

File No. 240339

Committee Item No. 2

Board Item No. 11

# COMMITTEE/BOARD OF SUPERVISORS

## AGENDA PACKET CONTENTS LIST

Committee: Budget and Finance Committee  
Board of Supervisors Meeting

Date May 8, 2024  
Date May 14, 2024

### Cmte Board

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- Youth Commission Report
- Introduction Form
- Department/Agency Cover Letter and/or Report
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- Grant Budget
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### OTHER (Use back side if additional space is needed)

- Original Agreement 1/1/2021
- Amendment No. 1 7/1/2022
- HSH Presentation 5/8/2024
- \_\_\_\_\_
- \_\_\_\_\_
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- \_\_\_\_\_

Completed by: Brent Jalipa Date May 2, 2024

Completed by: Brent Jalipa Date May 9, 2024

1 [Grant Agreement Amendment - Conard House, Inc. - McAllister Hotel - Not to Exceed  
2 \$12,815,916]

3 **Resolution approving the second amendment to the grant agreement between Conard**  
4 **House, Inc. and the Department of Homelessness and Supportive Housing (“HSH”) for**  
5 **supportive services, property management, and master lease stewardship at the**  
6 **McAllister Hotel; extending the grant term by 24 months from June 30, 2024, for a total**  
7 **term of January 1, 2021, through June 30, 2026; increasing the agreement amount by**  
8 **\$4,490,244 for a total amount not to exceed \$12,815,916; and authorizing HSH to enter**  
9 **into any amendments or other modifications to the agreement that do not materially**  
10 **increase the obligations or liabilities, or materially decrease the benefits to the City and**  
11 **are necessary or advisable to effectuate the purposes of the agreement.**

12  
13 WHEREAS, The mission of the Department of Homelessness and Supportive Housing  
14 (“HSH” or “Department”) is to prevent homelessness when possible and make homelessness  
15 rare, brief, and one-time in the City and County of San Francisco (“the City”) through the  
16 provision of coordinated, compassionate, and high-quality services; and

17 WHEREAS, Permanent supportive housing (“PSH”) is the most effective evidence-  
18 based solution to chronic homelessness; and

19 WHEREAS, As of the 2022 Point-in-Time Count, there were approximately 7,750  
20 people experiencing homelessness in San Francisco on any given night, 56% of whom were  
21 unsheltered; and

22 WHEREAS, The nonprofit provider Conard House, Inc. (“Conard House”) has  
23 extensive experience operating supportive housing; and

24 WHEREAS, When HSH was created in 2016, the Department inherited a grant  
25 agreement from the Human Services Agency with Conard House for supportive services,

1 property management, and master lease stewardship at the 80 units of PSH at the McAllister  
2 Hotel at 270 McAllister Street (“Program”); and

3 WHEREAS, HSH entered into a grant agreement (“Agreement”) in 2021 for the term  
4 January 1, 2021, through February 29, 2024, in an amount not to exceed \$5,766,861 with  
5 Conard House to continue to provide these services at the Program, a copy of which is on file  
6 with the Clerk of the Board of Supervisors (“Clerk”) in File No. 240339; and

7 WHEREAS, In fiscal year 2022-23 this program served 90 clients; and

8 WHEREAS, HSH executed a first amendment to the Agreement in July 2023 that  
9 extended the Agreement term for Conard House to continue providing these services by four  
10 months to June 30, 2024, and increased the not to exceed amount by \$2,558,811 for a total  
11 amount not to exceed \$8,325,672, a copy of which is on file with the Clerk in File No. 240339;  
12 and

13 WHEREAS, The proposed second amendment (“Amendment”) to the Agreement  
14 would extend the Agreement for Conard House to continue to provide these services by 24  
15 months to June 30, 2026, and increase the not to exceed amount by \$4,490,244 for a total  
16 amount not to exceed \$12,815,916; and

17 WHEREAS, A copy of the Amendment is on file with the Clerk in File No. 240339,  
18 substantially in final form, with all material terms and conditions included, and only remains to  
19 be executed by the parties upon approval of this Resolution; and

20 WHEREAS, The Amendment requires Board of Supervisors approval under Section  
21 9.118 of the Charter; now, therefore, be it

22 RESOLVED, That the Board of Supervisors hereby authorizes the Executive Director  
23 of HSH (“Director”) or their designee to execute the Amendment to extend the current term of  
24 January 1, 2021, through June 30, 2024, to January 1, 2021, through June 30, 2026, and to  
25

1 increase the not to exceed amount by \$4,490,244 for a total amount not to exceed  
2 \$12,815,916; and, be it

3 FURTHER RESOLVED, That the Board of Supervisors authorizes the Director or their  
4 designee to enter into any amendments or modifications to the Amendment, prior to its final  
5 execution by all parties, that HSH determines, in consultation with the City Attorney, do not  
6 materially increase the obligations or liabilities of the City or materially decrease the benefits  
7 to the City, are necessary or advisable to effectuate the purposes of the grant, and are in  
8 compliance with all applicable laws; and, be it

9 FURTHER RESOLVED, That within 30 days of the Amendment being executed by all  
10 parties, HSH shall submit to the Clerk a completely executed copy for inclusion in File  
11 No. 240339; this requirement and obligation resides with HSH, and is for the purposes of  
12 having a complete file only, and in no manner affects the validity of the approved agreement.

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Recommended:

                          /s/                          

Shireen McSpadden

Executive Director

Department of Homelessness and Supportive Housing

<p><b>Item 2</b> <b>File 24-0339</b></p>	<p><b>Department:</b> Department of Homelessness and Supportive Housing (HSH)</p>
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**EXECUTIVE SUMMARY**

**Legislative Objectives**

- The proposed resolution would approve the Second Amendment to the Department of Homelessness and Supportive Housing’s (HSH) grant agreement with Conard House, Inc. for supportive services, property management, and master lease stewardship at the McAllister Hotel, extending the term by two years through June 2026, increasing the not-to-exceed amount by \$4,490,244, for a total not to exceed \$12,815,916, and authorizing HSH to make further immaterial amendments to the grant agreement.

**Key Points**

- Conard House has leased and operated the 80-unit McAllister Hotel at 270 McAllister Hotel as a permanent supportive housing site since 2004. In 2020, HSH was awarded a new grant agreement with Conard House to continue operating the site. The grant agreement expires on June 30, 2024 and HSH and Conard House have agreed to extend the term by two years.
- Under the grant agreement, Conard House provides support services, property management, and master lease stewardship at the McAllister Hotel. The building has 80 single-occupancy units for adults which are typically over 90 percent occupied. Conard House leases the property, and HSH provides rent reimbursement through the grant. Support services include intake and assessment, case management, wellness checks, support groups, and social events. Property management services include lease management, collection of rents, and building maintenance.

**Fiscal Impact**

- The proposed Second Amendment would increase the not-to-exceed amount of the grant agreement by \$4,490,244, for a total not to exceed \$12,815,916. Of the HSH funding used to fund the grant, approximately 82 percent is funded by the HSH Fund, 10 percent is funded by Homeless Gross Receipts (Proposition C) funds, and 9 percent is funded by the City’s General Fund. In addition, Conard House receives approximately \$203,798 in resident rent each year, which helps to offset HSH costs for the program.

**Recommendation**

- Approve the proposed resolution.

**MANDATE STATEMENT**

City Charter Section 9.118(b) states that any contract entered into by a department, board or commission that (1) has a term of more than ten years, (2) requires expenditures of \$10 million or more, or (3) requires a modification of more than \$500,000 is subject to Board of Supervisors approval.

**BACKGROUND**

Conard House has leased and operated the 80-unit McAllister Hotel at 270 McAllister Hotel as a permanent supportive housing site since 2004. In 2020, the Department of Homelessness and Supportive Housing (HSH) awarded a new grant agreement with Conard House to continue operating the site. The grant award was made under Chapter 21B of the Administrative Code, which allows HSH to enter into and amend contracts for homeless services without competitive bidding until March 2029 or until the homeless Point in Time (PIT) count is below 5,250 (Files 19-0047, 23-1129).

In January 2021, HSH executed a grant agreement with Conard House for a term of three years and two months from January 2021 through February 2024 and an amount not to exceed \$5,766,861. In July 2023, HSH executed the First Amendment to the grant agreement, extending the term by four months through June 2024, and increasing the not-to-exceed amount to \$8,325,672. Due to the ongoing need for permanent supportive housing and satisfaction with Conard House’s performance, HSH and Conard House have agreed to extend the grant for two years.

**DETAILS OF PROPOSED LEGISLATION**

The proposed resolution would approve the Second Amendment to the HSH grant agreement with Conard House for supportive services, property management, and master lease stewardship at the McAllister Hotel, extending the term by two years through June 2026, and increasing the not-to-exceed amount by \$4,490,244, for a total not to exceed \$12,815,916. The proposed resolution would also authorize HSH to make further immaterial amendments to the grant agreement.

**Services Provided**

Under the grant agreement, Conard House provides support services, property management, and master lease stewardship at the McAllister Hotel. The building has 80 single-occupancy units for adults, which are typically over 90 percent occupied. Conard House leases the property, and HSH provides rent reimbursement through the grant. Support services include intake and assessment, case management, wellness checks, support groups, and social events. Property management services include lease management, rent collection, and building maintenance.

The grant funds approximately 14.6 full-time equivalent (FTE) positions.

**Performance and Fiscal Monitoring**

FY 2022-23 performance monitoring by HSH, which included a site visit in July 2023, found that Conard House generally met its contracted units of service and service and outcome objectives, including maintaining over 90 percent occupancy within the building. The exception was that 50 percent of residents felt satisfied with programming, compared to a target of 85 percent. The report noted three administrative findings with follow-up recommendations: (1) tenant files did not always include tenant consent forms; (2) not all tenants had completed assessments in the required HSH data system; and (3) one floor did not have the emergency exit plan posted. In September 2023, Conard House responded that the recommendations had been implemented or were in the process of being implemented.

The Department of Public Health (DPH) reviewed Conard House’s financial documents as part of the FY 2022-23 Citywide Fiscal and Compliance Monitoring program and had two findings related to the completion of the FY 2021-22 audited financial documents. Conard House’s FY 2021-22 audit was issued on December 30, 2023, or approximately nine months behind schedule.

**FISCAL IMPACT**

The proposed Second Amendment would increase the not-to-exceed amount of the grant agreement by \$4,490,244, for a total not to exceed \$12,815,916. Actual and projected HSH expenditures by year are shown in Exhibit 1 below.

**Exhibit 1: Actual and Projected HSH Expenditures by Year**

<b>Year</b>	<b>Expenditures</b>
Year 1 (FY 2020-21, Actual, 6 Months)	\$1,101,734
Year 2 (FY 2021-22, Actual)	1,515,214
Year 3 (FY 2022-23, Actual)	2,205,957
Year 4 (FY 2023-24, Projected)	2,358,849
Year 5 (FY 2024-25, Projected)	2,312,874
Year 6 (FY 2025-26, Projected)	2,382,261
<i>Subtotal</i>	<i>\$11,876,889</i>
Contingency (20% of Years 5-6 Projected Expenditures)	939,027
<b>Total Not-to-Exceed</b>	<b>\$12,815,916</b>

Source: Proposed Grant Amendment

Of the HSH funding used to fund the grant, approximately 82 percent is funded by the HSH Fund,<sup>1</sup> 10 percent is funded by Homeless Gross Receipts (Proposition C) funds, and 9 percent is funded by the City’s General Fund. In addition, Conard House receives approximately \$203,798 in resident rent each year, which helps to offset HSH costs for the program.

Exhibit 2 below shows the proposed annual spending in FY 2024-25.

<sup>1</sup> The HSH Fund accounts for County Adult Assistance Program (CAAP) funding that is used for housing and services for CAAP clients. The re-purposing of CAAP funding was approved by voters in November 2002 (the “Care Not Cash” ordinance).



**Exhibit 2: Proposed Contract Budget, FY 2024-25**

<b>Sources</b>	<b>Amount</b>
HSB Fund	\$2,015,210
Prop C	297,664
<i>Subtotal, Proposed Grant</i>	<i>\$2,312,874</i>
Rent	203,799
<b>Total Sources</b>	<b>\$ 2,516,673</b>

<b>Expenditures</b>	<b>Amount</b>
Salaries & Benefits	\$1,214,255
Operating Expenses	629,232
Indirect Cost (13%)	239,653
Other Expenses	433,533
<b>Total Expenditures</b>	<b>\$2,516,673</b>

Source: Proposed Grant Amendment

Notes: Operating expenses include utilities, building maintenance, and insurance. Indirect costs include overhead costs such as human resources, payroll, executive salaries, information technology staff. Other expenses include the master lease rent and a placeholder amount for annual cost of doing business increases.

**RECOMMENDATION**

Approve the proposed resolution.

**CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING**

**SECOND AMENDMENT  
TO GRANT AGREEMENT  
between  
CITY AND COUNTY OF SAN FRANCISCO  
and  
CONARD HOUSE, INC.**

THIS AMENDMENT of the **January 1, 2021** Grant Agreement (the "Agreement") is dated as of **July 1, 2024** and is made in the City and County of San Francisco, State of California, by and between **CONARD HOUSE, INC.** ("Grantee") and the CITY AND COUNTY OF SAN FRANCISCO, a municipal corporation ("City") acting by and through The Department of Homelessness and Supportive Housing ("Department").

**RECITALS**

WHEREAS, Grantee was selected pursuant to Ordinance No. 61-19, which authorizes the Department to enter into contracts without adhering to the Administrative Code provisions regarding competitive bidding and other requirements for construction work, procurement, and personal services relating to the shelter crisis; and

WHEREAS, City and Grantee desire to execute this amendment to update the prior Agreement; and

WHEREAS, the City's Homelessness Oversight Commission approved this Agreement by Resolution [\[Insert Resolution Number\]](#) on [\[Insert Date of Commission or Board Action\]](#); and

WHEREAS, the City's Board of Supervisors approved this Second Amendment to the Agreement under San Francisco Charter Section 9.118 by Resolution [<insert Resolution number>](#) on [<Month Date, Year>](#);

NOW, THEREFORE, City and Grantee agree to amend said Grant Agreement as follows:

**1. Definitions.** Terms used and not defined in this Amendment shall have the meanings assigned to such terms in the Grant Agreement.

(a) Agreement. The term "Agreement" shall mean the Agreement dated **January 1, 2021** between Grantee and City; and **First Amendment**, dated **July 1, 2023**.

**2. Modifications to the Agreement.** The Grant Agreement is hereby modified as follows:

2.1 **ARTICLE 3 TERM** of the Agreement currently reads as follows:

**3.1 Effective Date.** This Agreement shall become effective when the Controller has certified to the availability of funds as set forth in Section 2.2 and the Department has notified Grantee thereof in writing.

**3.2 Duration of Term.**

- (a) The term of this Agreement shall commence on **January 1, 2021** and expire on **June 30, 2024**, unless earlier terminated as otherwise provided herein. Grantee shall not begin performance of its obligations under this Agreement until it receives written notice from City to proceed.
- (b) The City has options to renew the Agreement for additional years. The City may extend this Agreement beyond the termination date by exercising an option at the City's sole and absolute discretion and by modifying this Agreement as provided in Section 17.2, Modification.

Such section is hereby deleted and replaced in its entirety to read as follows:

**ARTICLE 3 TERM**

**3.1 Effective Date.** This Agreement shall become effective when the Controller has certified to the availability of funds as set forth in Section 2.2 and the Department has notified Grantee thereof in writing.

**3.2 Duration of Term.**

- (a) The term of this Agreement shall commence on **January 1, 2021** and expire on **July 1, 2026**, unless earlier terminated as otherwise provided herein. Grantee shall not begin performance of its obligations under this Agreement until it receives written notice from City to proceed.
- (b) The City has options to renew the Agreement for additional years. The City may extend this Agreement beyond the termination date by exercising an option at the City's sole and absolute discretion and by modifying this Agreement as provided in Section 17.2, Modification.

2.2 **Section 5.1 Maximum Amount of Grant Funds** of the Agreement currently reads as follows:

**5.1 Maximum Amount of Grant Funds.**

- (a) In no event shall the amount of Grant Funds disbursed hereunder exceed **Five Million Seven Hundred Sixty Six Thousand Eight Hundred Sixty One Dollars (\$5,766,861)**.
- (b) Grantee understands that, of the Maximum Amount Of Grant Funds listed under Article 5.1 (a) of this Agreement, **Nine Hundred Sixty One Thousand One Hundred Forty Three Dollars (\$961,143)** is included as a contingency amount and is neither to be used in Budget(s) attached to this Agreement or available to Grantee without a modification to the Appendix B, Budget, which has been approved by the Department of Homelessness and Supportive Housing. Grantee further understands that no payment for any portion of this contingency amount will be made unless and until a modification or revision has been fully approved and executed in accordance with applicable City and Department laws, regulations, policies/procedures and certification as to the availability of funds by Controller. Grantee agrees to fully comply with these laws, regulations, and policies/procedures.

Such section is hereby deleted and replaced in its entirety to read as follows:

**5.1 Maximum Amount of Grant Funds.**

- (a) In no event shall the amount of Grant Funds disbursed hereunder exceed **Twelve Million Eight Hundred Fifteen Thousand Nine Hundred Sixteen Dollars (\$12,815,916)**.
- (b) Grantee understands that, of the Maximum Amount of Grant Funds listed under Article 5.1 (a) of this Agreement, **Nine Hundred Thirty Nine Thousand Twenty Seven Dollars (\$939,027)** is included as a contingency amount and is neither to be used in Budget(s) attached to this Agreement or available to Grantee without a modification to the Appendix B, Budget, which has been approved by the Department of Homelessness and Supportive Housing. Grantee further understands that no payment for any portion of this contingency amount will be made unless and until a modification or revision has been fully approved and executed in accordance with applicable City and Department laws, regulations, policies/procedures and certification as to the availability of funds by Controller. Grantee agrees to fully comply with these laws, regulations, and policies/procedures.

**2.3 Section 17.6 Entire Agreement** of the Agreement is hereby deleted and replaced with the following:

**17.6 Entire Agreement.** This Agreement and the Application Documents set forth the entire Agreement between the parties, and supersede all other oral or written provisions. If there is any conflict between the terms of this

Agreement and the Application Documents, the terms of this Agreement shall govern. The following appendices are attached to and a part of this Agreement:

Appendix A, Services to be Provided (dated July 1, 2024)

Appendix B, Budget (dated July 1, 2024)

Appendix C, Method of Payment (dated July 1, 2023)

Appendix D, Interests in Other City Grants (dated July 1, 2024)

- 2.4 **Appendix A, Services to be Provided** (dated July 1, 2023), of the Agreement is hereby replaced in its entirety by the modified **Appendix A, Services to be Provided** (dated July 1, 2024), for the period of July 1, 2024 to June 30, 2026.
- 2.5 **Appendix B, Budget** (dated July 1, 2023), of the Agreement is hereby replaced in its entirety by the modified **Appendix B, Budget** (dated July 1, 2024), for the period of January 1, 2021 to June 30, 2026.
- 2.6 **Appendix D, Interests in Other City Grants** (dated July 1, 2023), of the Agreement is hereby replaced in its entirety by the modified **Appendix D, Interests in Other City Grants** (dated July 1, 2024).

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as of the date first specified herein. The signatories to this Agreement warrant and represent that they have the authority to enter into this agreement on behalf of the respective parties and to bind them to the terms of this Agreement.

**CITY**

**GRANTEE**

**DEPARTMENT OF HOMELESSNESS  
AND SUPPORTIVE HOUSING**

**CONARD HOUSE, INC.**

By: \_\_\_\_\_  
Shireen McSpadden  
Executive Director

By: \_\_\_\_\_  
Anne Quaintance  
Executive Director  
City Supplier Number: 22403

Approved as to Form:  
David Chiu  
City Attorney

By: \_\_\_\_\_  
Adam Radtke  
Deputy City Attorney

## **Appendix A, Services to be Provided**

by

**Conard House, Inc.**

### **Support Services, Property Management and Master Leasing at McAllister Hotel**

#### **I. Purpose of Grant**

The purpose of this grant is to provide Support Services, Property Management and Master Lease Stewardship to the served population. The goals of these services are to support the served population in retaining their housing; or moving to other appropriate housing.

#### **II. Served Population**

Grantee shall serve formerly homeless and income-eligible adults aged 18 years or older without the custody of minors below 18 years of age.

#### **III. Referral and Prioritization**

All new households will be referred by the Department of Homelessness and Supportive Housing (HSH) via the Coordinated Entry System, which organizes the City's Homelessness Response System (HRS) with a common, population-specific assessment, centralized data system, and prioritization method.

Eligibility criteria for Permanent Supportive Housing (PSH) varies upon the subsidy funding source and may include meeting a definition of homelessness at the time of referral and placement, enrollment in specific benefits programs, income criteria and/or the ability to live independently within the structure of the housing program. Tenants who meet eligibility criteria for PSH are prioritized based on various criteria, such as levels of vulnerability, length, and history of homelessness, and severity of housing barriers.

#### **IV. Description of Services**

Grantee shall provide Support Services, Property Management, and Master Leasing to tenants of the number of units listed in Appendix B, Budget ("Number Served" tab).

##### **A. Support Services**

Support Services are voluntary and shall be available to all tenants in the service location(s). Support Services shall include, but are not limited to, the following:

1. **Outreach:** Grantee shall engage with tenants to provide information about available Support Services and invite them to participate. Grantee shall contact each tenant at least three times during the first 60 days following placement. Grantee shall document all outreach and attempts.
2. **Intake and Assessment:** Grantee shall coordinate with Property Management during the initial intake for units and participate in orientation meetings with Property Management. If possible, Grantee shall establish rapport with tenants prior to move-in to support tenants during the application and move-in process. Grantee shall coordinate with tenant's current support service provider(s) to ensure a successful transition into housing.

Grantee intake of tenants shall include, but is not limited to, a review of the tenant's history in the Online Navigation and Entry (ONE) System, gathering updated information from the tenant, and establishing strengths, skills, needs, plans and goals that are participant-centered and supportive of housing retention. The intake shall take place at the same time of the interview with Property Management, on a separate date or time coordinated with Support Services during the application period, or within no more than 30 days of move-in.

3. Case Management: Grantee shall provide case management services to tenants with the primary goal of maintaining housing stability, including ongoing meetings and counseling to establish goals, develop services plans that are tenant-driven without predetermined goals, provide referrals and linkages to off-site support services, and track progress toward achieving those goals. Grantee shall document case management meetings, engagement, and progress.
  - a. Grantee shall connect each tenant with resources needed to be food secure as they live independently.
  - b. Grantee shall refer tenants to and coordinate services within the community that support progress toward identified goals. This may include providing information about services, calling to make appointments, assisting with applications, providing appointment reminders, following up/checking in with households regarding the process, and, as necessary, re-referral. Grantee shall communicate and coordinate with outside service providers to support housing stability.
  - c. Grantee shall provide benefits advocacy to assist tenants with obtaining and maintaining benefits, including, but not limited to, cash aid, food programs, medical clinics and/or in-home support.
4. Housing Stability Support: Grantee shall outreach to and offer on-site services and/or referrals to all tenants who display indications of housing instability, within a reasonable timeframe. Such indications include, but are not limited to, discontinuance from benefits, non-payment of rent, lease violations or warnings from Property Management, and conflicts with staff or other tenants. Grantee shall work with tenants, in conjunction with Property Management, to resolve issues that put tenants at risk for eviction. Grantee shall assist with the de-escalation and resolution of conflicts, as needed. Grantee shall document Housing Stability outreach and assistance provided.
5. Coordination with Property Management: Grantee shall assist tenants in communicating with, responding to, and meeting with Property Management. This may include helping a tenant to understand the communications from Property Management, helping to write requests, responses, or complaints to Property Management, and attending meetings between the tenant and Property Management to facilitate communication.



- a. If a tenant is facing housing instability, Grantee shall coordinate with Property Management to find creative ways to engage with tenants to prevent housing loss.
  - b. Grantee shall ensure there is a process in place for receiving timely communication from Property Management and copies of correspondence (e.g., notices, warning letters, lease violations, etc.) issued. Grantee shall have a structured written process for engaging tenants who receive such notices.
6. Wellness and Emergency Safety Checks: Grantee shall conduct Wellness and/or Emergency Safety Checks in accordance with HSH policy to assess a tenant's safety when there is a reason to believe there is immediate and substantial risk due to a medical and/or psychiatric emergency.
7. Support Groups, Social Events and Organized Activities:
- a. Grantee shall plan groups, events, and activities with input from tenants to build community engagement, develop peer support, share information, form social connections or to celebrate significant events. Grantee shall post and provide to tenants a monthly calendar of events.
  - b. Grantee shall conduct monthly community meetings for tenants, in coordination with Property Management, during which tenants may discuss building concerns and program ideas with representatives from both Support Services and Property Management staff.
  - c. Grantee shall periodically assess the needs of tenants with Property Management and other teams at the building to develop programming that will help tenants maintain stability and enjoy their housing.
8. Exit Planning: If a tenant is moving out of the building, Grantee shall engage tenant in exit planning to support the tenant's successful transition out of the program. The exit plan shall depend on the tenant's needs and preferences, and may include establishing a link to services in the community.

**B. Property Management**

Property Management services shall include, but are not limited to, the following:

1. Program Applicant Selection and Intake: Grantee shall align with Housing First principles and follow the processes agreed upon by Grantee, HSH, property owner, housing subsidy administrators, fair housing laws, and/or other entities involved with referrals.

Under Housing First, tenant screening and selection practices must promote accepting applicants regardless of their sobriety or use of substances, completion of treatment, or participation in services. Applicants must not be rejected on the basis of poor credit or financial history, poor or lack of rental history, criminal convictions unrelated to tenancy, or behaviors that indicate a lack of "housing readiness."

Grantee shall adhere to all published HSH policies, including, but not limited to those covering tenant intake, HSH housing documentation, reasonable accommodation, and transfers when accepting referrals and placing tenants into housing.

2. Tenant Lease Set-Up: Grantee shall draft, provide, and sign a rental agreement with each tenant at the time of move-in. The lease agreement shall include Community Rules, the Lease Addendum for City & County of San Francisco PSH, HSH Resident Emergency Safety Check Policy Notice, and other pertinent Lease Addenda. Grantee shall review its Grievance policies and procedures and HSH policies and procedures with tenants at the time of lease signing.
3. Annual Tenant Re-certification: As required by rental subsidy type, Grantee shall re-certify tenant income annually. This is generally done on the anniversary of a tenant's move-in date.
4. Collection of Rents, Security Deposits, and Other Receipts: Grantee shall collect and process rent and other housing-related payments (e.g., security deposit) made by tenants.
  - a. Grantee shall communicate and coordinate with local, state and/or federal agencies, as needed, to process rental subsidies.
  - b. Grantee shall assist with payment arrangements and comply with HSH and other applicable requirements governing the tenant portion of rent. All PSH tenants will pay no more than 30 percent of their monthly adjusted household income towards rent.
5. Lease Enforcement, Written Notices and Eviction Prevention:
  - a. Grantee's shall take a housing retention approach to lease enforcement, including, but not limited to, proactive engagement in collaboration with Support Services, conversations and meetings with tenants, and mediation strategies. Grantee shall utilize the HSH Nonpayment of Rent Guidance, and other PSH best practices, as an ongoing resource.
  - b. Grantee shall provide written notice to tenants regarding issues that may impact housing stability including, but not limited to, discontinuance from benefits, non-payment of rent, lease violations or warnings from Property Management, and conflicts with staff or other tenants.
  - c. Grantee shall offer tenants who become delinquent in rent the opportunity to enter into a rent payment plan or referral to third party rent payment services.
  - d. When necessary, Grantee shall provide notice to tenants of any actions related to the eviction process in accordance with all applicable laws.
  - e. Grantee shall copy Support Services staff on all communications to tenants.
6. Building Service Payments: Grantee shall set up and manage utility accounts and services related to the property, including but not limited to communications, alarms/security, fire alarm monitoring, garbage, water, and pest control. This may include elevator maintenance, as required.

7. **Building Maintenance:** Grantee shall maintain the facility in sanitary and operable condition, post protocol and forms for tenant requests for maintenance or repairs and respond to requests in a timely manner. Building maintenance shall include the following services:
  - a. Janitorial services in common areas, offices, and shared-use restrooms, and shower facilities;
  - b. Regular removal of garbage/trash from designated trash areas and maintenance of these areas as clean and functional;
  - c. Pest control services, as needed;
  - d. Maintenance and repair of facility systems, plumbing, electrical;
  - e. Building security; and
  - f. Preparation of apartments for tenant move-in and move-out.
8. **Coordination with Support Services:** If a tenant is facing housing instability, Grantee shall coordinate with Support Services staff to find creative ways to engage with tenants to prevent housing loss. Grantee shall work with Support Services staff in communicating with and meeting with tenant regarding behaviors and issues that put the tenant at risk for housing instability.

Grantee shall participate in regular coordination meetings with Support Services to review tenants at risk for eviction and strategize on how to support tenants in maintaining their housing.

9. **Wellness Checks and Emergency Safety Checks:** Grantee shall conduct Wellness Checks and/or Emergency Safety Checks in accordance with HSH policy, internal agency policies and tenant laws to assess a tenant's safety when there is a reason to believe the tenant is at immediate and substantial risk due to a medical and/or psychiatric emergency.
10. **Front Desk Coverage:** Grantee shall provide front desk coverage 24 hours per day, seven days per week.
11. **Exit Planning:** Grantee shall alert Support Services staff when tenants give notice to leave housing and shall keep a record of each tenant's forwarding address, whenever possible. Grantee shall provide exit information to Support Services to complete the tenant's program exit in the ONE System.

C. Stewardship of the Lease:

1. Grantee shall provide HSH with a copy of the master lease agreement and any amendments. Grantee shall obtain HSH approval prior to entering into any agreement that will materially impact the HSH-funded portion of the budget.
2. Grantee shall maintain all Lessee responsibilities and coordinate with the Landlord to meet owner's obligations, including maintenance and capital needs.

3. Grantee shall promptly notify HSH of any default, failure to exercise an option to extend or other situation which could impact the term of the master lease agreement.

## V. Location and Time of Services

### A. Support Services

Grantee shall provide Support Services at the McAllister Hotel located at 270 McAllister Street, San Francisco, CA from Monday to Friday, during posted business hours. Grantee may also provide services on evenings and weekends, and at other times when necessary to best serve tenants.

Grantee shall provide services times when necessary to best serve tenants using the staffing outlined in the Appendix B, Budget.

Grantee's Support Services staff shall work with Property Management staff to coordinate after-hours emergency backup, which will include the ability to reach Property Management by phone. Grantee shall implement policies and procedures pertaining to emergency backup and will train staff accordingly.

### B. Property Management

Grantee shall provide services at the McAllister Hotel, 24 hours per day, seven days per week. Grantee shall implement policies and procedures pertaining to emergency backup and will train staff accordingly.

## VI. Service Requirements

A. Case Management Ratio: Grantee shall maintain a maximum 25:1 ratio of units to case management staff.

B. Supervision: Grantee shall provide Support Services staff with supervision and case conferencing, as needed, to ensure appropriate case management, counseling and referral services are provided to tenants.

C. Housing First: Grantee services and operations shall align with the Core Components of Housing First as defined in California Welfare and Institutions Code, section 8255. This includes integrating policies and procedures to provide tenant-centered, low-barrier access to housing and services.

D. Harm Reduction: Grantee shall integrate harm reduction principles into service delivery and agency structure as well as follow [HSH overdose prevention policy](#). Grantee staff who work directly with tenants will participate in annual trainings on harm reduction, overdose recognition and response.

E. Language and Interpretation Services: Grantee shall ensure that translation and interpreter services are available, as needed. Grantee shall address the needs of and

provide services to the served population who primarily speak language(s) other than English. Additional information on Language Access standards can be found on the HSH Providers Connect website: <https://sfgov1.sharepoint.com/sites/HOM-Ext-Providers>.

- F. Case Conferences: Grantee shall initiate and participate in individual case conferences and team coordination meetings with HSH-approved programs, as needed, to coordinate and collaborate regarding tenant's progress.
- G. Admission Policy: Grantee admission policies for services shall be in writing and available to the public. Except to the extent that the services are to be rendered to a specific population as described in the programs listed herein, such policies must include a provision that the served population is accepted for care without discrimination on the basis of race, color, creed, religion, sex, age, national origin, ancestry, sexual orientation, gender identification, disability, or HIV status.
- H. Grievance Procedure:
1. Grantee shall establish and maintain a written Grievance Procedure for tenants, which shall include, at minimum, the following elements:
    - a. The name or title of the person or persons authorized to make a determination regarding the grievance;
    - b. The opportunity for the aggrieved party to discuss the grievance with those who will be making the determination;
    - c. The amount of time required for each step, including when a tenant can expect a response; and
    - d. In accordance with published HSH policies/procedures, the HSH Grievances email address ([hshgrievances@sfgov.org](mailto:hshgrievances@sfgov.org)) and mailing address for the household to contact after the household has exhausted Grantee's internal Grievance Procedure.
  2. Grantee shall, at program entry, review and provide a copy of this procedure, and any amendments, to each tenant and obtain a signed copy of the form from the tenant, which must be maintained in the tenant's file. Additionally, Grantee shall post the policy at all times in a location visible to tenants, and provide a copy of the procedure and any amendments to the assigned HSH Program Manager.
- I. Feedback, Complaint and Follow-up Policies:  
Grantee shall provide means for the served population to provide input into the program, including the planning, design, and level of satisfaction with services. Feedback methods shall include:
1. A complaint process, including a written complaint policy informing the served population on how to report complaints; and
  2. A written annual survey to the served population to gather feedback, measure satisfaction, and assess the effectiveness of services and systems within the program. Grantee shall offer assistance to tenants with survey completion if the written format presents any problem.

- J. City Communications, Trainings and Meetings: Grantee shall keep HSH informed of program operations and comply with HSH policies, training requirements, and participate in meetings, including, but not limited to:
1. Regular communication to HSH about the implementation of the program;
  2. Attendance at all meetings as required by HSH. This shall include quarterly HSH meetings; and
  3. Attendance at trainings (e.g., overdose prevention training), when required by HSH. Grantee shall ensure all site-based or tenant-facing staff and subcontractors are onboarded and trained to perform the services in accordance with Housing First, Harm Reduction, and Trauma-Informed Principles.
- K. Coordination with Other Service Providers: Grantee shall establish written agreements with other service providers that are part of the site care team to formalize collaboration and roles and responsibilities.
- L. Critical Incidents: Grantee shall report critical incidents in accordance with HSH policies/procedures. Critical incidents shall be reported using the online [Critical Incident Report \(CIR\) form](#) within 72 hours of the incident. In addition, critical incidents that involve life endangerment events or major service disruptions should be reported immediately to the HSH Program Manager. Please refer to the CIR Policy and procedures on the HSH Providers Connect website.
- M. Disaster and Emergency Response Plan: Grantee shall develop and maintain an Agency Disaster and Emergency Response Plan containing Site Specific Emergency Response Plan(s) for each service site per HSH requirements. The Agency Disaster and Emergency Response Plan shall address disaster coordination between and among service sites. Grantee shall update the Agency/site(s) plan as needed and Grantee shall train all employees regarding the provisions of the plan for their Agency/site(s).
- N. Facilities: Grantee shall maintain clean, safe, and functional facilities in full compliance with requirements of the law and local standards.
1. Grantee shall notify HSH immediately in the event it is given notice of violations by the Department of Building Inspection (DBI), Department of Public Health (DPH), or another City agency.
- O. Good Neighbor Policies: Grantee shall maintain a good relationship with the neighborhood, including:
1. Collaborating with neighbors and relevant city agencies to ensure that neighborhood concerns about the facility are heard and addressed;
  2. Have a public phone line (and/or email) available for the community to report concerns;
  3. Grantee management staff are available to respond to neighbors within two business days;

4. Have a representative of the Grantee attend all appropriate neighborhood meetings;
5. Participating in community/neighborhood events in partnership with the local community benefit district as appropriate;
6. Providing staff training in de-escalation and crisis response, including having written policies and protocols for contacting law enforcement, San Francisco Homeless Outreach Team (SFHOT), Healthy Streets Operation Center (HSOC), Department of Public Works (DPW), and/or crisis response teams as needed; and
7. Grantee shall create and offer a “good neighbor” onboarding for tenants as they move in that outlines community resources, community norms, and expectations.

P. Record Keeping and Files:

1. Support Services: Grantee shall maintain confidential tenant files that document the services and supportive work provided for the purpose of tracking and reporting objectives and outcomes.
  - a. Grantee shall maintain client program enrollment, annual status updates and program exit information in the ONE System and maintain hard copy files with eligibility, including homelessness verification documents.
  - b. Grantee shall maintain a program roster of all current tenants in the ONE System.
  - c. Grantee shall maintain services information in the ONE System, including information on households receiving eviction notices, as instructed by HSH.
  - d. Grantee shall maintain confidential files on the served population, including developed plans, notes, and progress as described in the Service Description and Service Requirements.
2. Property Management: Grantee shall update applicant referral status information in the ONE System in accordance with HSH policy and instruction.
  - a. Grantee shall maintain confidential tenant files on the served population, including signed lease agreement and addenda, notices or lease violations issued to the tenant, copies of payment plans or other agreements to support housing stability.
  - b. Grantee shall track receipt and completion of maintenance work orders.
  - c. Grantee shall maintain all eligibility and inspection documentation in the ONE System and maintain hard copy files with eligibility, including homelessness verification documents.

Q. Data Standards:

1. Grantee shall ensure compliance with the Homeless Management Information System (HMIS) Participation Agreement and Continuous Data Quality Improvement (CDQI) Process<sup>1</sup>, including, but not limited to:
  - a. Entering all household data within three working days (unless specifically requested to do so sooner);

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<sup>1</sup> HMIS Participation Agreement and Continuous Data Quality Improvement Process, available here: <https://hsh.sfgov.org/get-information/one-system/>

- b. Ensuring accurate dates for household enrollment, household exit, and household move in (if appropriate); and
  - c. Running monthly data quality reports and correcting any errors.
2. Records entered into the ONE system shall meet or exceed the ONE System CDQI Process standards<sup>1</sup>.
  3. Grantee shall maintain updated unit vacancy information on a weekly basis in the data system designated by HSH (Offline Vacancy Tracker and/or ONE System) as required. Changes to vacancy reporting shall be communicated to Grantees in writing from HSH.
  4. Grantee shall enter data into the ONE System, but may be required to report certain measures or conduct interim reporting in CARBON, via secure email, or through uploads to a File Transfer Protocol (FTP) site. When required by HSH, Grantee shall submit the monthly, quarterly and/or annual metrics into the CARBON database. Changes to data collection or reporting requirements shall be communicated to Grantees via written notice at least one month prior to expected implementation.
  5. Any information shared between Grantee, HSH, and other providers about the served population shall be communicated in a secure manner, with appropriate release of consent forms and in compliance with 24 C.F.R. Part 578, Continuum of Care; 45 C.F.R. Parts 160 and 164, the Health Insurance Portability and Accountability Act (HIPAA) and federal and state data privacy and security guidelines.
  6. Failure to comply with data security, storage and access requirements may result in loss of access to the HMIS and other data systems.

## **VII. Service Objectives**

### **A. Support Services**

Grantee shall achieve the Service Objectives listed below for Support Services:

1. Grantee shall actively outreach to 100 percent of tenants at least once every month.
2. Grantee shall offer assessment to 100 percent of tenants for primary medical care, mental health and substance use treatment needs within 60 days of move-in.
3. Grantee shall offer assessment to 100 percent of tenants for benefits within 60 days of move-in and shall assist tenants to apply for benefits for which they are eligible.
4. Grantee shall offer Support Services to 100 percent of all tenants who showed housing instability (e.g., non-payment of rent, lease violations) at least once per incident.
5. Grantee shall outreach to 100 percent of tenants with planned exits from the program to engage in comprehensive discharge planning, that includes referrals for case management, housing, food, clothing, medical treatment, detox, and/or other services as necessary and appropriate.
6. Grantee shall outreach to 100 percent of tenants participating in Support Services to create/engage in Service Plans, as needed, on an ongoing basis.



7. Grantee shall review Service Plans at least once every six months and update as appropriate at this time.
8. Grantee shall administer a written anonymous survey of tenants at least once per year to obtain feedback on the type and quality of program services. Grantee shall offer all tenants the opportunity to take this survey.

**B. Property Management**

Grantee shall achieve the Services Objectives listed below for Property Management:

1. Grantee shall ensure that each unit, upon turnover, is clean and/or repaired within 21 days, on average.
2. Grantee shall ensure that new tenant move-ins occur within 30 days of referral.
3. Grantee shall collect at least 90 percent of tenant portions of monthly rent from occupied units.
4. Grantee shall maintain an occupancy rate of at least 93 percent.

**VIII. Outcome Objectives**

Grantee shall achieve the Outcome Objectives listed below.

- A. Ninety percent of tenants will maintain their housing for a minimum of 12 months, move to other permanent housing, or be provided with more appropriate placements.
- B. At least eighty-five percent of tenant lease violations will be resolved without loss of housing to tenants.
- C. Eighty percent of tenants completing an annual Tenant Satisfaction Survey will be satisfied or very satisfied with Support Services and Property Management services (based on a four-point scale: 1 = very dissatisfied, 2 = dissatisfied, 3 = satisfied, 4 = very satisfied).

**IX. Reporting Requirements**

Grantee shall input data into systems required by HSH, such as the ONE system and CARBON.

