto and incorporated herein as Exhibit I reflects agreed upon revisions to Attachment I, the Scope of Work and SA2020 Scorecard for the Case Management Project. The revisions supersede prior conflicting or inconsistent agreements with regard to the referenced Scope of Work and SA2020 Scorecard, and all references in the Contract to the Scope of Work and SA2020 Scorecard shall mean the Scope of Work and SA2020 Scorecard as revised by this Amendment.
2. The document attached hereto and incorporated herein as Exhibit II reflects agreed upon revisions to Attachment II, the Budget for the Case Management Project. The revisions supersede prior conflicting or inconsistent agreements with regard to the referenced Budget, and all references in the Contract to the Budget shall mean the Budget as revised by this Amendment.
3. Section 3.1 of the Contract is amended as follows:
  - 3.1 In consideration, the City will reimburse Contractor for costs incurred in accordance with the budget approved by City Council of San Antonio in the above

referenced Ordinance, and all subsequently authorized amendments to that budget. Said **Budget** is affixed hereto and incorporated herein for all purposes as Attachment II. It is specifically agreed that reimbursement hereunder shall not exceed the total amount of **\$58,774.00**, broken down as follows:

\$ 47,500.00 Housing Opportunities for Persons with Aids (HOPWA) – PY 2014  
\$ 11,274.00 HOPWA – PY 1999- 2013  
\$ 58,774.00 Total

4. Section 3.2 of the Contract is amended as follows:

3.2 The funding level of this Contract is based on an allocation from the following funding sources:

\$58,774.00 Housing Opportunities for Persons with Aids (HOPWA) CFDA # 14.241

Consequently, Contractor agrees to comply with the **Funding Guide**, affixed hereto and incorporated herein for all purposes as Attachment III.

5. All other terms, conditions, covenants and provisions of the Agreement are hereby continued and shall remain in effect in their original form, except for the provisions modified by this Amendment.

Executed this the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

**CITY OF SAN ANTONIO:**

**CONTRACTOR:**

Beat AIDS Coalition Trust, Inc.

\_\_\_\_\_  
Melody Woosley, Director  
Department of Human Services

\_\_\_\_\_  
Michele Durham  
Executive Director

Date: \_\_\_\_\_

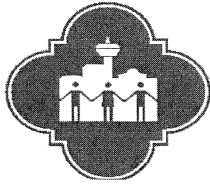
Date: \_\_\_\_\_

APPROVED AS TO FORM:

\_\_\_\_\_  
Assistant City Attorney

ATTACHMENTS

- Exhibit I – Scope of Work and SA2020 Scorecard Revision
- Exhibit II – Budget Revision



**CITY OF SAN ANTONIO  
DEPARTMENT OF HUMAN SERVICES**

**SCOPE OF WORK**

**BEAT AIDS Coalition Trust  
Case Management HOPWA  
FY 2014-2015**

**PROGRAM OBJECTIVE:**

The objective of Case Management is to improve homelessness by 50% while assisting clients with remaining in a stable residence.

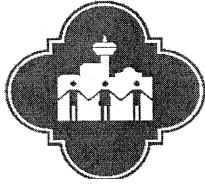
Below are the objectives that are aligned with SA 2020 in the category of Family Well-Being: Improve homelessness/stability of residence:

- 75% of clients will remain in medical care
- 50% of clients will prove adherence to medical care in one of four ways: 1- medication log, 2-lab report, 3-provider confirmation, or 4-pharmacy confirmation, within the last 6 months
- 50% of clients will improve homelessness or remain in stable housing (SA2020Goal)

**SERVICE PLAN:**

BEAT AIDS home office is located at 1017 N. Main, Suite 200; however, case management services will be provided at our satellite office located at 618 Hudson Street. BEAT-AIDS provides services to targeted populations Monday through Friday, 8:30 AM to 5:30 PM. The purpose of Case Management is to assist clients with HIV/AIDS with acquiring and maintaining stable housing. Case Managers help empower clients to develop and utilize independent living skills and strategies that increase the likelihood of stable living.

The Case Manager completes a full intake package on each client upon entry into Case Management. The intake includes demographics, medical, emotional, mental, and personal history. The Case Manager's knowledge of each client, from testing HIV positive, through death, will facilitate access to housing and complement the continuum of care. BEAT-AIDS has an extensive referral network at all stages throughout the continuum. Referrals through Case Management will address needs to improve homelessness by 50% and will assist clients to remain in a stable residence. In addition, 90 participants will be entered into HMIS, an information system shared by multiple COSA providers to enhance collaboration efforts.



**CITY OF SAN ANTONIO  
DEPARTMENT OF HUMAN SERVICES**

BEAT-AIDS Case Managers will train and coach clients in accessing services and in understanding chemical dependency (where applicable) and HIV/AIDS treatment to enhance the clients skills to improve housing stability. They will refer clients to appropriate services with understanding, and without judgment or stigmatizing the client. The BEAT-AIDS team is diverse and culturally sensitive, helping clients to trust and relate to agency staff.

