



London Breed,
Mayor

Michelle Ruggels,
Director of DPH Business Office

MEMORANDUM

Date: May 1, 2024

TO: Commissioner Laurie Green, President of Health Commission
Commissioner Cecilia Chung, Chair of Finance and Planning Committee
Members of the Health Commission

FROM: Jerna Reyes for Michelle Ruggels

RE: Information for San Francisco AIDS Foundation Programs to be Re-located from 1035 Market Street to 940 Howard Street

The purpose of this memo is to provide a summary and supporting documentation pertaining to the hearing scheduled for the full Health Commission on May 7, 2024 pertaining to a DPH contracted program relocation, and to document the Department's compliance with Chapter 79 of the Administrative Code and DPH's own Good Neighbor Policy. The relocation is subject to the requirements of Chapter 79 and the DPH Good Neighbor Policy because the relocation will change how the new location has been used previously, and DPH contracts with this program for more than \$50,000 in funding. This hearing does not have an action that is subject to Health Commission approval.

On June 2, 1998, the voters of San Francisco adopted Proposition I, known as the "Citizens' Right-to-Know Act of 1998". This allows for citizens to know about proposed city government projects paid for with taxpayers' dollars; it establishes a formal noticing requirement to inform interested citizens of their right to bring their concerns to the attention of the City departments and agencies involved in the project before a City Project is considered for approval; and it brings opportunity for project sponsors to make sure City Projects meet the needs of the neighborhoods in which the projects are to be located.

Proposition I was codified as Chapter 79 of the City's Administrative Code, which details the minimum noticing requirements prior to the approval of a City Project by a city officer, department, board or commission. Chapter 79A, adopted in 2012, expanded upon these noticing requirements by extending the minimum notice period from 15 days to 30 days. To meet the intent of Chapter 79 and Chapter 79A, the Department adopted the DPH Good Neighbor Policy. The purpose of this DPH policy is to educate DPH staff and DPH project owners of department procedures necessary to be in compliance with Chapter 79 and Chapter 79A.

The Health Commission hearing on May 7, 2024 is the required hearing to allow interested residents and the public-at-large to bring concerns or comments pertaining to the relocation of San Francisco AIDS Foundation programs from 1035 Market Street to 940 Howard Street. This hearing follows an initial community meeting that DPH requires per the DPH Good Neighbor Policy.

In overview, San Francisco AIDS Foundation administration completed its signage postings on April 4, 2024 for the required community meeting on April 16, 2024, and for the Health Commission hearing on May 7, 2024. No members of the public attended the scheduled community meeting.

For more information about the required community meeting, other Good Neighbor Policy requirements, and additional community outreach efforts, please see the Attachments. Additionally, please note that the Department and San Francisco AIDS Foundation representatives will also present an overview of the project, providing additional information to describe the project's goals and objectives during the May 7, 2024 meeting.

Additional Information may be found in the following Attachments:

- Attachment 1: Summary of Project Proposal for the Health Commission
 - Summary of the Project and DPH's process to meet Chapter 79 requirements
- Attachment 2: Copy of the community meeting posting signage
 - The text of the signage posted at 940 Howard Street in all six threshold languages
- Attachment 3: Copy of the Health Commission meeting posting signage
 - The text of the signage posted at 940 Howard Street in all six threshold languages
- Attachment 4: Photographs of the actual signage postings
- Attachment 5: Copy of SFAF's Fact Sheet for the community meeting
- Attachment 6: Public Transportation Map for 1263 Mission Street
- Attachment 7: SFAF Community Meeting Sign-In Sheet



City and County of San Francisco
 London N. Breed
 Mayor

ATTACHMENT 1

San Francisco Department of Public Health

SUMMARY OF PROJECT PROPOSAL FOR THE HEALTH COMMISSION

Contract Agency:	San Francisco AIDS Foundation (SFAF)	DPH Division/Section:	Behavioral Health Services (BHS) HIV Health Services (HHS) Community Health Equity & Promotion (CHEP)
Proposed Contract Program:	Relocate all SFAF programs and staff located at 1035 Market Street to 940 Howard Street	DPH Project Sponsor:	Rob Hoffman, Manager at Community Overdose Response Programs
		Business Office of Contract Compliance (BOCC) Contact:	Jerna Reyes, Director of Business Office of Contract Compliance (BOCC)
Date of Health Commission Meeting:	May 7, 2024	Contract Agency Contact:	Ben Cabangun, Chief of Staff of San Francisco AIDS Foundation (SFAF)

In compliance with Chapter 79 of the San Francisco Administrative Code, (put into effect July 9, 1998 upon the passage by voters of Proposition I “Citizens Right to Know” Act of 1998), and the Department of Public Health’s (DPH) “Good Neighbor Policy”, established in response to Chapter 79, the purpose of this meeting is for the DPH Health Commission to allow interested persons and the public-at-large the opportunity to bring up their concerns prior to the final funding and approval of the project.