- A. Grantee shall report vacancies to HSH in a timely fashion according to established procedures and process all tenant referrals in the pre-established timeframe. When required by HSH, Grantee shall enter tenant data in the ONE System.
- B. On a monthly basis, Grantee shall enter the required metrics, including any required templates to be uploaded, into the CARBON database by the 15th of the month following the month of service.
  1. The occupancy rate;
  2. The number of new placements into the program made for the month by Property Management staff;

3. The total number of unduplicated households who resided at the site during the month and the number of unduplicated households actively outreached to at least once during the month; and
  4. The total number of new move-ins during the month.
- C. On a quarterly basis, Grantee shall enter the required metrics, including any required templates to be uploaded, into the CARBON database by the 15th of the month following the end of each quarter:
1. The number and percentage of tenants to whom Grantee outreached to complete an assessment for primary medical care, mental health and substance use treatment needs within 60 days of move-in;
  2. The number and percentage of tenants to whom Grantee outreached to complete a benefits assessment within 60 days of move-in;
  3. The number of lease/program rule violations Property Management issued and shared with Support Services for the quarter and the number of outreach attempts related to lease/program rule violations conducted by Support Services;
  4. The number and percentage of tenants with planned exits from the program to whom Grantee outreached to engage in comprehensive discharge planning, that includes referrals for case management, housing, food, clothing, medical treatment, detox, and/or other services as necessary and appropriate.
  5. The number and percentage of tenant lease violations resolved without loss of housing to tenants; and
  6. The average number of days to turn over units.
- D. On an annual basis, Grantee shall enter the required metrics, including any required templates to be uploaded, into the CARBON database by the 15th of the month following the end of each year:
1. The number and percentage of tenants who maintained their housing for a minimum of 12 months, moved to other permanent housing, or were provided with more appropriate placements;
  2. The number and percentage of tenants participating in Support Services Grantee outreached to create Service Plans, as needed;
  3. The number of tenants who had a Service Plan during the program year; the number and percentage of Services Plans that were reviewed at least once every six months and updated as appropriate;
  4. The number and percentage of tenants who completed a written survey to provide feedback on the type and quality of program services. Please include survey results on what tenants reported regarding the quality and satisfaction with both Support Services and Property Management services.
  5. The number of program exits;
  6. The number of tenants showing housing instability that remained housed.
- E. Grantee shall participate in annual Eviction Survey reporting, per the 2015 City and County of San Francisco Tenant Eviction Annual Reports Ordinance (<https://sfbos.org/ftp/uploadedfiles/bdsupvrs/ordinances15/o0011-15.pdf>). Grantee shall provide information on evictions and eviction notices issued to households

residing in City-funded housing to Support Services to enter into the ONE System. Grantee shall verify the accuracy of eviction reporting data in the ONE System quarterly, and shall review the annual eviction report prior to submission to HSH. Grantee shall adhere to all deadlines for submission as required by HSH.

- F. Grantee shall submit Project Descriptor data elements as described in the U.S. Department of Housing and Urban Development (HUD)'s latest HMIS Data Standards Manual (<https://files.hudexchange.info/resources/documents/HMIS-Data-Standards-Manual.pdf>) to HSH at the following intervals: 1) at the point of project setup; 2) when project information changes; 3) at least annually or as requested by HSH. Data is used for reporting mandated by HUD and California's Interagency Council on Homelessness, and to ensure HSH's ongoing accurate representation of program and inventory information for various reporting needs, including monitoring of occupancy and vacancy rates.
- G. Grantee shall provide information for an annual report on client enrollment in public benefits per the Administrative Code Article VI, Section 20.54.4(c) - Permanent Supportive Housing – Enrollment in Social Services [https://codelibrary.amlegal.com/codes/san\\_francisco/latest/sf\\_admin/0-0-0-11877](https://codelibrary.amlegal.com/codes/san_francisco/latest/sf_admin/0-0-0-11877), as instructed by HSH.
- H. Grantee shall participate, as required by HSH, with City, State and/or Federal government evaluative studies designed to show the effectiveness of Grantee's services. Grantee agrees to meet the requirements of and participate in the evaluation program and management information systems of the City. The City agrees that any final reports generated through the evaluation program shall be made available to Grantee within 30 working days of receipt of any evaluation report and such response will become part of the official report.
- I. Grantee shall provide Ad Hoc reports as required by HSH and respond to requests by HSH in a timely manner.

For assistance with reporting requirements or submission of reports, contact the assigned Contract and Program Managers.

## **X. Monitoring Activities**

- A. Program Monitoring: Grantee is subject to program monitoring and/or audits, such as, but not limited to, review of the following: participant files, Grantee's administrative records, staff training documentation, postings, program policies and procedures, data reported on Annual Performance Reports (APR), documentation of funding match sources, Disaster and Emergency Response Plan and training, personnel and activity reports, proper accounting for funds and other operational and administrative activities, and back-up documentation for reporting progress towards meeting service and outcome objectives.

1. Monitoring of program participation in the ONE system may include, but not be limited to, data quality reports from the ONE system, records of timeliness of data entry, and attendance records at required trainings and agency lead meetings.
- B. Fiscal Compliance and Contract Monitoring: Grantee is subject to fiscal and compliance monitoring, which may include review of Grantee's organizational budget, the general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal policy manual, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring may include review of Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act (ADA), subcontracts and Memoranda of Understanding (MOUs), and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

	A	B	C	D
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>			
2	<b>APPENDIX B, BUDGET</b>			
3	<b>Document Date</b>	7/1/2024		
4	<b>Contract Term</b>	<b>Begin Date</b>	<b>End Date</b>	<b>Duration (Years)</b>
5	<b>Current Term</b>	1/1/2021	6/30/2024	4
6	<b>Amended Term</b>	1/1/2021	6/30/2026	6
7	<b>Program</b>	McAllister Hotel		
8				
9	<b>Approved Subcontractors</b>			
10	None.			

Program Budget History

Date of Budget Change	Change Type	Ongoing / One-Time	Change Amount	Asana Approval Link	Annual Budget	Total Agreement Budget	Contingency	Not-to-Exceed	Change Description
7/1/2022	Modification	Ongoing	\$381,123	N/A	\$2,319,131	\$5,766,861	\$0	\$5,766,861	Annualized enhancement amounts for FY22-23: <ul style="list-style-type: none"> <li>• CODB - \$65,372</li> <li>• Case Manager Wage Floor Increase - \$123,500</li> <li>• Front line Staff Wage Increase - \$167,116</li> <li>• Master Lease Increase - \$25,135</li> </ul>
7/1/2023	Amendment	One-Time	\$1,171,199	<a href="https://app.asana.com/1193046179778671/1205304973514603f">https://app.asana.com/1193046179778671/1205304973514603f</a>	\$2,001,984	\$6,938,060	\$1,387,612	\$8,325,672	Amending agreement to make FY 23-24 budget whole and incorporates previous fiscal year ongoing enhancements. The amendment includes a budget increase of \$1,171,199 (including 113,340 in One-time funding) +\$1,387,612 in contingency for a new NTE amount of \$8,325,672 and an end date change from February 2024 to June 2024.
9/22/2023	Modification	Ongoing	\$161,789.00	N/A	\$2,163,773	\$7,100,016	\$1,225,656	\$8,325,672	Tenant Rent Relief implementation: revision to decrease rental income and add to HSH Prop C revenue in PM budget
7/1/2023	Modification	Ongoing	\$75,820.90	AN/A	\$2,239,594	\$7,175,837	\$1,149,835	\$8,325,672	FY23-24 CODB/COLA
1/25/2024	Modification	Ongoing	\$5,915.00	<a href="https://dshs.app.box.com/file/1410550060302?s=j9vactkqqs59">https://dshs.app.box.com/file/1410550060302?s=j9vactkqqs59</a>	\$2,245,509	\$7,181,752	\$1,143,920	\$8,325,672	FY23-24 Master Lease Increase amount.
7/1/2024	Amendment	Ongoing	\$4,491,018.00	PENDING	\$2,245,509	\$11,672,770	\$889,789	\$12,562,558	This amendment includes a budget increase of \$4,491,018 for an additional two performance years and \$889,789 in contingency for a new NTE amount of \$12,562,558 and an end date change from June 2024 to June 2026.

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	A	B	C	D	E	H	K	N	R	S	U	V	AI	AJ	AK	
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING															
2	APPENDIX B, BUDGET															
3	Document Date	7/1/2024														
4	Contract Term	Begin Date	End Date	Duration (Years)												
5	Current Term	1/1/2021	6/30/2024	4												
6	Amended Term	1/1/2021	6/30/2026	6												
7	Provider Name	Conard House														
8	Program	McAllister Hotel														
9	FSP Contract ID#	1000020628														
10	Action (select)	Amendment														
11	Effective Date	7/1/2024														
12	Budget Names	HSH Fund & General Fund & Prop C - Support Services, HSH Fund & General Fund & Prop C - Modified Payment Program, HSH Fund & General Fund - Property Management, Prop C - One-Time Bonus Pay, General Fund - One-Time - Capital														
13		Current	New													
14	Term Budget	\$ 7,181,754	\$ 11,876,889													
15	Contingency	\$ 1,143,918	\$ 939,027	20%												
16	Not-To-Exceed	\$ 8,325,672	\$ 12,815,916													
17		Year 1	Year 2	Year 3	Year 4	EXTENSION YEAR		EXTENSION YEAR		All Years						
18		1/1/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2025 - 6/30/2026	1/1/2021 - 6/30/2024	1/1/2021 - 6/30/2026	1/1/2021 - 6/30/2026				
19	Expenditures	Actuals	Actuals	Actuals	Current	Amendment	New	Amendment	New	Actuals	Amendment	New				
20	Salaries & Benefits	\$ 480,039	\$ 850,510	\$ 1,270,622	\$ 1,214,255	\$ 1,214,255	\$ 1,214,255	\$ 1,214,255	\$ 1,214,255	\$ 3,815,427	\$ 2,428,510	\$ 6,243,937				
21	Operating Expense	\$ 302,702	\$ 591,903	\$ 786,428	\$ 629,232	\$ 629,232	\$ 629,232	\$ 629,232	\$ 629,232	\$ 2,310,265	\$ 1,258,464	\$ 3,568,729				
22	Subtotal	\$ 782,742	\$ 1,442,413	\$ 2,057,050	\$ 1,843,487	\$ 1,843,487	\$ 1,843,487	\$ 1,843,487	\$ 1,843,487	\$ 6,125,692	\$ 3,686,974	\$ 9,812,666				
23	Indirect Percentage															
24	Indirect Cost	\$ 101,756	\$ 187,514	\$ 267,415	\$ 239,653	\$ 239,653	\$ 239,653	\$ 239,653	\$ 239,653	\$ 796,339	\$ 479,307	\$ 1,275,646				
25	Other Expenses (Not subject to indirect %)	\$ 400,616	\$ 209,464	\$ 247,078	\$ 366,166	\$ 433,533	\$ 433,533	\$ 502,919	\$ 502,919	\$ 1,223,325	\$ 936,451	\$ 2,159,776				
26	Capital Expenditure	\$ -	\$ 41,409	\$ -	\$ 113,340	\$ -	\$ -	\$ -	\$ -	\$ 154,749	\$ -	\$ 154,749				
28	Total Expenditures	\$ 1,285,115	\$ 1,880,800	\$ 2,571,544	\$ 2,562,647	\$ 2,516,673	\$ 2,516,673	\$ 2,586,059	\$ 2,586,059	\$ 8,300,105	\$ 5,102,732	\$ 13,402,837				
29																
30	HSH Revenues (select)*															
31	HSH Fund (formerly CNC Fund)	\$ 735,078	\$ 1,685,560	\$ 1,499,100	\$ 1,797,528	\$ 2,015,210	\$ 2,015,210	\$ 2,075,667	\$ 2,075,667	\$ 5,717,266	\$ 4,090,877	\$ 9,808,144				
34	HSH Fund (formerly CNC Fund) - One-time	\$ 206,221	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 206,221	\$ -	\$ 206,221				
35	General Fund - Ongoing	\$ 51,705	\$ -	\$ 379,383	\$ 158,987	\$ -	\$ -	\$ -	\$ -	\$ 590,074	\$ -	\$ 590,074				
36	Prop C - One-Time COVID-19 Bonus Pay	\$ 131,709	\$ 2,625	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 134,334	\$ -	\$ 134,334				
37	General Fund - One-Time	\$ -	\$ -	\$ 317,148	\$ 113,340	\$ -	\$ -	\$ -	\$ -	\$ 430,488	\$ -	\$ 430,488				
38	Prop C - Ongoing	\$ -	\$ -	\$ 123,500	\$ 288,994	\$ 297,664	\$ 297,664	\$ 306,594	\$ 306,594	\$ 412,494	\$ 604,258	\$ 1,016,752				
39	Adjustment to Actuals	\$ (22,978)	\$ (172,972)	\$ (113,174)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (309,124)	\$ -	\$ (309,124)				
40	Total HSH Revenues*	\$ 1,101,734	\$ 1,515,214	\$ 2,205,957	\$ 2,358,849	\$ 2,312,874	\$ 2,312,874	\$ 2,382,261	\$ 2,382,261	\$ 7,181,754	\$ 4,695,135	\$ 11,876,889				
41	Other Revenues (to offset Total Expenditures)															
42	CAPP Resident Rent	\$ 181,873	\$ 363,102	\$ 363,102	\$ 201,313	\$ 201,313	\$ 201,313	\$ 201,313	\$ 201,313	\$ 1,109,390	\$ 402,626	\$ 1,512,016				
43	Non-CAPP Resident Rent	\$ 1,508	\$ 2,484	\$ 2,484	\$ 2,485	\$ 2,485	\$ 2,485	\$ 2,485	\$ 2,485	\$ 8,961	\$ 4,970	\$ 13,931				
46		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
47	Total Other Revenues	\$ 183,381	\$ 365,586	\$ 365,586	\$ 203,798	\$ 203,799	\$ 203,799	\$ 203,798	\$ 203,798	\$ 1,118,351	\$ 407,597	\$ 1,525,947				
48																
49	Total HSH + Other Revenues	\$ 1,285,115	\$ 1,880,800	\$ 2,571,543	\$ 2,562,647	\$ 2,516,673	\$ 2,516,673	\$ 2,586,059	\$ 2,586,059	\$ 8,300,105	\$ 5,102,732	\$ 13,402,836				
50	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
52	Total Adjusted Salary FTE (All Budgets)											14.60				
53	*NOTE: HSH budgets typically project out revenue levels across multiple years, strictly for budget-planning purposes. All program budgets at any given year are subject to Mayoral / Board of Supervisors discretion and funding availability, and are not guaranteed. For further information, please see Article 2 of the G-100 Grant Agreement document.															
54	Prepared by	Stella Wang														
55	Phone	415-864-7833														
56	Email	<a href="mailto:stella@conard.org">stella@conard.org</a>														







	A	AQ	BT	BU	BV
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING				
2	SALARY & BENEFIT DETAIL				
3	Document Date				
4	Provider Name				
5	Program				
6	FSP Contract ID#				
7	Budget Name				
8		<b>EXTENSION YEAR</b>			
9		Year 6	All Years		
10	POSITION TITLE	7/1/2025 - 6/30/2026	1/1/2021 - 6/30/2024	1/1/2021 - 6/30/2026	1/1/2021 - 6/30/2026
11		New	Actuals	Amendment	New
12		Budgeted Salary	Budgeted Salary	Change	Budgeted Salary
12	Director SHP/CS	\$ 6,638	\$ 21,832	\$ 13,276	\$ 35,108
14	Associate Director	\$ 23,153	\$ 42,295	\$ 46,306	\$ 88,601
15	Program Director I	\$ 60,693	\$ 192,748	\$ 121,386	\$ 314,134
16	Sr. Case Manager	\$ 51,788	\$ 104,540	\$ 103,576	\$ 208,116
17	Case Manager I	\$ 48,807	\$ 161,995	\$ 97,614	\$ 259,610
18	Case Manager I	\$ 48,807	\$ 156,366	\$ 97,614	\$ 253,980
19	Program Assistant	\$ 568	\$ 2,649	\$ 1,135	\$ 3,785
54		\$ -	\$ -	\$ -	\$ -
55		\$ 240,454	\$ 685,478	\$ 480,908	\$ 1,166,386
56					
57		29.87%			
58		\$ 71,813	\$ 201,309	\$ 143,625	\$ 344,935
59		\$ 312,267	\$ 886,787	\$ 624,533	\$ 1,511,320
60					
61					
62					

	A	B	E	H	K	P	S	AF	AG	AH
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>									
2	<b>OPERATING DETAIL</b>									
3	<b>Document Date</b>	7/1/2024								
4	<b>Provider Name</b>	Conard House								
5	<b>Program</b>	McAllister Hotel								
6	<b>FSP Contract ID#</b>	1000020628								
7	<b>Budget Name</b>	<b>HSH Fund &amp; General Fund &amp; Prop C - Support Services</b>								
9		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>	<b>Year 6</b>	<b>All Years</b>		
10		1/1/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	1/1/2021 - 6/30/2024	1/1/2021 - 6/30/2026	1/1/2021 - 6/30/2026
11		Actuals	Actuals	Actuals	Current	New	New	Actuals	Amendment	New
12	<u>Operating Expenses</u>	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
13	Rental of Property	\$ 4,244	\$ 6,100	\$ 4,713	\$ 5,407	\$ 5,407	\$ 5,407	\$ 20,464	\$ 10,814	\$ 31,278
14	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 5,545	\$ 13,500	\$ 9,858	\$ 7,175	\$ 7,175	\$ 7,175	\$ 36,078	\$ 14,350	\$ 50,428
15	Office Supplies, Postage	\$ 5,088	\$ 7,443	\$ 5,097	\$ 16,119	\$ 16,119	\$ 16,119	\$ 33,747	\$ 32,238	\$ 65,985
16	Building Maintenance Supplies and Repair	\$ 299	\$ 523	\$ 1,170	\$ 360	\$ 360	\$ 360	\$ 2,352	\$ 720	\$ 3,072
18	Insurance	\$ 745	\$ 3,850	\$ 285	\$ 672	\$ 672	\$ 672	\$ 5,552	\$ 1,344	\$ 6,896
19	Staff Training	\$ 1,369	\$ 2,621	\$ 309	\$ 1,100	\$ 1,100	\$ 1,100	\$ 5,399	\$ 2,200	\$ 7,599
20	Staff Travel-(Local & Out of Town)	\$ 208	\$ 381	\$ 233	\$ 345	\$ 345	\$ 345	\$ 1,167	\$ 690	\$ 1,857
21	Rental of Equipment	\$ 3,331	\$ 8,500	\$ 576	\$ 595	\$ 595	\$ 595	\$ 13,002	\$ 1,190	\$ 14,192
22	Equipment Purchase & Repairs		\$ -	\$ 935	\$ 6,850	\$ 6,850	\$ 6,850	\$ 7,785	\$ 13,700	\$ 21,485
23	Clients Services (check cashing, bank analysis, transportation, and data systems & storage fees)	\$ 10,349	\$ 14,948	\$ 13,870	\$ 21,700	\$ 21,700	\$ 21,700	\$ 60,867	\$ 43,400	\$ 104,267
24	Operating Fees	\$ 560	\$ 1,021	\$ 379	\$ 470	\$ 470	\$ 470	\$ 2,430	\$ 940	\$ 3,370
25	Legal & Accounting Fees	\$ 226	\$ 7,500	\$ 3,231	\$ 145	\$ 145	\$ 145	\$ 11,102	\$ 290	\$ 11,392
27	Other Contracted Services			\$ 8,786	\$ 8,630	\$ 8,630	\$ 8,630	\$ 17,416	\$ 17,260	\$ 34,676
68										
69	<b>TOTAL OPERATING EXPENSES</b>	\$ 31,959	\$ 66,387	\$ 50,922	\$ 69,568	\$ 69,568	\$ 69,568	\$ 217,356	\$ 139,136	\$ 356,492
70										
71	<u>Other Expenses (not subject to indirect cost %)</u>									
72	General Fund - One-Time FY20-21 CODB	\$ 22,239	\$ 23,289			\$ -	\$ -	\$ 45,528	\$ -	\$ 45,528
73	MCO Adjustment – To Be Allocated	\$ 5,746	\$ 9,850	\$ -	\$ -	\$ -	\$ -	\$ 15,596	\$ -	\$ 15,596
74	CODB (Pending Provider Allocation)					\$ 12,944	\$ 26,277	\$ -	\$ 39,221	\$ 39,221
75	Actuals Adjustment	\$ (6,177)	\$ (136,510)	\$ (88,504)		\$ -	\$ -	\$ (231,191)	\$ -	\$ (231,191)
85	<b>TOTAL OTHER EXPENSES</b>	\$ 21,807	\$ (103,370)	\$ (88,504)	\$ -	\$ 12,944	\$ 26,277	\$ (170,067)	\$ 39,221	\$ (130,846)
97										
98	<b>HSH #3</b>								Template last modified	1/22/2020

**BUDGET NARRATIVE**

Fiscal Year

Fiscal Term Start 7/1/2024 Fiscal Term End 6/30/2025

HSH Fund & General Fund & Pro

FY24-25

<- Select from the drop-down list the fiscal year in which the proposed budget changes will first become effective

<u>Salaries &amp; Benefits</u>	<u>Adjusted Budgeted FTE</u>	<u>Budgeted Salary</u>	<u>Justification</u>	<u>Calculation</u>	<u>Employee Name</u>
Director SHP/CS	0.048	\$ 6,638	Responsible for overall direction and administration of the Supportive Services and Rep Payee and supervision of the Associate Director	0.048 FTE @ \$138,295 equals \$6,638 annually	Liliana Suarez
Associate Director	0.233	\$ 23,153	Responsible for monitoring implementation and preparing reports on the Supportive Services and Rep Payee scope of work and supervision of the Program Director	0.23 FTE @ \$86,055 equals \$20,051 annually	Susan Marick-Ker
Program Director I	0.800	\$ 60,693	Responsible for hiring Case Managers and implementing Supportive Services work plan at McAllister Hotel, including Case Management services, Rep Payee services and Community Building. The Program Director will assign cases, tasks and supervise the Case Managers and may carry a small case load. Salary allocation is based on 80% of the time to SS, and 20% to MPP.	0.80 FTE @ \$75,866 equals \$60,693 annually	Sandra Davis
Sr. Case Manager	0.800	\$ 51,788	Responsible for performing case management and Rep Payee services directly with enrolled McAllister clients for an assigned case load and providing supervision of Case Managers when the Program Director is away from the site. Salary allocation is based on 80% of the time to SS, and 20% to MPP.	0.80 FTE @ \$64,735 equals \$51,788 annually	Monica Monroy
Case Manager I	0.800	\$ 48,807	Responsible for performing case management and Rep Payee services directly with enrolled McAllister clients for an assigned case load. Salary allocation is based on 80% of the time to SS, and 20% to MPP.	0.80 FTE @ \$61,009 equals \$48,807 annually	NA
Case Manager I	0.800	\$ 48,807	Responsible for performing case management and Rep Payee services directly with enrolled McAllister clients for an assigned case load. Salary allocation is based on 80% of the time to SS, and 20% to MPP.	0.80 FTE @ \$61,009 equals \$48,807 annually	Jacob Delle
Program Assistant	0.010	\$ 568	Responsible for compiling data for service reports and performing other duties to support implementation of the program under the direction of the Associate Director of SHP/CS	0.010 FTE @ \$56,760 equals \$568.00 annually	Yue Ming Guo
		\$ -			
<b>TOTAL</b>	<b>3.49</b>	<b>\$ 240,454</b>			
Employee Fringe Benefits		\$ 71,813	Includes FICA, SSUI, Workers Compensation and Medical calculated at 29.87% of total salaries.		
<b>Salaries &amp; Benefits Total</b>		<b>\$ 312,267</b>			

<u>Operating Expenses</u>	<u>Budgeted Expense</u>	<u>Justification</u>	<u>Calculation</u>
Rental of Property	\$ 5,407	Rental of office space used for program administration, overseeing and monitoring of support and rep payee services.	Calculations are based on Conard cost allocations.
Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 7,175	Electricity, water/sewer, gas, telephone/cable and data security & systems related to the McAllister staff offices.	Monthly charges based on usage.
Office Supplies, Postage	\$ 16,119	Office supply costs related to the support services and rep payee staff. Including, but not limited, to printing, postage, meetings and courier services.	Supplies expenses as needed.
Building Maintenance Supplies and Repair	\$ 360	Routine maintenance and repairs for the McAllister support services offices.	On-going maintenance, supplies and repairs as needed.
Printing and Reproduction	\$ -		
Insurance	\$ 672	Commercial all-risk insurance and fidelity bond . The McAllister Hotel share of the policy premium is based on Conard cost allocations	Calculations are based on Conard cost allocations.
Staff Training	\$ 1,100	Annual training costs are Cultural diversity training, mandatory in-service training, conferences, and other in-service training.	Calculations are based on Conard cost allocations.
Staff Travel-(Local & Out of Town)	\$ 345	Contract-related travel costs, reimbursable mileage, out-of-town conferences and parking.	Travel and reimbursement costs as needed.
Rental of Equipment	\$ 595	Copiers and printers.	Calculations are based on Conard cost allocations.
Equipment Purchase & Repairs	\$ 6,850	Annual computer maintenance agreement and database management.	Calculations are based on Conard cost allocations.
Clients Services (check cashing, bank analysis, transportation)	\$ 21,700	Incidental fees paid on behalf of clients to assist them in obtaining identification cards and records which includes transportation. Conard pays check cashing fees for money management clients and bank analysis fees.	Costs incurred by assistance to clients.
Operating Fees	\$ 470	Mandatory TB test/review and TB symptom X-ray fees and bank fees.	Costs incurred by staff adhering to mandatory requirements.

Legal & Accounting Fees	\$	145	Annual audit cost and legal services	Calculations are based on Conard cost allocations.
Furnishings	\$	-	Covers expendable furnishings and equipment, including desks, chairs and locked file cabinets.	Expenses as needed
Other Contracted Services	\$	8,630	Annual subscription of computer software and third party contracted services for staffing.	Calculations are based on Conard cost allocations.
	\$	-		
<b>TOTAL OPERATING EXPENSES</b>	\$	<b>69,568</b>		
<b>Indirect Cost</b>	13.0%	\$	<b>49,639</b>	

<u>Other Expenses (not subject to indirect cost %)</u>	<u>Amount</u>	<u>Justification</u>	<u>Calculation</u>
CODB (Pending Provider Allocation)	\$ 12,944	This line item is a placeholder for the 3% CODB increase applied to the baseline HSH & Prop C budget amounts. Provider will allocate once amendment is fully executed	
	\$ -		
<b>TOTAL OTHER EXPENSES</b>	\$	<b>12,944</b>	



	A	B	C	D	E	H	K	N	S	V	AI	AJ	AK						
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																		
2	APPENDIX B, BUDGET																		
3	Document Date	7/1/2024																	
4	Contract Term	Begin Date	End Date	Duration (Years)															
5	Current Term	1/1/2021	6/30/2024	4															
6	Amended Term	1/1/2021	6/30/2026	6															
7	Provider Name	Conard House																	
8	Program	McAllister Hotel																	
9	F\$P Contract ID#	1000020628																	
10	Action (select)	Amendment																	
11	Effective Date	7/1/2024																	
42	CAPP Resident Rent	\$	181,873	\$	363,102	\$	363,102	\$	201,313	\$	201,313	\$	201,313	\$	1,109,390	\$	402,626	\$	1,512,016
43	Non-CAPP Resident Rent	\$	1,508	\$	2,484	\$	2,484	\$	2,485	\$	2,485	\$	2,485	\$	8,961	\$	4,970	\$	13,931
47	<b>Total Other Revenues</b>	\$	183,381	\$	365,586	\$	365,586	\$	203,798	\$	203,799	\$	203,798	\$	1,118,351	\$	407,597	\$	1,525,947
49	<b>Total HSH + Other Revenues</b>	\$	962,933	\$	1,668,316	\$	2,189,917	\$	1,896,531	\$	1,947,314	\$	1,999,618	\$	6,717,696	\$	3,946,932	\$	10,664,629
50	Rev-Exp (Budget Match Check)	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
52																			
53	Prepared by	Stella Wang																	
54	Phone	415-864-7833																	
55	Email	<a href="mailto:stella@conard.org">stella@conard.org</a>																	



	A	F	M	T	AA	AD	AE	AF	AG	AJ	AQ	
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>											
2	<b>SALARY &amp; BENEFIT DETAIL</b>											
3	<b>Document Date</b>	7/1/2024										
4	<b>Provider Name</b>	Conard House										
5	<b>Program</b>	McAllister Hotel										
6	<b>FSP Contract ID#</b>	1000020628										
7	<b>Budget Name</b>	HSH Fund & General Fund - Property Management				EXTENSION YEAR				EXTENSION YEAR		
8		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>				<b>Year 6</b>		
9	<b>POSITION TITLE</b>	1/1/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	Agency Totals		For HSH Funded Program		7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	
10		Actuals	Actuals	Actuals	Current					New	New	
11		Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Budgeted Salary	
12	Compliance Specialist	\$ 7,946	\$ 13,250	\$ 16,318	\$ 17,093	\$ 68,373	1.00	25%	0.25	\$ 17,093	\$ 17,093	
13	Director of Property Management	\$ 13,484	\$ 25,773	\$ 28,483	\$ 29,836	\$ 129,160	1.00	23%	0.23	\$ 29,836	\$ 29,836	
15	Facilities & Maintenance Manager	\$ 23,852	\$ 20,397	\$ 21,897	\$ 22,937	\$ 85,587	1.00	27%	0.27	\$ 22,937	\$ 22,937	
16	Sr. Property Manager	\$ 31,761	\$ 61,339	\$ 62,968	\$ 65,959	\$ 87,945	1.00	75%	0.75	\$ 65,959	\$ 65,959	
17	Janitor	\$ 18,475	\$ 22,938	\$ 154,045	\$ 75,171	\$ 50,114	1.50	100%	1.50	\$ 75,171	\$ 75,171	
20	Maintenance Technician	\$ 22,429	\$ 45,427	\$ 52,000	\$ 54,472	\$ 54,472	1.00	100%	1.00	\$ 54,472	\$ 54,472	
21	Maintenance Technician	\$ 14,100	\$ 24,014	\$ 52,000	\$ 54,472	\$ 54,472	1.00	100%	1.00	\$ 54,472	\$ 54,472	
23	Lead Desk Clerk	\$ 22,505	\$ 38,584	\$ 47,840	\$ 50,114	\$ 50,114	1.00	100%	1.00	\$ 50,114	\$ 50,114	
24	Desk Clerk	\$ 69,965	\$ 145,274	\$ 186,701	\$ 195,575	\$ 47,935	4.08	100%	4.08	\$ 195,575	\$ 195,575	
53				\$ -	\$ -					\$ -	\$ -	
54		\$ 243,558	\$ 435,225	\$ 622,251	\$ 565,629	<b>TOTAL SALARIES</b>				\$ 565,629	\$ 565,629	
55						<b>TOTAL FTE</b>				<b>10.08</b>		
56		46.07%	43.36%	43.36%	43.36%	<b>FRINGE BENEFIT RATE</b>				43.36%	43.36%	
57		\$ 112,210	\$ 188,713	\$ 269,808	\$ 245,257	<b>EMPLOYEE FRINGE BENEFITS</b>				\$ 245,257	\$ 245,257	
58		\$ 355,768	\$ 623,938	\$ 892,059	\$ 810,886	<b>TOTAL SALARIES &amp; BENEFITS</b>				\$ 810,886	\$ 810,886	
59												
60												
61												

	A	BT	BU	BV
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING			
2	SALARY & BENEFIT DETAIL			
3	Document Date			
4	Provider Name			
5	Program			
6	FSP Contract ID#			
7	Budget Name			
8		All Years		
9	POSITION TITLE	1/1/2021 - 6/30/2024	1/1/2021 - 6/30/2026	1/1/2021 - 6/30/2026
10		Actuals	Amendment	New
11		Budgeted Salary	Change	Budgeted Salary
12	Compliance Specialist	\$ 54,606	\$ 34,187	\$ 88,793
13	Director of Property Management	\$ 97,575	\$ 59,672	\$ 157,247
15	Facilities & Maintenance Manager	\$ 89,084	\$ 45,875	\$ 134,958
16	Sr. Property Manager	\$ 222,026	\$ 131,918	\$ 353,944
17	Janitor	\$ 270,628	\$ 150,342	\$ 420,970
20	Maintenance Technician	\$ 174,328	\$ 108,944	\$ 283,272
21	Maintenance Technician	\$ 144,586	\$ 108,944	\$ 253,530
23	Lead Desk Clerk	\$ 159,043	\$ 100,228	\$ 259,271
24	Desk Clerk	\$ 597,515	\$ 391,150	\$ 988,664
53		\$ -	\$ -	\$ -
54		\$ 1,866,663	\$ 1,131,258	\$ 2,997,921
55				
56				
57		\$ 815,988	\$ 490,514	\$ 1,306,501
58		\$ 2,682,651	\$ 1,621,772	\$ 4,304,422
59				
60				
61				

	A	B	E	H	K	P	S	AF	AG	AH	
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>										
2	<b>OPERATING DETAIL</b>										
3	Document Date	7/1/2024									
4	Provider Name	Conard House									
5	Program	McAllister Hotel									
6	FSP Contract ID#	1000020628									
7	Budget Name	HSH Fund & General Fund - Property Management					EXTENSION YEAR EXTENSION YEAR				
9		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	All Years			
10		1/1/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	1/1/2021 - 6/30/2024	1/1/2021 - 6/30/2026	1/1/2021 - 6/30/2026	
11		Actuals	Actuals	Actuals	Current	New	New	Actuals	Amendment	New	
12	Operating Expenses	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	
13	Rental of Property	\$ 17,342	\$ 24,684	\$ 16,564	\$ 19,205	\$ 19,205	\$ 19,205	\$ 77,795	\$ 38,410	\$ 116,205	
14	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 61,439	\$ 101,707	\$ 132,981	\$ 67,785	\$ 67,785	\$ 67,785	\$ 363,912	\$ 135,570	\$ 499,482	
15	Office Supplies, Postage	\$ 4,575	\$ 9,149	\$ 4,061	\$ 6,350	\$ 6,350	\$ 6,350	\$ 24,135	\$ 12,700	\$ 36,835	
16	Building Maintenance Supplies and Repair	\$ 97,044	\$ 178,387	\$ 339,000	\$ 199,313	\$ 199,313	\$ 199,313	\$ 813,744	\$ 398,626	\$ 1,212,370	
18	Insurance	\$ 9,327	\$ 13,654	\$ 21,459	\$ 23,460	\$ 23,460	\$ 23,460	\$ 67,900	\$ 46,920	\$ 114,820	
19	Staff Training	\$ 868	\$ 4,736	\$ 190	\$ 52	\$ 52	\$ 52	\$ 5,846	\$ 104	\$ 5,950	
20	Staff Travel-(Local & Out of Town)	\$ 1,017	\$ 2,500	\$ 5,780	\$ 1,355	\$ 1,355	\$ 1,355	\$ 10,652	\$ 2,710	\$ 13,362	
21	Rental of Equipment	\$ 1,180	\$ 1,500	\$ 3,670	\$ 3,948	\$ 3,948	\$ 3,948	\$ 10,298	\$ 7,896	\$ 18,194	
23	Legal & Accounting	\$ 21,803	\$ 77,500	\$ 74,092	\$ 65,543	\$ 65,543	\$ 65,543	\$ 238,938	\$ 131,086	\$ 370,024	
24	Furnishings	\$ 11,055	\$ 22,109	\$ 27,647	\$ 14,739	\$ 14,739	\$ 14,739	\$ 75,550	\$ 29,478	\$ 105,028	
25	Property Taxes	\$ 8,515	\$ 16,771	\$ 15,514	\$ 14,100	\$ 14,100	\$ 14,100	\$ 54,900	\$ 28,200	\$ 83,100	
26	Management Fees	\$ 18,313	\$ 36,625	\$ 36,625	\$ 36,625	\$ 36,625	\$ 36,625	\$ 128,188	\$ 73,250	\$ 201,438	
27	Security Services/Other Contracted Services	\$ 3,782	\$ 7,563	\$ 13,674	\$ 46,000	\$ 46,000	\$ 46,000	\$ 71,019	\$ 92,000	\$ 163,019	
28	Operating Fees	\$ 1,286	\$ 3,750	\$ 4,568	\$ 1,149	\$ 1,149	\$ 1,149	\$ 10,753	\$ 2,298	\$ 13,051	
29	Office Equipment Purchase/Repair	\$ 2,087	\$ 5,570	\$ 5,555	\$ 2,795	\$ 2,795	\$ 2,795	\$ 16,007	\$ 5,590	\$ 21,597	
41				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
42	Consultants			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
43				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
54	Subcontractors			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
55	Pacific Coast Staffing	\$ 3,215	\$ 5,500	\$ 25,734	\$ 41,000	\$ 41,000	\$ 41,000	\$ 75,449	\$ 82,000	\$ 157,449	
56								\$ -	\$ -	\$ -	
68	TOTAL OPERATING EXPENSES	\$ 262,844	\$ 511,705	\$ 727,114	\$ 543,419	\$ 543,419	\$ 543,419	\$ 2,045,082	\$ 1,086,838	\$ 3,131,920	
69											
70	Other Expenses (not subject to indirect cost %)										
71	Master Lease Rent	\$ 263,902	\$ 346,668	\$ 360,252	\$ 366,167	\$ 366,167	\$ 366,167	\$ 1,336,989	\$ 732,334	\$ 2,069,323	
72	Actuals Adjustment		\$ (3,037)			\$ -	\$ -	\$ (3,037)	\$ -	\$ (3,037)	
73	CODB (Pending Provider Allocation)				\$ -	\$ 50,782	\$ 103,087	\$ -	\$ 153,869	\$ 153,869	
84	TOTAL OTHER EXPENSES	\$ 263,902	\$ 343,631	\$ 360,252	\$ 366,167	\$ 416,949	\$ 469,255	\$ 1,333,952	\$ 886,204	\$ 2,220,155	
96											
97	HSH #3							Template last modified	1/22/2020		

**BUDGET NARRATIVE**

**Fiscal Year**

**HSH Fund & General Fund - Prop**

**FY24-25**

**<- Select from the drop-down list the fiscal year in which the proposed budget changes will first become effective**

<u>Salaries &amp; Benefits</u>	<u>Adjusted</u>		<u>Justification</u>	<u>Calculation</u>	<u>Employee Name</u>
	<u>Budgeted</u>	<u>Budgeted</u>			
	<u>FTE</u>	<u>Salary</u>			
Compliance Specialist	0.250	\$ 17,093	Assists with administrative and general office management for Property Management and Real Estate Departments. Development of organizational policies and procedures related to property management compliance and implementing these policies and procedures.	0.25 FTE @ \$68,373 equals \$17,093 annually	Jorge Orozco
Director of Property Management	0.231	\$ 29,836	Responsible for the department's general administration, personnel management, property management operations, and project management. To carry out the administration and operations of the property management department through Property Managers and the property management staff in accordance with Conard House policies and procedures.	0.23 FTE @ \$129,160 equals \$29,836 annually	Elijah Bornstein
Facilities & Maintenance Manager	0.268	\$ 22,937	Responsible for assisting the Director of Real Estate with the department's general administration, personnel management, facilities operations, and project management. Manages the maintenance and housekeeping of Conard House owned or leased properties.	0.268 FTE @ \$85,587 equals \$22,937 annually	Ken Bounthavy
Sr. Property Manager	0.750	\$ 65,959	Responsible for the general management, personnel management, financial administration and maintenance and administration of the property. Responsible for the overall operation of the assigned properties under the direction of the Property Management,	0.750 FTE @ \$87,945 equals \$65,959 annually	David Hasbrouck
Janitor	1.500	\$ 75,171	Responsible for the cleanliness and orderliness of assigned work sites, including offices, restrooms, kitchens, public spaces and work area. The work assignments will be assigned by the Property Manager.	3 FTE @ \$50,114 equals \$150,342 annually	Various
Janitor		\$ -			
Janitor		\$ -			
Maintenance Technician	1.000	\$ 54,472	Responsible for carrying out maintenance task for sites assigned by the Property Manager, Taks include making repairs, contacting and scheduling vendors to provide additional services, preparing vacant units for occupancy and general building maintenance.	1 FTE @ \$54,472 equals \$54,472 annually	Gary Henderson
Maintenance Technician	1.000	\$ 54,472	Responsible for carrying out maintenance task for sites assigned by the Property Manager, Taks include making repairs, contacting and scheduling vendors to provide additional services, preparing vacant units for occupancy and general building maintenance.	1 FTE @ \$54,472 equals \$54,472 annually	Boris Ratner
Lead Desk Clerk	1.000	\$ 50,114	Assists the Property Manager with scheduling and coordinating coverage of the desk clerks as well as performing desk clerk duties.	1 FTE @ \$50,114 equals \$50,114 annually	Antoinette Jones
Desk Clerk	4.080	\$ 195,575	Under the direction of the Property Manager and Lead Desk Clerk, the Desk Clerk performs a number of varied responsibilities including managing communication (both verbal and written), monitoring traffic in and out of the building, handling building/medical emergencies and writing Work Order requests. Inspecting the property as required by the Property Manager and keeping the reception area clean and neat.	4.08 FTE @ \$47,935 equals \$195,575 annually	Various
<b>TOTAL</b>	<b>10.08</b>	<b>\$ 565,629</b>			
<u>Employee Fringe Benefits</u>		\$ 245,257	<u>Includes FICA, SSUI, Workers Compensation and Medical calculated at 43.36% of total salaries.</u>		
<b>Salaries &amp; Benefits Total</b>		<b>\$ 810,886</b>			