The proposed Case Management services will positively impact clients' ability to remain in stable housing by:

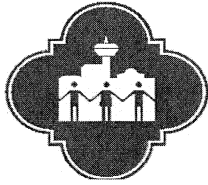
- Meeting client's stated needs (including their need for Case Management)
- Overcoming the client's stated barriers by referring them – and, if necessary, accompanying clients – to services whose lack would constitute a barrier (i.e. Transportation, housing, food, co-pays for medications and doctor's visits, identification, support groups etc.)
- Introducing clients to culturally sensitive service providers and client advocates
- Providing training and coaching in accessing services and understanding chemical dependency, mental health treatment and HIV/AIDS treatment
- Counseling and referral to appropriate services with nonjudgmental understanding and without stigma
- Providing specialized and individual case management services
- Referring clients to support groups, opportunities to create support network and client advocate assistance

Case managers are the bridge to community resources that support stability of residence.

**TARGETED POPULATION:**

The targeted population for this project is HIV positive individuals. Severe need groups, also targeted include: Previously Incarcerated, or People of Color, IDU (intravenous drug users) or SA (substance abusers) or Mental Health patients, women of childbearing age or heterosexual males or MSM (men having sex with men) all races.

**NUMBER OF PARTICIPANTS/ CLIENTS SERVED:**



**CITY OF SAN ANTONIO  
DEPARTMENT OF HUMAN SERVICES**

BEAT AIDS will provide Case Management services to a total of 96 unduplicated HIV-positive clients for the year. A minimum number of 42 individuals will be served by the end of each month out of the total case load.

Case Management will provide Emergency Financial Assistance (EFA) to 15 active clients, ranging from \$10 to \$600 per emergency episode (average of \$100 per client). Types of emergency financial assistance might include medication co-pay, past due rent or electric bill, replacement identification card or birth certificate. The primary objective of emergency financial assistance is to ensure continuation of safe housing and/or medical adherence.

Case Management will provide 84 bus passes annually to assist clients with transportation needs as they relate to attending medical appointments and other service provider appointments to ensure safe housing.



Delegate Agency SA2020 Scorecard

Agency Name:	BEAT AIDS COALITION TRUST
Program Name:	Case Management
Amount:	\$58,774
Contract Term:	October 1, 2014 – September 30, 2015

**Select SA2020 Category (Select One)**

1. Education
  2. Family Well-Being
  3. Community Safety

**Select SA2020 and Other Indicators (Select Minimum of One)**

- |   |   |
|---|---|
| <input type="checkbox"/> 1. Kindergarten Readiness        | <input type="checkbox"/> 8. Seniors Healthy and Living Independently                  |
| <input type="checkbox"/> 2. 3 <sup>rd</sup> Grade Reading | <input checked="" type="checkbox"/> 9. Reduction with Homeless/Stability of Residence |
| <input type="checkbox"/> 3. College Readiness             | <input type="checkbox"/> 10. Teen Pregnancy Reduction                                 |
| <input type="checkbox"/> 4. College Enrollment            | <input type="checkbox"/> 11. Youth Crime Recidivism Prevention                        |
| <input type="checkbox"/> 5. High School Graduation Rate   | <input type="checkbox"/> 12. Domestic Violence Reduction                              |
| <input type="checkbox"/> 6. Adult Educational Attainment  | <input type="checkbox"/> 13. Child Abuse Reduction                                    |
| <input type="checkbox"/> 7. Transition out of Poverty     | <input type="checkbox"/> 14. Increased Income   |

**Outcomes/Results Measures (Goals of the Program-at least one measure must tie into SA2020)**

1. 75% of clients will remain in medical care
2. 50% of clients will prove adherence to medical care in one of four ways: 1- medication log, 2-lab report, 3-provider confirmation, or 4-pharmacy confirmation, within the last 6 months
3. 50% of clients will improve homelessness or remain in stable housing (SA2020Goal)

**Outputs**

1. 96 Unduplicated Clients per year
2. 42 clients monthly (42 clients per month times 12 months equals 504 clients per year)
3. 72 clients (75%) participating will be adherent to Health Care

Additional:

4. 84 bus passes will be distributed in the contract year
5. 15 unduplicated clients will receive emergency financial assistance, ranging from \$10 to \$600 per emergency episode (average of \$100 per client)

## Data Source and Reporting

1. Lab work documentation, medication log, provider confirmation, and/or pharmacy confirmation. (Any one of these source documents is sufficient).
2. National Quality Center for Improving HIV Care (<http://nationalqualitycenter.org/>); data source provides HIV/AIDS quality training, medical adherence measures, monitoring & evaluation guidance used by BEAT AIDS Case Management.
3. 96 participants will be entered into Homelessness Management Information System (HMIS), a shared multiple provider system, which will enhance collaboration efforts

## Quality Standards

1. Program offers Case Management and linkage to community resources
2. Program facilitates client access to safe and affordable housing
- 3.

