



San Francisco Department of Public Health

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Director of Contract Development and
Technical Assistance

City and County of San
Francisco
London Breed
Mayor

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Dear Community Based Organization Contractor,

The Department of Public Health (DPH) is committed to ensuring that DPH funded contracts are inclusive and do not deny or exclude anyone from obtaining services by restricting entry into a program based on ethnicity, cultural or language requirements. In other words, DPH’s contracted services are open to all. At the same time, we recognize that many of our contracted agencies have programs designed for particular language and/or cultural needs within the broader service population to make a specialized expertise available to better meet the unique needs of various members of San Francisco’s diverse population. To ensure that the criteria described in your DPH contract related to serving the needs of specific communities is not misinterpreted to be exclusionary, DPH asks that you review the language proposed in your FY18-19 contract appendices, including Scope of Services, Goal Statement, Target Population or Methodology, etc. to identify language that may appear to limit services to a “target” population only. If identified, please revise this language prior to your FY18-19 contract document submission. Please note, DPH understands that there may be obvious exceptions, where there is not a broader service population beyond the population identified, typically for reasons of safety to the population served. If you have questions, please do not hesitate to contact your Contract Development and Technical Assistance (CDTA) representative for further clarification.

For your assistance, to help you prepare your appendices, please review the following tables:

(1) Requested Action for FY18-19 Community Based Organization (CBO) Contracts

Review Appendices For	New Language Suggestion	Where to Make Changes
<p>Existence of inclusionary contract language</p> <p>Agencies are requested to ensure that any current contract language pertaining to ethnicity or race, typically found when describing target populations, also includes a broader statement to include all ethnicities and races.</p>	<p>While <i>agency/program name</i> welcomes and serves all ethnicities and populations, services are also designed to meet the cultural and linguistic needs of</p>	<p>As applicable across Appendices, such as Appendix A sections, including Scope of Services, Goal Statement, Target Population, Methodology, etc.</p>
<p>Identify potentially exclusionary language (please consider alternatives to any current language that may appear to limit acceptance into a program)</p>	<p><u>Replace</u>: Only Serve/primarily serve/restricted to <u>with</u>: Designed to address/Focus/special experience/expertise with/emphasis on, etc.</p>	<p>As applicable across contract appendices</p>

(2) Examples of Current and Proposed Contract Language Revisions

	Examples of Current Language	Proposed Language
Goal Statement:	Provide behavioral health services to Chicano/Latino adults and families eligible for the San Francisco Health Plan.	Provide Behavioral health services to all ethnicities and populations, with a special focus on the unique cultural and linguistic needs of Chicano/Latino adults and families eligible for the San Francisco Health Plan.
Target Population	The clinic at <i>agency</i> targets the Chicano/Latino community of San Francisco. The target population consists of men and women over the age of 18, and their families. Many are indigent, refugees, primarily monolingual (Spanish) and have limited ability to utilize services in English.....	The clinic at <i>agency</i> is designed to meet the unique needs of the Chicano/Latino community of San Francisco. The target population consists of men and women over the age of 18, and their families. Many are indigent, refugees, primarily monolingual (Spanish) and have limited ability to utilize services in English.....
Goal Statement:	The mission of <i>agency</i> is to promote healing and wellness in the American Indian community by providing a continuum of substance abuse prevention, treatment, and recovery oriented services that combine evidence based methods with traditional American Indian healing practices.	The mission of <i>agency</i> is to promote healing and wellness, with a focused expertise in the American Indian community by providing a continuum of substance abuse prevention, treatment, and recovery oriented services that combine evidence based methods with traditional American Indian healing practices.
Target Population	The program is designed to primarily serve American Indian adults whom reside in the City and County of San Francisco.	The program is designed with a special emphasis and expertise to serve American Indian adults whom reside in the City and County of San Francisco.
Target Population	The Target Population is adult residents of San Francisco, ages 18 and older, with chronic psychiatric disabilities who are residents of.... The Cooperative Apartment Program specifically addresses the supportive housing and outpatient needs of monolingual Asian-American clients as a specialized target sub-population....	The Target Population is adult residents of San Francisco, ages 18 and older, with chronic psychiatric disabilities who are residents of.... The Cooperative Apartment Program is specifically designed to address the unique supportive housing and outpatient needs of monolingual Asian-American clients as a specialized target sub-population....