<u>Operating Expenses</u>	<u>Budgeted Expense</u>	<u>Justification</u>	<u>Calculation</u>
Rental of Property	\$ 19,205	Rental of office space used for property administration, overseeing and monitoring of property management services.	Calculations are based on Conard cost allocations.
Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 67,785	Electricity, water/sewer, gas, telephone/cable and data security & systems related to the property management.	Monthly charges based on usage

Office Supplies, Postage	\$ 6,350	Office supply costs related to the property management. Printing, postage, meetings and courier services.	Supplies expenses as needed.
Building Maintenance Supplies and Repair	\$ 199,313	Routine maintenance and repairs for the McAllister building.	On-going maintenance, supplies and repairs as needed.
Printing and Reproduction	\$ -		
Insurance	\$ 23,460	Commercial all-risk insurance and fidelity bond . The McAllister Hotel share of the policy premium is based on Conard cost allocations	Calculations are based on Conard cost allocations.
Staff Training	\$ 52	Annual training costs are Cultural diversity training, mandatory in-service training, conferences, and other in-service training.	Calculations are based on Conard cost allocations.
Staff Travel-(Local & Out of Town)	\$ 1,355	Contract-related travel costs, reimbursable mileage, out-of-town conferences and parking.	Travel and reimbursement costs as needed.
Rental of Equipment	\$ 3,948	Copiers and printers.	Calculations are based on Conard cost allocations.
	\$ -		
Legal & Accounting	\$ 65,543	Annual audit cost and legal services	Calculations are based on Conard cost allocations.
Furnishings	\$ 14,739	Covers expendable furnishings and equipment, including desks, chairs and locked file cabinets.	Expenses as needed
Property Taxes	\$ 14,100	Property license fees and taxes	Charges as needed.
Management Fees	\$ 36,625	Property management fee	\$3,052 monthly equals \$36,625 annually
Security Services/Other Contracted Services	\$ 46,000	Annual subscription of computer software and other contracted services	Calculations are based on Conard cost allocations.
Operating Fees	\$ 1,149	Mandatory TB test/review and TB symptom X-ray fees and bank fees.	Costs incurred by staff adhering to mandatory requirements.
Office Equipment Purchase/Repair	\$ 2,795	Annual computer maintenance agreement and database management.	Calculations are based on Conard cost allocations.
Subcontractors	\$ -		
Pacific Coast Staffing	\$ 41,000	Third party contracted services for staffing.	Service expenses as needed
	\$ -		
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 543,419</b>		
<b>Indirect Cost</b>	13.0%	\$ 176,060	

<u>Other Expenses (not subject to indirect cost %)</u>	<u>Amount</u>	<u>Justification</u>	<u>Calculation</u>
Master Lease Rent	\$ 366,167	Term leases known as the McAllister Hotel located at 270 McAllister St., SF. The 5-story plus basement, non-combustible, multifamily apartment building with an elevator. 80 single room units, service provider offices, one community space, a mezzanine with laundry facilities and a large basement with ample storage space. The approximate building area is 23,250 square feet.	\$30,514 monthly equals \$366,167 annually
CODB (Pending Provider Allocation)	\$ 50,782	This line item is a placeholder for the 3% CODB increase applied to the baseline HSH & Prop C budget amounts. Provider will allocate once amendment is fully executed	.
<b>TOTAL OTHER EXPENSES</b>	<b>\$ 416,949</b>		

Fiscal Term Start	Fiscal Term End
7/1/2024	6/30/2025

	A	B	C	D	E	H	K	N	R	S	U	V	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING														
2	APPENDIX B, BUDGET														
3	Document Date	7/1/2024		Duration (Years)											
4	Contract Term	Begin Date	End Date	Duration (Years)											
5	Current Term	1/1/2021	6/30/2024	4											
6	Amended Term	1/1/2021	6/30/2026	6											
7	Provider Name	Conard House													
8	Program	McAllister Hotel													
9	F\$P Contract ID#	1000020628													
10	Action (select)	Amendment													
11	Effective Date	7/1/2024													
12	Budget Name	HSH Fund & General Fund & Prop C - Modified Payment Program													
13		Current	New												
14	Term Budget	\$ 255,447	\$ 509,079												
15	Contingency	\$ 1,143,918	\$ 939,027	20%											
16	Not-To-Exceed	\$ 8,325,672	\$ 12,815,916		Year 1	Year 2	Year 3	Year 4	Year 5		Year 6		All Years		
17		1/1/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2025 - 6/30/2026	1/1/2021 - 6/30/2024	1/1/2021 - 6/30/2026	1/1/2021 - 6/30/2026			
18		Actuals	Actuals	Actuals	Current	Amendment	New	Amendment	New	Actuals	Amendment	New			
19	Expenditures														
20	Salaries & Benefits	\$ 17,789	\$ 52,213	\$ 84,884	\$ 91,103	\$ 91,103	\$ 91,103	\$ 91,103	\$ 91,103	\$ 245,989	\$ 182,205	\$ 428,194			
21	Operating Expense	\$ 7,899	\$ 13,811	\$ 8,392	\$ 16,245	\$ 16,245	\$ 16,245	\$ 16,245	\$ 16,245	\$ 46,347	\$ 32,490	\$ 78,837			
22	Subtotal	\$ 25,689	\$ 66,024	\$ 93,276	\$ 107,348	\$ 107,348	\$ 107,348	\$ 107,348	\$ 107,348	\$ 292,336	\$ 214,695	\$ 507,031			
23	Indirect Percentage	13.00%	13.00%	13.00%	13.00%		13.00%		13.00%						
24	Indirect Cost (Line 22 X Line 23)	\$ 3,340	\$ 8,583	\$ 12,126	\$ 13,955	\$ 13,955	\$ 13,955	\$ 13,955	\$ 13,955	\$ 38,004	\$ 27,910	\$ 65,914			
25	Other Expenses (Not subject to indirect %)	\$ (16,801)	\$ (33,422)	\$ (24,670)	\$ -	\$ 3,639	\$ 3,639	\$ 7,387	\$ 7,387	\$ (74,893)	\$ 11,027	\$ (63,866)			
26	Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
28	Total Expenditures	\$ 12,227	\$ 41,185	\$ 80,732	\$ 121,303	\$ 124,942	\$ 124,942	\$ 128,690	\$ 128,690	\$ 255,447	\$ 253,632	\$ 509,079			
29															
30	HSH Revenues (select)														
31	HSH Fund (formerly CNC Fund)	\$ 20,694	\$ 74,607	\$ 80,702	\$ 49,738	\$ 99,501	\$ 99,501	\$ 102,486	\$ 102,486	\$ 225,741	\$ 201,987	\$ 427,728			
35	General Fund - Ongoing			\$ -	\$ 46,865	\$ -	\$ -	\$ -	\$ -	\$ 46,865	\$ -	\$ 46,865			
38	Prop C - Ongoing			\$ 24,700	\$ 24,700	\$ 25,441	\$ 25,441	\$ 26,204	\$ 26,204	\$ 49,400	\$ 51,645	\$ 101,045			
39	Adjustment to Actuals	\$ (16,801)	\$ (33,422)	\$ (24,670)						\$ (74,893)	\$ -	\$ (74,893)			
40	Total HSH Revenues	\$ 12,227	\$ 41,185	\$ 80,732	\$ 121,303	\$ 124,942	\$ 124,942	\$ 128,690	\$ 128,690	\$ 255,447	\$ 253,632	\$ 509,079			
50	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
52															
53	Prepared by	Stella Wang													
54	Phone	415-864-7833													
55	Email	<a href="mailto:stella@conard.org">stella@conard.org</a>													

	A	F	M	T	AA	AD	AE	AF	AG	AJ	
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING										
2	SALARY & BENEFIT DETAIL										
3	Document Date	7/1/2024									
4	Provider Name	Conard House									
5	Program	McAllister Hotel									
6	F\$P Contract ID#	1000020628									
7	Budget Name	HSH Fund & General Fund & Prop C - Modified Payment Program				EXTENSION YEAR					
8		Year 1	Year 2	Year 3	Year 4	Year 5					
9	POSITION TITLE	1/1/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	Agency Totals		For HSH Funded Program		7/1/2024 - 6/30/2025	
10		Actuals	Actuals	Actuals	Current					New	
11		Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	
12	Director SHP/CS	\$ 753	\$ 889	\$ 1,842	\$ 2,074	\$ 138,295	1.00	2%	0.02	\$ 2,074	
14	Associate Director			\$ 8,215	\$ 9,937	\$ 99,369	1.00	10%	0.10	\$ 9,937	
15	Program Director I	\$ 1,143	\$ 11,760	\$ 14,485	\$ 15,173	\$ 75,866	1.00	20%	0.20	\$ 15,173	
16	Sr. Case Manager	\$ 470	\$ -	\$ 12,359	\$ 12,947	\$ 64,735	1.00	20%	0.20	\$ 12,947	
17	Case Manager I	\$ 4,516	\$ 10,038	\$ 11,648	\$ 12,202	\$ 61,009	1.00	20%	0.20	\$ 12,202	
18	Case Manager I	\$ 4,038	\$ 9,468	\$ 11,648	\$ 12,202	\$ 61,009	1.00	20%	0.20	\$ 12,202	
19	Program Assistant		\$ 1,644	\$ 2,167	\$ 2,270	\$ 56,760	1.00	4%	0.04	\$ 2,270	
20	FIU Account Supervisor	\$ 1,064	\$ 1,639	\$ 1,038	\$ 1,087	\$ 72,491	1.00	2%	0.02	\$ 1,087	
21	FIU Sr. Account Manager	\$ 696	\$ 1,506	\$ 930	\$ 975	\$ 64,974	1.00	2%	0.02	\$ 975	
23	FIU Messenger	\$ 650	\$ 1,453	\$ 1,977	\$ 2,301	\$ 47,935	1.60	3%	0.05	\$ 2,301	
55		\$ 14,026	\$ 40,788	\$ 66,311	\$ 71,168	TOTAL SALARIES				\$ 71,168	
56						TOTAL FTE			1.03		
57		26.84%	28.01%	28.01%	28.01%	FRINGE BENEFIT RATE			28.01%		
58		\$ 3,764	\$ 11,425	\$ 18,574	\$ 19,934	EMPLOYEE FRINGE BENEFITS			\$ 19,934		
59		\$ 17,789	\$ 52,213	\$ 84,884	\$ 91,103	TOTAL SALARIES & BENEFITS			\$ 91,103		
60											
61											
62											



	A	AQ	BT	BU	BV
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HC				
2	SALARY & BENEFIT DETAIL				
3	Document Date				
4	Provider Name				
5	Program				
6	F\$P Contract ID#				
7	Budget Name				
8		<b>EXTENSION YEAR</b>			
		<b>Year 6</b>	<b>All Years</b>		
9	<b>POSITION TITLE</b>	7/1/2025 - 6/30/2026	1/1/2021 - 6/30/2024	1/1/2021 - 6/30/2026	1/1/2021 - 6/30/2026
10		New	Actuals	Amendment	New
11		Budgeted Salary	Budgeted Salary	Change	Budgeted Salary
12	Director SHP/CS	\$ 2,074	\$ 5,559	\$ 4,149	\$ 9,707
14	Associate Director	\$ 9,937	\$ 18,152	\$ 19,874	\$ 38,026
15	Program Director I	\$ 15,173	\$ 42,562	\$ 30,346	\$ 72,908
16	Sr. Case Manager	\$ 12,947	\$ 25,776	\$ 25,894	\$ 51,670
17	Case Manager I	\$ 12,202	\$ 38,404	\$ 24,404	\$ 62,807
18	Case Manager I	\$ 12,202	\$ 37,356	\$ 24,404	\$ 61,759
19	Program Assistant	\$ 2,270	\$ 6,082	\$ 4,541	\$ 10,623
20	FIU Account Supervisor	\$ 1,087	\$ 4,829	\$ 2,175	\$ 7,004
21	FIU Sr. Account Manager	\$ 975	\$ 4,107	\$ 1,949	\$ 6,056
23	FIU Messenger	\$ 2,301	\$ 6,380	\$ 4,602	\$ 10,982
55		<b>\$ 71,168</b>	<b>\$ 192,293</b>	<b>\$ 142,337</b>	<b>\$ 334,629</b>
56					
57		28.01%			
58		<b>\$ 19,934</b>	<b>\$ 53,697</b>	<b>\$ 39,869</b>	<b>\$ 93,565</b>
59		<b>\$ 91,103</b>	<b>\$ 245,989</b>	<b>\$ 182,205</b>	<b>\$ 428,194</b>
60					
61					
62					

	A	B	E	H	K	P	S	AF	AG	AH
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>									
2	<b>OPERATING DETAIL</b>									
3	<b>Document Date</b>	7/1/2024								
4	<b>Provider Name</b>	Conard House								
5	<b>Program</b>	McAllister Hotel								
6	<b>FSP Contract ID#</b>	1000020628								
7	<b>Budget Name</b>	HSH Fund & General Fund & Prop C - Modified Payment Program								
8		<b>EXTENSION YEAEXTENSION YEAF</b>								
9		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>	<b>Year 6</b>	<b>All Years</b>		
10		1/1/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	1/1/2021 - 6/30/2024	1/1/2021 - 6/30/2026	1/1/2021 - 6/30/2026
11		<b>Actuals</b>	<b>Actuals</b>	<b>Actuals</b>	<b>Current</b>	<b>New</b>	<b>New</b>	<b>Actuals</b>	<b>Amendment</b>	<b>New</b>
12	<u>Operating Expenses</u>	<b>Budgeted Expense</b>	<b>Budgeted Expense</b>	<b>Budgeted Expense</b>	<b>Budgeted Expense</b>	<b>Budgeted Expense</b>	<b>Budgeted Expense</b>	<b>Budgeted Expense</b>	<b>Change</b>	<b>Budgeted Expense</b>
13	Rental of Property	\$ 778	\$ 1,820	\$ 1,722	\$ 2,040	\$ 2,040	\$ 2,040	\$ 6,360	\$ 4,080	\$ 10,440
14	Utilities(Elec. Water, Gas, Phone, Scavenger)	\$ 968	\$ 1,899	\$ 1,757	\$ 2,070	\$ 2,070	\$ 2,070	\$ 6,694	\$ 4,140	\$ 10,834
15	Office Supplies, Postage	\$ 885	\$ 1,347	\$ 756	\$ 1,750	\$ 1,750	\$ 1,750	\$ 4,738	\$ 3,500	\$ 8,238
16	Building Maintenance Supplies and Repair	\$ 42	\$ 160	\$ 94	\$ 119	\$ 119	\$ 119	\$ 415	\$ 238	\$ 653
18	Insurance	\$ -	\$ 505	\$ 45	\$ 96	\$ 96	\$ 96	\$ 646	\$ 192	\$ 838
19	Staff Training	\$ 44	\$ 88	\$ 91	\$ 223	\$ 223	\$ 223	\$ 446	\$ 446	\$ 892
20	Staff Travel-(Local & Out of Town)	\$ 115	\$ 250	\$ 67	\$ 84	\$ 84	\$ 84	\$ 516	\$ 168	\$ 684
21	Rental of Equipment	\$ 152	\$ 185	\$ 170	\$ 203	\$ 203	\$ 203	\$ 710	\$ 406	\$ 1,116
22	Equipment Purchase & Repairs		\$ -	\$ 299	\$ 70	\$ 70	\$ 70	\$ 369	\$ 140	\$ 509
23	Clients Services (check cashing, bank analysis, transpor	\$ 4,795	\$ 7,507	\$ 2,141	\$ 6,700	\$ 6,700	\$ 6,700	\$ 21,143	\$ 13,400	\$ 34,543
24	Legal & Accounting	\$ 68	\$ 25	\$ 71	\$ 20	\$ 20	\$ 20	\$ 184	\$ 40	\$ 224
25	Operating Fees	\$ 53	\$ 25	\$ 19	\$ 20	\$ 20	\$ 20	\$ 117	\$ 40	\$ 157
26	Other Contracted Services			\$ 1,160	\$ 2,850	\$ 2,850	\$ 2,850	\$ 4,010	\$ 5,700	\$ 9,710
68	<b>TOTAL OPERATING EXPENSES</b>	\$ 7,899	\$ 13,811	\$ 8,392	\$ 16,245	\$ 16,245	\$ 16,245	\$ 46,347	\$ 32,490	\$ 78,837
69										
70	<u>Other Expenses (not subject to indirect cost %)</u>									
71	Actuals Adjustment	\$ (16,801)	\$ (33,422)	\$ (24,670)		\$ -	\$ -	\$ (74,893)	\$ -	\$ (74,893)
72	COBD (Pending Provider Allocation)			\$ -		\$ 3,639	\$ 7,387	\$ -	\$ 11,027	\$ 11,027
84	<b>TOTAL OTHER EXPENSES</b>	\$ (16,801)	\$ (33,422)	\$ (24,670)	\$ -	\$ 3,639	\$ 7,387	\$ (74,893)	\$ 11,027	\$ (63,866)
96										
97	<b>HSH #3</b>							Template last modified		1/22/2020

**BUDGET NARRATIVE**

**Fiscal Year**

Fiscal Term Start  
7/1/2024

**HSH Fund & General Fund & Pro**

**FY24-25**

**<- Select from the drop-down list the fiscal year in which the proposed budget changes will first become effective**

<u>Salaries &amp; Benefits</u>	<u>Adjusted</u>		<u>Justification</u>	<u>Calculation</u>	<u>Employee Name</u>
	<u>Budgeted</u>	<u>Budgeted</u>			
	<u>FTE</u>	<u>Salary</u>			
Director SHP/CS	0.015	\$ 2,074	Responsible for overall direction and administration of the Supportive Services and Rep Payee and supervision of the Associate Director	0.015 FTE @ \$138,295 equals \$2,074 annually	Liliana Suarez
Associate Director	0.100	\$ 9,937	Responsible for monitoring implementation and preparing reports on the Supportive Services and Rep Payee scope of work and supervision of the Program Director	0.10 FTE @ \$86,055 equals \$8,692 annually	Susan Marick-Ker
Program Director I	0.200	\$ 15,173	Responsible for hiring Case Managers and implementing Supportive Services work plan at McAllister Hotel, including Case Management services, Rep Payee services and Community Building. The Program Director will assign cases, tasks and supervise the Case Managers and may carry a small case load. Salary allocation is based on 80% of the time to SS, and 20% to MPP.	0.20 FTE @ \$75,866 equals \$15,173 annually	Sandra Davis
Sr. Case Manager	0.200	\$ 12,947	Responsible for performing case management and Rep Payee services directly with enrolled McAllister clients for an assigned case load and providing supervision of Case Managers when the Program Director is away from the site. Salary allocation is based on 80% of the time to SS, and 20% to MPP.	0.20 FTE @ \$64,735 equals \$12,947 annually	Monica Monroy
Case Manager I	0.200	\$ 12,202	Responsible for performing case management and Rep Payee services directly with enrolled McAllister clients for an assigned case load. Salary allocation is based on 80% of the time to SS, and 20% to MPP.	0.20 FTE @ \$61,009 equals \$12,202 annually	NA
Case Manager I	0.200	\$ 12,202	Responsible for performing case management and Rep Payee services directly with enrolled McAllister clients for an assigned case load. Salary allocation is based on 80% of the time to SS, and 20% to MPP.	0.20 FTE @ \$61,009 equals \$12,202 annually	Jacob Delle
Program Assistant	0.040	\$ 2,270	Responsible for compiling data for service reports and performing other duties to support implementation of the program under the direction of the Associate Director of SHP/CS	0.04 FTE @ \$56,760 equals \$2,270 annually	Yue Ming Guo
FIU Account Supervisor	0.015	\$ 1,087	Responsible for operating and maintaining the Conard House money management system and supervising the FIU Sr. Account Manager	0.015 FTE @ \$72,491 equals \$1,087 annually	Hallie Gillespie-Sullivan
FIU Sr. Account Manager	0.015	\$ 975	Responsible for processing disbursements for PAY clients, maintaining accurate account records in the money management system and scheduling and supervising couriers.	0.015 FTE @ 664974 equals \$975 annually	Jason Smith
FIU Account Manager		\$ -			
FIU Messenger	0.048	\$ 2,301	Responsible courier services to an assigned sites	0.043 FTE @ \$47,935 equals \$2,071 annually	Various
<b>TOTAL</b>	<b>1.03</b>	<b>\$ 71,168</b>			
<u>Employee Fringe Benefits</u>		<u>\$ 19,934</u>	<u>Includes FICA, SSUI, Workers Compensation and Medical calculated at 28.01% of total salaries.</u>		
<b>Salaries &amp; Benefits Total</b>		<b>\$ 91,103</b>			

<u>Operating Expenses</u>	<u>Budgeted</u>	<u>Justification</u>	<u>Calculation</u>
	<u>Expense</u>		
Rental of Property	\$ 2,040	Rental of office space used for program administration, overseeing and monitoring of support and rep payee services.	Calculations are based on Conard cost allocations.
Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 2,070	Electricity, water/sewer, gas, telephone/cable and data security & systems related to the McAllister staff offices.	Monthly charges based on usage.
Office Supplies, Postage	\$ 1,750	Office supply costs related to the support services and rep payee staff. Including, but not limited, to printing, postage, meetings and courier services.	Supplies expenses as needed.
Building Maintenance Supplies and Repair	\$ 119	Routine maintenance and repairs for the McAllister support services offices.	On-going maintenance, supplies and repairs as needed.
Printing and Reproduction	\$ -		
Insurance	\$ 96	Commercial all-risk insurance and fidelity bond . The McAllister Hotel share of the policy premium is based on Conard cost allocations	Calculations are based on Conard cost allocations.

Staff Training	\$	223	Annual training costs are Cultural diversity training, mandatory in-service training, conferences, and other in-service training.	Calculations are based on Conard cost allocations.
Staff Travel-(Local & Out of Town)	\$	84	Contract-related travel costs, reimbursable mileage, out-of-town conferences and parking.	Travel and reimbursement costs as needed.
Rental of Equipment	\$	203	Copiers and printers.	Calculations are based on Conard cost allocations.
Equipment Purchase & Repairs	\$	70	Annual computer maintenance agreement and database management.	Calculations are based on Conard cost allocations.
Clients Services (check cashing, bank analysis, transporta	\$	6,700	Incidental fees paid on behalf of clients to assist them in obtaining identification cards and records which includes transportation. Conard pays check cashing fees for money management clients and bank analysis fees.	Costs incurred by assistance to clients.
Legal & Accounting	\$	20	Annual audit cost and legal services	Calculations are based on Conard cost allocations.
Operating Fees	\$	20	Mandatory TB test/review and TB symptom X-ray fees and bank fees.	Costs incurred by staff adhering to mandatory requirements.
Other Contracted Services	\$	2,850	Annual subscription of computer software and third party contracted services for staffing.	Calculations are based on Conard cost allocations.
<b>TOTAL OPERATING EXPENSES</b>	\$	16,245		
<b>Indirect Cost</b>	13.0%	\$ 13,955		

<u>Other Expenses (not subject to indirect cost %)</u>	<u>Amount</u>	<u>Justification</u>	<u>Calculation</u>
CODB (Pending Provider Allocation)	\$ 3,639	This line item is a placeholder for the 3% CODB increase applied to the baseline HSH & Prop C budget amounts. Provider will allocate once amendment is fully executed	.
	\$ -		
<b>TOTAL OTHER EXPENSES</b>	\$ 3,639		

Fiscal Term End  
6/30/2025



	A	B	E	H	K	P	S	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING									
2	OPERATING DETAIL									
3	Document Date	7/1/2024								
4	Provider Name	Conard House								
5	Program	McAllister Hotel								
6	FSP Contract ID#	1000020628								
7	Budget Name	Prop C - One-Time Bonus Pay								
8		EXTENSION YEAR EXTENSION YEAR								
9		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	All Years		
10		1/1/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	1/1/2021 - 6/30/2024	1/1/2021 - 6/30/2026	1/1/2021 - 6/30/2026
11		Current	Current	Current	Current	New	New	Current	Amendment	New
12	Operating Expenses	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
69										
70	Other Expenses (not subject to indirect cost %)									
71	Prop C - One-Time COVID-19 Bonus Pay	\$ 131,709	\$ 2,625			\$ -	\$ -	\$ 134,334	\$ -	\$ 134,334
84	TOTAL OTHER EXPENSES	\$ 131,709	\$ 2,625	\$ -	\$ -	\$ -	\$ -	\$ 134,334	\$ -	\$ 134,334





	A	B	E	H	K	P	S	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING									
2	OPERATING DETAIL									
3	Document Date	7/1/2024								
4	Provider Name	Conard House								
5	Program	McAllister Hotel								
6	FSP Contract ID#	1000020628								
7	Budget Name	General Fund - One-Time - Capital								
8						EXTENSION YEAR		EXTENSION YEAR		
9		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	All Years		
10		1/1/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	1/1/2021 - 6/30/2024	1/1/2021 - 6/30/2026	1/1/2021 - 6/30/2026
11		Current	Current	Current	Current	New	New	Current	Amendment	New
12	Operating Expenses	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
85										
86	Capital Expenses									
87	Ventilation System				\$ 75,000	\$ -	\$ -	\$ 75,000	\$ -	\$ 75,000
88	Security & Cameras				\$ 30,000	\$ -	\$ -	\$ 30,000	\$ -	\$ 30,000
89	Security				\$ 7,140	\$ -	\$ -	\$ 7,140	\$ -	\$ 7,140
90	Water Coolers				\$ 1,200	\$ -	\$ -	\$ 1,200	\$ -	\$ 1,200
94										
95	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ 113,340	\$ -	\$ -	\$ 113,340	\$ -	\$ 113,340
96										
97	HSH #3							Template last modified		1/22/2020

### Appendix D, Interests In Other City Grants

\*\*Subgrantees must also list their interests in other City Grants

City Department or Commission	Program Name	Dates of Grant Term	Not-To-Exceed Amount
Department of Public Health	Outpatient Services, Supportive Housing, Rep Payee/Money Management	July 1, 2018 - December 31, 2027	\$292,051,200
Department of Homelessness and Supportive Housing	Allen GF and HUD/CoC	May 1, 2020 - June 30, 2026	\$9,938,362
Department of Homelessness and Supportive Housing	Aranda Hotel	January 1, 2021 – February 28, 2025	\$9,143,980
Department of Homelessness and Supportive Housing	McAllister Hotel	January 1, 2021 – June 30, 2026 (in process)	\$12,570,976
Department of Homelessness and Supportive Housing	Lyric CoC Rental Assistance & Admin	April 1, 2024 – March 31, 2028	\$5,926,344
Department of Homelessness and Supportive Housing	El Dorado/Midori Rental Assistance & Admin	July 1, 2018 – June 30, 2024	\$2,519,808
Department of Disability and Aging Services	SF Connected Digital Literacy	January 1, 2021 - June 30, 2024	\$698,851
Department of Disability and Aging Services	Money Management	July 1, 2023 - June 30, 2027	\$344,528



DEPARTMENT OF  
HOMELESSNESS AND  
SUPPORTIVE HOUSING

# Conard House: McAllister Hotel Grant Agreement 2nd Amendment

Budget and Finance Committee | May 8, 2024



# Proposed Amendment Details

• **Resolution:** Approve the **2nd amendment** to the grant agreement between HSH and **Conard House** for the **McAllister Hotel**, a permanent supportive housing site.

• **Term:**

- Current Term: January 1, 2021 – June 30, 2024
- Amended Term: **January 1, 2021 – June 30, 2026**

• **Amount:** Increases not-to-exceed amount by **\$4,490,244** for a total not-to-exceed amount of **\$12,815,916**.

# Program Context

- HSH has **9,807 units** of **site-based** permanent supportive housing.
  - Site-based PSH is part of our supportive housing portfolio of **over 13,300** housing slots.
- Conard House provides **property management, supportive services** and **lease stewardship** at the McAllister Hotel.
  - Serves up to **80** formerly homeless **Adults**.

## People served in FY22-23

90 Households

41% over age 55

20% LGBTQ

26% Black



DEPARTMENT OF  
HOMELESSNESS AND  
SUPPORTIVE HOUSING

# Questions?

Thank you!

**CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING**

**GRANT AGREEMENT  
between  
CITY AND COUNTY OF SAN FRANCISCO  
and  
CONARD HOUSE**

THIS GRANT AGREEMENT (“Agreement”) is made as of **January 1, 2021**, in the City and County of San Francisco, State of California, by and between **CONARD HOUSE** (“Grantee”) and the CITY AND COUNTY OF SAN FRANCISCO, a municipal corporation (“City”) acting by and through The Department of Homelessness and Supportive Housing (“Department”),

**RECITALS**

WHEREAS, Grantee has applied to the Department to fund the matters set forth in a grant plan; and summarized briefly as follows: to provide support services and property management services; and

WHEREAS, City desires to provide such a grant on the terms and conditions set forth herein; and

WHEREAS, Ordinance No. 61-19 authorizes the Department to enter into grants and contracts without adhering to the Administrative Code provisions regarding competitive bidding and other requirements for construction work, procurement, and personal services relating to the shelter crisis; and

NOW, THEREFORE, in consideration of the promises and the mutual covenants contained in this Agreement and for other good and valuable consideration, the receipt and adequacy of which is acknowledged, the parties agree as follows:

**ARTICLE 1  
DEFINITIONS**

**1.1 Specific Terms.** Unless the context otherwise requires, the following capitalized terms (whether singular or plural) shall have the meanings set forth below:

(a) “ADA” shall mean the Americans with Disabilities Act (including all rules and regulations thereunder) and all other applicable federal, state and local disability rights legislation, as the same may be amended, modified or supplemented from time to time.

(b) “Application Documents” shall mean collectively: (i) the grant application submitted

by Grantee, including all exhibits, schedules, appendices and attachments thereto; (ii) all documents, correspondence and other written materials submitted with respect to the grant application; and (iii) all amendments, modifications or supplements to any of the foregoing approved in writing by City.

- (c) "Budget" shall mean the budget attached hereto as part of Appendix B, Budget.
- (d) "Charter" shall mean the Charter of City.
- (e) "Contractor" shall have the meaning as "Grantee" if used in this Agreement, as certain City contracting requirements also apply to grants of the City of San Francisco.
- (f) "Controller" shall mean the Controller of City.
- (g) "Eligible Expenses" shall have the meaning set forth in Appendix A, Services to be Provided, Appendix A-1, Services to be Provided, and Appendix B, Budget.
- (h) "Event of Default" shall have the meaning set forth in Section 11.1.
- (i) "Fiscal Quarter" shall mean each period of three (3) calendar months commencing on July 1, October 1, January 1 and April 1, respectively.
- (j) "Fiscal Year" shall mean each period of twelve (12) calendar months commencing on July 1 and ending on June 30 during which all or any portion of this Agreement is in effect.
- (k) "Funding Request" shall have the meaning set forth in Section 5.3(a).
- (l) "Grant" means this document, including all attached appendices, and all applicable City Ordinances and Mandatory City Requirements specifically incorporated into this Agreement by reference as provided herein.
- (m) "Grant Funds" shall mean any and all funds allocated or disbursed to Grantee under this Agreement.
- (n) "Grant Plan" shall have the meaning set forth in Appendix A, Services to be Provided, Appendix A-1, Services to be Provided, and Appendix B, Budget.
- (o) "Indemnified Parties" shall mean: (i) City, including the Department and all commissions, departments, agencies and other subdivisions of City; (ii) City's elected officials, directors, officers, employees, agents, successors and assigns; and (iii) all persons or entities acting on behalf of any of the foregoing.
- (p) "Losses" shall mean any and all liabilities, obligations, losses, damages, penalties, claims, actions, suits, judgments, fees, expenses and costs of whatsoever kind and



nature (including legal fees and expenses and costs of investigation, of prosecuting or defending any Loss described above) whether or not such Loss be founded or unfounded, of whatsoever kind and nature.

- (q) "Publication" shall mean any report, article, educational material, handbook, brochure, pamphlet, press release, public service announcement, web page, audio or visual material or other communication for public dissemination, which relates to all or any portion of the Grant Plan or is paid for in whole or in part using Grant Funds.
- (r) "Subgrantee" shall mean any person or entity expressly permitted under Article 13 that provides services to Grantee in fulfillment of Grantee's obligations arising from this Agreement.

**1.2 Additional Terms.** The terms "as directed," "as required" or "as permitted" and similar terms shall refer to the direction, requirement, or permission of the Department. The terms "sufficient," "necessary" or "proper" and similar terms shall mean sufficient, necessary or proper in the sole judgment of the Department. The terms "approval," "acceptable" or "satisfactory" or similar terms shall mean approved by, or acceptable to, or satisfactory to the Department. The terms "include," "included" or "including" and similar terms shall be deemed to be followed by the words "without limitation". The use of the term "subcontractor," "successor" or "assign" herein refers only to a subcontractor ("subgrantee"), successor or assign expressly permitted under Article 13.

**1.3 References to this Agreement.** References to this Agreement include: (a) any and all appendices, exhibits, schedules, attachments hereto; (b) any and all statutes, ordinances, regulations or other documents expressly incorporated by reference herein; and (c) any and all amendments, modifications or supplements hereto made in accordance with Section 17.2. References to articles, sections, subsections or appendices refer to articles, sections or subsections of or appendices to this Agreement, unless otherwise expressly stated. Terms such as "hereunder," "herein" or "hereto" refer to this Agreement as a whole.

## **ARTICLE 2 APPROPRIATION AND CERTIFICATION OF GRANT FUNDS; LIMITATIONS ON CITY'S OBLIGATIONS**

**2.1 Risk of Non-Appropriation of Grant Funds.** This Agreement is subject to the budget and fiscal provisions of the Charter. City shall have no obligation to make appropriations for this Agreement in lieu of appropriations for new or other agreements. Grantee acknowledges that City budget decisions are subject to the discretion of its Mayor and Board of Supervisors. Grantee assumes all risk of possible non-appropriation or non-certification of funds, and such assumption is part of the consideration for this Agreement.

**2.2 Certification of Controller.** Charges will accrue only after prior written authorization certified by the Controller, and the amount of City's obligation shall not at any time

exceed the amount certified for the purpose and period stated in such advance authorization.

- 2.3 Automatic Termination for Non-Appropriation of Funds.** This Agreement shall automatically terminate, without penalty, liability or expense of any kind to City, at the end of any Fiscal Year if funds are not appropriated for the next succeeding Fiscal Year. If funds are appropriated for a portion of any Fiscal Year, this Agreement shall terminate, without penalty, liability or expense of any kind to City, at the end of such portion of the Fiscal Year.
- 2.4 SUPERSEDURE OF CONFLICTING PROVISIONS.** IN THE EVENT OF ANY CONFLICT BETWEEN ANY OF THE PROVISIONS OF THIS ARTICLE 2 AND ANY OTHER PROVISION OF THIS AGREEMENT, THE APPLICATION DOCUMENTS OR ANY OTHER DOCUMENT OR COMMUNICATION RELATING TO THIS AGREEMENT, THE TERMS OF THIS ARTICLE 2 SHALL GOVERN.
- 2.5 Maximum Costs.** Except as may be provided by City ordinances governing emergency conditions, City and its employees and officers are not authorized to request Grantee to perform services or to provide materials, equipment and supplies that would result in Grantee performing services or providing materials, equipment and supplies that are beyond the scope of the services, materials, equipment and supplies specified in this Agreement unless this Agreement is amended in writing and approved as required by law to authorize the additional services, materials, equipment or supplies. City is not required to pay Grantee for services, materials, equipment or supplies provided by Grantee that are beyond the scope of the services, materials, equipment and supplies agreed upon herein and not approved by a written amendment to this Agreement lawfully executed by City. City and its employees and officers are not authorized to offer or promise to Grantee additional funding for this Agreement that exceeds the maximum amount of funding provided for herein. Additional funding for this Agreement in excess of the maximum provided herein shall require lawful approval and certification by the Controller. City is not required to honor any offered or promised additional funding which exceeds the maximum provided in this Agreement which requires lawful approval and certification of the Controller when the lawful approval and certification by the Controller has not been obtained. The Controller is not authorized to make payments on any agreement for which funds have not been certified as available in the budget or by supplemental appropriation.

### ARTICLE 3 TERM

- 3.1 Effective Date.** This Agreement shall become effective when the Controller has certified to the availability of funds as set forth in Section 2.2 and the Department has notified Grantee thereof in writing.
- 3.2 Duration of Term.** The term of this Agreement shall commence on **January 1, 2021** and expire on **February 29, 2024**, unless earlier terminated as otherwise provided herein.

Grantee shall not begin performance of its obligations under this Agreement until it receives written notice from City to proceed.

#### **ARTICLE 4 IMPLEMENTATION OF GRANT PLAN**

- 4.1 Implementation of Grant Plan; Cooperation with Monitoring.** Grantee shall diligently and in good faith implement the Grant Plan on the terms and conditions set forth in this Agreement and, to the extent that they do not differ from this Agreement, the Application Documents. Grantee shall not materially change the nature or scope of the Grant Plan during the term of this Agreement without the prior written consent of City. Grantee shall promptly comply with all standards, specifications and formats of City, as they may from time to time exist, related to evaluation, planning and monitoring of the Grant Plan and shall cooperate in good faith with City in any evaluation, planning or monitoring activities conducted or authorized by City.
- 4.2 Grantee's Personnel.** The Grant Plan shall be implemented only by competent personnel under the direction and supervision of Grantee.
- 4.3 Ownership of Results.** Any interest of Grantee or any subgrantee, in drawings, plans, specifications, studies, reports, memoranda, computation sheets, the contents of computer diskettes, or other documents or Publications prepared by Grantee or any subgrantee in connection with this Agreement or the implementation of the Grant Plan or the services to be performed under this Agreement, shall become the property of and be promptly transmitted to City. Notwithstanding the foregoing, Grantee may retain and use copies for reference and as documentation of its experience and capabilities.
- 4.4 Works for Hire.** If, in connection with this Agreement or the implementation of the Grant Plan, Grantee or any subgrantee creates artwork, copy, posters, billboards, photographs, videotapes, audiotapes, systems designs, software, reports, diagrams, surveys, source codes or any other original works of authorship or Publications, such creations shall be works for hire as defined under Title 17 of the United States Code, and all copyrights in such creations shall be the property of City. If it is ever determined that any such creations are not works for hire under applicable law, Grantee hereby assigns all copyrights thereto to City, and agrees to provide any material, execute such documents and take such other actions as may be necessary or desirable to effect such assignment. With the prior written approval of City, Grantee may retain and use copies of such creations for reference and as documentation of its experience and capabilities. Grantee shall obtain all releases, assignments or other agreements from subgrantees or other persons or entities implementing the Grant Plan to ensure that City obtains the rights set forth in this Grant.
- 4.5 Publications and Work Product.**
- (a) Grantee understands and agrees that City has the right to review, approve, disapprove or conditionally approve, in its sole discretion, the work and property

funded in whole or part with the Grant Funds, whether those elements are written, oral or in any other medium. Grantee has the burden of demonstrating to City that each element of work or property funded in whole or part with the Grant Funds is directly and integrally related to the Grant Plan as approved by City. City shall have the sole and final discretion to determine whether Grantee has met this burden.

- (b) Without limiting the obligations of Grantee set forth in subsection (a) above, Grantee shall submit to City for City's prior written approval any Publication, and Grantee shall not disseminate any such Publication unless and until it receives City's consent. In addition, Grantee shall submit to City for approval, if City so requests, any other program material or form that Grantee uses or proposes to use in furtherance of the Grant Plan, and Grantee shall promptly provide to City one copy of all such materials or forms within two (2) days following City's request. The City's approval of any material hereunder shall not be deemed an endorsement of, or agreement with, the contents of such material, and the City shall have no liability or responsibility for any such contents. The City reserves the right to disapprove any material covered by this section at any time, notwithstanding a prior approval by the City of such material. Grantee shall not charge for the use or distribution of any Publication funded all or in part with the Grant Funds, without first obtaining City's written consent, which City may give or withhold in its sole discretion.
- (c) Grantee shall distribute any Publication solely within San Francisco, unless City otherwise gives its prior written consent, which City may give or withhold in its sole discretion. In addition, Grantee shall furnish any services funded in whole or part with the Grant Funds under this Agreement solely within San Francisco, unless City otherwise gives its prior written consent, which City may give or withhold in its sole discretion.
- (d) City may disapprove any element of work or property funded in whole or part by the Grant Funds that City determines, in its sole discretion, has any of the following characteristics: is divisive or discriminatory; undermines the purpose of the Grant Plan; discourages otherwise qualified potential employees or volunteers or any clients from participating in activities covered under the Grant Plan; undermines the effective delivery of services to clients of Grantee; hinders the achievement of any other purpose of City in making the Grant under this Agreement; or violates any other provision of this Agreement or applicable law. If City disapproves any element of the Grant Plan as implemented, or requires any change to it, Grantee shall immediately eliminate the disapproved portions and make the required changes. If City disapproves any materials, activities or services provided by third parties, Grantee shall immediately cease using the materials and terminate the activities or services and shall, at City's request, require that Grantee obtain the return of materials from recipients or deliver such materials to City or destroy them.
- (e) City has the right to monitor from time to time the administration by Grantee or any of its subcontractors of any programs or other work, including, without limitation, educational programs or trainings, funded in whole or part by the Grant Funds, to

ensure that Grantee is performing such element of the Grant Plan, or causing such element of the Grant Plan to be performed, consistent with the terms and conditions of this Agreement.

- (f) Grantee shall acknowledge City's funding under this Agreement in all Publications. Such acknowledgment shall conspicuously state that the activities are sponsored in whole or in part through a grant from the Department. Except as set forth in this subsection, Grantee shall not use the name of the Department or City (as a reference to the municipal corporation as opposed to location) in any Publication without prior written approval of City.