## Explanatory Notes

Case Management will reduce the community viral load through linkage and adherence to medical treatment. The targeted population is HIV+ individuals participating in high-risk behavior. Individuals may also be in one or more of these severe needs groups: recently released from incarceration, IOU (intravenous drug users), SA (substance abuse), women of childbearing age, heterosexual men, Hispanic/Anglo/African American MSM (men having sex w/ men).

**\*\*Note: SA2020 Data & Reports ([http://www.sa2020.org/wp-content/uploads/2013/06/SA2020-Indicator-Report\\_FINAL.pdf](http://www.sa2020.org/wp-content/uploads/2013/06/SA2020-Indicator-Report_FINAL.pdf))**

### Reviewed by and approved:

Management Analyst	Date
Senior Management Analyst	Date
Contract Administrator	Date



PROGRAM BUDGET REVISION

Exhibit - II

Agency Name: BEAT AIDS COALITION TRUST  
 Program Title: CASE MANAGEMENT

Budget Version #: Revision 2  
 Contract Program  
 Budget: \$58,774

COSA GL	GL DESCRIPTION	APPROVED BUDGET	INCREASE OR (DECREASE)	REVISED BUDGET	ADJUSTMENT %
5101010	TOTAL SALARIES	35,030.17	0.00	35,030.17	0.00%
5103005	FICA (7.65% or less of Total Salaries)	2,546.00	0.00	2,546.00	0.00%
5103005-Admin	FICA (Admin) (7.65% or less of Total Salaries)	134.00	0.00	134.00	0.00%
5105010	Retirement (Program)			0.00	0.00%
5105010-Admin	Retirement (Admin)			0.00	0.00%
5104030	Health Insurance (Program)	3,923.00	0.00	3,923.00	0.00%
5104030-Admin	Health Insurance (Admin)	207.00	0.00	207.00	0.00%
5103010	Life Insurance (Program)	72.00	0.00	72.00	0.00%
5103010-Admin	Life Insurance (Admin)			0.00	0.00%
5402520	Worker's Compensation (Program)	593.00	0.00	593.00	0.00%
5402520-Admin	Worker's Compensation (Admin)	35.00	0.00	35.00	0.00%
5402550	Unemployment Insurance (Program)	852.00	0.00	852.00	0.00%
5402550-Admin	Unemployment Insurance (Admin)	45.00	0.00	45.00	0.00%
5205010	Mail and Parcel Post Service			0.00	0.00%
5206010	Rental of Facilities	3,461.82	3,331.01	6,792.83	96.22%
5205020	Rental of Office Equipment			0.00	0.00%
5205030	Equipment Leasing			0.00	0.00%
5207010	Travel Official			0.00	0.00%
5201025	Education			0.00	0.00%
5203090	Transportation Fees			0.00	0.00%
5205050	Freight and Storage			0.00	0.00%
5204010	Linen and Laundry Service			0.00	0.00%
5204050	Maintenance and Repair - Buildings and Improvements			0.00	0.00%
5204080	Maintenance and Repair - Machinery and Equipment			0.00	0.00%
5208530	Alarm and Security Services			0.00	0.00%
5201040	Fees to Professional Contractors			0.00	0.00%
5203040	Advertising and Publication			0.00	0.00%
5203050	Membership Dues and Licenses			0.00	0.00%
5203060	Binding, Printing and Reproduction			0.00	0.00%
5203070	Subscriptions to Publications			0.00	0.00%
5302010	Office Supplies	0.00	804.00	804.00	0.00%
5303010	Janitorial Supplies			0.00	0.00%
5304005	Clothing and Linen Supplies			0.00	0.00%
5304025	Motor Fuel and Lubricants			0.00	0.00%
5304040	Chemicals, Medical and Drugs			0.00	0.00%
5304045	Photographic Supplies			0.00	0.00%
5304050	Tools, Apparatus and Accessories (under \$100 each)			0.00	0.00%
5304070	Recreation Supplies			0.00	0.00%
5301010	Maintenance/Repair Materials (Buildings and Improvements)			0.00	0.00%
5301030	Maintenance/Repair Materials (Machinery and Equipment)			0.00	0.00%
5304075	Computer Software			0.00	0.00%
5304080	Other Commodities	0.00	2,940.00	2,940.00	0.00%
5403010	Telephone and Fax			0.00	0.00%
5404530	Gas and Electricity	401.01	1,098.99	1,500.00	274.06%
5404540	Water	200.00	600.00	800.00	300.00%
5405030	Liability, Hazard, Fidelity Insurance			0.00	0.00%
5407020	Direct Assistance Payments To Participants	0.00	1,500.00	1,500.00	0.00%
5501000	Computer Equipment <\$5,000	0.00	1,000.00	1,000.00	0.00%
5501055	Machinery and Equipment - Other <\$5000			0.00	0.00%
5501065	Furniture and Fixtures <\$5,000			0.00	0.00%
<b>Total Program</b>		<b>47,500.00</b>	<b>11,274.00</b>	<b>58,774.00</b>	<b>24%</b>