Chapter 79 of the San Francisco Admin. Code identifies the specific types of City projects that are subject to Chapter 79, along with required notification procedures. The DPH “Good Neighbor Policy” captures these requirements, while setting forth DPH’s intent to work collaboratively with neighbors to allay fears regarding the siting of new programs in neighborhoods. The following summary describes DPH’s Good Neighbor Policy process for the following project:

Name of Program:	San Francisco AIDS Foundation The programs include all SFAF outpatient behavioral health treatment, prevention services, and staff that was at the old address, 1035 Market Street. <u>Home - San Francisco AIDS Foundation (sfaf.org)</u>
Purpose of Program:	New location for the SFAF administration and outpatient programs. SFAF did not renew its lease when it expired at its old location, 1035 Market Street, as it was more cost efficient to relocate.

Location (Address):	940 Howard Street
Square Footage	28, 711 square feet
Hours of Operation	9am to 5pm Monday - Friday

DPH Good Neighbor Policy Requirements Implementation:

Notice Requirements

Public notice of a proposed new City project must be posted at least 30 days prior to the date at which a new City project will be considered for approval. In lieu of signposting requirements, notices may be mailed to property owners within 300 feet of the lot line of the property.

DPH Public Notification: SFAF posted two signs on Thursday, April 4, 2024, to announce (1) the Health Commission Meeting to be held May 7, 2024, and (2) a required initial community meeting to be held on Tuesday, April 16, 2024, to obtain community feedback in compliance with DPH’s Good Neighbor Policy. Both posters were displayed in all of the 6 threshold languages. Please See Attachments 2 & 3 for the English versions of the two signage postings referenced, and Attachment 4 for a photograph of the actual signage postings.

As DPH implemented the required signage posting, a separate mailing of the notice was not required.

Community Meetings

DPH’s Good Neighbor Policy establishes a required community meeting prior to the Health Commission meeting to be held with the contractor involved to (a) give information to interested neighbors and the public-at-large about the project, and also to (b) receive input from the public about any concerns regarding the project. Additionally, the Good Neighbor Policy speaks to DPH’s commitment to ongoing collaborative work with its neighbors.

This meeting was scheduled for April 16, 2024, from 5:30 pm to 6:30 pm. The meeting was attended by the Director of the DPH Business Office of Contract Compliance (BOCC), Jerna Reyes, BOCC Contract Compliance Manager, Michelle O’Neal, BOCC Database and Reporting Manager Nick Hancock, and BOCC Analyst Mohamed Rahali. Rob Hoffman, manager at BHS Community Overdose Response Programs was in attendance. Ben Cabangun and 10 other SFAF staff were also in attendance (Attachment 7 - Sign-In Sheet). No members of the public attended the community meeting. Additionally, neither SFAF, nor Ms. Reyes received any comments or feedback.



Welcome to San Francisco AIDS Foundation at 940 Howard Street!

Who We Are

San Francisco AIDS Foundation began in 1982 as a grassroots crisis response to the AIDS epidemic and its impact in San Francisco. Now, over 40 years later, SFAF is one of the most highly respected and influential AIDS service organizations in the United States.

We envision a future where health justice is achieved for all people living with or at risk for HIV. Ultimately, we strive for a day when: race is not a barrier to health and wellness; HIV status does not determine quality of life; and HIV transmission is eliminated.

Who We Serve

Our priority communities are people living with or at elevated risk of HIV; gay, bi and queer men; and trans and gender non-conforming people. In San Francisco, 73% of people living with HIV are over the age of 50.