## **ARTICLE 5 USE AND DISBURSEMENT OF GRANT FUNDS**

### **5.1 Maximum Amount of Grant Funds.**

- (a) In no event shall the amount of Grant Funds disbursed hereunder exceed **Five Million Seven Hundred Sixty Six Thousand Eight Hundred Sixty One Dollars (\$5,766,861)**.
- (b) Grantee understands that, of the Maximum Amount Of Grant Funds listed under Article 5.1 (a) of this Agreement, **Nine Hundred Sixty One Thousand One Hundred Forty Three Dollars (\$961,143)** is included as a contingency amount and is neither to be used in Budget(s) attached to this Agreement or available to Grantee without a modification to the Appendix B, Budget, which has been approved by the Department of Homelessness and Supportive Housing. Grantee further understands that no payment for any portion of this contingency amount will be made unless and until a modification or revision has been fully approved and executed in accordance with applicable City and Department laws, regulations, policies/procedures and certification as to the availability of funds by Controller. Grantee agrees to fully comply with these laws, regulations, and policies/procedures.

**5.2 Use of Grant Funds.** Grantee shall use the Grant Funds only for Eligible Expenses as set forth in Appendix A, Services to be Provided, Appendix A-1, Services to be Provided, and Appendix B, Budget and for no other purpose. Grantee shall expend the Grant Funds in accordance with the Budget and shall obtain the prior approval of City before transferring expenditures from one line item to another within the Budget.

**5.3 Disbursement Procedures.** Grant Funds shall be disbursed to Grantee as follows:

- (a) Grantee shall submit to the Department for approval, in the manner specified for notices pursuant to Article 15, a document (a "Funding Request") substantially in the form attached as Appendix C, Method of Payment. Any unapproved Funding Requests shall be returned by the Department to Grantee with a brief explanation why the Funding Request was rejected. If any such rejection relates only to a portion of Eligible Expenses itemized in a Funding Request, the Department shall have no

obligation to disburse any Grant Funds for any other Eligible Expenses itemized in such Funding Request unless and until Grantee submits a Funding Request that is in all respects acceptable to the Department.

- (b) The Department shall make all disbursements of Grant Funds pursuant to this Section through electronic payment or by check payable to Grantee sent via U.S. mail in accordance with Article 15, unless the Department otherwise agrees in writing, in its sole discretion. For electronic payment, City vendors receiving new contracts, contract renewals, or contract extensions must sign up to receive electronic payments through the City's Automated Clearing House (ACH) payments service/provider. Electronic payments are processed every business day and are safe and secure. To sign up for electronic payments, visit [www.sfgov.org/ach](http://www.sfgov.org/ach). The Department shall make disbursements of Grant Funds as set forth in Appendix C, Method of Payment.

**5.4 Reserved. (State or Federal Funds).**

**ARTICLE 6  
REPORTING REQUIREMENTS; AUDITS;  
PENALTIES FOR FALSE CLAIMS**

- 6.1 Regular Reports.** Grantee shall provide, in a prompt and timely manner, financial, operational and other reports, as requested by the Department, in form and substance satisfactory to the Department. Such reports, including any copies, shall be submitted on recycled paper and printed on double-sided pages, to the maximum extent possible.
- 6.2 Organizational Documents.** If requested by City, Grantee shall provide to City the names of its current officers and directors and certified copies of its Articles of Incorporation and Bylaws as well as satisfactory evidence of the valid nonprofit status described in Section 8.1.
- 6.3 Notification of Defaults or Changes in Circumstances.** Grantee shall notify City immediately of (a) any Event of Default or event that, with the passage of time, would constitute an Event of Default; and (b) any change of circumstances that would cause any of the representations and warranties contained in Article 8 to be false or misleading at any time during the term of this Agreement.
- 6.4 Financial Statements.** Pursuant to San Francisco Administrative Code Section 67.32 and Controller requirements, if requested, within sixty (60) days following the end of each Fiscal Year, Grantee shall deliver to City an unaudited balance sheet and the related statement of income and cash flows for such Fiscal Year, all in reasonable detail acceptable to City, certified by an appropriate financial officer of Grantee as accurately presenting the financial position of Grantee. If requested by City, Grantee shall also deliver to City, no later than one hundred twenty (120) days following the end of any Fiscal Year, an audited balance sheet and the related statement of income and cash flows for such Fiscal Year, certified by a reputable accounting firm as accurately presenting the

financial position of Grantee.

- 6.5 Books and Records.** Grantee shall establish and maintain accurate files and records of all aspects of the Grant Plan and the matters funded in whole or in part with Grant Funds during the term of this Agreement. Without limiting the scope of the foregoing, Grantee shall establish and maintain accurate financial books and accounting records relating to Eligible Expenses incurred and Grant Funds received and expended under this Agreement, together with all invoices, documents, payrolls, time records and other data related to the matters covered by this Agreement, whether funded in whole or in part with Grant Funds. Grantee shall maintain all of the files, records, books, invoices, documents, payrolls and other data required to be maintained under this Section in a readily accessible location and condition for a period of not less than five (5) years after final payment under this Agreement or until any final audit has been fully completed, whichever is later.
- 6.6 Inspection and Audit.** Grantee shall make available to City, its employees and authorized representatives, during regular business hours all of the files, records, books, invoices, documents, payrolls and other data required to be established and maintained by Grantee under Section 6.5. Grantee shall permit City, its employees and authorized representatives to inspect, audit, examine and make excerpts and transcripts from any of the foregoing. The rights of City pursuant to this Section shall remain in effect so long as Grantee has the obligation to maintain such files, records, books, invoices, documents, payrolls and other data under this Article 6.
- 6.7 Submitting False Claims** Grantee shall at all times deal in good faith with the City, shall only submit a Funding Request to the City upon a good faith and honest determination that the funds sought are for Eligible Expenses under the Grant, and shall only use Grant Funds for payment of Eligible Expenses as set forth in Appendix A, Services to be Provided, and Appendix A-1, Services to be Provided. Any Grantee who commits any of the following false acts shall be liable to the City for three times the amount of damages the City sustains because of Grantee's act. A Grantee will be deemed to have submitted a false claim to the City if Grantee: (a) knowingly presents or causes to be presented to an officer or employee of the City a false Funding Request; (b) knowingly disburses Grants Funds for expenses that are not Eligible Expenses; (c) knowingly makes, uses, or causes to be made or used a false record or statement to get a false Funding Request paid or approved by the City; (d) conspires to defraud the City by getting a false Funding Request allowed or paid by the City; or (e) is a beneficiary of an inadvertent submission of a false claim to the City, subsequently discovers the falsity of the claim, and fails to disclose the false claim to the City within a reasonable time after discovery of the false claim.
- 6.8 Grantee's Board of Directors.** Grantee shall at all times be governed by a legally constituted and fiscally responsible board of directors. Such board of directors shall meet regularly and maintain appropriate membership, as established in Grantee's bylaws and other governing documents and shall adhere to applicable provisions of federal, state and local laws governing nonprofit corporations. Grantee's board of directors shall exercise

such oversight responsibility with regard to this Agreement as is necessary to ensure full and prompt performance by Grantee of its obligations under this Agreement.

## **ARTICLE 7 TAXES**

- 7.1 Grantee to Pay All Taxes.** Grantee shall pay to the appropriate governmental authority, as and when due, any and all taxes, fees, assessments or other governmental charges, including possessory interest taxes and California sales and use taxes, levied upon or in connection with this Agreement, the Grant Plan, the Grant Funds or any of the activities contemplated by this Agreement.
- 7.2 Use of City Real Property.** If at any time this Agreement entitles Grantee to the possession, occupancy or use of City real property for private gain, the following provisions shall apply:
- (a) Grantee, on behalf of itself and any subgrantees, successors and assigns, recognizes and understands that this Agreement may create a possessory interest subject to property taxation and Grantee, and any subgrantee, successor or assign, may be subject to the payment of such taxes.
  - (b) Grantee, on behalf of itself and any subgrantees, successors and assigns, further recognizes and understands that any assignment permitted hereunder and any exercise of any option to renew or other extension of this Agreement may constitute a change in ownership for purposes of property taxation and therefore may result in a revaluation of any possessory interest created hereunder. Grantee shall report any assignment or other transfer of any interest in this Agreement or any renewal or extension thereof to the County Assessor within sixty (60) days after such assignment, transfer, renewal or extension.
  - (c) Grantee shall provide such other information as may be requested by City to enable City to comply with any reporting requirements under applicable law with respect to possessory interests.
- 7.3 Withholding.** Grantee agrees that it is obligated to pay all amounts due to the City under the San Francisco Business and Tax Regulations Code during the term of this Agreement. Pursuant to Section 6.10-2 of the San Francisco Business and Tax Regulations Code, Grantee further acknowledges and agrees that City may withhold any payments due to Grantee under this Agreement if Grantee is delinquent in the payment of any amount required to be paid to the City under the San Francisco Business and Tax Regulations Code. Any payments withheld under this paragraph shall be made to Grantee, without interest, upon Grantee coming back into compliance with its obligations.

## **ARTICLE 8 REPRESENTATIONS AND WARRANTIES**



Grantee represents and warrants each of the following as of the date of this Agreement and at all times throughout the term of this Agreement:

- 8.1 Organization; Authorization.** Grantee is a nonprofit corporation, duly organized and validly existing and in good standing under the laws of the jurisdiction in which it was formed. Grantee has established and maintains valid nonprofit status under Section 501(c)(3) of the United States Internal Revenue Code of 1986, as amended, and all rules and regulations promulgated under such Section. Grantee has duly authorized by all necessary action the execution, delivery and performance of this Agreement. Grantee has duly executed and delivered this Agreement and this Agreement constitutes a legal, valid and binding obligation of Grantee, enforceable against Grantee in accordance with the terms hereof.
- 8.2 Location.** Grantee's operations, offices and headquarters are located at the address for notices set forth in Section 15. All aspects of the Grant Plan will be implemented at the geographic location(s), if any, specified in the Grant Plan.
- 8.3 No Misstatements.** No document furnished or to be furnished by Grantee to City in connection with the Application Documents, this Agreement, any Funding Request or any other document relating to any of the foregoing, contains or will contain any untrue statement of material fact or omits or will omit a material fact necessary to make the statements contained therein not misleading, under the circumstances under which any such statement shall have been made.
- 8.4 Conflict of Interest.**
- (a) Through its execution of this Agreement, Grantee acknowledges that it is familiar with the provision of Section 15.103 of the City's Charter, Article III, Chapter 2 of the City's Campaign and Governmental Conduct Code, and Section 87100 et seq. and Section 1090 et seq. of the Government Code of the State of California, and certifies that it does not know of any facts which constitutes a violation of said provisions and agrees that it will immediately notify the City if it becomes aware of any such fact during the term of this Agreement.
  - (b) Not more than one member of an immediate family serves or will serve as an officer, director or employee of Grantee, without the prior written consent of City. For purposes of this subsection, "immediate family" shall include husband, wife, domestic partners, brothers, sisters, children and parents (both legal parents and stepparents).
- 8.5 No Other Agreements with City.** Except as expressly itemized in Appendix D, Interest in Other City Grants, neither Grantee nor any of Grantee's affiliates, officers, directors or employees has any interest, however remote, in any other agreement with City including any commission, department or other subdivision thereof.
- 8.6 Subcontracts.** Except as may be permitted under Section 13.3, Grantee has not entered

into any agreement, arrangement or understanding with any other person or entity pursuant to which such person or entity will implement or assist in implementing all or any portion of the Grant Plan.

- 8.7 Eligibility to Receive Federal Funds.** By executing this Agreement, Grantee certifies that Grantee is not suspended, debarred or otherwise excluded from participation in federal assistance programs. Grantee acknowledges that this certification of eligibility to receive federal funds is a material term of the Agreement.

## **ARTICLE 9 INDEMNIFICATION AND GENERAL LIABILITY**

- 9.1 Indemnification.** Grantee shall indemnify, protect, defend and hold harmless each of the Indemnified Parties from and against any and all Losses arising from, in connection with or caused by: (a) a material breach of this Agreement by Grantee; (b) a material breach of any representation or warranty of Grantee contained in this Agreement; (c) any personal injury caused, directly or indirectly, by any act or omission of Grantee or its employees, subgrantees or agents; (d) any property damage caused, directly or indirectly by any act or omission of Grantee or its employees, subgrantees or agents; (e) the use, misuse or failure of any equipment or facility used by Grantee, or by any of its employees, subgrantees or agents, regardless of whether such equipment or facility is furnished, rented or loaned to Grantee by an Indemnified Party; (f) any tax, fee, assessment or other charge for which Grantee is responsible under Article 7; or (g) any infringement of patent rights, copyright, trade secret or any other proprietary right or trademark of any person or entity in consequence of the use by any Indemnified Party of any goods or services furnished to such Indemnified Party in connection with this Agreement. Grantee's obligations under the immediately preceding sentence shall apply to any Loss that is caused in whole or in part by the active or passive negligence of any Indemnified Party, but shall exclude any Loss caused solely by the willful misconduct of the Indemnified Party. The foregoing indemnity shall include, without limitation, consultants and experts and related costs and City's costs of investigating any claims against the City.
- 9.2 Duty to Defend; Notice of Loss.** Grantee acknowledges and agrees that its obligation to defend the Indemnified Parties under Section 9.1: (a) is an immediate obligation, independent of its other obligations hereunder; (b) applies to any Loss which actually or potentially falls within the scope of Section 9.1, regardless of whether the allegations asserted in connection with such Loss are or may be groundless, false or fraudulent; and (c) arises at the time the Loss is tendered to Grantee by the Indemnified Party and continues at all times thereafter. The Indemnified Party shall give Grantee prompt notice of any Loss under Section 9.1 and Grantee shall have the right to defend, settle and compromise any such Loss; provided, however, that the Indemnified Party shall have the right to retain its own counsel at the expense of Grantee if representation of such Indemnified Party by the counsel retained by Grantee would be inappropriate due to conflicts of interest between such Indemnified Party and Grantee. An Indemnified Party's failure to notify Grantee promptly of any Loss shall not relieve Grantee of any

liability to such Indemnified Party pursuant to Section 9.1, unless such failure materially impairs Grantee's ability to defend such Loss. Grantee shall seek the Indemnified Party's prior written consent to settle or compromise any Loss if Grantee contends that such Indemnified Party shares in liability with respect thereto.

- 9.3 Incidental and Consequential Damages.** Losses covered under this Article 9 shall include any and all incidental and consequential damages resulting in whole or in part from Grantee's acts or omissions. Nothing in this Agreement shall constitute a waiver or limitation of any rights that any Indemnified Party may have under applicable law with respect to such damages.
- 9.4 LIMITATION ON LIABILITY OF CITY.** CITY'S OBLIGATIONS UNDER THIS AGREEMENT SHALL BE LIMITED TO THE AGGREGATE AMOUNT OF GRANT FUNDS ACTUALLY DISBURSED HEREUNDER. NOTWITHSTANDING ANY OTHER PROVISION CONTAINED IN THIS AGREEMENT, THE APPLICATION DOCUMENTS OR ANY OTHER DOCUMENT OR COMMUNICATION RELATING TO THIS AGREEMENT, IN NO EVENT SHALL CITY BE LIABLE, REGARDLESS OF WHETHER ANY CLAIM IS BASED ON CONTRACT OR TORT, FOR ANY SPECIAL, CONSEQUENTIAL, INDIRECT OR INCIDENTAL DAMAGES, INCLUDING LOST PROFITS, ARISING OUT OF OR IN CONNECTION WITH THIS AGREEMENT, THE GRANT FUNDS, THE GRANT PLAN OR ANY ACTIVITIES PERFORMED IN CONNECTION WITH THIS AGREEMENT.

## **ARTICLE 10 INSURANCE**

- 10.1 Types and Amounts of Coverage.** Without limiting Grantee's liability pursuant to Article 9, Grantee shall maintain in force, during the full term of this Agreement, insurance in the following amounts and coverages:
- (a) Workers' Compensation, in statutory amounts, with Employers' Liability Limits not less than one million dollars (\$1,000,000) each accident, injury, or illness.
  - (b) Commercial General Liability Insurance with limits not less than \$1,000,000 each occurrence and \$2,000,000 general aggregate for Bodily Injury and Property Damage, including Contractual Liability, Personal Injury, Products and Completed Operations; policy must include Abuse and Molestation coverage.
  - (c) Commercial Automobile Liability Insurance with limits not less than one million dollars (\$1,000,000) each occurrence Combined Single Limit for Bodily Injury and Property Damage, including Owned, Non-Owned and Hired auto coverage, as applicable.
- 10.2 Additional Requirements for General and Automobile Coverage.** Commercial General Liability and Commercial Automobile Liability insurance policies shall:

- (a) Name as Additional Insured City and its officers, agents and employees.
- (b) Provide that such policies are primary insurance to any other insurance available to the Additional Insureds, with respect to any claims arising out of this Agreement, and that insurance applies separately to each insured against whom claim is made or suit is brought, except with respect to limits of liability.

**10.3 Additional Requirements for All Policies.** All policies shall be endorsed to provide at least thirty (30) days' advance written notice to City of cancellation of policy for any reason, nonrenewal or reduction in coverage and specific notice mailed to City's address for notices pursuant to Article 15.

**10.4 Required Post-Expiration Coverage.** Should any of the insurance required hereunder be provided under a claims-made form, Grantee shall maintain such coverage continuously throughout the term of this Agreement and, without lapse, for a period of three (3) years beyond the expiration or termination of this Agreement, to the effect that, should occurrences during the term hereof give rise to claims made after expiration or termination of the Agreement, such claims shall be covered by such claims-made policies.

**10.5 General Annual Aggregate Limit/Inclusion of Claims Investigation or Legal Defense Costs.** Should any of the insurance required hereunder be provided under a form of coverage that includes a general annual aggregate limit or provides that claims investigation or legal defense costs be included in such general annual aggregate limit, such general annual aggregate limit shall be double the occurrence or claims limits specified above.

**10.6 Evidence of Insurance.** Before commencing any operations under this Agreement, Grantee shall furnish to City certificates of insurance and additional insured policy endorsements with insurers with ratings comparable to A-, VIII or higher, that are authorized to do business in the State of California, and that are satisfactory to City, in form evidencing all coverages set forth above. Failure to maintain insurance shall constitute a material breach of this Agreement.

**10.7 Effect of Approval.** Approval of any insurance by City shall not relieve or decrease the liability of Grantee hereunder.

**10.8 Insurance for Subcontractors and Evidence of this Insurance.** If a subcontractor will be used to complete any portion of this agreement, Grantee shall ensure that the subcontractor shall provide all necessary insurance and shall name the City and County of San Francisco, its officers, agents, and employees and Grantee listed as additional insureds.

## ARTICLE 11 EVENTS OF DEFAULT AND REMEDIES

**11.1 Events of Default.** The occurrence of any one or more of the following events shall constitute an “Event of Default” under this Agreement:

- (a) **False Statement.** Any statement, representation or warranty contained in this Agreement, in the Application Documents, in any Funding Request or in any other document submitted to City under this Agreement is found by City to be false or misleading.
- (b) **Failure to Provide Insurance.** Grantee fails to provide or maintain in effect any policy of insurance required in Article 10.
- (c) **Failure to Comply with Representations and Warranties or Applicable Laws.** Grantee fails to perform or breaches any of the terms or provisions of Article 8 or 16.
- (d) **Failure to Perform Other Covenants.** Grantee fails to perform or breaches any other agreement or covenant of this Agreement to be performed or observed by Grantee as and when performance or observance is due and such failure or breach continues for a period of ten (10) days after the date on which such performance or observance is due.
- (e) **Cross Default.** Grantee defaults under any other agreement between Grantee and City (after expiration of any grace period expressly stated in such agreement).
- (f) **Voluntary Insolvency.** Grantee (i) is generally not paying its debts as they become due, (ii) files, or consents by answer or otherwise to the filing against it of, a petition for relief or reorganization or arrangement or any other petition in bankruptcy or for liquidation or to take advantage of any bankruptcy, insolvency or other debtors' relief law of any jurisdiction, (iii) makes an assignment for the benefit of its creditors, (iv) consents to the appointment of a custodian, receiver, trustee or other officer with similar powers of Grantee or of any substantial part of Grantee's property or (v) takes action for the purpose of any of the foregoing.
- (g) **Involuntary Insolvency.** Without consent by Grantee, a court or government authority enters an order, and such order is not vacated within ten (10) days, (i) appointing a custodian, receiver, trustee or other officer with similar powers with respect to Grantee or with respect to any substantial part of Grantee's property, (ii) constituting an order for relief or approving a petition for relief or reorganization or arrangement or any other petition in bankruptcy or for liquidation or to take advantage of any bankruptcy, insolvency or other debtors' relief law of any jurisdiction or (iii) ordering the dissolution, winding-up or liquidation of Grantee.

**11.2 Remedies upon Event of Default.** Upon and during the continuance of an Event of Default, City may do any of the following, individually or in combination with any other remedy:

- (a) **Termination.** City may terminate this Agreement by giving a written termination

notice to Grantee of the Event of Default and that, on the date specified in the notice, this Agreement shall terminate, and all rights of Grantee hereunder shall be extinguished. In the sole discretion of the City, Grantee may be allowed ten (10) days to cure the default. In the event of termination for default, Grantee will be paid for Eligible Expenses in any Funding Request that was submitted and approved by City prior to the date of termination specified in such notice.

- (b) **Withholding of Grant Funds.** City may withhold all or any portion of Grant Funds not yet disbursed hereunder, regardless of whether Grantee has previously submitted a Funding Request or whether City has approved the disbursement of the Grant Funds requested in any Funding Request. Any Grant Funds withheld pursuant to this Section and subsequently disbursed to Grantee after cure of applicable Events of Default, if granted by the City in its sole discretion, shall be disbursed without interest.
- (c) **Offset.** City may offset against all or any portion of undisbursed Grant Funds hereunder or against any payments due to Grantee under any other agreement between Grantee and City the amount of any outstanding Loss incurred by any Indemnified Party, including any Loss incurred as a result of the Event of Default.
- (d) **Return of Grant Funds.** City may demand the immediate return of any previously disbursed Grant Funds that have been claimed or expended by Grantee in breach of the terms of this Agreement, together with interest thereon from the date of disbursement at the maximum rate permitted under applicable law.

**11.3 Termination for Convenience.** City shall have the option, in its sole discretion, to terminate this Agreement at any time for convenience and without cause. City shall exercise this option by giving Grantee written notice that specifies the effective date of termination. Upon receipt of the notice of termination, Grantee shall undertake with diligence all necessary actions to effect the termination of this Agreement on the date specified by City and minimize the liability of Grantee and City to third parties. Such actions shall include, without limitation:

- (a) Halting the performance of all work under this Agreement on the date(s) and in the manner specified by City;
- (b) Terminating all existing orders and subcontracts, and not placing any further orders or subcontracts for materials, services, equipment or other items; and
- (c) Completing performance of any work that City designates to be completed prior to the date of termination specified by City.

In no event shall City be liable for costs incurred by Grantee or any of its subcontractors after the termination date specified by City, except for those costs incurred at the request of City pursuant to this section.

**11.4 Remedies Nonexclusive.** Each of the remedies provided for in this Agreement may be exercised individually or in combination with any other remedy available hereunder or under applicable laws, rules and regulations. The remedies contained herein are in addition to all other remedies available to City at law or in equity by statute or otherwise and the exercise of any such remedy shall not preclude or in any way be deemed to waive any other remedy.

## **ARTICLE 12 DISCLOSURE OF INFORMATION AND DOCUMENTS**

**12.1 Proprietary or Confidential Information of City.** Grantee understands and acknowledges that, in the performance of this Agreement or in contemplation thereof, Grantee may have access to private or confidential information that may be owned or controlled by City and that such information may contain proprietary or confidential information, the disclosure of which to third parties may be damaging to City. Grantee agrees that all information disclosed by City to Grantee shall be held in confidence and used only in the performance of this Agreement. Grantee shall exercise the same standard of care to protect such information as a reasonably prudent nonprofit entity would use to protect its own proprietary or confidential data.

**12.2 Sunshine Ordinance.** Grantee acknowledges and agrees that this Agreement and the Application Documents are subject to Section 67.24(e) of the San Francisco Administrative Code, which provides that contracts, including this Agreement, grantee's bids, responses to Requests for Proposals and all other records of communications between City and persons or entities seeking contracts, shall be open to inspection immediately after a contract has been awarded. Nothing in Section 67.24(e) (as it exists on the date hereof) requires the disclosure of a private person's or organization's net worth or other proprietary financial data submitted for qualification for a contract or other benefit until and unless that person or organization is awarded the contract or benefit. All information provided by Grantee covered by Section 67.24(e) (as it may be amended from time to time) will be made available to the public upon request.

**12.3 Financial Projections.** Pursuant to San Francisco Administrative Code Section 67.32, Grantee agrees upon request to provide City with financial projections (including profit and loss figures) for the activities and/or projects contemplated by this Grant ("Project") and annual audited financial statements thereafter. Grantee agrees that all such projections and financial statements shall be public records that must be disclosed.

## **ARTICLE 13 ASSIGNMENTS AND SUBCONTRACTING**

**13.1 No Assignment by Grantee.** Grantee shall not, either directly or indirectly, assign, transfer, hypothecate, subcontract or delegate all or any portion of this Agreement or any rights, duties or obligations of Grantee hereunder without the prior written consent of City. This Agreement shall not, nor shall any interest herein, be assignable as to the interest of Grantee involuntarily or by operation of law without the prior written consent

of City. A change of ownership or control of Grantee or a sale or transfer of substantially all of the assets of Grantee shall be deemed an assignment for purposes of this Agreement.

**13.2 Agreement Made in Violation of this Article.** Any agreement made in violation of Section 13.1 shall confer no rights on any person or entity and shall automatically be null and void.

**13.3 Subcontracting.** If Appendix E, Permitted Subgrantees, lists any permitted subgrantees, then notwithstanding any other provision of this Agreement to the contrary, Grantee shall have the right to subcontract on the terms set forth in this Section. If Appendix E, Permitted Subgrantees, is blank or specifies that there are no permitted subgrantees, then Grantee shall have no rights under this Section.

(a) **Limitations.** In no event shall Grantee subcontract or delegate the whole of the Grant Plan. Grantee may subcontract with any of the permitted subgrantees set forth on Appendix E, Permitted Subgrantees without the prior consent of City; provided, however, that Grantee shall not thereby be relieved from any liability or obligation under this Agreement and, as between City and Grantee, Grantee shall be responsible for the acts, defaults and omissions of any subgrantee or its agents or employees as fully as if they were the acts, defaults or omissions of Grantee. Grantee shall ensure that its subgrantees comply with all of the terms of this Agreement, insofar as they apply to the subcontracted portion of the Grant Plan. All references herein to duties and obligations of Grantee shall be deemed to pertain also to all subgrantees to the extent applicable. A default by any subgrantee shall be deemed to be an Event of Default hereunder. Nothing contained in this Agreement shall create any contractual relationship between any subgrantee and City.

(b) **Terms of Subcontract.** Each subcontract shall be in form and substance acceptable to City and shall expressly provide that it may be assigned to City without the prior consent of the subgrantee. In addition, each subcontract shall incorporate all of the terms of this Agreement, insofar as they apply to the subcontracted portion of the Grant Plan. Without limiting the scope of the foregoing, each subcontract shall provide City, with respect to the subgrantee, the audit and inspection rights set forth in Section 6.6. Upon the request of City, Grantee shall promptly furnish to City true and correct copies of each subcontract permitted hereunder.

**13.4 Grantee Retains Responsibility.** Grantee shall remain liable for the performance by any assignee or subgrantee of all of the covenants terms and conditions contained in this Agreement.

## **ARTICLE 14 INDEPENDENT CONTRACTOR STATUS**

**14.1 Nature of Agreement.** Grantee shall be deemed at all times to be an independent contractor and is solely responsible for the manner in which Grantee implements the



Grant Plan and uses the Grant Funds. Grantee shall at all times remain solely liable for the acts and omissions of Grantee, its officers and directors, employees and agents. Nothing in this Agreement shall be construed as creating a partnership, joint venture, employment or agency relationship between City and Grantee.

**14.2 Direction.** Any terms in this Agreement referring to direction or instruction from the Department or City shall be construed as providing for direction as to policy and the result of Grantee's work only, and not as to the means by which such a result is obtained.

**14.3 Consequences of Recharacterization.**

- (a) Should City, in its discretion, or a relevant taxing authority such as the Internal Revenue Service or the State Employment Development Division, or both, determine that Grantee is an employee for purposes of collection of any employment taxes, the amounts payable under this Agreement shall be reduced by amounts equal to both the employee and employer portions of the tax due (and offsetting any credits for amounts already paid by Grantee which can be applied against this liability). City shall subsequently forward such amounts to the relevant taxing authority.
- (b) Should a relevant taxing authority determine a liability for past services performed by Grantee for City, upon notification of such fact by City, Grantee shall promptly remit such amount due or arrange with City to have the amount due withheld from future payments to Grantee under this Agreement (again, offsetting any amounts already paid by Grantee which can be applied as a credit against such liability).
- (c) A determination of employment status pursuant to either subsection (a) or (b) of this Section 14.3 shall be solely for the purposes of the particular tax in question, and for all other purposes of this Agreement, Grantee shall not be considered an employee of City. Notwithstanding the foregoing, if any court, arbitrator, or administrative authority determine that Grantee is an employee for any other purpose, Grantee agrees to a reduction in City's financial liability hereunder such that the aggregate amount of Grant Funds under this Agreement does not exceed what would have been the amount of such Grant Funds had the court, arbitrator, or administrative authority had not determined that Grantee was an employee.

**ARTICLE 15  
NOTICES AND OTHER COMMUNICATIONS**

**15.1 Requirements.** Unless otherwise specifically provided herein, all notices, consents, directions, approvals, instructions, requests and other communications hereunder shall be in writing, shall be addressed to the person and address set forth below and may be sent by U.S. mail or email, and shall be addressed as follows:

If to the Department or City: Department of Homelessness and Supportive Housing  
Contracts Unit  
P.O. Box 427400

San Francisco, CA 94142-7400  
hshcontracts@sfgov.org

If to Grantee: Conard House, Inc.  
1385 Mission Street, Suite 200  
San Francisco CA, 94103  
Attn: Anne Quaintance  
anne@conard.org

Any notice of default must be sent by registered mail.

- 15.2 Effective Date.** All communications sent in accordance with Section 15.1 shall become effective on the date of receipt.
- 15.3 Change of Address.** Any party hereto may designate a new address for purposes of this Article 15 by notice to the other party.

## ARTICLE 16 COMPLIANCE

**16.1 Reserved.**

**16.2 Nondiscrimination; Penalties.**

- (a) **Grantee Shall Not Discriminate.** In the performance of this Agreement, Grantee agrees not to discriminate against any employee, City and County employee working with such grantee or subgrantee, applicant for employment with such grantee or subgrantee, or against any person seeking accommodations, advantages, facilities, privileges, services, or membership in all business, social, or other establishments or organizations, on the basis of the fact or perception of a person's race, color, creed, religion, national origin, ancestry, age, height, weight, sex, sexual orientation, gender identity, domestic partner status, marital status, disability or Acquired Immune Deficiency Syndrome or HIV status (AIDS/HIV status), or association with members of such protected classes, or in retaliation for opposition to discrimination against such classes.
- (b) **Subcontracts.** Grantee shall incorporate by reference in all subcontracts the provisions of Sections 12B.2(a), 12B.2(c)-(k), and 12C.3 of the San Francisco Administrative Code and shall require all subgrantees to comply with such provisions. Grantee's failure to comply with the obligations in this subsection shall constitute a material breach of this Agreement.
- (c) **Non-Discrimination in Benefits.** Grantee does not as of the date of this Agreement and will not during the term of this Agreement, in any of its operations in San Francisco or where the work is being performed for the City or elsewhere within the United States, discriminate in the provision of bereavement leave, family medical

leave, health benefits, membership or membership discounts, moving expenses, pension and retirement benefits or travel benefits, as well as any benefits other than the benefits specified above, between employees with domestic partners and employees with spouses, and/or between the domestic partners and spouses of such employees, where the domestic partnership has been registered with a governmental entity pursuant to state or local law authorizing such registration, subject to the conditions set forth in Section 12B.2(b) of the San Francisco Administrative Code.

- (d) **Condition to Contract.** As a condition to this Agreement, Grantee shall execute the “Chapter 12B Declaration: Nondiscrimination in Contracts and Benefits” form (Form CMD-12B-101) with supporting documentation and secure the approval of the form by the San Francisco Contract Monitoring Division.
- (e) **Incorporation of Administrative Code Provisions by Reference.** The provisions of Chapters 12B and 12C of the San Francisco Administrative Code are incorporated in this Section by reference and made a part of this Agreement as though fully set forth herein. Grantee shall comply fully with and be bound by all of the provisions that apply to this Agreement under such Chapters of the Administrative Code, including the remedies provided in such Chapters. Without limiting the foregoing, Grantee understands that pursuant to Sections 12B.2(h) and 12C.3(g) of the San Francisco Administrative Code, a penalty of fifty dollars (\$50) for each person for each calendar day during which such person was discriminated against in violation of the provisions of this Agreement may be assessed against Grantee and/or deducted from any payments due Grantee.

### 16.3 Reserved.

**16.4 Tropical Hardwood and Virgin Redwood Ban.** Pursuant to § 804(b) of the San Francisco Environment Code, City urges all grantees not to import, purchase, obtain, or use for any purpose, any tropical hardwood, tropical hardwood wood product, virgin redwood or virgin redwood wood product.

**16.5 Drug-Free Workplace Policy.** Grantee acknowledges that pursuant to the Federal Drug-Free Workplace Act of 1989, the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited on City premises. Grantee and its employees, agents or assigns shall comply with all terms and provisions of such Act and the rules and regulations promulgated thereunder.

**16.6 Resource Conservation; Liquidated Damages.** Chapter 5 of the San Francisco Environment Code (Resource Conservation) is incorporated herein by reference. Failure by Grantee to comply with any of the applicable requirements of Chapter 5 will be deemed a material breach of contract. If Grantee fails to comply in good faith with any of the provisions of Chapter 5, Grantee shall be liable for liquidated damages in an amount equal to Grantee's net profit under this Agreement, or five percent (5%) of the total contract amount, whichever is greater. Grantee acknowledges and agrees that the liquidated damages assessed shall be payable to City upon demand and may be offset

against any monies due to Grantee from any contract with City.

- 16.7 Compliance with ADA.** Grantee acknowledges that, pursuant to the ADA, programs, services and other activities provided by a public entity to the public, whether directly or through a grantee or contractor, must be accessible to the disabled public. Grantee shall not discriminate against any person protected under the ADA in connection with all or any portion of the Grant Plan and shall comply at all times with the provisions of the ADA.
- 16.8 Requiring Minimum Compensation for Employees.** Grantee shall pay covered employees no less than the minimum compensation required by San Francisco Administrative Code Chapter 12P, including a minimum hourly gross compensation, compensated time off, and uncompensated time off. Grantee is subject to the enforcement and penalty provisions in Chapter 12P. Information about and the text of the Chapter 12P is available on the web at <http://sfgov.org/olse/mco>. Grantee is required to comply with all of the applicable provisions of 12P, irrespective of the listing of obligations in this Section. By signing and executing this Agreement, Grantee certifies that it complies with Chapter 12P.
- 16.9 Limitations on Contributions.** By executing this Agreement, Grantee acknowledges its obligations under section 1.126 of the City's Campaign and Governmental Conduct Code, which prohibits any person who contracts with, or is seeking a contract with, any department of the City for the rendition of personal services, for the furnishing of any material, supplies or equipment, for the sale or lease of any land or building, for a grant, loan or loan guarantee, or for a development agreement, from making any campaign contribution to (i) a City elected official if the contract must be approved by that official, a board on which that official serves, or the board of a state agency on which an appointee of that official serves, (ii) a candidate for that City elective office, or (iii) a committee controlled by such elected official or a candidate for that office, at any time from the submission of a proposal for the contract until the later of either the termination of negotiations for such contract or twelve months after the date the City approves the contract. The prohibition on contributions applies to each prospective party to the contract; each member of Grantee's board of directors; Grantee's chairperson, chief executive officer, chief financial officer and chief operating officer; any person with an ownership interest of more than 10 percent in Grantee; any subcontractor listed in the bid or contract; and any committee that is sponsored or controlled by Grantee. Grantee certifies that it has informed each such person of the limitation on contributions imposed by Section 1.126 by the time it submitted a proposal for the grant, and has provided the names of the persons required to be informed to the City department with whom it is contracting.
- 16.10 First Source Hiring Program.** Contractor must comply with all of the provisions of the First Source Hiring Program, Chapter 83 of the San Francisco Administrative Code, that apply to this Agreement, and Contractor is subject to the enforcement and penalty provisions in Chapter 83.

**16.11 Prohibition on Political Activity with City Funds.** In accordance with San Francisco Administrative Code Chapter 12.G, no funds appropriated by the City and County of San Francisco for this Agreement may be expended for organizing, creating, funding, participating in, supporting, or attempting to influence any political campaign for a candidate or for a ballot measure (collectively, “Political Activity”). The terms of San Francisco Administrative Code Chapter 12.G are incorporated herein by this reference. Accordingly, an employee working in any position funded under this Agreement shall not engage in any Political Activity during the work hours funded hereunder, nor shall any equipment or resource funded by this Agreement be used for any Political Activity. In the event Grantee, or any staff member in association with Grantee, engages in any Political Activity, then (i) Grantee shall keep and maintain appropriate records to evidence compliance with this section, and (ii) Grantee shall have the burden to prove that no funding from this Agreement has been used for such Political Activity. Grantee agrees to cooperate with any audit by the City or its designee in order to ensure compliance with this section. In the event Grantee violates the provisions of this section, the City may, in addition to any other rights or remedies available hereunder, (i) terminate this Agreement and any other agreements between Grantee and City, (ii) prohibit Grantee from bidding on or receiving any new City contract for a period of two (2) years, and (iii) obtain reimbursement of all funds previously disbursed to Grantee under this Agreement.

**16.12 Preservative-treated Wood Containing Arsenic.** Grantee may not purchase preservative-treated wood products containing arsenic in the performance of this Agreement unless an exemption from the requirements of Chapter 13 of the San Francisco Environment Code is obtained from the Department of the Environment under Section 1304 of the Code. The term “preservative-treated wood containing arsenic” shall mean wood treated with a preservative that contains arsenic, elemental arsenic, or an arsenic copper combination, including, but not limited to, chromated copper arsenate preservative, ammoniacal copper zinc arsenate preservative, or ammoniacal copper arsenate preservative. Grantee may purchase preservative-treated wood products on the list of environmentally preferable alternatives prepared and adopted by the Department of the Environment. This provision does not preclude Grantee from purchasing preservative-treated wood containing arsenic for saltwater immersion. The term “saltwater immersion” shall mean a pressure-treated wood that is used for construction purposes or facilities that are partially or totally immersed in saltwater.

**16.13 Reserved. (Working with Minors).**

**16.14 Protection of Private Information.** Grantee has read and agrees to the terms set forth in San Francisco Administrative Code Sections 12M.2, “Nondisclosure of Private Information,” and 12M.3, “Enforcement” of Administrative Code Chapter 12M, “Protection of Private Information,” which are incorporated herein as if fully set forth. Grantee agrees that any failure of Grantee to comply with the requirements of Section 12M.2 of this Chapter shall be a material breach of the Agreement. In such an event, in addition to any other remedies available to it under equity or law, the City may terminate the Agreement, bring a false claim action against Grantee pursuant to Chapter 6 or

Chapter 21 of the Administrative Code, or debar Grantee.

**16.15 Public Access to Meetings and Records.** If Grantee receives a cumulative total per year of at least \$250,000 in City funds or City-administered funds and is a non-profit organization as defined in Chapter 12L of the San Francisco Administrative Code, Grantee shall comply with and be bound by all the applicable provisions of that Chapter. By executing this Agreement, Grantee agrees to open its meetings and records to the public in the manner set forth in Sections 12L.4 and 12L.5 of the Administrative Code. Grantee further agrees to make good-faith efforts to promote community membership on its Board of Directors in the manner set forth in Section 12L.6 of the Administrative Code. Grantee acknowledges that its material failure to comply with any of the provisions of this paragraph shall constitute a material breach of this Agreement. Grantee further acknowledges that such material breach of the Agreement shall be grounds for the City to terminate and/or not renew the Agreement, partially or in its entirety.

**16.16 Consideration of Criminal History in Hiring and Employment Decisions.**

- (a) Contractor agrees to comply fully with and be bound by all of the provisions of Chapter 12T, “City Contractor/Subcontractor Consideration of Criminal History in Hiring and Employment Decisions,” of the San Francisco Administrative Code (“Chapter 12T”), including the remedies provided, and implementing regulations, as may be amended from time to time. The provisions of Chapter 12T are incorporated by reference and made a part of this Agreement as though fully set forth herein. The text of the Chapter 12T is available on the web at <http://sfgov.org/olse/fco>. Contractor is required to comply with all of the applicable provisions of 12T, irrespective of the listing of obligations in this Section. Capitalized terms used in this Section and not defined in this Agreement shall have the meanings assigned to such terms in Chapter 12T.
- (b) The requirements of Chapter 12T shall only apply to a Contractor’s or subcontractor’s operations to the extent those operations are in furtherance of the performance of this Agreement, shall apply only to applicants and employees who would be or are performing work in furtherance of this Agreement, and shall apply when the physical location of the employment or prospective employment of an individual is wholly or substantially within the City of San Francisco. Chapter 12T shall not apply when the application in a particular context would conflict with federal or state law or with a requirement of a government agency implementing federal or state law.

**16.17 Food Service Waste Reduction Requirements.** Grantee agrees to comply fully with and be bound by all of the provisions of the Food Service Waste Reduction Ordinance, as set forth in San Francisco Environment Code Chapter 16, including the remedies provided, and implementing guidelines and rules. The provisions of Chapter 16 are incorporated herein by reference and made a part of this Agreement as though fully set forth. This provision is a material term of this Agreement. By entering into this Agreement, Grantee agrees that if it breaches this provision, City will suffer actual

damages that will be impractical or extremely difficult to determine; further, Grantee agrees that the sum of one hundred dollars (\$100) liquidated damages for the first breach, two hundred dollars (\$200) liquidated damages for the second breach in the same year, and five hundred dollars (\$500) liquidated damages for subsequent breaches in the same year is reasonable estimate of the damage that City will incur based on the violation, established in light of the circumstances existing at the time this Agreement was made. Such amount shall not be considered a penalty, but rather agreed monetary damages sustained by City because of Grantee's failure to comply with this provision.

**16.18 Reserved. (Slavery Era Disclosure).**

**16.19 Distribution of Beverages and Water.**

(a) **Sugar-Sweetened Beverage Prohibition.** Grantee agrees that it shall not sell, provide, or otherwise distribute Sugar-Sweetened Beverages, as defined by San Francisco Administrative Code Chapter 101, as part of its performance of this Agreement.

(b) **Waived pursuant to San Francisco Environment Code Chapter 24, section 2406. (Packaged Water Prohibition).**

**16.20 Duty to Collect and Record Client Sexual Orientation and Gender Identity Data.**

Contractor shall comply with San Francisco Administrative Code Chapter 104 by seeking to collect and record information about clients' sexual orientation and gender identity, and reporting such data to the Department of Homelessness and Supportive Housing at intake and as instructed by the Department. In seeking to collect information about clients' sexual orientation and gender identity, Contractor shall: (1) communicate to clients that the provision of sexual orientation and gender identity information is voluntary, and no direct services shall be denied to clients who decline to provide that information; (2) solicit gender identity and sexual orientation data using questions and approaches consistent with the Department of Public Health's Policies and Procedures entitled "Sexual Orientation Guidelines: Principles for Collecting, Coding, and Reporting Identity Data," reissued on September 2, 2014, and "Sex and Gender Guidelines: Principles for Collecting, Coding, and Reporting Identity Data," reissued on September 2, 2014, or any successor Policies and Procedures; and (3) advise clients that they will protect personally identifiable information regarding clients' sexual orientation and gender identity from unauthorized disclosure, to the extent permitted by law. The duty to collect information about gender identity and sexual orientation shall not apply to the extent such collection is incompatible with any professionally reasonable clinical judgment that is based on articulable facts of clinical significance. Further, Contractor shall protect personally identifiable information from unauthorized disclosure, to the extent permitted by law and as required by the Health Insurance Portability and Accountability Act, the California Medical Information Act, Article 1 of the California Constitution, the California Health and Safety Code and regulations promulgated thereunder, the California Welfare and Institutions Code and regulations promulgated thereunder, and any other applicable provision of federal or state law.

**16.21 Compliance with Other Laws.** Without limiting the scope of any of the preceding sections of this Article 16, Grantee shall keep itself fully informed of City's Charter, codes, ordinances and regulations and all state, and federal laws, rules and regulations affecting the performance of this Agreement and shall at all times comply with such Charter codes, ordinances, and regulations rules and laws.

**16.22 Reserved. (Additional Provisions for Shelter and Resource Center Grants – Standard of Care).**

**16.23 Reserved. (Additional Requirements for Federally-Funded Awards).**

## **ARTICLE 17 MISCELLANEOUS**

**17.1 No Waiver.** No waiver by the Department or City of any default or breach of this Agreement shall be implied from any failure by the Department or City to take action on account of such default if such default persists or is repeated. No express waiver by the Department or City shall affect any default other than the default specified in the waiver and shall be operative only for the time and to the extent therein stated. Waivers by City or the Department of any covenant, term or condition contained herein shall not be construed as a waiver of any subsequent breach of the same covenant, term or condition. The consent or approval by the Department or City of any action requiring further consent or approval shall not be deemed to waive or render unnecessary the consent or approval to or of any subsequent similar act.

**17.2 Modification.** This Agreement may not be modified, nor may compliance with any of its terms be waived, except by written instrument executed and approved in the same manner as this Agreement.

**17.3 Administrative Remedy for Agreement Interpretation.** Should any question arise as to the meaning or intent of this Agreement, the question shall, prior to any other action or resort to any other legal remedy, be referred to Department Head, as the case may be, of the Department who shall decide the true meaning and intent of the Agreement. Such decision shall be final and conclusive.

**17.4 Governing Law; Venue.** The formation, interpretation and performance of this Agreement shall be governed by the laws of the State of California, without regard to its conflict of laws principles. Venue for all litigation relative to the formation, interpretation and performance of this Agreement shall be in San Francisco.

**17.5 Headings.** All article and section headings and captions contained in this Agreement are for reference only and shall not be considered in construing this Agreement.

**17.6 Entire Agreement.** This Agreement and the Application Documents set forth the entire Agreement between the parties, and supersede all other oral or written provisions. If



there is any conflict between the terms of this Agreement and the Application Documents, the terms of this Agreement shall govern. The following appendices are attached to and a part of this Agreement:

- Appendix A, Services to be Provided
- Appendix A-1, Services to be Provided
- Appendix B, Budget
- Appendix C, Method of Payment
- Appendix D, Interests in Other City Grantees
- Appendix E, Permitted Subgrantees

**17.7 Certified Resolution of Signatory Authority.** Upon request of City, Grantee shall deliver to City a copy of the corporate resolution(s) authorizing the execution, delivery and performance of this Agreement, certified as true, accurate and complete by the secretary or assistant secretary of Grantee.

**17.8 Severability.** Should the application of any provision of this Agreement to any particular facts or circumstances be found by a court of competent jurisdiction to be invalid or unenforceable, then (a) the validity of other provisions of this Agreement shall not be affected or impaired thereby, and (b) such provision shall be enforced to the maximum extent possible so as to effect the intent of the parties and shall be reformed without further action by the parties to the extent necessary to make such provision valid and enforceable.

**17.9 Successors; No Third-Party Beneficiaries.** Subject to the terms of Article 13, the terms of this Agreement shall be binding upon, and inure to the benefit of, the parties hereto and their successors and assigns. Nothing in this Agreement, whether express or implied, shall be construed to give any person or entity (other than the parties hereto and their respective successors and assigns and, in the case of Article 9, the Indemnified Parties) any legal or equitable right, remedy or claim under or in respect of this Agreement or any covenants, conditions or provisions contained herein.

**17.10 Survival of Terms.** The obligations of Grantee and the terms of the following provisions of this Agreement shall survive and continue following expiration or termination of this Agreement:

- Section 4.3                      Ownership of Results.
- Section 6.4                      Financial Statements.
- Section 6.5                      Books and Records.
- Section 6.6                      Inspection and Audit.
- Section 6.7                      Submitting False Claims; Monetary Penalties.
- Article 7                          Taxes.
- Article 8                          Representations and Warranties.
- Article 9                          Indemnification and General Liability.
- Section 10.4                      Required Post-Expiration Coverage.
- Article 12                         Disclosure of Information and Documents.

Section 13.4	Grantee Retains Responsibility.
Section 14.3	Consequences of Recharacterization.
This Article 17	Miscellaneous.

**17.11 Further Assurances.** From and after the date of this Agreement, Grantee agrees to do such things, perform such acts, and make, execute, acknowledge and deliver such documents as may be reasonably necessary or proper and usual to complete the transactions contemplated by this Agreement and to carry out the purpose of this Agreement in accordance with this Agreement.

**17.12 Dispute Resolution Procedure.**

- (a) The City Nonprofit Contracting Task Force submitted its final report to the Board of Supervisors in June 2003. The report contains thirteen recommendations to streamline the City's contracting and monitoring process with health and human services nonprofits. These recommendations include: (1) consolidate contracts, (2) streamline contract approvals, (3) make timely payment, (4) create review/appellate process, (5) eliminate unnecessary requirements, (6) develop electronic processing, (7) create standardized and simplified forms, (8) establish accounting standards, (9) coordinate joint program monitoring, (10) develop standard monitoring protocols, (11) provide training for personnel, (12) conduct tiered assessments, and (13) fund cost of living increases. The report is available on the Task Force's website at [https://sfgov.org/ccsfgsa/sites/default/files/City%20Nonprofit%20Contracting%20Task%20Force/CNPCTF\\_BOS\\_RPT\\_06-26-03%281%29\\_3adc.PDF](https://sfgov.org/ccsfgsa/sites/default/files/City%20Nonprofit%20Contracting%20Task%20Force/CNPCTF_BOS_RPT_06-26-03%281%29_3adc.PDF). The Board adopted the recommendations in February 2004. The Office of Contract Administration created a Review/Appellate Panel ("Panel") to oversee implementation of the report recommendations in January 2005.
- (b) The Board of Supervisors strongly recommends that departments establish a Dispute Resolution Procedure to address issues that have not been resolved administratively by other departmental remedies. The Panel has adopted the following procedure for City departments that have professional service grants and contracts with nonprofit health and human service providers. The Panel recommends that departments adopt this procedure as written (modified if necessary to reflect each department's structure and titles) and include it or make a reference to it in the contract. The Panel also recommends that departments distribute the finalized procedure to their nonprofit Grantees. Any questions for concerns about this Dispute Resolution Procedure should be addressed to [purchasing@sfgov.org](mailto:purchasing@sfgov.org).
- (c) The following Dispute Resolution Procedure provides a process to resolve any disputes or concerns relating to the administration of an awarded professional services grant or contract between the City and County of San Francisco and nonprofit health and human services Grantees. Grantees and City staff should first attempt to come to resolution informally through discussion and negotiation with the designated contact person in the department. If informal discussion has failed to resolve the problem, Grantees and departments should employ the following steps:

- (1) Grantee will submit a written statement of the concern or dispute addressed to the Contract/Program Manager who oversees the agreement in question. The writing should describe the nature of the concern or dispute, i.e., program, reporting, monitoring, budget, compliance or other concern. The Contract/Program Manager will investigate the concern with the appropriate department staff that are involved with the nonprofit agency's program, and will either convene a meeting with Grantee or provide a written response to Grantee within 10 working days.
- (2) Should the dispute or concern remain unresolved after the completion of Step 1, Grantee may request review by the Division or Department Head who supervises the Contract/Program Manager. This request shall be in writing and should describe why the concern is still unresolved and propose a solution that is satisfactory to Grantee. The Division or Department Head will consult with other Department and City staff as appropriate, and will provide a written determination of the resolution to the dispute or concern within 10 working days.
- (3) Should Steps 1 and 2 above not result in a determination of mutual agreement, Grantee may forward the dispute to the Executive Director of the Department or their designee. This dispute shall be in writing and describe both the nature of the dispute or concern and why the steps taken to date are not satisfactory to Grantee. The Department will respond in writing within 10 working days.
- (d) In addition to the above process, Grantees have an additional forum available only for disputes that concern implementation of the thirteen policies and procedures recommended by the Nonprofit Contracting Task Force and adopted by the Board of Supervisors. These recommendations are designed to improve and streamline contracting, invoicing and monitoring procedures. For more information about the Task Force's recommendations, see the June 2003 report at [https://sfgov.org/ccsfgsa/sites/default/files/City%20Nonprofit%20Contracting%20Task%20Force/CNPCTF\\_BOS\\_RPT\\_06-26-03%281%29\\_3adc.PDF](https://sfgov.org/ccsfgsa/sites/default/files/City%20Nonprofit%20Contracting%20Task%20Force/CNPCTF_BOS_RPT_06-26-03%281%29_3adc.PDF).
- (e) The Review/Appellate Panel oversees the implementation of the Task Force report. The Panel is composed of both City and nonprofit representatives. The Panel invites Grantees to submit concerns about a department's implementation of the policies and procedures. Grantees can notify the Panel after Step 2. However, the Panel will not review the request until all three steps are exhausted. This review is limited to a concern regarding a department's implementation of the policies and procedures in a manner which does not improve and streamline the contracting process. This review is not intended to resolve substantive disputes under the contract such as change orders, scope, term, etc. Grantee must submit the request in writing to [purchasing@sfgov.org](mailto:purchasing@sfgov.org). This request shall describe both the nature of the concern and why the process to date is not satisfactory to Grantee. Once all steps are exhausted and upon receipt of the written request, the Panel will review and make recommendations regarding any necessary changes to the policies and procedures or

to a department's administration of policies and procedures.

- 17.13 Cooperative Drafting.** This Agreement has been drafted through a cooperative effort of both parties, and both parties have had an opportunity to have the Agreement reviewed and revised by legal counsel. No party shall be considered the drafter of this Agreement, and no presumption or rule that an ambiguity shall be construed against the party drafting the clause shall apply to the interpretation or enforcement of this Agreement.
- 17.14 Services During a City-Declared Emergency.** In case of an emergency as declared by the Mayor under Charter section 3.100, Grantee will make a good faith effort to continue to provide the services set forth in Appendix A, Services to be Provided and Appendix A-1, Services to be Provided. Any services provided beyond those listed in Appendix A, Services to be Provided and Appendix A-1, Services to be Provided must be approved by the Department.
- 17.15 MacBride Principles--Northern Ireland.** Pursuant to San Francisco Administrative Code Section 12F.5, City urges companies doing business in Northern Ireland to move towards resolving employment inequities, and encourages such companies to abide by the MacBride Principles. City urges San Francisco companies to do business with corporations that abide by the MacBride Principles. By signing below, the person executing this agreement on behalf of Grantee acknowledges and agrees that he or she has read and understood this section.

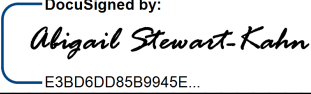
IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as of the date first specified herein. The signatories to this Agreement warrant and represent that they have the authority to enter into this agreement on behalf of the respective parties and to bind them to the terms of this Agreement.

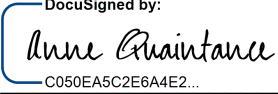
**CITY**

**GRANTEE**


**DEPARTMENT OF HOMELESSNESS  
AND SUPPORTIVE HOUSING**

**CONARD HOUSE**

By:   
E3BD6DD85B9945E...  
Abigail Stewart-Kahn  
Interim Director

By:   
C050EA5C2E6A4E2...  
Anne Quaintance  
Executive Director  
City Supplier Number: 22403

Approved as to Form:

By:   
F013CEBF5B1B482...  
Virginia Dario Elizondo  
Deputy City Attorney

**Appendix A, Services to be Provided**  
**by**  
**Conard House**  
**McAllister Hotel Property Management**

**I. Purpose of Grant**

The purpose of the grant is to provide property management services to formerly homeless and income-eligible adults. The goals of these services are to empower tenants to become self-sufficient and retain their housing or move to other appropriate housing, promote community building and tenant participation, and maintain a safe, supportive and stable environment that fosters independence.

**II. Served Population**

Grantee shall serve formerly homeless single adults and adult couples, without custody of minor children, who meet the Department of Housing and Supportive Housing (HSH)-established eligibility requirements and are referred by the HSH Access Point system.

Eligibility criteria include meeting a definition of homelessness at the time of referral and placement, specifically established benefits and/or income criteria and ability to live independently within the structure of the housing program. All new clients placed will be referred by the HSH Housing Access Team. Only individuals who are County Adult Assistance Programs (CAAP) recipients at the time of acceptance into housing may be placed into a vacancy.

**III. Referral and Prioritization**

All new tenants will be referred by HSH via the Coordinated Entry System, which organizes the City's Homelessness Response System (HRS) with a common, population-specific assessment, centralized data system, and prioritization method.

Eligibility criteria may include meeting a definition of homelessness at the time of referral and placement, enrollment in specific benefits programs, income criteria and/or the ability to live independently within the structure of the housing program. Tenants who meet eligibility criteria for Permanent Supportive Housing programs are prioritized based on various criteria, such as levels of vulnerability, length and history of homelessness, and severity of housing barriers.

**IV. Description of Services**

Grantee shall provide Property Management to tenants residing in at least 80 units at the McAllister Hotel at any time. Property Management services shall include, but are not limited to, the following:

- A. Program Applicant Selection and Intake: Grantee shall follow the processes agreed upon by Grantee, HSH, property owner, housing subsidy administrators, and/or other entities involved with referrals.
- B. Annual Tenant Re-certification: As required by rental subsidy type, Grantee shall re-certify tenant income after each year of residence. This is generally done on the anniversary of a tenant's move-in date.

- C. Residential Lease Set-Up: Grantee shall draft, provide, and sign a rental agreement with each tenant at the time of move-in. The lease agreement shall include House Rules and other pertinent Lease Addenda. Grantee shall review its Grievance policies and procedures and HSH policies and procedures with tenants at the time of lease signing.
  
- D. Collection of Rents, Security Deposits, and Other Receipts: Grantee shall collect and process rent and other housing-related payments made by tenants.
  - 1. Grantee shall communicate and coordinate with local, state and/or federal agencies, as needed, to process rental subsidies.
  - 2. For tenants paying a portion of their income towards rent, Grantee shall assist with payment arrangements and comply with HSH and other applicable requirements governing how much tenants are required to pay.
  - 3. Tenants are encouraged to enroll in third party rent payment services. Grantee shall complete and submit referral paperwork to the agency providing the service and notify HSH of any problems with the arrangement.
  
- E. Lease Enforcement, Written Notices and Eviction Prevention:
  - 1. Grantee shall provide written notice to tenants to notify them of any issue that may affect ongoing tenancy including, but not limited to, failure to pay rent on time or in full, violations of house rules, and/or actions that are in violation of the lease agreement.
  - 2. When necessary, Grantee shall provide notice to tenants of any actions related to the eviction process in accordance with laws in effect in San Francisco.
  - 3. Grantee shall work with tenants, in conjunction with Support Services staff, to resolve issues that put tenants at risk of eviction.
  - 4. Grantee shall copy Support Services staff on all of these communications.
  
- F. Building Service Payments: Grantee shall set up and manage utility accounts and services related to the property, including but not limited to communications, alarms/security, fire alarm monitoring, garbage, water, and pest control. This may include elevator maintenance, as required.
  
- G. Building Maintenance: Grantee shall maintain the facility in sanitary and operable condition, post protocol and forms for tenant requests for maintenance or repairs, and respond to requests in a timely manner. Building maintenance shall include the following services:
  - 1. Janitorial services in common areas, offices, and shared-use restroom and shower facilities;
  - 2. Regular removal of garbage/trash from designated trash areas and maintenance of these areas as clean and functional;
  - 3. Pest control services, as needed;
  - 4. Maintenance and repair of facility systems, plumbing, electrical, safety issues;
  - 5. Building security; and
  - 6. Preparation of apartments for tenant move-in and move-out.

- H. Wellness Checks and Emergency Safety Checks: Grantee shall conduct Wellness Checks and/or Emergency Safety Checks in accordance with HSH policy to assess a tenant's safety when there is a reason to believe the tenant is at immediate and substantial risk due to a medical and/or psychiatric emergency.
- I. Front Desk Coverage: Grantee shall provide front desk coverage 24 hours per day, seven days per week.
- J. Program Exit Planning: Grantee shall alert Support Services staff when tenants give notice to leave housing and shall keep a record of each tenant's forwarding address, whenever possible.
- K. Modified Payment Program: Grantee shall provide money management/rep payee services during the term of this grant:
  - 1. Grantee Shall establish a Memorandum of Understanding (MOU) with the HSH CAAP division to set up the system and procedures for a two-party warranty system.
  - 2. If residents transition to Supplemental Security Income (SSI) or Social Security Administration (SSA), Grantee shall work closely with the property manager to calculate residents' pro-rated rent or tenant rent portion based on HSH guidelines. If Grantee is tenant's representative payee or tenant is enrolled in money management, Grantee will collect the rent and issue disbursements according to an agreed upon money management plan. If Grantee is not representative payee, it will collect rent payments from tenant on a timely basis.

**V. Location and Hours of Service**

Grantee shall provide services 24 hours per day, seven days per week, at 270 McAllister Street, San Francisco.

**VI. Service Requirements**

- A. Coordination with Other Service Providers: Grantee shall maintain a good working relationship with Support Services staff, In-Home Supportive Services (IHSS), HSH, and all other agencies involved in program operations to ensure communication and coordination that supports program goals.
  - 1. Grantee shall establish a written Memorandum of Understanding (MOU) with other service providers and/or Subcontractors, as required by HSH.
- B. Possession of Licenses/Permits: Grantee warrants the possession of all licenses and/or permits required by the laws and regulations of the United States, the State of California, and the City to provide the Services. Failure to maintain these licenses and permits shall constitute a material breach of this contract.
- C. Admission Policy: Admission policies for the services shall be in writing and available to the public. Except to the extent that the services are to be rendered to a



specific population as described in the programs listed herein, such policies must include a provision that tenants are accepted for care without discrimination on the basis of race, color, creed, religion, sex, age, national origin, ancestry, sexual orientation, gender identification, disability, or AIDS/HIV status.

- D. Language and Interpretation Services: Grantee shall ensure that interpreter and translation services are available to address the needs of those within the served population who primarily speak language(s) other than English.
- E. Critical Incidents: Grantee shall report critical incidents in accordance with the HSH Program Manager instructions and any published HSH policies/procedures. Examples of critical incidents include death, fire, acts of violence, or any other incident, which require the involvement of emergency or Child Protective Services (CPS).
- F. Grievance Procedure: Grantee shall establish and maintain a written Tenant Grievance Procedure, which shall include the following elements, as well as others that may be appropriate to the services:
  - 1. The name or title of the person or persons authorized to make a determination regarding the grievance;
  - 2. The opportunity for the aggrieved party to discuss the grievance with those who will be making the determination;
  - 3. The amount of time required for each step, including when a tenant can expect a response; and
  - 4. HSH Program Manager's contact information for the tenant to contact after the tenant has exhausted the Grantee's internal Grievance Procedure.

Grantee shall, at program entry, review and provide a copy of this procedure, and any amendments, to each tenant and obtain a signed copy of the form from the tenant, which must be maintained in the tenant's file. Additionally, Grantee shall provide a copy of the procedure and any amendments to the HSH Program Manager or his/her designated agent.

- G. Feedback, Complaint and Follow-up Policies: Grantee shall provide means for tenants to provide input into the program, including the effectiveness and satisfaction. Feedback methods shall include:
  - 1. A written process informing the tenants on how to request repairs/services; and
  - 2. A written annual survey, which shall be offered to tenants to gather feedback, satisfaction, and assess the effectiveness of services and systems within the program. Grantees shall offer assistance to tenants regarding completion of the survey if the written format presents any problem.
- H. City Communications and Policies  
Grantee shall keep HSH informed and comply with City policies to minimize harm and risk, including:
  - 1. Regular communication to HSH about the implementation of the program;

2. Attendance at all meetings as required by HSH. This shall include quarterly HSH meetings, as needed, such as, but not limited to: hearings on issues related to homelessness; and
3. Attendance at trainings, when required by HSH.

I. Record-Keeping and Reporting:

1. Grantee shall maintain confidential tenant files that contain eligibility documentation, signed lease agreement and lease addenda, and documentation of rent collection and other Property Management services, including but not limited to lease violations letters, legal notices, reasonable accommodations paperwork, and incident reports as part of overall program compliance. When required by HSH, Grantee shall maintain eligibility and inspection documentation in the Online Navigation and Entry (ONE) System.
2. Grantee shall maintain files that document the services and supportive work provided for the purpose of tracking and reporting objectives and outcomes.

J. Data Standards:

1. Records entered into the HSH Homeless Management Information System (HMIS) Online Navigation and Entry (ONE) System shall meet or exceed the ONE System Continuous Data Quality Improvement Process standards: <https://onesf.clarityhs.help/hc/en-us/articles/360001145547-ONE-System-Continuous-Data-Quality-Improvement-Process>.
2. Grantee shall enter data into the ONE System, but may be required to report certain measures or conduct interim reporting in CARBON, via secure email, or through uploads to a File Transfer Protocol (FTP) site. When required by HSH, Grantee shall submit the monthly, quarterly and/or annual metrics into either the CARBON database, via secure email, or through uploads to an FTP site. HSH will provide clear instructions to all Grantees regarding the correct mechanism for sharing data. Changes to data collection or reporting requirements shall be communicated to Grantees via written notice at least one month prior to expected implementation.
3. Any information shared between Grantee, HSH, and other providers about the served population shall be communicated in a secure manner, with appropriate release of consent forms and in compliance with Health Insurance Portability and Accountability Act (HIPAA) and privacy guidelines.

K. Disaster and Emergency Response Plan: Grantee shall develop and maintain an Agency Disaster and Emergency Response Plan containing Site-Specific Emergency Response Plan(s) for each service site per HSH requirements. The Agency Disaster and Emergency Response Plan shall address disaster coordination between and among service sites. Grantee shall update the Agency/site(s) plan as needed and Grantee shall train all employees regarding the provisions of the plan for their Agency/site(s).

L. Good Neighbor Policies: Grantee shall maintain a good relationship with the neighborhood, including:

1. Collaboration with neighbors and relevant city agencies to ensure that neighborhood concerns about the facility are heard and addressed;
  2. That Grantee management staff is available to respond to neighbors within 24 hours, if reasonable;
  3. Having a representative of the Grantee attend all appropriate neighborhood meetings; and
  4. Active discouragement of loitering in the area surrounding the building.
- M. Compliance with Funding Source Requirements: Grantee recognizes that funding for these services may be provided to the City through federal, state or private foundation awards. Grantee agrees to comply with the provisions of the funding sources.
- N. Compliance with Regulations: Grantee shall:
1. Coordinate with the Department of Building Inspection (DBI), the Department of Public Health (DPH), and/or other City agencies to complete all required inspections of the housing site prior the start of the program;
  2. Comply with requirements for ongoing facility inspections;
    - a. In the event that Grantee is given notice violations by DBI, DPH, or another City agency, which impacts Grantee's ability to occupy a unit, it shall notify HSH immediately.
  3. Provide facility access to City Departments upon request, including HSH, San Francisco Fire Department, DBI, DPH, and the Mayor's Office.
- O. Other Program Revenue Sources: Grantee agrees that funds received from a source other than the City to defray any portion of the reimbursable costs allowable under the awarded grant shall be reported to the City and deducted by Grantee from billings to the City to ensure that no portion of the City's reimbursement to Grantee is duplicated.
- P. Vacancy Reporting: Per HSH instructions, Grantees shall report unit vacancies.
- Q. Rent Recalculation: Grantee shall coordinate with the program manager to report changes to tenants' income and adjust rent amounts accordingly. Because CAAP is a monthly benefit, loss of or changes to benefits within the CAAP program will affect the tenants' monthly income and will result in rent recalculation. Grantee shall monitor these changes when providing Modified Payments to tenants as their income and rent amounts may change regularly.

## **VII. Service Objectives**

Grantee shall achieve the Service Objectives listed below. Grantee understands that the Service Objectives listed in this Appendix A may be updated, revised, modified, and/or removed during the term of this grant through HSH's amendment or revision process.

- A. Grantee shall provide property management services to the tenants residing in the 80 units of the McAllister Hotel.

- B. Grantee shall ensure that each unit, upon turnover, is clean and/or repaired within 35 days, on average.
- C. Grantee shall maintain an occupancy rate of at least 90 percent.
- D. Grantee shall offer all tenants the opportunity to complete an annual anonymous Tenant Satisfaction Survey, with the goal of at least sixty-five percent participation.
- E. Grantee shall collect at least 90 percent of tenant portions of monthly rent from occupied units.

**VIII. Outcome Objectives**

Grantee shall achieve the Outcome Objectives listed below. Grantee understands that the Outcome Objectives listed in this Appendix A may be updated, revised, modified, and/or removed during the term of this grant through HSH's amendment or revision process.

- A. Ninety percent of tenants will maintain their housing for a minimum of 12 months.
- B. Seventy-five percent of tenants who exit housing will move to other permanent housing, or be provided with more appropriate placements.
- C. Eighty-five percent of tenant lease violations will be resolved without loss of housing to tenants.
- D. Eighty-five percent of tenants completing an annual Tenant Satisfaction Survey will be satisfied or very satisfied with Property Management services.

**IX. Reporting Requirements**

Grantee shall input data into systems required by HSH, such as the ONE system and CARBON. As program services for these units are supported by various funding sources, including the Mental Health Services Act (MHSA), HUD, and the City's General Fund. Grantee understands that reporting requirements may differ for services funded by different revenue sources.

- A. When required by HSH, Grantee shall enter data into the ONE system.
- B. Grantee shall provide a monthly report of activities, referencing the tasks as described in the Service and Outcome Objectives sections. Grantee shall enter the monthly metrics in the CARBON database by the 15<sup>th</sup> of the following month, including:
  - 1. Occupancy rate; and
  - 2. Number of new placements made for the month, broken down by funding source.
- C. Grantee shall provide a quarterly report of activities, referencing the tasks as described in the Service and Outcome Objectives sections. Grantee shall enter the quarterly metrics in the CARBON database by the 15<sup>th</sup> of the month following the end of the quarter, including:

1. Average number of days to turn over units;
  2. Number of tenant lease violations that were resolved without loss of housing to tenants; and
  3. Number of tenants who exit housing or move to other permanent housing, or are provided with more appropriate placements.
- D. Grantee shall provide an annual report summarizing the grant activities, referencing the tasks as described in the Service and Outcome Objectives sections. This report shall also include accomplishments and challenges encountered by the Grantee. Grantee shall enter the annual metrics in the CARBON database by the 15<sup>th</sup> of the month following the end of the program year, including:
1. Number and percentage of tenants who completed an annual Tenant Satisfaction Survey;
  2. Number and percentage of Tenant Satisfaction Survey respondents who indicated they were satisfied or very satisfied with program services; and
  3. Number and percentage of surviving tenants who maintain their housing for a minimum of 12 months.
- E. Grantee shall provide Ad Hoc reports as required by HSH and respond to requests by the HSH in a timely manner. These reports may include the following information:
1. Monthly rent roll reports;
  2. Monthly cumulative report on the average number of days to complete work orders;
  3. Monthly cumulative report on the number and percentage of tenants housed for one year or more; and
  4. Monthly cumulative report on the number and percentage of exits to permanent housing.
- F. Grantee shall participate, as required by HSH, in City, State and/or Federal government evaluative studies designed to show the effectiveness of Grantee's services. Grantee agrees to meet the requirements of and participate in the evaluation program and management information systems of the City. The City agrees that any final reports generated through the evaluation program shall be made available to Grantee within 30 working days of receipt of any evaluation report and such response will become part of the official report.

For assistance with reporting requirements or submission of reports, contact the assigned Contract and Program Managers.

## **X. Monitoring Activities**

- A. Program Monitoring: Grantee is subject to program monitoring and/or audits, which may include review of tenant files, review of the Grantee's administrative records, staff training documentation, postings, program policies and procedures, Disaster and Emergency Response Plan and training, personnel and activity reports, proper accounting for funds and other operational and administrative activities, and back-up

documentation for reporting progress towards meeting Service and Outcome Objectives.

- B. Fiscal Compliance and Contract Monitoring: Fiscal monitoring will include review of the Grantee's organizational budget, the general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal policy manual, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring will include review of Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, and MOUs, and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

**Appendix A-1, Services to be Provided  
by  
Conard House  
McAllister Hotel Support Services**

**I. Purpose of Grant**

The purpose of the grant is to provide support services to formerly homeless and income-eligible adults. The goals of these services are to empower tenants to become self-sufficient and retain their housing or move to other appropriate housing, promote community building and tenant participation, and maintain a safe, supportive and stable environment that fosters independence.

**II. Served Population**

Grantee shall serve formerly homeless single adults and adult couples (without custody of minor children) who meet the Department of Homelessness and Supportive Housing (HSH)-established eligibility requirements and are referred by the HSH Access Point system.

Eligibility criteria include meeting a definition of homelessness at the time of referral and placement, specifically established benefits and/or income criteria and ability to live independently within the structure of the housing program. All new clients placed will be referred by the HSH Housing Access Team. Only individuals who are County Adult Assistance Programs (CAAP) recipients at the time of acceptance into housing may be placed into a vacancy.

**III. Referral and Prioritization**

All new tenants will be referred by HSH via the Coordinated Entry System, which organizes the City's Homelessness Response System (HRS) with a common, population-specific assessment, centralized data system, and prioritization method.

Eligibility criteria may include meeting a definition of homelessness at the time of referral and placement, enrollment in specific benefits programs, income criteria and/or the ability to live independently within the structure of the housing program. Tenants who meet eligibility criteria for Permanent Supportive Housing programs are prioritized based on various criteria, such as levels of vulnerability, length and history of homelessness, and severity of housing barriers.

**IV. Description of Services**

Grantee shall provide Support Services to program participants who reside in at least 80 units at the McAllister Hotel at any time. Support Services are voluntary and shall be available to all tenants of the building. Support Services shall include, but are not limited to the following:

- A. Outreach: Grantee shall actively engage with participants to provide information about available Support Services and invite them to participate. Outreach methods shall include in-person interactions, written messages, phone calls, voice mail, and emails, as available and appropriate to reach individual participant. Grantee shall

contact each participant at least three times during the first 60 days following placement in housing to engage the participant in services.

- B. Intake and Assessment: Grantee shall coordinate the initial intake with applicants for vacant units with Property Management, and if possible, begin establishing a rapport with participants prior to move-in. Grantee shall attempt to coordinate with an incoming participant's current Case Manager(s) (e.g., at the shelter, agency or Coordinated Entry Access Point where a participant is currently receiving services) to ensure a warm hand-off and transition into housing. This may include an exchange of information about challenges the participant is experiencing and/or and current services being accessed in the community.
- C. Case Management: Grantee shall provide ongoing meetings and counseling for participants to establish goals, develop Individualized Service Plans, and track progress toward achieving those goals. Grantee shall document Case Management meetings, engagement, and status of participants at least once per month to ensure they are doing well and are receiving the support they need to maintain housing.
- D. Benefits Advocacy and Assistance: Grantee shall assist participants with obtaining or maintaining benefits. Grantee shall provide referrals for and solve problems preventing a participant's enrollment in county, state and federal benefits programs. Grantee may help participants identify, apply for and establish appointments for available services such as cash aid, food programs, medical clinics and/or in-home support.
- E. Referrals and Coordination of Services: Grantee shall help participants identify and access services available within the community that meet specific needs or support progress toward identified goals. This may include providing information about services, calling to help establish appointments, assisting with applications, providing appointment reminders, following up/checking in with participants regarding the process, and, as necessary, re-referral. Grantee shall also communicate and coordinate with outside service providers and mental health clinics to support existing linkages that participants may have.
- F. Coordination with Property Management: Grantee shall assist participants in communicating with, responding to and meeting with Property Management. This may include helping a participant understand the meaning of messages, letters, and/or warnings from Property Management, helping a participant write requests, responses or complaints, and attending meetings between the participant and Property Management to facilitate communication.

Grantee shall coordinate with Property Management and external agencies to find creative ways to engage with participants, as necessary. This may be the case if a participant is experiencing challenges with their housing and is not inclined to proactively engage.



- G. Wellness Checks: Grantee shall conduct Wellness Checks in accordance with HSH policy to assess a participant's safety when there is a reason to believe the participant is at immediate and substantial risk due to a medical and/or psychiatric emergency.
- H. Support Groups, Social Events and Organized Activities:
- i. Grantee shall provide participants with opportunities to participate in organized gatherings for peer support, to gain information from presenters and each other, to form social connections with other participants and staff, or to celebrate significant individual, holiday and community events. These events may be planned with or based on input from participants and shall be held on site at least once per week. Grantee shall post and provide to participants with a monthly calendar of events. When appropriate, events should be open to all building tenants.
  - ii. Grantee shall conduct monthly community meetings for participants, in coordination with Property Management, during which participants may discuss building concerns and program ideas with representatives from both Support Services and Property Management staff.
  - iii. Grantee shall provide appropriate programming for the population served.
- I. Housing Stability Support: Grantee shall outreach to and offer on-site services and/or referrals to all participants who display indications of housing instability. Such indications include but are not limited to discontinuance from benefits, non-payment of rent, lease violations or warnings from Property Management, and conflicts with staff or other participants. Grantee shall assist with the de-escalation and resolution of conflicts as needed.
- J. Supervision: Grantee shall ensure that on-site Support Services staff has access to bi-monthly case conferencing and ongoing supervision. This allows staff to provide appropriate case management, counseling and referral services to participants with emerging and ongoing mental health issues.
- K. Exit Planning and After-Care Services: If a participant is moving out of the building, Grantee shall outreach to the participant to engage in exit planning and support the participant's successful transition out of the program, and coordinate with Property Management, as necessary. The exit plan shall depend on the participant's needs and preferences but may include establishing a link to outpatient case management as well as access to services in the community. Grantee shall provide and/or coordinate aftercare services following a participant's exit from the program for up to 90 days or as indicated by participant need.

**V. Location and Time of Services**

Grantee shall provide services at the McAllister Hotel located at 270 McAllister Street, San Francisco. Grantee shall provide services Monday through Friday, during posted business hours. Grantee may also provide services evenings and weekends, and at other times when necessary to best serve participants.

Grantee shall work with the Property Management staff to coordinate after-hours emergency backup, which will include the ability to reach Property Management by phone. Grantee shall implement policies and procedures pertaining to emergency backup and will train staff accordingly.

## **VI. Service Requirements**

- A. Case Management Ratio: Grantee shall maintain a 1:25 ratio of Case Managers to units.
- B. Possession of Licenses/Permits: Grantee warrants the possession of all licenses and/or permits required by the laws and regulations of the United States, the State of California, and the City to provide the Services. Failure to maintain these licenses and permits shall constitute a material breach of this Agreement.
- C. Language and Interpretation Services: Grantee shall ensure that interpreter and translation services are available to address the needs of those within the served population who primarily speak language(s) other than English.
- D. Health Screening and Certifications: Grantee shall obtain and maintain all required staff health screenings and certifications required by law.
- E. Case Conferences: Grantee shall initiate and participate in individual case conferences and team coordination meetings with HSH-approved programs, as needed, to coordinate and collaborate regarding participants' progress.
- F. Admission Policy: Admission policies for the services shall be in writing and available to the public. Except to the extent that the services are to be rendered to a specific population as described in the programs listed herein, such policies must include a provision that participants are accepted for care without discrimination on the basis of race, color, creed, religion, sex, age, national origin, ancestry, sexual orientation, gender identification, disability, or HIV/AIDS status.
- G. Grievance Procedure: Grantee shall establish and maintain a written Grievance Procedure for participants, which shall include the following elements, as well as others that may be appropriate to the services:
  - 1. The name or title of the person or persons authorized to make a determination regarding the grievance;
  - 2. The opportunity for the aggrieved party to discuss the grievance with those who will be making the determination;
  - 3. The amount of time required for each step, including when a participant can expect a response; and
  - 4. HSH Program Manager's contact information for the participant to contact after the participant has exhausted Grantee's internal Grievance Procedure.

Grantee shall, at program entry, review and provide a copy of this procedure, and any amendments, to each participant and obtain a signed copy of the form from the participant, which must be maintained in the participant's file. Additionally, Grantee shall post the policy at all times and provide a copy of the procedure and any amendments to the HSH Program Manager or his/her designated agent.

H. Feedback, Complaint and Follow-up Policies:

Grantee shall provide means for participants to provide input into the program, including the effectiveness and satisfaction. Feedback methods shall include:

1. A written process informing the participants on how to request services; and
2. A written annual survey, which shall be offered to participants to gather feedback, satisfaction, and assess the effectiveness of services and systems within the program. Grantees shall offer assistance to participants regarding completion of the survey if the written format presents any problem.

I. City Communications, Trainings and Meetings:

Grantee shall keep HSH informed of program operations and comply with HSH policies, training requirements, and participate in meetings, including, but not limited to:

1. Regular communication to HSH about the implementation of the program;
2. Attendance at all meetings as required by HSH. This shall include quarterly HSH meetings, as needed, such as, but not limited to: hearings on issues related to homelessness; and
3. Attendance at trainings, when required by HSH.

J. Coordination with Other Service Providers:

1. Grantee shall maintain a good working relationship with other service providers, HSH, and all other agencies involved in program operations to ensure communication and coordination that supports program goals.
2. When required by HSH, Grantee shall establish written Memoranda of Understanding (MOUs) with Property Management and Subcontractors.

K. Critical Incidents: Grantee shall report critical incidents in accordance with the HSH Program Manager instructions and any published HSH policies/procedures. Examples of critical incidents include death, fire, acts of violence, or any other incident, which require the involvement of emergency or Child Protective Services (CPS).

L. Disaster and Emergency Response Plan: Grantee shall develop and maintain an Agency Disaster and Emergency Response Plan containing Site Specific Emergency Response Plan(s) for each service site per HSH requirements. The Agency Disaster and Emergency Response Plan shall address disaster coordination between and among service sites. Grantee shall update the Agency/site(s) plan as needed and Grantee shall train all employees regarding the provisions of the plan for their Agency/site(s).