Our Impact

- 7,378 clients received sexual health services at our health clinic in the Castro
- 3,100 clients receive PrEP, a drug that prevents the transmission of HIV @ Castro
- 91% of our clients over the age of 50 living with HIV are engaged in medical care and are virally suppressed

Services at 940 Howard Street

San Francisco AIDS Foundation is excited to be in our new location in SoMA, which is within the same service radius as our previous office on Market Street. This new headquarters will be home to our administrative departments, AIDS/LifeCycle, and Community programs. While less than 30% of our square footage will be devoted to programmatic services, SFAF's use of 940 Howard will include the planning and administrative operations of crucial programs and services that have great impact of international significance and reputation.



What to expect from our new headquarters:

- Over 200 employees will commute from the greater Bay Area to the 940 Howard office
- On peak days during the week, we anticipate that about 60 employees will be at our headquarters
- SFAF does not subsidize meals and snacks for employees, this means that our employees will enjoy local restaurants and other services our neighbors like you provide on Howard Street and 5M Park.
- Three full-time Lobby Services employees will welcome and triage visitors coming into our building
- All client services at 940 Howard are appointment-based only. This means no lines will be outside our building, and no loitering is expected.
- SFAF employs an evening security vendor who oversees our building from 5–10 p.m. on weekdays

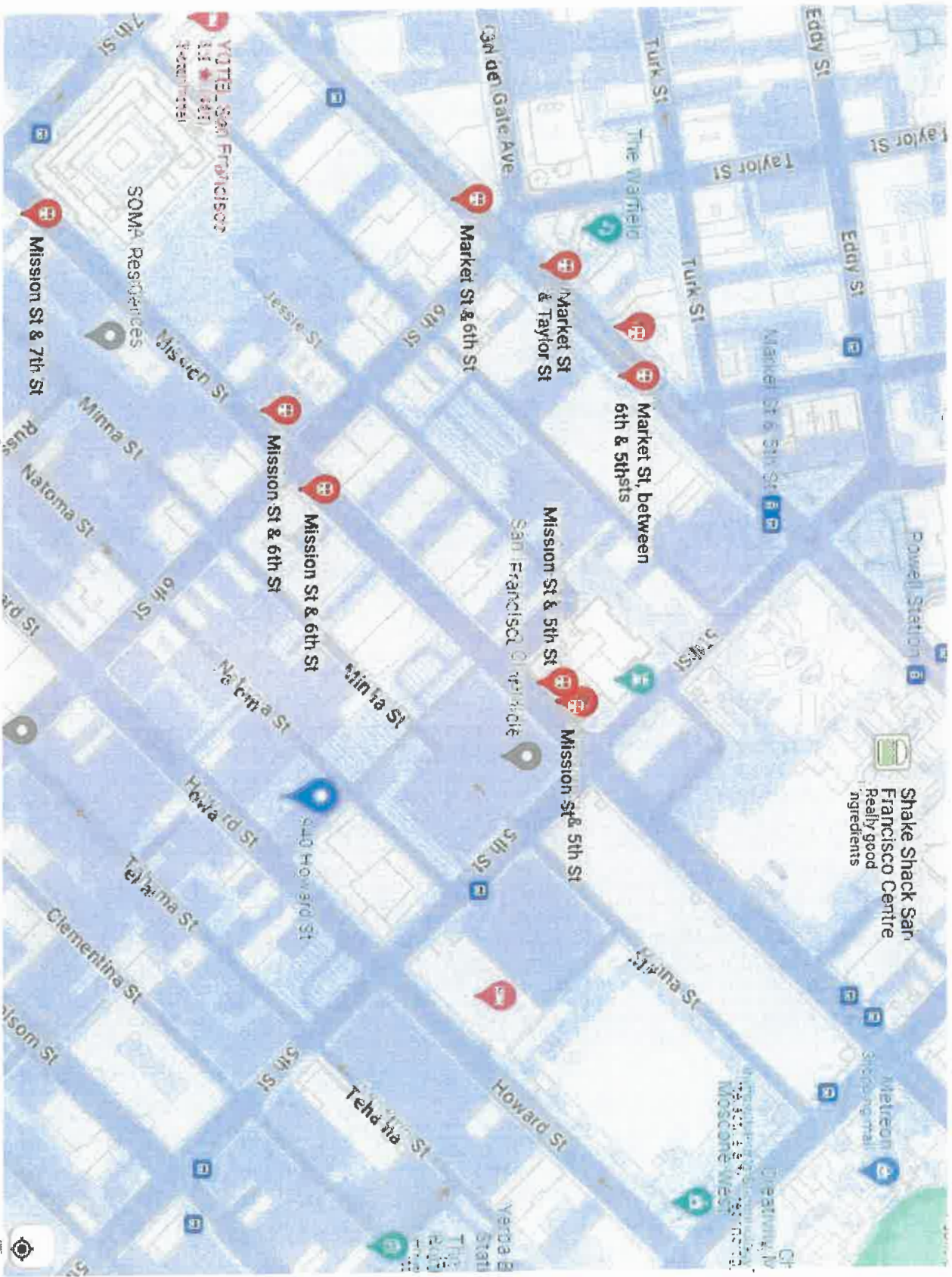
We Want to Stay Engaged with Our Neighbors!