- M. Good Neighbor Policies: Grantee shall maintain a good relationship with the neighborhood, including:
1. Collaboration with neighbors and relevant city agencies to ensure that neighborhood concerns about the facility are heard and addressed;
  2. That Grantee management staff is available to respond to neighbors within 24 hours, if reasonable;
  3. Having a representative of the Grantee attend all appropriate neighborhood meetings; and
  4. Active discouragement of loitering in the area surrounding the building.
- N. Record Keeping and Files: Grantee shall maintain confidential participant files that document the services and supportive work provided for the purpose of tracking and reporting objectives and outcomes.
- O. Data Standards:
1. Records entered into the HSH Homeless Management Information System (HMIS) Online Navigation and Entry (ONE) System shall meet or exceed the ONE System Continuous Data Quality Improvement Process standards: <https://onesf.clarityhs.help/hc/en-us/articles/360001145547-ONE-System-Continuous-Data-Quality-Improvement-Process>.
  2. Grantee shall enter data into the ONE System, but may be required to report certain measures or conduct interim reporting in CARBON, via secure email, or through uploads to a File Transfer Protocol (FTP) site. When required by HSH, Grantee shall submit the monthly, quarterly and/or annual metrics into either the CARBON database, via secure email, or through uploads to an FTP site. HSH will provide clear instructions to all Grantees regarding the correct mechanism for sharing data. Changes to data collection or reporting requirements shall be communicated to Grantees via written notice at least one month prior to expected implementation.
  3. Any information shared between Grantee, HSH, and other providers about the served population shall be communicated in a secure manner, with appropriate release of consent forms and in compliance with Health Insurance Portability and Accountability Act (HIPAA) and privacy guidelines.

## **VII. Service Objectives**

Grantee shall achieve the Service Objectives listed below. Grantee understands that the Service Objectives listed in this Appendix A-1 may be updated, revised, modified, and/or removed during the term of this grant through HSH's amendment or revision process.

- A. Grantee shall actively outreach to at least 95 percent of participants once every 30 days.
- B. Grantee shall offer assessment to 100 percent of participants for primary medical care needs within 90 days of move-in.

- C. Grantee shall offer assessment to 100 percent of participants for mental health and substance use treatment needs within 90 days of move-in.
- D. Grantee shall offer assessment to 100 percent of participants for benefits within 30 days of move-in.
- E. Grantee shall offer to develop Individualized Service Plans for 100 percent of participants within 90 days of service enrollment.
- F. Grantee shall update at minimum 80 percent of Individualized Service Plans at least once every six months, or as required by HSH.
- G. Grantee shall offer Support Services to 100 percent of all participants that showed housing instability (non-payment of rent, lease violations) at least once per incident.
- H. Grantee shall outreach to 100 percent of participants with planned exits from the program to engage in comprehensive discharge planning, that includes referrals for case management, housing, food, clothing, medical treatment, detox, and/or other services as necessary and appropriate.
- I. Grantee shall administer an annual written anonymous survey of participants to obtain feedback on the type and quality of program services. Grantee shall offer all participants the opportunity to take this survey.

**VIII. Outcome Objectives**

Grantee shall achieve the Outcome Objectives listed below. Grantee understands that the Outcome Objectives listed in this Appendix A may be updated, revised, modified, and/or removed during the term of this grant through HSH's amendment or revision process.

- A. Ninety percent of participants will maintain their housing for a minimum of 12 months, move to other permanent housing, or be provided with more appropriate placements.
- B. One hundred percent of participants housed for at least six months will have maximized their income and benefits for which they are eligible, or will be in the application process. The percentage requirement in this objective will be benchmarked over the first 12 months of service to ensure it is attainable, and may be adjusted accordingly.
- C. At least eighty-five percent of participant lease violations will be resolved without loss of housing to participants.
- D. At least seventy-five percent of residents who have an Individualized Service Plan will accomplish one or more goals.

- E. At least eighty percent of residents completing an annual resident satisfaction survey will be satisfied or very satisfied with program services.

**IX. Reporting Requirements**

Grantee shall input data into systems required by HSH, such as the ONE system and CARBON.

- A. When required by HSH, Grantee shall enter participant data in the ONE System.
- B. On a monthly basis, Grantee shall enter the required metrics, including any required templates to be uploaded, into the CARBON database by the 15<sup>th</sup> of the month following the month of service.
  - 1. The total number of unduplicated participants who resided at the site during the month and the number of unduplicated participants actively outreached to at least once during the month; and
  - 2. The number of lease/program rule violations issued for the month and the number of lease/program rule violations for which Support Services outreached to participants to offer support.
- C. On a quarterly basis, Grantee shall enter the required metrics, including any required templates and supporting documentation to be uploaded, into the CARBON database by the 15<sup>th</sup> of the month following the end of each quarter:
  - 1. The number and percentage of participants that had an Individualized Service Plan in place within 90 days of service enrollment;
  - 2. The number and percentage of participants assessed for primary medical care needs within 90 days of move-in;
  - 3. The number and percentage of participants assessed for mental health and substance use treatment needs within 90 days of move-in;
  - 4. The number and percentage of participants with planned exits to whom Grantee outreached to design an exit plan; and
  - 5. The number and percentage of lease violations that were resolved without loss of housing to participants.
- D. On an annual basis, Grantee shall enter the required metrics, including any required templates to be uploaded, into the CARBON database by the 15<sup>th</sup> of the month following the end of each year:
  - 1. The number and percentage of participants who maintained their housing for a minimum of 12 months, moved to other permanent housing, or were provided with more appropriate placements;
  - 2. The number and percentage of Individualized Services Plans that were updated at least once every six months;
  - 3. The number and percentage of participants who completed a written survey to provide feedback on the type and quality of program services;
  - 4. The number and percentage of participants to whom Grantee outreached to complete a benefits assessment within 30 days of move-in; and

5. The number and percentage of participants who maximized their income and benefits for which they are eligible, or are in the application process.
- E. Grantee shall participate, as required by HSH, with City, State and/or Federal government evaluative studies designed to show the effectiveness of Grantee's services. Grantee agrees to meet the requirements of and participate in the evaluation program and management information systems of the City. The City agrees that any final reports generated through the evaluation program shall be made available to Grantee within 30 working days of receipt of any evaluation report and such response will become part of the official report.
- F. Grantee shall provide Ad Hoc reports as required by HSH and respond to requests by HSH in a timely manner.

For assistance with reporting requirements or submission of reports, contact the assigned Contract and Program Managers.

## **X. Monitoring Activities**

- A. Program Monitoring: Grantee is subject to program monitoring and/or audits, such as, but not limited to, the following, participant files, review of the Grantee's administrative records, staff training documentation, postings, program policies and procedures, Disaster and Emergency Response Plan and training, personnel and activity reports, proper accounting for funds and other operational and administrative activities, and back-up documentation for reporting progress towards meeting service and outcome objectives.
- A. Fiscal Compliance and Contract Monitoring: Fiscal monitoring will include review of the Grantee's organizational budget, the general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal policy manual, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring will include review of Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, and MOUs, and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

	A	B	C	D	G	J	M	P	AK	
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING									
2	APPENDIX B, BUDGET									
3	Document Date	12/31/2020								
4	Contract Term	Begin Date	End Date	Duration (Years)						
5	Current Term	1/1/2021	2/29/2024	4						
6	Amended Term	1/1/2021	2/29/2024	4						
7	Provider Name	Conard House								
8	Program	McAllister Hotel								
9	FSP Contract ID#	1000020628								
10	Action (select)	New Agreement								
11	Effective Date	1/1/2021								
12	Budget Names	HSH Fund - Support Services, HSH Fund - Modified Payment Program, HSH Fund - Property Management								
13		Current	New							
14	Term Budget	\$ -	\$ 4,805,717							
15	Contingency	\$ -	\$ 961,143	20%						
16	Not-To-Exceed	\$ -	\$ 5,766,861							
17		Year 1	Year 2	Year 3	Year 4	All Years				
18		1/1/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 2/29/2024	1/1/2021 - 2/29/2024				
19	Expenditures	New	New	New	New	New				
20	Salaries & Benefits	\$ 432,262	\$ 864,524	\$ 864,524	\$ 576,350	\$ 2,737,660				
21	Operating Expense	\$ 255,665	\$ 511,329	\$ 511,329	\$ 340,886	\$ 1,619,209				
22	Subtotal	\$ 687,927	\$ 1,375,853	\$ 1,375,853	\$ 917,236	\$ 4,356,869				
23	Indirect Percentage									
24	Indirect Cost (Line 21 X Line 22)	\$ 89,430	\$ 178,861	\$ 178,861	\$ 119,241	\$ 566,393				
25	Other Expenses (Not subject to indirect %)	\$ 164,233	\$ 328,466	\$ 328,466	\$ 218,977	\$ 1,040,142				
26	Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -				
27	Admin Cost (HUD Only)	\$ -	\$ -	\$ -	\$ -	\$ -				
28	<b>Total Expenditures</b>	<b>\$ 941,590</b>	<b>\$ 1,883,180</b>	<b>\$ 1,883,180</b>	<b>\$ 1,255,453</b>	<b>\$ 5,963,404</b>				
29	HSH Revenues (select)									
30	HSH Fund (formerly CNC Fund)	\$ 758,797	\$ 1,517,595	\$ 1,517,595	\$ 1,011,730	\$ 4,805,717				
31		\$ -	\$ -	\$ -	\$ -	\$ -				
32		\$ -	\$ -	\$ -	\$ -	\$ -				
33		\$ -	\$ -	\$ -	\$ -	\$ -				
34		\$ -	\$ -	\$ -	\$ -	\$ -				
35		\$ -	\$ -	\$ -	\$ -	\$ -				
36		\$ -	\$ -	\$ -	\$ -	\$ -				
37		\$ -	\$ -	\$ -	\$ -	\$ -				
38		\$ -	\$ -	\$ -	\$ -	\$ -				
39		\$ -	\$ -	\$ -	\$ -	\$ -				
40	<b>Total HSH Revenues</b>	<b>\$ 758,797</b>	<b>\$ 1,517,595</b>	<b>\$ 1,517,595</b>	<b>\$ 1,011,730</b>	<b>\$ 4,805,717</b>				
41	Other Revenues (to offset Total Expenditures & Reduce HSH Revenues)									
42	CAPP Resident Rent	\$ 181,551	\$ 363,102	\$ 363,102	\$ 242,068	\$ 1,149,823				
43	Non-CAPP Resident Rent	\$ 1,242	\$ 2,484	\$ 2,484	\$ 1,656	\$ 7,866				
44		\$ -	\$ -	\$ -	\$ -	\$ -				
45		\$ -	\$ -	\$ -	\$ -	\$ -				
46		\$ -	\$ -	\$ -	\$ -	\$ -				
47	<b>Total Other Revenues</b>	<b>\$ 182,793</b>	<b>\$ 365,586</b>	<b>\$ 365,586</b>	<b>\$ 243,724</b>	<b>\$ 1,157,689</b>				
48										
49	<b>Total HSH + Other Revenues</b>	<b>\$ 941,590</b>	<b>\$ 1,883,181</b>	<b>\$ 1,883,181</b>	<b>\$ 1,255,454</b>	<b>\$ 5,963,406</b>				
50	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -				
51	Total Adjusted Salary FTE (All Budgets)	7.13	14.26	14.26	9.51					
52										
53	Prepared by	Robert McCarthy								
54	Phone									
55	Email	robert.l.mccarthy@sifgov.org								
56										



	A	B	C	D	G	J	M	P	AK
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>								
2	<b>APPENDIX B, BUDGET</b>								
3	Document Date	12/31/2020							
4	Contract Term	Begin Date	End Date	Duration (Years)					
5	Current Term	1/1/2021	2/29/2024	4					
6	Amended Term	1/1/2021	2/29/2024	4					
7	Provider Name	Conard House							
8	Program	McAllister Hotel							
9	FSP Contract ID#	1000020628							
10	Action (select)	New Agreement							
11	Effective Date	1/1/2021							
12	Budget Name	<b>HSH Fund - Support Services</b>							
13		Current	New						
14	Term Budget	\$ -	\$ 881,923						
15	Contingency	\$ -	\$ 961,143	20%					
16	Not-To-Exceed	\$ -	\$ 5,766,861	Year 1	Year 2	Year 3	Year 4	All Years	
17		1/1/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 2/29/2024	1/1/2021 - 2/29/2024			
18		New	New	New	New	New			
19	<b>Expenditures</b>								
20	Salaries & Benefits	\$ 98,986	\$ 197,973	\$ 197,973	\$ 131,982	\$ 626,913			
21	Operating Expense	\$ 24,245	\$ 48,489	\$ 48,489	\$ 32,326	\$ 153,549			
22	Subtotal	\$ 123,231	\$ 246,462	\$ 246,462	\$ 164,308	\$ 780,462			
23	Indirect Percentage	13.00%	13.00%	13.00%	13.00%				
24	Indirect Cost (Line 21 X Line 22)	\$ 16,020	\$ 32,040	\$ 32,040	\$ 21,360	\$ 101,460			
25	Other Expenses (Not subject to indirect %)	\$ -	\$ -	\$ -	\$ -	\$ -			
26	Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -			
27	Admin Cost (HUD Agreements Only)	\$ -	\$ -	\$ -	\$ -	\$ -			
28	<b>Total Expenditures</b>	<b>\$ 139,251</b>	<b>\$ 278,502</b>	<b>\$ 278,502</b>	<b>\$ 185,668</b>	<b>\$ 881,923</b>			
29									
30	<b>HSH Revenues (select)</b>								
31	HSH Fund (formerly CNC Fund)	\$ 139,251	\$ 278,502	\$ 278,502	\$ 185,668	\$ 881,923			
32		\$ -	\$ -	\$ -	\$ -	\$ -			
33		\$ -	\$ -	\$ -	\$ -	\$ -			
34		\$ -	\$ -	\$ -	\$ -	\$ -			
35		\$ -	\$ -	\$ -	\$ -	\$ -			
36		\$ -	\$ -	\$ -	\$ -	\$ -			
37		\$ -	\$ -	\$ -	\$ -	\$ -			
38		\$ -	\$ -	\$ -	\$ -	\$ -			
39		\$ -	\$ -	\$ -	\$ -	\$ -			
40	<b>Total HSH Revenues</b>	<b>\$ 139,251</b>	<b>\$ 278,502</b>	<b>\$ 278,502</b>	<b>\$ 185,668</b>	<b>\$ 881,923</b>			
41	<b>Other Revenues (to offset Total Expenditures &amp; Reduce HSH Revenues)</b>								
42	CAPP Resident Rent	\$ -	\$ -	\$ -	\$ -	\$ -			
43	Non-CAPP Resident Rent	\$ -	\$ -	\$ -	\$ -	\$ -			
44		\$ -	\$ -	\$ -	\$ -	\$ -			
45		\$ -	\$ -	\$ -	\$ -	\$ -			
46		\$ -	\$ -	\$ -	\$ -	\$ -			
47	<b>Total Other Revenues</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>			
48									
49	<b>Total HSH + Other Revenues</b>	<b>\$ 139,251</b>	<b>\$ 278,502</b>	<b>\$ 278,502</b>	<b>\$ 185,668</b>	<b>\$ 881,923</b>			
50	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -			
52									
53	Prepared by	Robert McCarthy							
54	Phone								
55	Email	<a href="mailto:robert.j.mccarthy@sfgov.org">robert.j.mccarthy@sfgov.org</a>							

	A	B	C	D	E	H	I	J	K	L	O	P	Q	R	S	V	W	X	Z	AC	BV					
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																									
2	SALARY & BENEFIT DETAIL																									
3	Document Date	12/31/2020																								
4	Provider Name	Conard House																								
5	Program	McAllister Hotel																								
6	FSP Contract ID#	1000020628																								
7	Budget Name	HSH Fund - Sup																								
8		Year 1					Year 2					Year 3					Year 4					All Years				
9	POSITION TITLE	Agency Totals		For HSH Funded Program		1/1/2021 - 6/30/2021	Agency Totals		For HSH Funded Program		7/1/2022 - 6/30/2022	Agency Totals		For HSH Funded Program		7/1/2022 - 6/30/2023	Agency Totals		For HSH Funded Program		7/1/2023 - 2/29/2024	1/1/2021 - 2/29/2024				
10						New					New					New					New	New				
11		Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Budgeted Salary				
12	Director SHP/CS	\$ 104,840	1.00	1%	0.01	\$ 1,133	\$ 104,840	1.00	2%	0.02	\$ 2,265	\$ 104,840	1.00	2%	0.02	\$ 2,265	\$ 104,840	1.00	0.01	\$ 1,510	\$ 7,173					
13	Program Director I	\$ 55,463	1.00	49%	0.49	\$ 27,004	\$ 55,463	1.00	97%	0.97	\$ 54,008	\$ 55,463	1.00	97%	0.97	\$ 54,008	\$ 55,463	1.00	0.65	\$ 36,005	\$ 171,025					
14	Senior Case Manager I	\$ 47,352	1.00	43%	0.43	\$ 20,144	\$ 47,352	1.00	85%	0.85	\$ 40,287	\$ 47,352	1.00	85%	0.85	\$ 40,287	\$ 47,352	1.00	0.57	\$ 26,858	\$ 127,576					
15	Case Manager I	\$ 45,762	1.00	50%	0.50	\$ 23,094	\$ 45,762	1.00	101%	1.01	\$ 46,187	\$ 45,762	1.00	101%	1.01	\$ 46,187	\$ 45,762	1.00	0.67	\$ 30,791	\$ 146,259					
16	IT Manager	\$ 61,623	1.00	2%	0.02	\$ 1,504	\$ 61,623	1.00	5%	0.05	\$ 3,007	\$ 61,623	1.00	5%	0.05	\$ 3,007	\$ 61,623	1.00	0.03	\$ 2,005	\$ 9,522					
17	Program Assistant	\$ 40,604	1.00	3%	0.03	\$ 1,287	\$ 40,604	1.00	6%	0.06	\$ 2,573	\$ 40,604	1.00	6%	0.06	\$ 2,573	\$ 40,604	1.00	0.04	\$ 1,715	\$ 8,148					
18	Case Manager I	\$ 45,762	1.00	7%	0.07	\$ 3,164	\$ 45,762	1.00	14%	0.14	\$ 6,327	\$ 45,762	1.00	14%	0.14	\$ 6,327	\$ 45,762	1.00	0.09	\$ 4,218	\$ 20,036					
19					\$ -					\$ -					\$ -						\$ -	\$ -				
20					\$ -					\$ -					\$ -						\$ -	\$ -				
54					\$ -					\$ -					\$ -						\$ -	\$ -				
55		TOTAL SALARIES					\$ 77,327	TOTAL SALARIES					\$ 154,654	TOTAL SALARIES					\$ 154,654	TOTAL SALARIES					\$ 103,103	\$ 489,738
56		TOTAL FTE					1.55	TOTAL FTE					3.11	TOTAL FTE					3.11	TOTAL FTE					2.07	
57		FRINGE BENEFIT RATE					28.01%	FRINGE BENEFIT RATE					28.01%	FRINGE BENEFIT RATE					28.01%	FRINGE BENEFIT RATE					28.01%	
58		EMPLOYEE FRINGE BENEFITS					\$ 21,659	EMPLOYEE FRINGE BENEFITS					\$ 43,319	EMPLOYEE FRINGE BENEFITS					\$ 43,319	EMPLOYEE FRINGE BENEFITS					\$ 28,879	\$ 137,176
59		TOTAL SALARIES & BENEFITS					\$ 98,986	TOTAL SALARIES & BENEFITS					\$ 197,973	TOTAL SALARIES & BENEFITS					\$ 197,973	TOTAL SALARIES & BENEFITS					\$ 131,982	\$ 626,913
60																										
61																										
62																										

	A	D	G	J	M	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING					
2	OPERATING DETAIL					
3	Document Date					
4	Provider Name					
5	Program					
6	FSP Contract ID#					
7	Budget Name					
8						
9		Year 1	Year 2	Year 3	Year 4	All Years
10		1/1/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 2/29/2024	1/1/2021 - 2/29/2024
11		New	New	New	New	New
12	Operating Expenses	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense
13	Rental of Property	\$ 2,653	\$ 5,305	\$ 5,305	\$ 3,537	\$ 16,799
14	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 4,908	\$ 9,816	\$ 9,816	\$ 6,544	\$ 31,084
15	Office Supplies, Postage	\$ 3,722	\$ 7,443	\$ 7,443	\$ 4,962	\$ 23,570
16	Building Maintenance Supplies and Repair	\$ 262	\$ 523	\$ 523	\$ 349	\$ 1,656
17	Printing and Reproduction	\$ -	\$ -	\$ -	\$ -	\$ -
18	Insurance	\$ 273	\$ 545	\$ 545	\$ 363	\$ 1,726
19	Staff Training	\$ 1,311	\$ 2,621	\$ 2,621	\$ 1,747	\$ 8,300
20	Staff Travel-(Local & Out of Town)	\$ 191	\$ 381	\$ 381	\$ 254	\$ 1,207
21	Rental of Equipment	\$ 2,831	\$ 5,661	\$ 5,661	\$ 3,774	\$ 17,927
22		\$ -	\$ -	\$ -	\$ -	\$ -
23	Clients Services (check cashing, bank analysis, transpo	\$ 7,474	\$ 14,948	\$ 14,948	\$ 9,965	\$ 47,335
24	Operating Fees	\$ 511	\$ 1,021	\$ 1,021	\$ 681	\$ 3,233
25	Legal & Accounting Fees	\$ 113	\$ 225	\$ 225	\$ 150	\$ 713
26						\$ -
67						
68	TOTAL OPERATING EXPENSES	\$ 24,245	\$ 48,489	\$ 48,489	\$ 32,326	\$ 153,549
69						
70	Other Expenses (not subject to indirect cost %)					
71						\$ -
72						\$ -
73						\$ -
74						\$ -
82						\$ -
83						
84	TOTAL OTHER EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -
85						
86	Capital Expenses					
87						\$ -
88						\$ -
89						\$ -
90						\$ -
93						\$ -
94						
95	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -
96						
97	HSH #3					1/22/2020

	A	B	C	D	G	J	M	P	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING								
2	APPENDIX B, BUDGET								
3	Document Date	12/31/2020							
4	Contract Term	Begin Date	End Date	Duration (Years)					
5	Current Term	1/1/2021	2/29/2024	4					
6	Amended Term	1/1/2021	2/29/2024	4					
7	Provider Name	Conard House							
8	Program	McAllister Hotel							
9	FSP Contract ID#	1000020628							
10	Action (select)	New Agreement							
11	Effective Date	1/1/2021							
12	Budget Name	HSH Fund - Modified Payment Program							
13		Current	New						
14	Term Budget	\$ -	\$ 131,059						
15	Contingency	\$ -	\$ 961,143	20%					
16	Not-To-Exceed	\$ -	\$ 5,766,861		Year 1	Year 2	Year 3	Year 4	All Years
17					1/1/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 2/29/2024	1/1/2021 - 2/29/2024
18					New	New	New	New	New
19	<b>Expenditures</b>								
20	Salaries & Benefits	\$ 12,293	\$ 24,586		\$ 24,586	\$ 16,390	\$ 77,854		
21	Operating Expense	\$ 6,020	\$ 12,040		\$ 12,040	\$ 8,027	\$ 38,127		
22	Subtotal	\$ 18,313	\$ 36,626		\$ 36,626	\$ 24,417	\$ 115,981		
23	Indirect Percentage	13.00%	13.00%		13.00%	13.00%			
24	Indirect Cost (Line 21 X Line 22)	\$ 2,381	\$ 4,761		\$ 4,761	\$ 3,174	\$ 15,078		
25	Other Expenses (Not subject to indirect %)	\$ -	\$ -		\$ -	\$ -	\$ -		
26	Capital Expenditure	\$ -	\$ -		\$ -	\$ -	\$ -		
27	Admin Cost (HUD Agreements Only)	\$ -	\$ -		\$ -	\$ -	\$ -		
28	<b>Total Expenditures</b>	\$ 20,693	\$ 41,387		\$ 41,387	\$ 27,591	\$ 131,059		
29									
30	<b>HSH Revenues (select)</b>								
31	HSH Fund (formerly CNC Fund)	\$ 20,693	\$ 41,387		\$ 41,387	\$ 27,591	\$ 131,059		
32		\$ -	\$ -		\$ -	\$ -	\$ -		
33		\$ -	\$ -		\$ -	\$ -	\$ -		
34		\$ -	\$ -		\$ -	\$ -	\$ -		
35		\$ -	\$ -		\$ -	\$ -	\$ -		
36		\$ -	\$ -		\$ -	\$ -	\$ -		
37		\$ -	\$ -		\$ -	\$ -	\$ -		
38		\$ -	\$ -		\$ -	\$ -	\$ -		
39		\$ -	\$ -		\$ -	\$ -	\$ -		
40	<b>Total HSH Revenues</b>	\$ 20,693	\$ 41,387		\$ 41,387	\$ 27,591	\$ 131,059		
41	<b>Other Revenues (to offset Total Expenditures &amp; Reduce HSH Revenues)</b>								
42	CAPP Resident Rent	\$ -	\$ -		\$ -	\$ -	\$ -		
43	Non-CAPP Resident Rent	\$ -	\$ -		\$ -	\$ -	\$ -		
44		\$ -	\$ -		\$ -	\$ -	\$ -		
45		\$ -	\$ -		\$ -	\$ -	\$ -		
46		\$ -	\$ -		\$ -	\$ -	\$ -		
47	<b>Total Other Revenues</b>	\$ -	\$ -		\$ -	\$ -	\$ -		
48									
49	<b>Total HSH + Other Revenues</b>	\$ 20,693	\$ 41,387		\$ 41,387	\$ 27,591	\$ 131,059		
50	Rev-Exp (Budget Match Check)	\$ -	\$ -		\$ -	\$ -	\$ -		
52									
53	Prepared by	Robert McCarthy							
54	Phone								
55	Email	<a href="mailto:robert.j.mccarthy@sfgov.org">robert.j.mccarthy@sfgov.org</a>							

	A	B	C	D	E	H	I	J	K	L	O	P	Q	R	S	V	W	X	Y	Z	AC	BV				
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																									
2	SALARY & BENEFIT DETAIL																									
3	Document Date	12/31/2020																								
4	Provider Name	Conard House																								
5	Program	McAllister Hotel																								
6	FSP Contract ID#	1000020628																								
7	Budget Name	HSH Fund - Mo																								
8		Year 1					Year 2					Year 3					Year 4					All Years				
9	POSITION TITLE	Agency Totals		For HSH Funded Program		1/1/2021 - 6/30/2021 New	Agency Totals		For HSH Funded Program		7/1/2021 - 6/30/2022 New	Agency Totals		For HSH Funded Program		7/1/2022 - 6/30/2023 New	Agency Totals		For HSH Funded Program		7/1/2023 - 2/29/2024 New	1/1/2021 - 2/29/2024 New				
10		Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Budgeted Salary				
11																										
12	Director SHP/CS	\$ 104,840	1.00	0%	0.00	\$ 283	\$ 104,840	1.00	1%	0.01	\$ 566	\$ 104,840	1.00	1%	0.01	\$ 566	\$ 104,840	1.00	0%	0.00	\$ 377	\$ 1,792				
13	Program Director I	\$ 55,463	1.00	1%	0.01	\$ 673	\$ 55,463	1.00	2%	0.02	\$ 1,346	\$ 55,463	1.00	2%	0.02	\$ 1,346	\$ 55,463	1.00	2%	0.02	\$ 897	\$ 4,262				
14	Senior Case Manager I	\$ 47,352	1.00	6%	0.06	\$ 2,747	\$ 47,352	1.00	12%	0.12	\$ 5,494	\$ 47,352	1.00	12%	0.12	\$ 5,494	\$ 47,352	1.00	8%	0.08	\$ 3,663	\$ 17,398				
15	Case Manager I	\$ 45,762	1.00	6%	0.06	\$ 2,753	\$ 45,762	1.00	12%	0.12	\$ 5,505	\$ 45,762	1.00	12%	0.12	\$ 5,505	\$ 45,762	1.00	8%	0.08	\$ 3,670	\$ 17,433				
16	FIU Account Supervisor	\$ 55,898	1.00	1%	0.01	\$ 814	\$ 55,898	1.00	3%	0.03	\$ 1,628	\$ 55,898	1.00	3%	0.03	\$ 1,628	\$ 55,898	1.00	2%	0.02	\$ 1,085	\$ 5,155				
17	FIU Account Manager	\$ 44,388	1.00	2%	0.02	\$ 669	\$ 44,388	1.00	3%	0.03	\$ 1,338	\$ 44,388	1.00	3%	0.03	\$ 1,338	\$ 44,388	1.00	2%	0.02	\$ 892	\$ 4,237				
18	FIU Account Manager	\$ 44,388	1.00	2%	0.02	\$ 669	\$ 44,388	1.00	3%	0.03	\$ 1,338	\$ 44,388	1.00	3%	0.03	\$ 1,338	\$ 44,388	1.00	2%	0.02	\$ 892	\$ 4,237				
19	FIU Messenger	\$ 34,320	1.00	2%	0.02	\$ 526	\$ 34,320	1.00	3%	0.03	\$ 1,052	\$ 34,320	1.00	3%	0.03	\$ 1,052	\$ 34,320	1.00	2%	0.02	\$ 701	\$ 3,331				
20	Case Manager I	\$ 45,762	1.00	1%	0.01	\$ 470	\$ 45,762	1.00	2%	0.02	\$ 939	\$ 45,762	1.00	2%	0.02	\$ 939	\$ 45,762	1.00	1%	0.01	\$ 626	\$ 2,974				
21						\$ -					\$ -					\$ -					\$ -	\$ -				
22						\$ -					\$ -					\$ -					\$ -	\$ -				
55		TOTAL SALARIES					\$ 9,603	TOTAL SALARIES					\$ 19,206	TOTAL SALARIES					\$ 19,206	TOTAL SALARIES					\$ 12,804	\$ 60,819
56		TOTAL FTE					0.20	TOTAL FTE					0.41	TOTAL FTE					0.41	TOTAL FTE					0.27	
57		FRINGE BENEFIT RATE					28.01%	FRINGE BENEFIT RATE					28.01%	FRINGE BENEFIT RATE					28.01%	FRINGE BENEFIT RATE					28.01%	
58		EMPLOYEE FRINGE BENEFITS					\$ 2,690	EMPLOYEE FRINGE BENEFITS					\$ 5,380	EMPLOYEE FRINGE BENEFITS					\$ 5,380	EMPLOYEE FRINGE BENEFITS					\$ 3,586	\$ 17,035
59		TOTAL SALARIES & BENEFITS					\$ 12,293	TOTAL SALARIES & BENEFITS					\$ 24,586	TOTAL SALARIES & BENEFITS					\$ 24,586	TOTAL SALARIES & BENEFITS					\$ 16,390	\$ 77,854
60																										
61																										
62																										

	A	D	G	J	M	AF	AG	AH
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>							
2	<b>OPERATING DETAIL</b>							
3	<b>Document Date</b>							
4	<b>Provider Name</b>							
5	<b>Program</b>							
6	<b>FSP Contract ID#</b>							
7	<b>Budget Name</b>							
8								
9		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>All Years</b>		
10		1/1/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 2/29/2024	1/1/2021 - 2/29/2024	1/1/2021 - 2/29/2024	1/1/2021 - 2/29/2024
11		<b>New</b>	<b>New</b>	<b>New</b>	<b>New</b>	<b>New</b>	<b>Modification</b>	<b>New</b>
12	<b>Operating Expenses</b>	<b>Budgeted Expense</b>	<b>Budgeted Expense</b>	<b>Budgeted Expense</b>	<b>Budgeted Expense</b>	<b>Budgeted Expense</b>	<b>Change</b>	<b>Budgeted Expense</b>
13	Rental of Property	\$ 590	\$ 1,180	\$ 1,180	\$ 787	\$ -	\$ 3,737	\$ 3,737
14	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 850	\$ 1,699	\$ 1,699	\$ 1,133	\$ -	\$ 5,380	\$ 5,380
15	Office Supplies, Postage	\$ 674	\$ 1,347	\$ 1,347	\$ 898	\$ -	\$ 4,266	\$ 4,266
16	Building Maintenance Supplies and Repair	\$ 31	\$ 62	\$ 62	\$ 41	\$ -	\$ 196	\$ 196
17	Printing and Reproduction	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
18	Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
19	Staff Training	\$ 44	\$ 88	\$ 88	\$ 59	\$ -	\$ 279	\$ 279
20	Staff Travel-(Local & Out of Town)	\$ 15	\$ 30	\$ 30	\$ 20	\$ -	\$ 95	\$ 95
21	Rental of Equipment	\$ 52	\$ 104	\$ 104	\$ 69	\$ -	\$ 329	\$ 329
22		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
23	Clients Services (check cashing, bank analysis, transport	\$ 3,754	\$ 7,507	\$ 7,507	\$ 5,005	\$ -	\$ 23,772	\$ 23,772
24	Legal & Accounting	\$ 9	\$ 18	\$ 18	\$ 12	\$ -	\$ 57	\$ 57
25	Operating Fees	\$ 3	\$ 5	\$ 5	\$ 3	\$ -	\$ 16	\$ 16
26						\$ -	\$ -	\$ -
27								
68	<b>TOTAL OPERATING EXPENSES</b>	\$ 6,020	\$ 12,040	\$ 12,040	\$ 8,027	\$ -	\$ 38,127	\$ 38,127
69								
70	<b>Other Expenses (not subject to indirect cost %)</b>							
71						\$ -	\$ -	\$ -
72						\$ -	\$ -	\$ -
73						\$ -	\$ -	\$ -
74						\$ -	\$ -	\$ -
75						\$ -	\$ -	\$ -
82						\$ -	\$ -	\$ -
83								
84	<b>TOTAL OTHER EXPENSES</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
85								
86	<b>Capital Expenses</b>							
87						\$ -	\$ -	\$ -
88						\$ -	\$ -	\$ -
89						\$ -	\$ -	\$ -
90						\$ -	\$ -	\$ -
91						\$ -	\$ -	\$ -
92						\$ -	\$ -	\$ -
93						\$ -	\$ -	\$ -
94								
95	<b>TOTAL CAPITAL EXPENSES</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
96								
97	<b>HS# #3</b>						Template last modified	1/22/2020

	A	B	C	D	G	J	M	P	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING								
2	APPENDIX B, BUDGET								
3	Document Date	12/31/2020							
4	Contract Term	Begin Date	End Date	Duration (Years)					
5	Current Term	1/1/2021	2/29/2024	4					
6	Amended Term	1/1/2021	2/29/2024	4					
7	Provider Name	Conard House							
8	Program	McAllister Hotel							
9	FSP Contract ID#	1000020628							
10	Action (select)	New Agreement							
11	Effective Date	1/1/2021							
12	Budget Name	HSH Fund - Property Management							
13		Current	New						
14	Term Budget	\$ -	\$ 3,792,736						
15	Contingency	\$ -	\$ 961,143	20%					
16	Not-To-Exceed	\$ -	\$ 5,766,861		Year 1	Year 2	Year 3	Year 4	All Years
17					1/1/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 2/29/2024	1/1/2021 - 2/29/2024
18					New	New	New	New	New
19	<b>Expenditures</b>								
20	Salaries & Benefits	\$ 320,983	\$ 641,966		\$ 641,966	\$ 427,977	\$ 2,032,893		
21	Operating Expense	\$ 225,400	\$ 450,800		\$ 450,800	\$ 300,533	\$ 1,427,533		
22	Subtotal	\$ 546,383	\$ 1,092,766		\$ 1,092,766	\$ 728,511	\$ 3,460,426		
23	Indirect Percentage	13.00%	13.00%		13.00%	13.00%			
24	Indirect Cost (Line 21 X Line 22)	\$ 71,030	\$ 142,060		\$ 142,060	\$ 94,706	\$ 449,855		
25	Other Expenses (Not subject to indirect %)	\$ 164,233	\$ 328,466		\$ 328,466	\$ 218,977	\$ 1,040,142		
26	Capital Expenditure	\$ -	\$ -		\$ -	\$ -	\$ -		
27	Admin Cost (HUD Agreements Only)	\$ -	\$ -		\$ -	\$ -	\$ -		
28	<b>Total Expenditures</b>	<b>\$ 781,646</b>	<b>\$ 1,563,292</b>		<b>\$ 1,563,292</b>	<b>\$ 1,042,194</b>	<b>\$ 4,950,423.62</b>		
29									
30	<b>HSH Revenues (select)</b>								
31	HSH Fund (formerly CNC Fund)	\$ 598,853	\$ 1,197,706		\$ 1,197,706	\$ 798,471	\$ 3,792,736		
32		\$ -	\$ -		\$ -	\$ -	\$ -		
33		\$ -	\$ -		\$ -	\$ -	\$ -		
34		\$ -	\$ -		\$ -	\$ -	\$ -		
35		\$ -	\$ -		\$ -	\$ -	\$ -		
36		\$ -	\$ -		\$ -	\$ -	\$ -		
37		\$ -	\$ -		\$ -	\$ -	\$ -		
38		\$ -	\$ -		\$ -	\$ -	\$ -		
39		\$ -	\$ -		\$ -	\$ -	\$ -		
40	<b>Total HSH Revenues</b>	<b>\$ 598,853</b>	<b>\$ 1,197,706</b>		<b>\$ 1,197,706</b>	<b>\$ 798,471</b>	<b>\$ 3,792,736</b>		
41	<b>Other Revenues (to offset Total Expenditures &amp; Reduce HSH Revenues)</b>								
42	CAPP Resident Rent	\$ 181,551	\$ 363,102		\$ 363,102	\$ 242,068	\$ 1,149,823		
43	Non-CAPP Resident Rent	\$ 1,242	\$ 2,484		\$ 2,484	\$ 1,656	\$ 7,866		
44		\$ -	\$ -		\$ -	\$ -	\$ -		
45		\$ -	\$ -		\$ -	\$ -	\$ -		
46		\$ -	\$ -		\$ -	\$ -	\$ -		
47	<b>Total Other Revenues</b>	<b>\$ 182,793</b>	<b>\$ 365,586</b>		<b>\$ 365,586</b>	<b>\$ 243,724</b>	<b>\$ 1,157,689</b>		
48									
49	<b>Total HSH + Other Revenues</b>	<b>\$ 781,646</b>	<b>\$ 1,563,292</b>		<b>\$ 1,563,292</b>	<b>\$ 1,042,195</b>	<b>\$ 4,950,425</b>		
50	Rev-Exp (Budget Match Check)	\$ -	\$ -		\$ -	\$ -	\$ -		
51									
52									
53	Prepared by	Robert McCarthy							
54	Phone								
55	Email	<a href="mailto:robert.j.mccarthy@sfgov.org">robert.j.mccarthy@sfgov.org</a>							

	A	B	C	D	E	H	I	J	K	L	O	P	Q	R	S	V	W	X	Y	Z	AC	BV
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																					
2	SALARY & BENEFIT DETAIL																					
3	Document Date	12/31/2020																				
4	Provider Name	Conard House																				
5	Program	McAllister Hotel																				
6	FSP Contract ID#	1000020628																				
7	Budget Name	HSH Fund - Pro																				
8		Year 1					Year 2					Year 3					Year 4					All Years
9	POSITION TITLE	Agency Totals		For HSH Funded Program		1/1/2021 - 6/30/2021 New	Agency Totals		For HSH Funded Program		7/1/2021 - 6/30/2022 New	Agency Totals		For HSH Funded Program		7/1/2022 - 6/30/2023 New	Agency Totals		For HSH Funded Program		7/1/2023 - 2/29/2024 New	1/1/2021 - 2/29/2024 New
10		Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Budgeted Salary
11	Program Assistant II	\$ 40,604	1.00	11%	0.11	\$ 4,446	\$ 40,604	1.00	22%	0.22	\$ 8,892	\$ 40,604	1.00	22%	0.22	\$ 8,892	\$ 40,604	1.00	15%	0.15	\$ 5,928	\$ 28,158
12	Director of Property Management	\$ 98,053	1.00	8%	0.08	\$ 7,640	\$ 98,053	1.00	16%	0.16	\$ 15,279	\$ 98,053	1.00	16%	0.16	\$ 15,279	\$ 98,053	1.00	10%	0.10	\$ 10,186	\$ 48,384
13	Senior Property Manager	\$ 61,924	1.00	28%	0.28	\$ 17,031	\$ 61,924	1.00	55%	0.55	\$ 34,061	\$ 61,924	1.00	55%	0.55	\$ 34,061	\$ 61,924	1.00	37%	0.37	\$ 22,707	\$ 107,860
14	Property Manager	\$ 54,633	1.00	50%	0.50	\$ 27,261	\$ 54,633	1.00	100%	1.00	\$ 54,521	\$ 54,633	1.00	100%	1.00	\$ 54,521	\$ 54,633	1.00	67%	0.67	\$ 36,347	\$ 172,650
15	Janitor	\$ 35,350	1.00	45%	0.45	\$ 15,975	\$ 35,350	1.00	90%	0.90	\$ 31,949	\$ 35,350	1.00	90%	0.90	\$ 31,949	\$ 35,350	1.00	60%	0.60	\$ 21,299	\$ 101,172
16	Janitor	\$ 35,350	1.00	45%	0.45	\$ 15,975	\$ 35,350	1.00	90%	0.90	\$ 31,949	\$ 35,350	1.00	90%	0.90	\$ 31,949	\$ 35,350	1.00	60%	0.60	\$ 21,299	\$ 101,172
17	Janitor	\$ 35,350	1.00	1%	0.01	\$ 368	\$ 35,350	1.00	2%	0.02	\$ 735	\$ 35,350	1.00	2%	0.02	\$ 735	\$ 35,350	1.00	1%	0.01	\$ 490	\$ 2,328
18	Maintenance Technician	\$ 43,919	1.00	47%	0.47	\$ 20,800	\$ 43,919	1.00	95%	0.95	\$ 41,600	\$ 43,919	1.00	95%	0.95	\$ 41,600	\$ 43,919	1.00	63%	0.63	\$ 27,733	\$ 131,733
19	Maintenance Technician	\$ 43,919	1.00	30%	0.30	\$ 13,300	\$ 43,919	1.00	61%	0.61	\$ 26,600	\$ 43,919	1.00	61%	0.61	\$ 26,600	\$ 43,919	1.00	40%	0.40	\$ 17,733	\$ 84,233
20	Lead Desk Clerk	\$ 37,492	1.00	44%	0.44	\$ 16,505	\$ 37,492	1.00	88%	0.88	\$ 33,010	\$ 37,492	1.00	88%	0.88	\$ 33,010	\$ 37,492	1.00	59%	0.59	\$ 22,007	\$ 104,532
21	Desk Clerk	\$ 35,350	3.80	50%	1.90	\$ 67,165	\$ 35,350	3.80	100%	3.80	\$ 134,330	\$ 35,350	3.80	100%	3.80	\$ 134,330	\$ 35,350	3.80	67%	2.53	\$ 89,553	\$ 425,378
22	Maintenance Technician	\$ 45,762	1.00	38%	0.38	\$ 17,437	\$ 45,762	1.00	76%	0.76	\$ 34,874	\$ 45,762	1.00	76%	0.76	\$ 34,874	\$ 45,762	1.00	51%	0.51	\$ 23,249	\$ 110,434
23					\$ -					\$ -					\$ -						\$ -	\$ -
24					\$ -					\$ -					\$ -						\$ -	\$ -
25					\$ -					\$ -					\$ -						\$ -	\$ -
54					\$ -					\$ -					\$ -						\$ -	\$ -
55		TOTAL SALARIES \$ 223,900					TOTAL SALARIES \$ 447,800					TOTAL SALARIES \$ 447,800					TOTAL SALARIES \$ 298,533					\$ 1,418,033
56		TOTAL FTE		5.37		TOTAL FTE		10.75		TOTAL FTE		10.75		TOTAL FTE		7.16						
57		FRINGE BENEFIT RATE		43.36%		FRINGE BENEFIT RATE		43.36%		FRINGE BENEFIT RATE		43.36%		FRINGE BENEFIT RATE		43.36%						
58		EMPLOYEE FRINGE BENEFITS		\$ 97,083		EMPLOYEE FRINGE BENEFITS		\$ 194,166		EMPLOYEE FRINGE BENEFITS		\$ 194,166		EMPLOYEE FRINGE BENEFITS		\$ 129,444						\$ 614,859
59		TOTAL SALARIES & BENEFITS		\$ 320,983		TOTAL SALARIES & BENEFITS		\$ 641,966		TOTAL SALARIES & BENEFITS		\$ 641,966		TOTAL SALARIES & BENEFITS		\$ 427,977						\$ 2,032,893
60																						
61																						
62																						



	A	D	G	J	M	AH
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>					
2	<b>OPERATING DETAIL</b>					
3	<b>Document Date</b>					
4	<b>Provider Name</b>					
5	<b>Program</b>					
6	<b>FSP Contract ID#</b>					
7	<b>Budget Name</b>					
8						
9		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>All Years</b>
10		1/1/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 2/29/2024	1/1/2021 - 2/29/2024
11		New	New	New	New	New
12	<b>Operating Expenses</b>	<b>Budgeted Expense</b>	<b>Budgeted Expense</b>	<b>Budgeted Expense</b>	<b>Budgeted Expense</b>	<b>Budgeted Expense</b>
13	Rental of Property	\$ 12,342	\$ 24,684	\$ 24,684	\$ 16,456	\$ 78,166
14	Utilities(Elec. Water, Gas, Phone, Scavenger)	\$ 50,854	\$ 101,707	\$ 101,707	\$ 67,805	\$ 322,072
15	Office Supplies, Postage	\$ 4,575	\$ 9,149	\$ 9,149	\$ 6,099	\$ 28,972
16	Building Maintenance Supplies and Repair	\$ 88,544	\$ 177,088	\$ 177,088	\$ 118,059	\$ 560,779
17	Printing and Reproduction	\$ -	\$ -	\$ -	\$ -	\$ -
18	Insurance	\$ 6,827	\$ 13,654	\$ 13,654	\$ 9,103	\$ 43,238
19	Staff Training	\$ 2,368	\$ 4,736	\$ 4,736	\$ 3,157	\$ 14,997
20	Staff Travel-Local & Out of Town)	\$ 1,017	\$ 2,033	\$ 2,033	\$ 1,355	\$ 6,438
21	Rental of Equipment	\$ 200	\$ 400	\$ 400	\$ 267	\$ 1,267
22						\$ -
23	Legal & Accounting	\$ 14,303	\$ 28,606	\$ 28,606	\$ 19,071	\$ 90,586
24	Furnishings	\$ 11,055	\$ 22,109	\$ 22,109	\$ 14,739	\$ 70,012
25	Property Taxes	\$ 8,136	\$ 16,271	\$ 16,271	\$ 10,847	\$ 51,525
26	Management Fees	\$ 18,313	\$ 36,625	\$ 36,625	\$ 24,417	\$ 115,979
27	Security Services	\$ 3,782	\$ 7,563	\$ 7,563	\$ 5,042	\$ 23,950
28	Operating Fees	\$ 1,286	\$ 2,571	\$ 2,571	\$ 1,714	\$ 8,142
29	Office Equipment Purchase/Repair	\$ 1,587	\$ 3,174	\$ 3,174	\$ 2,116	\$ 10,051
30						\$ -
53						\$ -
54	<b>Subcontractors</b>					\$ -
55	Pacific Coast Staffing	\$ 215	\$ 430	\$ 430	\$ 287	\$ 1,362
56						\$ -
67						
68	<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 225,400</b>	<b>\$ 450,800</b>	<b>\$ 450,800</b>	<b>\$ 300,533</b>	<b>\$ 1,427,533</b>
69						
70	<b>Other Expenses (not subject to indirect cost %)</b>					
71	Master Lease Rent	\$ 164,233	\$ 328,466	\$ 328,466	\$ 218,977	\$ 1,040,142
72						\$ -
73						\$ -
82						\$ -
83						
84	<b>TOTAL OTHER EXPENSES</b>	<b>\$ 164,233</b>	<b>\$ 328,466</b>	<b>\$ 328,466</b>	<b>\$ 218,977</b>	<b>\$ 1,040,142</b>
85						
86	<b>Capital Expenses</b>					
87						\$ -
88						\$ -
89						\$ -
90						\$ -
91						\$ -
92						\$ -
93						\$ -
94						
95	<b>TOTAL CAPITAL EXPENSES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
96						
97	<b>HSH #3</b>					1/22/2020

## Appendix C, Method of Payment

- I. **Actual Costs**: In accordance with Article 5 Use and Disbursement of Grant Funds of the Grant Agreement, payments shall be made for actual costs incurred and reported for each month within the budget term (e.g., Fiscal Year or Project Term). Under no circumstances shall payment exceed the amount set forth in Appendix B, Budget(s) of the Agreement.
- II. **General Instructions for Invoice Submittal**: Grantee invoices shall include actual expenditures for eligible activities incurred during the month.
- A. **Timelines**: Grantee shall submit all invoices and any related required documentation in the format specified in below, after costs have been incurred, and within 15 days after the month the service has occurred. All final invoices must be submitted 15 days after the close of end of the fiscal year or project period.

<b>Billing Month/Date</b>	<b>Service Begin Date</b>	<b>Service End Date</b>
August 15	July 1	July 31
September 15	August 1	August 31
October 15	September 1	September 30
November 15	October 1	October 31
December 15	November 1	November 30
January 15	December 1	December 31
February 15	January 1	January 31
March 15	February 1	February 28/29
April 15	March 1	March 31
May 15	April 1	April 30
June 15	May 1	May 31
July 15	June 1	June 30

B. **Invoicing System**:

1. Grantee shall submit invoices and all required supporting documentation demonstrating evidence of the expenditure to the Department of Homelessness and Supportive Housing (HSH)'s web-based Contracts Administration, Reporting, and Billing Online (CARBON) System at: <https://contracts.sfhsa.org>.
2. Grantee Executive Director or Chief Financial Officer shall submit a letter of authorization designating specific users, including names, emails, phone number, who will have access to CARBON to electronically submit and sign for invoices, submit program reports, and view other information that is in CARBON.

3. Grantee acknowledges that submittal of the invoice by Grantee's designated authorized personnel with proper login credentials constitutes Grantee's electronic signature and certification of the invoice.
  4. Grantee authorized personnel with CARBON login credentials shall not share or internally reassign logins.
  5. Grantee Executive Director or Chief Financial Officer shall immediately notify to the assigned HSH Contract Manager, as listed in CARBON , via email or letter regarding any need for the restriction or termination of previously authorized CARBON users and include the name(s), email(s), and phone number(s) of those previously authorized CARBON users.
  6. Grantee may invoice and submit related documentation in the format specified by HSH via paper or email only upon special, written approval from the HSH Contracts Manager.
- C. Line Item Variance: There shall be no variance from the line item budget submitted, which adversely affects Grantee's ability to provide services specified in the Appendix A(s), Services to be Provided of the Agreement; however, Grantee may invoice up to 110 percent of an **ongoing General Fund** line item, provided that total expenditures do not exceed the total budget amount, per the HSH Budget Revision Policy and Procedure: <http://hsh.sfgov.org/overview/provider-updates/>.
- D. Spend Down
1. Grantee questions regarding spend down funding source prioritization shall be directed to the assigned HSH Contract and Program Managers, as listed in CARBON.
  2. Generally, Grantee is expected to spend down ongoing funding proportionally to the fiscal year or project period. Grantee shall report unexpected delays and challenges to spending funds, as well as any lower than expected spending to the assigned Contract and Program Managers, as listed in CARBON prior to, or in conjunction with the invoicing period.
  3. Failure to spend significant amounts of funding, especially non-General Fund dollars, may result in reductions to future allocations. HSH may set specific spend down targets and communicate those to Grantees.
- E. Documentation and Record Keeping:
1. In accordance with Article 5 Use and Disbursement of Grant Funds; Article 6 Reporting Requirements; Audits; Penalties for False Claims; and the Appendix A(s), Services to be Provided of the Agreement, Grantee shall keep electronic or hard copy records and documentation of all HSH invoiced costs, including, but

not limited to, payroll records; paid invoices; receipts; and payments made for a period not fewer than five years after final payment under this Agreement, and shall provide to the City upon request.

- a. HSH reserves the right to modify the terms of this Appendix in cases where Grantee has demonstrated issues with spend down, accuracy, and timeliness of invoices.
  - b. In addition to the instructions below, HSH will request and review supporting documentation on the following occasions without modification to this Appendix:
    - 1) Program Monitoring;
    - 2) Fiscal and Compliance Monitoring;
    - 3) Year End Invoice Review;
    - 4) Monthly Invoice Review;
    - 5) As needed per HSH request; and/or
    - 6) As needed basis to fulfill audit and other monitoring requirements.
2. All documentation requested by and submitted to HSH must:
- a. Be easily searchable (e.g., PDF) or summarized;
  - b. Clearly match the Appendix B, Budget(s) line items and eligible activities;
  - c. Not include identifiable served population information (e.g., tenant, client, Protected Health Information (PHI), Personally Identifiable Information (PII)); and
  - d. Include only subcontracted costs that are reflected in the Appendix B, Budget(s). HSH will not pay for subcontractor costs that are not reflected in the Appendix B, Budget. All subcontractors must also be listed in the Permitted Subcontractors Appendix.
3. Grantee shall follow HSH instructions per funding source and ensure that all documentation clearly matches the approved Appendix B, Budget(s) line items and eligible activities.

General Fund/Care Not Cash (CNC)	
Type	Instructions and Examples of Documentation
Salaries & Benefits	<p>Grantee shall maintain and provide documentation for all approved payroll expenses paid to any personnel included in the Appendix B, Budget(s) covered by the agreement and invoice period each time an invoice is submitted.</p> <p>Documentation includes, but is not limited to, historical and current payroll information from a payroll service or a payroll ledger from Grantee’s accounting system and must include employee name, title, rate, and hours worked for each pay period.</p>
Operating	Grantee shall maintain documentation for all approved Operating costs included in the Appendix B, Budget(s). Each

General Fund/Care Not Cash (CNC)	
Type	Instructions and Examples of Documentation
	<p>time an invoice is submitted, Grantee shall upload documentation for all Subcontractor and Consultant costs, and documentation for any Operating line items that exceed \$10,000.</p> <p>Documentation may include, but is not limited to, receipts of purchases or paid invoices of recurring expenditures, such as lease payments; copies of current leases; subcontractor payments; equipment lease invoices; and utility payments.</p>
Capital and/or One-Time Funding	<p>Grantee shall maintain and provide documentation for all approved Capital and/or One-Time Funding costs included in the Appendix B, Budget(s) each time an invoice is submitted.</p> <p>Documentation may include receipts of purchases or paid invoices of non-recurring expenditures, such as repairs or one-time purchases.</p>
Revenue	<p>Grantee shall maintain and provide documentation for all revenue expenses that offset the costs in the Appendix B, Budget(s) covered by the agreement each time an invoice is submitted.</p>

**III. Advances or Prepayments:** Advances or prepayments are allowable on certified annual ongoing General Fund amounts (e.g., executed Agreements) in order to meet non-profit Grantee cash flow needs in certain circumstances. Requests for advance payment will be granted by HSH on a case-by-case basis. Advances are not intended to be a regular automatic procedure.

**A. Advance Requirements:**

Once the Agreement is certified, Grantee, prior to distribution of any advanced payment, must fulfill the following conditions:

1. All Agreement compliance requirements must be currently met (e.g., reports submitted and approved; corrective actions resolved; business tax and insurance certificates in place; prompt and properly documented invoicing; appropriate spend down);
2. The final invoice from the preceding fiscal year must be received prior to advance distribution; and
3. Advances from the preceding fiscal year must be repaid, in full, prior to any additional advance distribution.

**B. Advance Request Process:**

1. Grantee shall submit a written request via email with a narrative justification that fully describes the unique circumstances to the assigned HSH Contract Manager, as listed in CARBON, for review and approval.
2. HSH, at its sole discretion, may make available to Grantee up to two months of the total ongoing annualized General Fund budget amount, per the Appendix B, Budget of this Agreement. Requests over two months of the ongoing annualized budget amount may be considered on a case-by-case basis.

C. Advance Repayment Process:

1. If approved by HSH, the advanced sum will be deducted from the Grantee's monthly invoices at an equal rate each month that will enable repayment before the close of the fiscal year. For example, for a twelve-month grant the rate of repayment of the advance will be 1/10<sup>th</sup> per month from July to April. An alternative period of repayment may be calculated in order to ensure cash flow and repayment.
2. All advance repayments must be recovered within the fiscal year for which it was made.
3. In the case where advance repayments cannot be fully recovered by deducting from the Grantee's monthly invoices, Grantee shall be repay the outstanding balance via check in the amount verified by the assigned HSH Contract Manager, as listed in CARBON. Grantee shall make the repayment after the final invoice of the fiscal year has been approved to the address provided by the assigned HSH Contract Manager, as listed in CARBON.

IV. **Timely Submission of Reports and Compliance:** If a Grantee has an outstanding items due to the City (e.g., Corrective Action Plans/report/document/data input), as specified in any written form from HSH (e.g., Letter of Correction, Corrective Action Plan, and/or Appendix A(s), Services to be Provided of the Agreement), Grantee shall submit and comply with such requirements prior to or in conjunction with invoices. Failure to submit required information or comply by specified deadlines may result in HSH withholding of payments.

### Appendix D - Interests in Other City Grants

\*\*Subgrantees must also list their interests in other City contracts

City Department or Commission	Date of Grant	Amount of Grant
Department of Public Health	7/1/2019	\$7,623,910
Department of Aging and Adult Services	7/1/2016	\$58,529
SF Connected	7/1/2015	\$74,416
Institute on Aging	7/1/2014	\$109,592
Department of Homelessness and Supportive Housing – Aranda	1/1/2021 – 2/29/2024	\$5,157,163
Department of Homelessness and Supportive Housing – Allen	5/1/2020 – 6/30/2023	\$4,799,316
Department of Homelessness and Supportive Housing – El Dorado/Midori	7/1/2018 – 6/30/2021	\$1,054,809
Department of Homelessness and Supportive Housing – Lyric	4/1/2019 – 3/31/2022	\$1,054,809.00

## Appendix E – Permitted Subgrantees

1. Pacific Coast Staffing
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**CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING**

**FIRST AMENDMENT  
TO GRANT AGREEMENT  
between  
CITY AND COUNTY OF SAN FRANCISCO  
and  
CONARD HOUSE, INC.**

THIS AMENDMENT of the **January 1, 2021** Grant Agreement (the "Agreement") is dated as of **July 1, 2023** and is made in the City and County of San Francisco, State of California, by and between **CONARD HOUSE, INC.** ("Grantee") and the CITY AND COUNTY OF SAN FRANCISCO, a municipal corporation ("City") acting by and through The Department of Homelessness and Supportive Housing ("Department").

**RECITALS**

WHEREAS, Grantee was selected pursuant to Ordinance No. 61-19, which authorizes the Department to enter into contracts without adhering to the Administrative Code provisions regarding competitive bidding and other requirements for construction work, procurement, and personal services relating to the shelter crisis; and

WHEREAS, City and Grantee desire to execute this amendment to update the prior Agreement;

NOW, THEREFORE, City and Grantee agree to amend said Grant Agreement as follows:

**1. Definitions.** Terms used and not defined in this Amendment shall have the meanings assigned to such terms in the Grant Agreement.

- (a) Agreement. The term "Agreement" shall mean the Agreement dated **January 1, 2021** between Grantee and City.
- (b) Eligible Expenses" shall have the meaning set forth in Appendix A, Services to be Provided, and Appendix B, Budget.
- (c) "Grant Plan" shall have the meaning set forth in Appendix A, Services to be Provided, and Appendix B, Budget.

**2. Modifications to the Agreement.** The Grant Agreement is hereby modified as follows:

**2.1 ARTICLE 3 TERM** of the Agreement currently reads as follows:

**3.1 Effective Date.** This Agreement shall become effective when the Controller has certified to the availability of funds as set forth in Section 2.2 and the Department has notified Grantee thereof in writing.

**3.2 Duration of Term.** The term of this Agreement shall commence on **January 1, 2021** and expire on **February 29, 2024**, unless earlier terminated as otherwise provided herein. Grantee shall not begin performance of its obligations under this Agreement until it receives written notice from City to proceed.

Such section is hereby deleted and replaced in its entirety to read as follows:

### **ARTICLE 3 TERM**

**3.1 Effective Date.** This Agreement shall become effective when the Controller has certified to the availability of funds as set forth in Section 2.2 and the Department has notified Grantee thereof in writing.

#### **3.2 Duration of Term.**

(a) The term of this Agreement shall commence on **January 1, 2021** and expire on **June 30, 2024**, unless earlier terminated as otherwise provided herein. Grantee shall not begin performance of its obligations under this Agreement until it receives written notice from City to proceed.

(b) The City has options to renew the Agreement for additional years. The City may extend this Agreement beyond the termination date by exercising an option at the City's sole and absolute discretion and by modifying this Agreement as provided in Section 17.2, Modification.

**2.2 Section 4.2 Grantee's Personnel** of the Agreement is hereby deleted and replaced in its entirety to read as follows:

#### **4.2 Grantee's Personnel.**

(a) **Qualified Personnel.** The Grant Plan shall be implemented only by competent personnel under the direction and supervision of Grantee.

#### **(b) Grantor Vaccination Policy.**

(1) Grantee acknowledges that it has read the requirements of the 38th Supplement to Mayoral Proclamation Declaring the Existence of a Local Emergency ("Emergency Declaration"), dated February 25, 2020, and the Contractor Vaccination Policy for City Contractors and Grantees issued by the City Administrator ("Contractor Vaccination Policy"), as those documents may be amended from time to time. A copy of the Contractor Vaccination Policy can be found at:

<https://sf.gov/confirm-vaccine-status-your-employees-and-subcontractors>.

- (2) A Contract or Grant subject to the Emergency Declaration is an agreement between the City and any other entity or individual and any subcontract under such agreement, where Covered Employees of the Contractor/Grantee or Subcontractor work in-person with City employees in connection with the work or services performed under the agreement at a City owned, leased, or controlled facility. Such agreements include, but are not limited to, professional services contracts, general services contracts, public works contracts, and grants. Contract or Grant includes such agreements currently in place or entered into during the term of the Emergency Declaration. Contract or Grant does not include an agreement with a state or federal governmental entity or agreements that do not involve the City paying or receiving funds.
- (3) In accordance with the Contractor Vaccination Policy, Grantee agrees that:
  - A. Where applicable, Grantee shall ensure it complies with the requirements of the [Contractor Vaccination Policy](#) pertaining to Covered Employees, as they are defined under the Emergency Declaration and the Contractor Vaccination Policy, and insure such Covered Employees are either fully vaccinated for COVID-19 or obtain from Grantee an exemption based on medical or religious grounds; and
  - B. If Grantee grants Covered Employees an exemption based on medical or religious grounds, Grantee will promptly notify City by completing and submitting the Covered Employees Granted Exemptions Form (“Exemptions Form”), which can be found at <https://sf.gov/confirm-vaccine-status-your-employees-and-subcontractors> (navigate to “Exemptions” to download the form).

**2.3 ARTICLE 5 USE AND DISBURSEMENT OF GRANT FUNDS** of the Agreement currently reads as follows:

**5.1 Maximum Amount of Grant Funds.**

- (a) In no event shall the amount of Grant Funds disbursed hereunder exceed **Five Million Seven Hundred Sixty Six Thousand Eight Hundred Sixty One Dollars (\$5,766,861)**.
- (b) Grantee understands that, of the Maximum Amount Of Grant Funds listed under Article 5.1 (a) of this Agreement, **Nine**

**Hundred Sixty One Thousand One Hundred Forty Three Dollars (\$961,143)** is included as a contingency amount and is neither to be used in Budget(s) attached to this Agreement or available to Grantee without a modification to the Appendix B, Budget, which has been approved by the Department of Homelessness and Supportive Housing. Grantee further understands that no payment for any portion of this contingency amount will be made unless and until a modification or revision has been fully approved and executed in accordance with applicable City and Department laws, regulations, policies/procedures and certification as to the availability of funds by Controller. Grantee agrees to fully comply with these laws, regulations, and policies/procedures.

**5.2 Use of Grant Funds.** Grantee shall use the Grant Funds only for Eligible Expenses as set forth in Appendix A, Services to be Provided, Appendix A-1, Services to be Provided, and Appendix B, Budget and for no other purpose. Grantee shall expend the Grant Funds in accordance with the Budget and shall obtain the prior approval of City before transferring expenditures from one line item to another within the Budget.

**5.3 Disbursement Procedures.** Grant Funds shall be disbursed to Grantee as follows:

- (a) Grantee shall submit to the Department for approval, in the manner specified for notices pursuant to Article 15, a document (a "Funding Request") substantially in the form attached as Appendix C, Method of Payment. Any unapproved Funding Requests shall be returned by the Department to Grantee with a brief explanation why the Funding Request was rejected. If any such rejection relates only to a portion of Eligible Expenses itemized in a Funding Request, the Department shall have no obligation to disburse any Grant Funds for any other Eligible Expenses itemized in such Funding Request unless and until Grantee submits a Funding Request that is in all respects acceptable to the Department.
- (b) The Department shall make all disbursements of Grant Funds pursuant to this Section through electronic payment or by check payable to Grantee sent via U.S. mail in accordance with Article 15, unless the Department otherwise agrees in writing, in its sole discretion. For electronic payment, City vendors receiving new contracts, contract renewals, or contract extensions must sign up to receive electronic payments through the City's Automated Clearing House (ACH) payments service/provider.

Electronic payments are processed every business day and are safe and secure. To sign up for electronic payments, visit [www.sfgov.org/ach](http://www.sfgov.org/ach). The Department shall make disbursements of Grant Funds as set forth in Appendix C, Method of Payment.

**5.4 Reserved. (State or Federal Funds).**

Such section is hereby deleted and replaced in its entirety to read as follows:

**ARTICLE 5 USE AND DISBURSEMENT OF GRANT FUNDS**

**5.1 Maximum Amount of Grant Funds.**

- (a) In no event shall the amount of Grant Funds disbursed hereunder exceed **Eight Million Three Hundred Twenty Five Thousand Six Hundred Seventy Two Dollars (\$8,325,672)**.
- (b) Grantee understands that, of the Maximum Amount of Grant Funds listed under Article 5.1 (a) of this Agreement, **One Million Three Hundred Eighty Seven Thousand Six Hundred Twelve Dollars (\$1,387,612)** is included as a contingency amount and is neither to be used in Budget(s) attached to this Agreement or available to Grantee without a modification to the Appendix B, Budget, which has been approved by the Department of Homelessness and Supportive Housing. Grantee further understands that no payment for any portion of this contingency amount will be made unless and until a modification or revision has been fully approved and executed in accordance with applicable City and Department laws, regulations, policies/procedures and certification as to the availability of funds by Controller. Grantee agrees to fully comply with these laws, regulations, and policies/procedures.

**5.2 Use of Grant Funds.** Grantee shall use the Grant Funds only for Eligible Expenses as set forth in Appendix A, Services to be Provided, and Appendix B, Budget and for no other purpose. Grantee shall expend the Grant Funds in accordance with the Budget and shall obtain the prior approval of City before transferring expenditures from one line item to another within the Budget.

**5.3 Disbursement Procedures.** Grant Funds shall be disbursed to Grantee as follows:

- (a) Grantee shall submit to the Department for approval, in the manner specified for notices pursuant to Article 15, a document (a “Funding Request”) substantially in the form attached as Appendix C, Method of Payment. Any unapproved Funding Requests shall be returned by the Department to Grantee with a brief explanation why the Funding Request was rejected. If any such rejection relates only to a portion of Eligible

Expenses itemized in a Funding Request, the Department shall have no obligation to disburse any Grant Funds for any other Eligible Expenses itemized in such Funding Request unless and until Grantee submits a Funding Request that is in all respects acceptable to the Department.

- (b) The Department shall make all disbursements of Grant Funds pursuant to this Section through electronic payment or by check payable to Grantee sent via U.S. mail in accordance with Article 15, unless the Department otherwise agrees in writing, in its sole discretion. For electronic payment, City vendors receiving new contracts, contract renewals, or contract extensions must sign up to receive electronic payments through the City's Automated Clearing House (ACH) payments service/provider. Electronic payments are processed every business day and are safe and secure. To sign up for electronic payments, visit [www.sfgov.org/ach](http://www.sfgov.org/ach). The Department shall make disbursements of Grant Funds as set forth in Appendix C, Method of Payment.

#### **5.4 Reserved. (State or Federal Funds).**

- 2.4 Section 6.7 Submitting False Claims** of the Agreement hereby deleted and replaced in its entirety with:

**6.7 Submitting False Claims.** Grantee shall at all times deal in good faith with the City, shall only submit a Funding Request to the City upon a good faith and honest determination that the funds sought are for Eligible Expenses under the Grant, and shall only use Grant Funds for payment of Eligible Expenses as set forth in Appendix, Services to be Provided. Any Grantee who commits any of the following false acts shall be liable to the City for three times the amount of damages the City sustains because of Grantee's act. A Grantee will be deemed to have submitted a false claim to the City if Grantee: (a) knowingly presents or causes to be presented to an officer or employee of the City a false Funding Request; (b) knowingly disburses Grants Funds for expenses that are not Eligible Expenses; (c) knowingly makes, uses, or causes to be made or used a false record or statement to get a false Funding Request paid or approved by the City; (d) conspires to defraud the City by getting a false Funding Request allowed or paid by the City; or (e) is a beneficiary of an inadvertent submission of a false claim to the City, subsequently discovers the falsity of the claim, and fails to disclose the false claim to the City within a reasonable time after discovery of the false claim.

- 2.5 Section 13.3 Subcontracting** of the Agreement is hereby deleted and replaced in its entirety to read as follows:

**13.3 Subcontracting.** If Appendix B, Budget, lists any permitted subgrantees, then notwithstanding any other provision of this Agreement to the contrary, Grantee shall have the right to subcontract on the terms set forth

in this Section. If Appendix B, Budget, is blank or specifies that there are no permitted subgrantees, then Grantee shall have no rights under this Section.

(a) **Limitations.** In no event shall Grantee subcontract or delegate the whole of the Grant Plan. Grantee may subcontract with any of the permitted subgrantees set forth on Appendix B, Budget without the prior consent of City; provided, however, that Grantee shall not thereby be relieved from any liability or obligation under this Agreement and, as between City and Grantee, Grantee shall be responsible for the acts, defaults and omissions of any subgrantee or its agents or employees as fully as if they were the acts, defaults or omissions of Grantee. Grantee shall ensure that its subgrantees comply with all of the terms of this Agreement, insofar as they apply to the subcontracted portion of the Grant Plan. All references herein to duties and obligations of Grantee shall be deemed to pertain also to all subgrantees to the extent applicable. A default by any subgrantee shall be deemed to be an Event of Default hereunder. Nothing contained in this Agreement shall create any contractual relationship between any subgrantee and City.

(b) **Terms of Subcontract.** Each subcontract shall be in form and substance acceptable to City and shall expressly provide that it may be assigned to City without the prior consent of the subgrantee. In addition, each subcontract shall incorporate all of the terms of this Agreement, insofar as they apply to the subcontracted portion of the Grant Plan. Without limiting the scope of the foregoing, each subcontract shall provide City, with respect to the subgrantee, the audit and inspection rights set forth in Section 6.6. Upon the request of City, Grantee shall promptly furnish to City true and correct copies of each subcontract permitted hereunder.

**2.6 ARTICLE 15 NOTICES AND OTHER COMMUNICATIONS** of the Agreement is deleted and replaced by the following:

**15.1 Requirements.** Unless otherwise specifically provided herein, all notices, consents, directions, approvals, instructions, requests and other communications hereunder shall be in writing, shall be addressed to the person and address set forth below and may be sent by U.S. mail or email, and shall be addressed as follows:

If to the Department or City: Department of Homelessness and Supportive Housing  
Contracts Unit  
440 Turk Street  
San Francisco, CA 94102  
hshcontracts@sfgov.org

If to Grantee: Conard House, Inc.  
1385 Mission Street, Suite 200

San Francisco, CA 94103  
Attn: Anne Quaintance  
[anne@conard.org](mailto:anne@conard.org)

Any notice of default must be sent by registered mail.

**15.2 Effective Date.** All communications sent in accordance with Section 15.1 shall become effective on the date of receipt.

**15.3 Change of Address.** Any party hereto may designate a new address for purposes of this Article 15 by notice to the other party.

**2.7 Section 16.24 Additional City Compliance Requirements** is hereby added to this Agreement.

**16.24 Additional City Compliance Requirements.** Grantee represents that it is in good standing with the California Attorney General's Registry of Charitable Trusts and will remain in good standing during the term of this Agreement. Grantee shall immediately notify City of any change in its eligibility to perform under the Agreement. Upon City request, Grantee shall provide documentation demonstrating its compliance with applicable legal requirements. If Grantee will use any subgrantees/subrecipients/subcontractors to perform the Agreement, Grantee is responsible for ensuring they are also in compliance with the California Attorney General's Registry of Charitable Trusts at the time of grant execution and for the duration of the agreement. Any failure by Grantee or any subgrantees/subrecipients/subcontractors to remain in good standing with applicable requirements shall be a material breach of this Agreement.

**2.8 Section 17.6 Entire Agreement** of the Agreement is hereby deleted and replaced with the following:

**17.6 Entire Agreement.** This Agreement and the Application Documents set forth the entire Agreement between the parties, and supersede all other oral or written provisions. If there is any conflict between the terms of this Agreement and the Application Documents, the terms of this Agreement shall govern. The following appendices are attached to and a part of this Agreement:

Appendix A, Services to be Provided (dated July 1, 2023)  
Appendix B, Budget (dated July 1, 2023)  
Appendix C, Method of Payment (dated July 1, 2023)  
Appendix D, Interests in Other City Grants (dated July 1, 2023)

**2.9 Section 17.10 Survival of Terms** of the Agreement is hereby deleted and replaced in its entirety with the following:



**17.10 Survival of Terms.** The obligations of Grantee and the terms of the following provisions of this Agreement shall survive and continue following expiration or termination of this Agreement:

Section 4.3	Ownership of Results.
Section 6.4	Financial Statements.
Section 6.5	Books and Records.
Section 6.6	Inspection and Audit.
Section 6.7	Submitting False Claims.
Article 7	Taxes.
Article 8	Representations and Warranties.
Article 9	Indemnification and General Liability.
Section 10.4	Required Post-Expiration Coverage.
Article 12	Disclosure of Information and Documents.
Section 13.4	Grantee Retains Responsibility.
Section 14.3	Consequences of Recharacterization.
This Article 17	Miscellaneous.

**2.10 Section 17.14 Services During a City-Declared Emergency** of the Agreement is hereby deleted and replaced with the following:

**17.14 Services During a City-Declared Emergency.** In case of an emergency as declared by the Mayor under Charter section 3.100, Grantee will make a good faith effort to continue to provide the services set forth in Appendix A, Services to be Provided. Any services provided beyond those listed in Appendix A, Services to be Provided, must be approved by the Department.

**2.11 Appendix A, Services to be Provided, and Appendix A-1, Services to be Provided** of the Agreement are hereby replaced in their entirety by **Appendix A, Services to be Provided**, (dated July 1, 2023) for the period of July 1, 2023 to June 30, 2024.

**2.12 Appendix B, Budget**, of the Agreement is hereby replaced in its entirety by the modified **Appendix B, Budget** (dated July 1, 2023), for the period of January 1, 2021 to June 30, 2024.

**2.13 Appendix C, Method of Payment**, of the Agreement is hereby replaced in its entirety by the modified **Appendix C, Method of Payment** (dated July 1, 2023).

**2.14 Appendix D, Interests in Other City Grants**, of the Agreement is hereby replaced in its entirety by the modified **Appendix D, Interests in Other City Grants** (dated July 1, 2023).

**2.15 Appendix E, Permitted Subgrantees,** of the Agreement is hereby deleted.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as of the date first specified herein. The signatories to this Agreement warrant and represent that they have the authority to enter into this agreement on behalf of the respective parties and to bind them to the terms of this Agreement.

**CITY**

**GRANTEE**

**DEPARTMENT OF HOMELESSNESS  
AND SUPPORTIVE HOUSING**

**CONARD HOUSE, INC.**

By: DocuSigned by:  
*Shireen McSpadden@sfgov.org*  
CAD7B781896B449...  
Shireen McSpadden  
Executive Director

By: DocuSigned by:  
*Anne Quaintance*  
C050EA5C2E6A4E2...  
Anne Quaintance  
Executive Director  
City Supplier Number: 22403

Approved as to Form:  
David Chiu  
City Attorney

By: DocuSigned by:  
*Adam Radtke*  
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Adam Radtke  
Deputy City Attorney

**Appendix A, Services to be Provided**  
**by**  
**Conard House, Inc.**  
**Support Services, Property Management and Master Leasing at McAllister Hotel**

**I. Purpose of Grant**

The purpose of this grant is to provide Support Services, Property Management and Master Lease Stewardship to the served population. The goals of these services are to support the served population in retaining their housing; or moving to other appropriate housing.

**II. Served Population**

Grantee shall serve formerly homeless and income-eligible adults aged 18 years or older without the custody of minors below 18 years of age.

**III. Referral and Prioritization**

All new households will be referred by the Department of Homelessness and Supportive Housing (HSH) via the Coordinated Entry System, which organizes the City's Homelessness Response System (HRS) with a common, population-specific assessment, centralized data system, and prioritization method.

Eligibility criteria for Permanent Supportive Housing (PSH) varies upon the subsidy funding source and may include meeting a definition of homelessness at the time of referral and placement, enrollment in specific benefits programs, income criteria and/or the ability to live independently within the structure of the housing program. Tenants who meet eligibility criteria for PSH are prioritized based on various criteria, such as levels of vulnerability, length, and history of homelessness, and severity of housing barriers.

**IV. Description of Services**

Grantee shall provide Support Services, Property Management, and Master Leasing to tenants of the number of units listed in Appendix B, Budget ("Number Served" tab).

**A. Support Services**

Support Services are voluntary and shall be available to all tenants in the service location(s). Support Services shall include, but are not limited to, the following:

1. Outreach: Grantee shall engage with tenants to provide information about available Support Services and invite them to participate. Grantee shall contact each tenant at least three times during the first 60 days following placement. Grantee shall document all outreach and attempts.
2. Intake and Assessment: Grantee shall coordinate with Property Management during the initial intake for units and participate in orientation meetings with Property Management. If possible, Grantee shall establish rapport with tenants prior to move-in to support tenants during the application and move-in process. Grantee shall coordinate with tenant's current support service provider(s) to ensure a successful transition into housing.

Grantee intake of tenants shall include, but is not limited to, a review of the tenant's history in the Online Navigation and Entry (ONE) System, gathering updated information from the tenant, and establishing strengths, skills, needs, plans and goals that are participant-centered and supportive of housing retention. The intake shall take place at the same time of the interview with Property Management, on a separate date or time coordinated with Support Services during the application period, or within no more than 30 days of move-in.

3. Case Management: Grantee shall provide case management services to tenants with the primary goal of maintaining housing stability, including ongoing meetings and counseling to establish goals, develop services plans that are tenant-driven without predetermined goals, provide referrals and linkages to off-site support services, and track progress toward achieving those goals. Grantee shall document case management meetings, engagement, and progress.
  - a. Grantee shall connect each tenant with resources needed to be food secure as they live independently.
  - b. Grantee shall refer tenants to and coordinate services within the community that support progress toward identified goals. This may include providing information about services, calling to make appointments, assisting with applications, providing appointment reminders, following up/checking in with households regarding the process, and, as necessary, re-referral. Grantee shall communicate and coordinate with outside service providers to support housing stability.
  - c. Grantee shall provide benefits advocacy to assist tenants with obtaining and maintaining benefits, including, but not limited to, cash aid, food programs, medical clinics and/or in-home support.
4. Housing Stability Support: Grantee shall outreach to and offer on-site services and/or referrals to all tenants who display indications of housing instability, within a reasonable timeframe. Such indications include, but are not limited to, discontinuance from benefits, non-payment of rent, lease violations or warnings from Property Management, and conflicts with staff or other tenants. Grantee shall work with tenants, in conjunction with Property Management, to resolve issues that put tenants at risk for eviction. Grantee shall assist with the de-escalation and resolution of conflicts, as needed. Grantee shall document Housing Stability outreach and assistance provided.
5. Coordination with Property Management: Grantee shall assist tenants in communicating with, responding to, and meeting with Property Management. This may include helping a tenant to understand the communications from Property Management, helping to write requests, responses, or complaints to Property Management, and attending meetings between the tenant and Property Management to facilitate communication.

- a. If a tenant is facing housing instability, Grantee shall coordinate with Property Management to find creative ways to engage with tenants to prevent housing loss.
  - b. Grantee shall ensure there is a process in place for receiving timely communication from Property Management and copies of correspondence (e.g., notices, warning letters, lease violations, etc.) issued. Grantee shall have a structured written process for engaging tenants who receive such notices.
6. Wellness and Emergency Safety Checks: Grantee shall conduct Wellness and/or Emergency Safety Checks in accordance with HSH policy to assess a tenant's safety when there is a reason to believe there is immediate and substantial risk due to a medical and/or psychiatric emergency.
7. Support Groups, Social Events and Organized Activities:
- a. Grantee shall plan groups, events, and activities with input from tenants to build community engagement, develop peer support, share information, form social connections or to celebrate significant events. Grantee shall post and provide to tenants a monthly calendar of events.
  - b. Grantee shall conduct monthly community meetings for tenants, in coordination with Property Management, during which tenants may discuss building concerns and program ideas with representatives from both Support Services and Property Management staff.
  - c. Grantee shall periodically assess the needs of tenants with Property Management and other teams at the building to develop programming that will help tenants maintain stability and enjoy their housing.
8. Exit Planning: If a tenant is moving out of the building, Grantee shall engage tenant in exit planning to support the tenant's successful transition out of the program. The exit plan shall depend on the tenant's needs and preferences, and may include establishing a link to services in the community.

**B. Property Management**

Property Management services shall include, but are not limited to, the following:

1. Program Applicant Selection and Intake: Grantee shall align with Housing First principles and follow the processes agreed upon by Grantee, HSH, property owner, housing subsidy administrators, fair housing laws, and/or other entities involved with referrals.

Under Housing First, tenant screening and selection practices must promote accepting applicants regardless of their sobriety or use of substances, completion of treatment, or participation in services. Applicants must not be rejected on the basis of poor credit or financial history, poor or lack of rental history, criminal convictions unrelated to tenancy, or behaviors that indicate a lack of "housing readiness."

Grantee shall adhere to all published HSH policies, including, but not limited to those covering tenant intake, HSH housing documentation, reasonable accommodation, and transfers when accepting referrals and placing tenants into housing.