Please consider joining the San Francisco AIDS Foundation's Neighbor Council at 940 Howard Street! We welcome you to have intentional and consistent access to SFAF's Chief of Staff, where you can expect the following:

- Monthly Meetings with SFAF Chief of Staff
- Learn of upcoming events and other exciting opportunities happening at 940 Howard
- Chance to provide monthly feedback to SFAF about neighborhood concerns
- Establish collaborations, such as catering SFAF events at 940 Howard or providing other vendor services for SFAF

To join, please scan the QR code. For more info contact Ben Cabangun at bcabangun@sfaf.org or (415) 487-3030.







NOTICE OF COMMUNITY MEETING

To discuss a new location for use by:
San Francisco AIDS Foundation for the relocation of
administrative offices and existing appointment-based
services to:

940 HOWARD STREET, SAN FRANCISCO, CA 94109

On Tuesday, April 16, 2024 from 5:30-6:30 PM
located at 940 Howard Street, San Francisco, CA, 94109

These Department of Public Health funded
programs will be located at 940 Howard Street

For further information, or to submit comments, call
Eileen Loughran at (628) 271-6251 or email
940Howard@sfdph.org



AVISO DE REUNIÓN COMUNITARIA

Para debatir una nueva ubicación para su uso por: La Fundación SIDA de San Francisco para reubicar oficinas administrativas y servicios existentes basados en cita previa a:

940 HOWARD STREET, SAN FRANCISCO, CA 94109

El martes 16 de abril de 2024 de 5:30-6:30 p.m. que se celebrará en

940 Howard Street, San Francisco, CA, 94103

Estos programas financiados por el Departamento de Salud Pública se ubicarán en 940 Howard Street

Para obtener más información, o para enviar comentarios, llame a Eileen Loughran al (628) 271-6251 o envíe un correo electrónico a 940Howard@sfdph.org



NOTICE OF INTENT TO APPROVE A CITY PROJECT AT THIS LOCATION

The San Francisco Health Commission will consider the relocation of San Francisco AIDS Foundation administrative offices and existing appointment-based services to:
940 HOWARD STREET, SAN FRANCISCO, CA 94103

Meeting Details are below:

The Health Commission Meeting will be held at 101 Grove, Room 300 on Tuesday May 7th, 2024 at 4:00 PM

Information regarding the Health Commission Meeting and public comment will be posted at:

<https://sf.gov/public-body/san-francisco-health-commission>



For further information, or to submit comments, call Eileen Loughran at: (628) 271-6251 or email 940Howard@sfdph.org



THÔNG BÁO VỀ Ý ĐỊNH PHÊ DUYỆT MỘT DỰ ÁN CỦA THÀNH PHỐ TẠI ĐỊA ĐIỂM NÀY

Ủy Ban Y Tế San Francisco sẽ cân nhắc di chuyển các văn phòng hành chính và dịch vụ đặt hẹn trước của San Francisco AIDS Foundation về địa chỉ:

940 HOWARD STREET, SAN FRANCISCO, CA 94103

Thông Tin Chi Tiết Cuộc Họp như sau:

Cuộc Họp của Ủy Ban Y Tế sẽ được tổ chức tại 101 Grove, Phòng 300, vào thứ Ba, ngày 7 tháng Năm năm 2024, lúc 4:00 chiều

Thông tin về Cuộc Họp của Ủy Ban Y Tế và ý kiến của công chúng sẽ được đăng tải lên trang web:

<https://sf.gov/public-body/san-francisco-health-commission>

Để biết thêm thông tin hoặc gửi ý kiến, hãy gọi Eileen Loughran theo số: (628) 271-6251 hoặc gửi email về 940Howard@sfdph.org



PAUNAWA TUNGKOL SA LAYUNIN NA APRUBAHAN ANG ISANG PROYEKTO NG LUNGSOD SA LOKASYONG ITO

Ang San Francisco Health Commission ay bibigyang konsiderasyon ang paglipat ng mga tanggapang administratibo ng San Francisco AIDS Foundation at mga kasalukuyang serbisyo na nakabatay sa appointment sa:
940 HOWARD STREET, SAN FRANCISCO, CA 94103

Ang mga Detalye ng Pulong ay nasa ibaba: Gaganapin ang Pulong ng Health Commission sa 101 Grove, Room 300, sa Martes, Mayo 7, 2024, sa ganap na 4:00 PM

Ang impormasyon tungkol sa Pulong ng Health Commission at pampublikong komento ay ilalagay sa:
<https://sf.gov/public-body/san-francisco-health-commission>



Para sa karagdagang impormasyon, o para magpasa ng mga komento, tawagan si Eileen Loughran sa:(628)271-6251 o magpadala ng email sa 940Howard@sfdph.org



AVISO DE INTENCIÓN DE APROBAR UN PROYECTO DE LA CIUDAD EN ESTE LUGAR

La Comisión de Salud de San Francisco considerará la reubicación de oficinas administrativas y servicios existentes basados en cita previa de la Fundación SIDA de San Francisco a:

940 HOWARD STREET, SAN FRANCISCO, CA 94109

A continuación los detalles de la reunión:

La reunión de la Comisión de Salud se celebrará en 101 Grove, Sala 300, el martes 7 de mayo de 2024 a las 4:00 p.m.

Se publicará información sobre la reunión de la Comisión de Salud y comentarios del público en:

<https://sf.gov/public-body/san-francisco-health-commission>



Para obtener más información, o para enviar comentarios, llame a Eileen Loughran al: (628) 271-6251 o envíe un correo electrónico a 940Howard@sfdph.org



批准本市在此地的專案的意向通知

San Francisco 衛生委員會考慮將 San Francisco 愛滋病基金會行政辦公室和現有的預約服務搬遷至下列地址：

940 HOWARD STREET, SAN FRANCISCO, CA 94103

會議詳情如下：

衛生委員會會議將於 2024 年 5 月 7 日星期二下午 4:00
在 101 Grove, Room 300 舉行

有關衛生委員會會議和公眾意見的資訊將發佈在：

<https://sf.gov/public-body/san-francisco-health-commission>



如需了解更多資訊或提供意見，請致電 Eileen Loughran：(628) 271-6251 或發送電子郵件至 940Howard@sfdph.org



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940 Howard Community Town Hall

NAME	EMAIL	PHONE NUMBER	AFFILIATION (BUSINESS/ORGANIZATION)
Jenna Reyes	jenna.reyes@sfaph.org	415-255-3752	DPH BOCC
Nick Hancock	Nick.Hancock@sfaph.org	415-255-3726	DPH BOCC
Mohamed Kahali	-	-	DPH BOCC
Michelle Onate	michelle.onate@sfaph.org	415-255-3661	DPH BOCC
Jing Williams	jwilliams@sfaf.org	503-944-9095	SFAF
Tyler Terriere	terriere@sfaf.org	614-668-7886	SFAF
Anley Ferguson	aferguson@sfaf.org	(415) 939-8117	SFAF
Vince Carrington	vincis@sfaf.org	415-217-9128	SFAF
Ben Cabangus	bcabangus@sfaf.org	415-487-3030	SFAF
Eric Jost	ejost@sfaf.org	510-854-1368	SFAF
Tracey Pacheco	tpacheco@sfaf.org	510-504-6045	SFAF
Rob Hoffman	R.Hoffman@sfaph.org	415-713-2344	SFDPH
Deyle Temple	dtemple@sfaf.org	415-516-1655	SFAF

SFAF.ORG



940 Howard St

April 04, 2024 12:59 PM

940

AYUDAR DE RESERVA
CONDOMINIO

AYUDA DE ATENCION
AMPLIADA EN PROTECCION
LA CALIDAD EN ESTE LOCAL

WARNING
NO SE PERMITEN
ESTACIONES DE
CIGARRILLOS
EN ESTE LOCAL

NOTICE OF PARTY TO APPROVE
CONTRACT IN THIS LOCAL

OFFICE OF COMMUNITY
METHODS



940

Howard

940 Howard

DELIVERIES PLEASE
RING BELL
↓



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940 Howard St
April 04, 2024 5:15 PM