2. **Tenant Lease Set-Up:** Grantee shall draft, provide, and sign a rental agreement with each tenant at the time of move-in. The lease agreement shall include Community Rules, the Lease Addendum for City & County of San Francisco PSH, HSH Resident Emergency Safety Check Policy Notice, and other pertinent Lease Addenda. Grantee shall review its Grievance policies and procedures and HSH policies and procedures with tenants at the time of lease signing.
3. **Annual Tenant Re-certification:** As required by rental subsidy type, Grantee shall re-certify tenant income annually. This is generally done on the anniversary of a tenant's move-in date.
4. **Collection of Rents, Security Deposits, and Other Receipts:** Grantee shall collect and process rent and other housing-related payments (e.g., security deposit) made by tenants.
  - a. Grantee shall communicate and coordinate with local, state and/or federal agencies, as needed, to process rental subsidies.
  - b. Grantee shall assist with payment arrangements and comply with HSH and other applicable requirements governing the tenant portion of rent. All PSH tenants will pay no more than 30 percent of their monthly adjusted household income towards rent.
5. **Lease Enforcement, Written Notices and Eviction Prevention:**
  - a. Grantee's shall take a housing retention approach to lease enforcement, including, but not limited to, proactive engagement in collaboration with Support Services, conversations and meetings with tenants, and mediation strategies. Grantee shall utilize the HSH Nonpayment of Rent Guidance, and other PSH best practices, as an ongoing resource.
  - b. Grantee shall provide written notice to tenants regarding issues that may impact housing stability including, but not limited to, discontinuance from benefits, non-payment of rent, lease violations or warnings from Property Management, and conflicts with staff or other tenants.
  - c. Grantee shall offer tenants who become delinquent in rent the opportunity to enter into a rent payment plan or referral to third party rent payment services.
  - d. When necessary, Grantee shall provide notice to tenants of any actions related to the eviction process in accordance with all applicable laws.
  - e. Grantee shall copy Support Services staff on all communications to tenants.
6. **Building Service Payments:** Grantee shall set up and manage utility accounts and services related to the property, including but not limited to communications, alarms/security, fire alarm monitoring, garbage, water, and pest control. This may include elevator maintenance, as required.

7. **Building Maintenance:** Grantee shall maintain the facility in sanitary and operable condition, post protocol and forms for tenant requests for maintenance or repairs and respond to requests in a timely manner. Building maintenance shall include the following services:
  - a. Janitorial services in common areas, offices, and shared-use restrooms, and shower facilities;
  - b. Regular removal of garbage/trash from designated trash areas and maintenance of these areas as clean and functional;
  - c. Pest control services, as needed;
  - d. Maintenance and repair of facility systems, plumbing, electrical;
  - e. Building security; and
  - f. Preparation of apartments for tenant move-in and move-out.
8. **Coordination with Support Services:** If a tenant is facing housing instability, Grantee shall coordinate with Support Services staff to find creative ways to engage with tenants to prevent housing loss. Grantee shall work with Support Services staff in communicating with and meeting with tenant regarding behaviors and issues that put the tenant at risk for housing instability.

Grantee shall participate in regular coordination meetings with Support Services to review tenants at risk for eviction and strategize on how to support tenants in maintaining their housing.

9. **Wellness Checks and Emergency Safety Checks:** Grantee shall conduct Wellness Checks and/or Emergency Safety Checks in accordance with HSH policy, internal agency policies and tenant laws to assess a tenant's safety when there is a reason to believe the tenant is at immediate and substantial risk due to a medical and/or psychiatric emergency.
10. **Front Desk Coverage:** Grantee shall provide front desk coverage 24 hours per day, seven days per week.
11. **Exit Planning:** Grantee shall alert Support Services staff when tenants give notice to leave housing and shall keep a record of each tenant's forwarding address, whenever possible. Grantee shall provide exit information to Support Services to complete the tenant's program exit in the ONE System.

C. Stewardship of the Lease:

1. Grantee shall provide HSH with a copy of the master lease agreement and any amendments. Grantee shall obtain HSH approval prior to entering into any agreement that will materially impact the HSH-funded portion of the budget.
2. Grantee shall maintain all Lessee responsibilities and coordinate with the Landlord to meet owner's obligations, including maintenance and capital needs.



3. Grantee shall promptly notify HSH of any default, failure to exercise an option to extend or other situation which could impact the term of the master lease agreement.

## V. Location and Time of Services

### A. Support Services

Grantee shall provide Support Services at the McAllister Hotel located at 270 McAllister Street, San Francisco, CA from Monday to Friday, during posted business hours. Grantee may also provide services on evenings and weekends, and at other times when necessary to best serve tenants.

Grantee shall provide services times when necessary to best serve tenants using the staffing outlined in the Appendix B, Budget.

Grantee's Support Services staff shall work with Property Management staff to coordinate after-hours emergency backup, which will include the ability to reach Property Management by phone. Grantee shall implement policies and procedures pertaining to emergency backup and will train staff accordingly.

### B. Property Management

Grantee shall provide services at the McAllister Hotel, 24 hours per day, seven days per week. Grantee shall implement policies and procedures pertaining to emergency backup and will train staff accordingly.

## VI. Service Requirements

- A. Case Management Ratio: Grantee shall maintain a maximum 25:1 ratio of units to case management staff.
- B. Supervision: Grantee shall provide Support Services staff with supervision and case conferencing, as needed, to ensure appropriate case management, counseling and referral services are provided to tenants.
- C. Housing First: Grantee services and operations shall align with the Core Components of Housing First as defined in California Welfare and Institutions Code, section 8255. This includes integrating policies and procedures to provide tenant-centered, low-barrier access to housing and services.
- D. Harm Reduction: Grantee shall integrate harm reduction principles into service delivery and agency structure as well as follow [HSH overdose prevention policy](#). Grantee staff who work directly with tenants will participate in annual trainings on harm reduction, overdose recognition and response.
- E. Language and Interpretation Services: Grantee shall ensure that translation and interpreter services are available, as needed. Grantee shall address the needs of and

provide services to the served population who primarily speak language(s) other than English. Additional information on Language Access standards can be found on the HSH Providers Connect website: <https://sfgov1.sharepoint.com/sites/HOM-Ext-Providers>.

- F. Case Conferences: Grantee shall initiate and participate in individual case conferences and team coordination meetings with HSH-approved programs, as needed, to coordinate and collaborate regarding tenant's progress.
- G. Admission Policy: Grantee admission policies for services shall be in writing and available to the public. Except to the extent that the services are to be rendered to a specific population as described in the programs listed herein, such policies must include a provision that the served population is accepted for care without discrimination on the basis of race, color, creed, religion, sex, age, national origin, ancestry, sexual orientation, gender identification, disability, or HIV status.
- H. Grievance Procedure:
1. Grantee shall establish and maintain a written Grievance Procedure for tenants, which shall include, at minimum, the following elements:
    - a. The name or title of the person or persons authorized to make a determination regarding the grievance;
    - b. The opportunity for the aggrieved party to discuss the grievance with those who will be making the determination;
    - c. The amount of time required for each step, including when a tenant can expect a response; and
    - d. In accordance with published HSH policies/procedures, the HSH Grievances email address ([hshgrievances@sfgov.org](mailto:hshgrievances@sfgov.org)) and mailing address for the household to contact after the household has exhausted Grantee's internal Grievance Procedure.
  2. Grantee shall, at program entry, review and provide a copy of this procedure, and any amendments, to each tenant and obtain a signed copy of the form from the tenant, which must be maintained in the tenant's file. Additionally, Grantee shall post the policy at all times in a location visible to tenants, and provide a copy of the procedure and any amendments to the assigned HSH Program Manager.
- I. Feedback, Complaint and Follow-up Policies:  
Grantee shall provide means for the served population to provide input into the program, including the planning, design, and level of satisfaction with services. Feedback methods shall include:
1. A complaint process, including a written complaint policy informing the served population on how to report complaints; and
  2. A written annual survey to the served population to gather feedback, measure satisfaction, and assess the effectiveness of services and systems within the program. Grantee shall offer assistance to tenants with survey completion if the written format presents any problem.

- J. City Communications, Trainings and Meetings: Grantee shall keep HSH informed of program operations and comply with HSH policies, training requirements, and participate in meetings, including, but not limited to:
1. Regular communication to HSH about the implementation of the program;
  2. Attendance at all meetings as required by HSH. This shall include quarterly HSH meetings; and
  3. Attendance at trainings (e.g., overdose prevention training), when required by HSH. Grantee shall ensure all site-based or tenant-facing staff and subcontractors are onboarded and trained to perform the services in accordance with Housing First, Harm Reduction, and Trauma-Informed Principles.
- K. Coordination with Other Service Providers: Grantee shall establish written agreements with other service providers that are part of the site care team to formalize collaboration and roles and responsibilities.
- L. Critical Incidents: Grantee shall report critical incidents in accordance with HSH policies/procedures. Critical incidents shall be reported using the online [Critical Incident Report \(CIR\) form](#) within 72 hours of the incident. In addition, critical incidents that involve life endangerment events or major service disruptions should be reported immediately to the HSH Program Manager. Please refer to the CIR Policy and procedures on the HSH Providers Connect website.
- M. Disaster and Emergency Response Plan: Grantee shall develop and maintain an Agency Disaster and Emergency Response Plan containing Site Specific Emergency Response Plan(s) for each service site per HSH requirements. The Agency Disaster and Emergency Response Plan shall address disaster coordination between and among service sites. Grantee shall update the Agency/site(s) plan as needed and Grantee shall train all employees regarding the provisions of the plan for their Agency/site(s).
- N. Facilities: Grantee shall maintain clean, safe, and functional facilities in full compliance with requirements of the law and local standards.
1. Grantee shall notify HSH immediately in the event it is given notice of violations by the Department of Building Inspection (DBI), Department of Public Health (DPH), or another City agency.
- O. Good Neighbor Policies: Grantee shall maintain a good relationship with the neighborhood, including:
1. Collaboration with neighbors and relevant city agencies to ensure that neighborhood concerns about the facility are heard and addressed;
  2. That Grantee management staff is available to respond to neighbors within three business days, if reasonable; and
  3. Having a representative of Grantee attend all appropriate neighborhood meetings.

P. Record Keeping and Files:

1. Support Services: Grantee shall maintain confidential tenant files that document the services and supportive work provided for the purpose of tracking and reporting objectives and outcomes.
  - a. Grantee shall maintain client program enrollment, annual status updates and program exit information in the ONE System and maintain hard copy files with eligibility, including homelessness verification documents.
  - b. Grantee shall maintain a program roster of all current tenants in the ONE System.
  - c. Grantee shall maintain services information in the ONE System, including information on households receiving eviction notices, as instructed by HSH.
  - d. Grantee shall maintain confidential files on the served population, including developed plans, notes, and progress as described in the Service Description and Service Requirements.
2. Property Management: Grantee shall update applicant referral status information in the ONE System in accordance with HSH policy and instruction.
  - a. Grantee shall maintain confidential tenant files on the served population, including signed lease agreement and addenda, notices or lease violations issued to the tenant, copies of payment plans or other agreements to support housing stability.
  - b. Grantee shall track receipt and completion of maintenance work orders.
  - c. Grantee shall maintain all eligibility and inspection documentation in the ONE System and maintain hard copy files with eligibility, including homelessness verification documents.

Q. Data Standards:

1. Grantee shall ensure compliance with the Homeless Management Information System (HMIS) Participation Agreement and Continuous Data Quality Improvement (CDQI) Process<sup>1</sup>, including, but not limited to:
  - a. Entering all household data within three working days (unless specifically requested to do so sooner);
  - b. Ensuring accurate dates for household enrollment, household exit, and household move in (if appropriate); and
  - c. Running monthly data quality reports and correcting any errors.
2. Records entered into the ONE system shall meet or exceed the ONE System Continuous Data Quality Improvement Process standards<sup>1</sup>.
3. Grantee shall maintain updated unit vacancy information on a weekly basis in the data system designated by HSH (Offline Vacancy Tracker and/or ONE System) as required. Changes to vacancy reporting shall be communicated to Grantees in writing from HSH.
4. Grantee shall enter data into the ONE System, but may be required to report certain measures or conduct interim reporting in CARBON, via secure email, or through uploads to a File Transfer Protocol (FTP) site. When required by HSH, Grantee shall submit the monthly, quarterly and/or annual metrics into the

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<sup>1</sup> HMIS Participation Agreement and Continuous Data Quality Improvement Process, available here: <https://hsh.sfgov.org/get-information/one-system/>

CARBON database Changes to data collection or reporting requirements shall be communicated to Grantees via written notice at least one month prior to expected implementation.

5. Any information shared between Grantee, HSH, and other providers about the served population shall be communicated in a secure manner, with appropriate release of consent forms and in compliance with 24 C.F.R. Part 578, Continuum of Care; 45 C.F.R. Parts 160 and 164, the Health Insurance Portability and Accountability Act (HIPAA) and federal and state data privacy and security guidelines.
6. Failure to comply with data security, storage and access requirements may result in loss of access to the HMIS and other data systems.

## **VII. Service Objectives**

### **A. Support Services**

Grantee shall achieve the Service Objectives listed below for Support Services:

1. Grantee shall actively outreach to 100 percent of tenants at least once every month.
2. Grantee shall offer assessment to 100 percent of tenants for primary medical care, mental health and substance use treatment needs within 60 days of move-in.
3. Grantee shall offer assessment to 100 percent of tenants for benefits within 60 days of move-in.
4. Grantee shall offer Support Services to 100 percent of all tenants who showed housing instability (e.g., non-payment of rent, lease violations) at least once per incident.
5. Grantee shall outreach to 100 percent of tenants with planned exits from the program to engage in comprehensive discharge planning, that includes referrals for case management, housing, food, clothing, medical treatment, detox, and/or other services as necessary and appropriate.
6. Grantee shall outreach to 100 percent of tenants participating in Support Services to create/engage in Service Plans, as needed, on an ongoing basis.
7. Grantee shall review Service Plans at least once every six months and update as appropriate at this time.
8. Grantee shall administer a written anonymous survey of tenants at least once per year to obtain feedback on the type and quality of program services. Grantee shall offer all tenants the opportunity to take this survey.

### **B. Property Management**

Grantee shall achieve the Services Objectives listed below for Property Management:

1. Grantee shall ensure that each unit, upon turnover, is clean and/or repaired within 21 days, on average.
2. Grantee shall ensure that new tenant move-ins occur within 30 days of referral.
3. Grantee shall collect at least 90 percent of tenant portions of monthly rent from occupied units.
4. Grantee shall maintain an occupancy rate of at least 93 percent.

### **VIII. Outcome Objectives**

Grantee shall achieve the Outcome Objectives listed below.

- A. Ninety percent of tenants will maintain their housing for a minimum of 12 months, move to other permanent housing, or be provided with more appropriate placements.
- B. At least eighty-five percent of tenant lease violations will be resolved without loss of housing to tenants.
- C. Eighty percent of tenants completing an annual Tenant Satisfaction Survey will be satisfied or very satisfied with Support Services and Property Management services (based on a four-point scale: 1 = very dissatisfied, 2 = dissatisfied, 3 = satisfied, 4 = very satisfied).

### **IX. Reporting Requirements**

Grantee shall input data into systems required by HSH, such as the ONE system and CARBON.

- A. Grantee shall report vacancies to HSH in a timely fashion according to established procedures and process all tenant referrals in the pre-established timeframe. When required by HSH, Grantee shall enter tenant data in the ONE System.
- B. On a monthly basis, Grantee shall enter the required metrics, including any required templates to be uploaded, into the CARBON database by the 15th of the month following the month of service.
  - 1. The occupancy rate;
  - 2. The number of new placements into the program made for the month by Property Management staff;
  - 3. The total number of unduplicated households who resided at the site during the month and the number of unduplicated households actively outreached to at least once during the month; and
  - 4. The total number of new move-ins during the month.
- C. On a quarterly basis, Grantee shall enter the required metrics, including any required templates to be uploaded, into the CARBON database by the 15th of the month following the end of each quarter:
  - 1. The number and percentage of tenants to whom Grantee outreached to complete an assessment for primary medical care, mental health and substance use treatment needs within 60 days of move-in;
  - 2. The number and percentage of tenants to whom Grantee outreached to complete a benefits assessment within 60 days of move-in;
  - 3. The number of lease/program rule violations Property Management issued and shared with Support Services for the quarter and the number of outreach attempts related to lease/program rule violations conducted by Support Services;

4. The number and percentage of tenants with planned exits from the program to whom Grantee outreached to engage in comprehensive discharge planning, that includes referrals for case management, housing, food, clothing, medical treatment, detox, and/or other services as necessary and appropriate.
  5. The number and percentage of tenant lease violations resolved without loss of housing to tenants; and
  6. The average number of days to turn over units.
- D. On an annual basis, Grantee shall enter the required metrics, including any required templates to be uploaded, into the CARBON database by the 15th of the month following the end of each year:
1. The number and percentage of tenants who maintained their housing for a minimum of 12 months, moved to other permanent housing, or were provided with more appropriate placements;
  2. The number and percentage of tenants participating in Support Services Grantee outreached to create Service Plans, as needed;
  3. The number of tenants who had a Service Plan during the program year; the number and percentage of Services Plans that were reviewed at least once every six months and updated as appropriate;
  4. The number and percentage of tenants who completed a written survey to provide feedback on the type and quality of program services. Please include survey results on what tenants reported regarding the quality and satisfaction with both Support Services and Property Management services.
  5. The number of program exits;
  6. The number of tenants showing housing instability that remained housed.
- E. Grantee shall participate in annual Eviction Survey reporting, per the 2015 City and County of San Francisco Tenant Eviction Annual Reports Ordinance (<https://sfbos.org/ftp/uploadedfiles/bdsupvrs/ordinances15/o0011-15.pdf>). Grantee shall provide information on evictions and eviction notices issued to households residing in City-funded housing to Support Services to enter into the ONE System. Grantee shall verify the accuracy of eviction reporting data in the ONE System quarterly, and shall review the annual eviction report prior to submission to HSH. Grantee shall adhere to all deadlines for submission as required by HSH.
- F. Grantee shall submit Project Descriptor data elements as described in the U.S. Department of Housing and Urban Development (HUD)'s latest HMIS Data Standards Manual (<https://files.hudexchange.info/resources/documents/HMIS-Data-Standards-Manual.pdf>) to HSH at the following intervals: 1) at the point of project setup; 2) when project information changes; 3) at least annually or as requested by HSH. Data is used for reporting mandated by the U.S. Department of Housing and Urban Development and California's Interagency Council on Homelessness, and to ensure HSH's ongoing accurate representation of program and inventory information for various reporting needs, including monitoring of occupancy and vacancy rates.

- G. Grantee shall provide information for an annual report on client enrollment in public benefits per the Administrative Code Article VI, Section 20.54.4(c) - Permanent Supportive Housing – Enrollment in Social Services [https://codelibrary.amlegal.com/codes/san\\_francisco/latest/sf\\_admin/0-0-0-11877](https://codelibrary.amlegal.com/codes/san_francisco/latest/sf_admin/0-0-0-11877), as instructed by HSH.
- H. Grantee shall participate, as required by HSH, with City, State and/or Federal government evaluative studies designed to show the effectiveness of Grantee’s services. Grantee agrees to meet the requirements of and participate in the evaluation program and management information systems of the City. The City agrees that any final reports generated through the evaluation program shall be made available to Grantee within 30 working days of receipt of any evaluation report and such response will become part of the official report.
- I. Grantee shall provide Ad Hoc reports as required by HSH and respond to requests by HSH in a timely manner.

For assistance with reporting requirements or submission of reports, contact the assigned Contract and Program Managers.

**X. Monitoring Activities**

- A. Program Monitoring: Grantee is subject to program monitoring and/or audits, such as, but not limited to, review of the following: participant files, Grantee’s administrative records, staff training documentation, postings, program policies and procedures, data reported on Annual Performance Reports (APR), documentation of funding match sources, Disaster and Emergency Response Plan and training, personnel and activity reports, proper accounting for funds and other operational and administrative activities, and back-up documentation for reporting progress towards meeting service and outcome objectives.
  - 1. Monitoring of program participation in the ONE system may include, but not be limited to, data quality reports from the ONE system, records of timeliness of data entry, and attendance records at required trainings and agency lead meetings.
- B. Fiscal Compliance and Contract Monitoring: Grantee is subject to fiscal and compliance monitoring, which may include review of Grantee's organizational budget, the general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal policy manual, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring may include review of Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act (ADA), subcontracts and Memoranda of Understanding (MOUs), and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.



	A	B	C	D
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>			
2	<b>APPENDIX B, BUDGET</b>			
3	<b>Document Date</b>	7/1/2023		
4	<b>Contract Term</b>	<b>Begin Date</b>	<b>End Date</b>	<b>Duration (Years)</b>
5	<b>Current Term</b>	1/1/2021	2/29/2024	4
6	<b>Amended Term</b>	1/1/2021	6/30/2024	4
7	<b>Program</b>	McAllister Hotel		
8				
9	<b>Approved Subcontractors</b>			
10	None.			
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**Program Budget History**

Date of Budget Change	Change Type	Ongoing / One-Time	Change Amount	Asana Approval Link	Change Description
7/1/2022	Modification	Ongoing	\$381,123	N/A	Annualized enhancement amounts for FY22-23: <ul style="list-style-type: none"> <li>• CODB - \$65,372</li> <li>• Case Manager Wage Floor Increase - \$123,500</li> <li>• Front line Staff Wage Increase - \$167,116</li> <li>• Master Lease Increase - \$25,135</li> </ul>
7/1/2023	Amendment	One-Time	\$854,051	PENDING	Amending agreement to make FY 23-24 budget whole and incorporates previous fiscal year ongoing enhancements. The amendment includes a budget increase of \$1,171,199 +\$1,387,612 in contingency for a new NTE amount of \$8,325,672 and an end date change from February 2024 to June 2024.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P				
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>																			
2	<b>APPENDIX B, BUDGET</b>																			
3	<b>Document Date</b>	7/1/2023																		
4	<b>Contract Term</b>	<b>Begin Date</b>	<b>End Date</b>	<b>Duration (Years)</b>																
5	<b>Current Term</b>	1/1/2021	2/29/2024	4																
6	<b>Amended Term</b>	1/1/2021	6/30/2024	4																
7	<b>Program</b>	#CONNECT!																		
8																				
9					<b>Year 1</b>				<b>Year 2</b>				<b>Year 3</b>				<b>Year 4</b>			
10	<b>Service Component</b>				1/1/2021 - 6/30/2021				7/1/2021 - 6/30/2022				7/1/2022 - 6/30/2023				7/1/2023 - 6/30/2024			
11	Support Services				80				80				80				80			
12	Property Management				80				80				80				80			

	A	B	C	D	E	H	K	N	O	P	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING												
2	APPENDIX B, BUDGET												
3	Document Date	7/1/2023											
4	Contract Term	Begin Date	End Date	Duration (Years)									
5	Current Term	1/1/2021	2/29/2024	4									
6	Amended Term	1/1/2021	6/30/2024	4									
7	Provider Name	Conard House											
8	Program	McAllister Hotel											
9	FSP Contract ID#	1000020628											
10	Action (select)	Amendment											
11	Effective Date	7/1/2023											
12	Budget Names	HSH Fund & General Fund & Prop C - Support Services, HSH Fund & General Fund & Prop C - Modified Payment Program, HSH Fund & General Fund - Property Management, Prop C											
13		Current	New										
14	Term Budget	\$ 5,766,861	\$ 6,938,060										
15	Contingency	\$ (0)	\$ 1,387,612	20%									
16	Not-To-Exceed	\$ 5,766,861	\$ 8,325,672	Year 1	Year 2	Year 3	Year 4			All Years			
17		1/1/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	1/1/2021 - 2/29/2024	1/1/2021 - 6/30/2024	1/1/2021 - 6/30/2024			
18		Actuals	Actuals	Actuals	Current	Amendment	New	Actuals	Amendment	New			
19	Expenditures												
20	Salaries & Benefits	\$ 480,039	\$ 850,510	\$ 1,270,622	\$ 800,475	\$ 515,517	\$ 1,315,993	\$ 3,401,647	\$ 515,517	\$ 3,917,164			
21	Operating Expense	\$ 302,702	\$ 591,903	\$ 786,428	\$ 340,885	\$ 119,508	\$ 460,393	\$ 2,021,918	\$ 119,508	\$ 2,141,426			
22	Subtotal	\$ 782,742	\$ 1,442,413	\$ 2,057,050	\$ 1,141,360	\$ 635,026	\$ 1,776,386	\$ 5,423,565	\$ 635,026	\$ 6,058,591			
23	Indirect Percentage												
24	Indirect Cost	\$ 101,756	\$ 187,514	\$ 267,416	\$ 148,377	\$ 82,555	\$ 230,933	\$ 705,063	\$ 82,555	\$ 787,620			
25	Other Expenses (Not subject to indirect %)	\$ 400,616	\$ 209,462	\$ 360,252	\$ (215,231)	\$ 575,483	\$ 360,252	\$ 755,099	\$ 575,483	\$ 1,330,583			
26	Capital Expenditure	\$ -	\$ 41,409	\$ -	\$ -	\$ -	\$ -	\$ 41,409	\$ -	\$ 41,409			
28	Total Expenditures	\$ 1,285,114	\$ 1,880,798	\$ 2,684,718	\$ 1,074,506	\$ 1,293,064	\$ 2,367,571	\$ 6,925,137	\$ 1,293,064	\$ 8,218,202			
29													
30	HSH Revenues (select)*												
31	HSH Fund (formerly CNC Fund)	\$ 718,277	\$ 1,512,589	\$ 1,569,183	\$ 748,450	\$ 1,049,078	\$ 1,797,528	\$ 4,548,499	\$ 1,049,078	\$ 5,597,575			
34	HSH Fund (formerly CNC Fund) - One-time	\$ 206,220	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 206,220	\$ -	\$ 206,220			
35	General Fund - Ongoing	\$ 45,528	\$ -	\$ 309,300	\$ -	\$ 80,956	\$ 80,956	\$ 354,828	\$ 80,956	\$ 435,784			
36	Prop C - One-Time COVID-19 Bonus Pay	\$ 131,709	\$ 2,625	\$ -	\$ -	\$ -	\$ -	\$ 134,334	\$ -	\$ 134,334			
37	General Fund - One-Time	\$ -	\$ -	\$ 317,148	\$ -	\$ -	\$ -	\$ 317,148	\$ -	\$ 317,148			
38	Prop C - Ongoing	\$ -	\$ -	\$ 123,500	\$ 82,333	\$ 41,167	\$ 123,500	\$ 205,833	\$ 41,167	\$ 247,000			
40	Total HSH Revenues*	\$ 1,101,733	\$ 1,515,214	\$ 2,319,131	\$ 830,783	\$ 1,171,201	\$ 2,001,984	\$ 5,766,861	\$ 1,171,201	\$ 6,938,060			
41	Other Revenues (to offset Total Expenditures)												
42	CAPP Resident Rent	\$ 181,874	\$ 363,102	\$ 363,102	\$ 242,068	\$ 121,034	\$ 363,102	\$ 1,150,146	\$ 121,034	\$ 1,271,180			
43	Non-CAPP Resident Rent	\$ 1,508	\$ 2,484	\$ 2,484	\$ 1,656	\$ 829	\$ 2,485	\$ 8,132	\$ 829	\$ 8,961			
46		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
47	Total Other Revenues	\$ 183,382	\$ 365,586	\$ 365,586	\$ 243,724	\$ 121,863	\$ 365,587	\$ 1,158,278	\$ 121,863	\$ 1,280,141			
48													
49	Total HSH + Other Revenues	\$ 1,285,115	\$ 1,880,800	\$ 2,684,717	\$ 1,074,507	\$ 1,293,064	\$ 2,367,571	\$ 6,925,139	\$ 1,293,064	\$ 8,218,201			
50	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
52	Total Adjusted Salary FTE (All Budgets)											16.10	
53	*NOTE: HSH budgets typically project out revenue levels across multiple years, strictly for budget-planning purposes. All program budgets at any given year are subject to Mayoral / Board of Supervisors discretion and funding availability, and are not guaranteed. For further information,												
54	Prepared by	Stella Wang											
55	Phone	415-864-7833											
56	Email	<a href="mailto:stella@conard.org">stella@conard.org</a>											

	A	B	C	D	E	H	K	N	O	P	AI	AJ	AK
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>												
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3	<b>Document Date</b>	7/1/2023											
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5	<b>Current Term</b>	1/1/2021	2/29/2024	4									
6	<b>Amended Term</b>	1/1/2021	6/30/2024	4									
7	<b>Provider Name</b>	Conard House											
8	<b>Program</b>	McAllister Hotel											
9	<b>FSP Contract ID#</b>	1000020628											
10	<b>Action (select)</b>	Amendment											
11	<b>Effective Date</b>	7/1/2023											
12	<b>Budget Name</b>	HSH Fund & General Fund & Prop C - Support Services											
13		<b>Current</b>	<b>New</b>										
14	<b>Term Budget</b>	\$ 1,065,119	\$ 1,125,716	20%									
15	<b>Contingency</b>	\$ (0)	\$ 1,387,612										
16	<b>Not-To-Exceed</b>	\$ 5,766,861	\$ 8,325,672										
					<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>			<b>All Years</b>		
17					1/1/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	1/1/2021 - 2/29/2024	1/1/2021 - 6/30/2024	1/1/2021 - 6/30/2024
18					<b>Actuals</b>	<b>Actuals</b>	<b>Current/Actuals</b>	<b>Current/Actuals</b>	<b>Amendment</b>	<b>New</b>	<b>Actuals</b>	<b>Amendment</b>	<b>New</b>
19	<b>Expenditures</b>												
20	Salaries & Benefits	\$ 106,482	\$ 174,360	\$ 293,678	\$ 250,299	\$ 57,939	\$ 308,238	\$ 824,819	\$ 57,939	\$ 882,758			
21	Operating Expense	\$ 31,959	\$ 66,387	\$ 50,922	\$ 31,959	\$ 4,402	\$ 36,361	\$ 181,228	\$ 4,402	\$ 185,629			
22	Subtotal	\$ 138,442	\$ 240,747	\$ 344,600	\$ 282,258	\$ 62,341	\$ 344,599	\$ 1,006,047	\$ 62,341	\$ 1,068,388			
23	Indirect Percentage	13.00%	13.00%	13.00%	13.00%		13.00%						
24	Indirect Cost (Line 22 X Line 23)	\$ 17,997	\$ 31,297	\$ 44,798	\$ 36,694	\$ 8,106	\$ 44,800	\$ 130,786	\$ 8,106	\$ 138,892			
25	Other Expenses (Not subject to indirect %)	\$ 21,807	\$ (103,372)	\$ -	\$ 9,850	\$ (9,850)	\$ -	\$ (71,715)	\$ (9,850)	\$ (81,565)			
26	Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
28	<b>Total Expenditures</b>	<b>\$ 178,246</b>	<b>\$ 168,672</b>	<b>\$ 389,399</b>	<b>\$ 328,802</b>	<b>\$ 60,597</b>	<b>\$ 389,399</b>	<b>\$ 1,065,118</b>	<b>\$ 60,597</b>	<b>\$ 1,125,715</b>			
29													
30	<b>HSH Revenues (select)</b>												
31	HSH Fund (formerly CNC Fund)	\$ 115,531	\$ 168,672	\$ 97,762	\$ 246,469	\$ -	\$ 246,469	\$ 628,433	\$ -	\$ 628,433			
34	HSH Fund (formerly CNC Fund) - One-time	\$ 17,188					\$ -	\$ 17,188	\$ -	\$ 17,188			
35	General Fund - Ongoing	\$ 45,528		\$ 192,837	\$ -	\$ 44,130	\$ 44,130	\$ 238,365	\$ 44,130	\$ 282,495			
38	Prop C - Ongoing			\$ 98,800	\$ 82,333	\$ 16,467	\$ 98,800	\$ 181,133	\$ 16,467	\$ 197,600			
40	<b>Total HSH Revenues</b>	<b>\$ 178,247</b>	<b>\$ 168,672</b>	<b>\$ 389,399</b>	<b>\$ 328,802</b>	<b>\$ 60,597</b>	<b>\$ 389,399</b>	<b>\$ 1,065,119</b>	<b>\$ 60,597</b>	<b>\$ 1,125,716</b>			
41	<b>Other Revenues (to offset Total Expenditures &amp; Reduce HSH Revenues)</b>												
49	<b>Total HSH + Other Revenues</b>	<b>\$ 178,247</b>	<b>\$ 168,672</b>	<b>\$ 389,399</b>	<b>\$ 328,802</b>	<b>\$ 60,597</b>	<b>\$ 389,399</b>	<b>\$ 1,065,119</b>	<b>\$ 60,597</b>	<b>\$ 1,125,716</b>			
50	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
52													
53	<b>Prepared by</b>	Stella Wang											
54	<b>Phone</b>	415-864-7833											
55	<b>Email</b>	<a href="mailto:stella@conard.org">stella@conard.org</a>											

	A	B	F	M	T	W	X	Y	Z	AA	AB	AC	BT	BU	BV	
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>															
2	<b>SALARY &amp; BENEFIT DETAIL</b>															
3	<b>Document Date</b>	7/1/2023														
4	<b>Provider Name</b>	Conard House														
5	<b>Program</b>	McAllister Hotel														
6	<b>FSP Contract ID#</b>	1000020628														
7	<b>Budget Name</b>	HSH Fund & General Fund & Prop C - Support Ser														
8		<b>Year 1</b>			<b>Year 2</b>			<b>Year 3</b>			<b>Year 4</b>			<b>All Years</b>		
9	<b>POSITION TITLE</b>	Agency Totals	1/1/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	Agency Totals		For HSH Funded Program		7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	1/1/2021 - 2/29/2024	1/1/2021 - 6/30/2024	1/1/2021 - 6/30/2024	
10		Actuals	Actuals	Current/Actuals					Current/Actuals	Amendment	New	Actuals	Modification	New		
11		Annual Full Time Salary (for 1.00 FTE)	Budgeted Salary	Budgeted Salary	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Change	Budgeted Salary	Budgeted Salary	Change	Budgeted Salary	
12	Director SHP/CS	\$ 104,840	\$ 3,632	\$ 5,667	\$ 5,895	\$ 138,295	1.00	4.8%	0.048	\$ 5,895	\$ 743	\$ 6,638	\$ 21,089	\$ 743	\$ 21,832	
13	AD of SHP/CS			\$ 3,053	\$ -	\$ 80,338				\$ -	\$ -	\$ -	\$ 3,053	\$ -	\$ 3,053	
14	Associate Director			\$ -	\$ 19,142	\$ 86,055	1.00	23%	0.23	\$ 19,142	\$ 909	\$ 20,051	\$ 38,283	\$ 909	\$ 39,192	
15	Program Director I	\$ 55,463	\$ 27,073	\$ 47,042	\$ 57,941	\$ 75,866	1.00	80%	0.80	\$ 57,941	\$ 2,752	\$ 60,693	\$ 189,996	\$ 2,752	\$ 192,748	
16	Sr. Case Manager	\$ 45,762	\$ 3,314	\$ -	\$ 49,438	\$ 64,735	1.00	80%	0.80	\$ 49,438	\$ 2,350	\$ 51,788	\$ 102,189	\$ 2,350	\$ 104,540	
17	Case Manager I	\$ 47,352	\$ 26,444	\$ 40,152	\$ 46,592	\$ 61,009	1.00	80%	0.80	\$ 46,592	\$ 2,215	\$ 48,807	\$ 159,780	\$ 2,215	\$ 161,995	
18	Case Manager I	\$ 45,762	\$ 23,094	\$ 37,873	\$ 46,592	\$ 61,009	1.00	80%	0.80	\$ 13,188	\$ 35,619	\$ 48,807	\$ 120,747	\$ 35,619	\$ 156,366	
19	Program Assistant	\$ 40,604	\$ 1,064	\$ 476	\$ 542	\$ 56,760	1.00	1%	0.01	\$ 542	\$ 26	\$ 568	\$ 2,624	\$ 26	\$ 2,649	
20	IT Manager	\$ 61,623	\$ -	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
54				\$ -	\$ -					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
55		<b>TOTAL SALARIES</b>	\$ 84,621	\$ 134,262	\$ 226,141			<b>TOTAL SALARIES</b>		\$ 192,737	\$ 44,615	\$ 237,352	\$ 637,761	\$ 44,615	\$ 682,376	
56		<b>TOTAL FTE</b>						<b>TOTAL FTE</b>		3.49						
57			25.83%	29.87%	29.87%			<b>FRINGE BENEFIT RATE</b>		29.87%		29.87%				
58			\$ 21,861	\$ 40,098	\$ 67,538			<b>EMPLOYEE FRINGE BENEFITS</b>		\$ 57,561.82	\$ 13,324	\$ 70,886.26	\$ 187,058	\$ 13,324	\$ 200,383	
59			\$ 106,482	\$ 174,360	\$ 293,678			<b>TOTAL SALARIES &amp; BENEFITS</b>		\$ 250,299	\$ 57,939	\$ 308,238	\$ 824,819	\$ 57,939	\$ 882,758	
60																
61																
62																

	A	B	E	H	K	L	M	AF	AG	AH
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>									
2	<b>OPERATING DETAIL</b>									
3	<b>Document Date</b>	7/1/2023								
4	<b>Provider Name</b>	Conard House								
5	<b>Program</b>	McAllister Hotel								
6	<b>F\$P Contract ID#</b>	1000020628								
7	<b>Budget Name</b>	<b>HSH Fund &amp; General Fund &amp; Pro</b>								
9		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>			<b>All Years</b>		
10		1/1/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	1/1/2021 - 2/29/2024	1/1/2021 - 6/30/2024	1/1/2021 - 6/30/2024
11		Actuals	Actuals	Current/Actuals	Current/Actuals	Amendment	New	Actuals	Modification	New
12	<u>Operating Expenses</u>	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
13	Rental of Property	\$ 4,244	\$ 6,100	\$ 4,713	\$ 4,244	\$ 470	\$ 4,713.00	\$ 19,300	\$ 470	\$ 19,770
14	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 5,545	\$ 13,500	\$ 9,858	\$ 5,545	\$ 1,955	\$ 7,500.00	\$ 34,448	\$ 1,955	\$ 36,403
15	Office Supplies, Postage	\$ 5,088	\$ 7,443	\$ 5,097	\$ 5,088	\$ 10	\$ 5,097.00	\$ 22,715	\$ 10	\$ 22,725
16	Building Maintenance Supplies and Repair	\$ 299	\$ 523	\$ 1,170	\$ 299	\$ 20	\$ 318.00	\$ 2,290	\$ 20	\$ 2,310
17	Printing and Reproduction	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
18	Insurance	\$ 745	\$ 3,850	\$ 285	\$ 745	\$ (370)	\$ 375.00	\$ 5,624	\$ (370)	\$ 5,255
19	Staff Training	\$ 1,369	\$ 2,621	\$ 309	\$ 1,369	\$ (1,164)	\$ 205.00	\$ 5,667	\$ (1,164)	\$ 4,504
20	Staff Travel-(Local & Out of Town)	\$ 208	\$ 381	\$ 233	\$ 208	\$ 103	\$ 310.00	\$ 1,029	\$ 103	\$ 1,132
21	Rental of Equipment	\$ 3,331	\$ 8,500	\$ 576	\$ 3,331	\$ (2,721)	\$ 610.00	\$ 15,737	\$ (2,721)	\$ 13,017
22	Equipment Purchase & Repairs		\$ -	\$ 935	\$ -	\$ 662	\$ 662.00	\$ 935	\$ 662	\$ 1,597
23	Clients Services (check cashing, bank analysis, transpor	\$ 10,349	\$ 14,948	\$ 13,870	\$ 10,349	\$ (1,010)	\$ 9,339.00	\$ 49,516	\$ (1,010)	\$ 48,506
24	Operating Fees	\$ 560	\$ 1,021	\$ 379	\$ 560	\$ (350)	\$ 210.00	\$ 2,519	\$ (350)	\$ 2,170
25	Legal & Accounting Fees	\$ 226	\$ 7,500	\$ 3,231	\$ 226	\$ 1,875	\$ 2,100.00	\$ 11,182	\$ 1,875	\$ 13,057
26	Furnishings			\$ 1,480	\$ -	\$ 986	\$ 986.00			
27	Other Contracted Services			\$ 8,786	\$ -	\$ 3,936	\$ 3,936.00	\$ 8,786	\$ 3,936	\$ 12,722
68										
69	<b>TOTAL OPERATING EXPENSES</b>	\$ 31,959	\$ 66,387	\$ 50,922	\$ 31,959	\$ 4,402	\$ 36,361	\$ 179,748	\$ 3,416	\$ 183,163
70										
71	<u>Other Expenses (not subject to indirect cost %)</u>									
72	General Fund - One-Time FY20-21 CODB	\$ 22,239	\$ 23,289			\$ -	\$ -	\$ 45,528	\$ -	\$ 45,528
73	MCO Adjustment – To Be Allocated	\$ 5,746	\$ 9,850	\$ -	\$ 9,850	\$ (9,850)	\$ -	\$ 25,446	\$ (9,850)	\$ 15,596
74	General fund - FY21-22 CODB					\$ -	\$ -	\$ -	\$ -	\$ -
75	Actuals Adjustment	\$ (6,177)	\$ (136,511)			\$ -	\$ -	\$ (142,688)	\$ -	\$ (142,688)
85	<b>TOTAL OTHER EXPENSES</b>	\$ 21,807	\$ (103,372)	\$ -	\$ 9,850	\$ (9,850)	\$ -	\$ (71,715)	\$ (9,850)	\$ (81,565)
97										
98	<b>HSH #3</b>							<b>Template last modified</b>		<b>1/22/2020</b>

**BUDGET NARRATIVE**

Fiscal Year

Fiscal Term Start 7/1/2023 Fiscal Term End 6/30/2024

**HSF Fund & General Fund & Prog** FY23-24 <- Select from the drop-down list the fiscal year in which the proposed budget changes will first become effective

Salaries & Benefits	Adjusted Budgeted		Justification	Calculation	Employee Name
	FTE	Budgeted Salary			
Director SHP/CS	0.048	\$ 6,638	Responsible for overall direction and administration of the Supportive Services and Rep Payee and supervision of the Associate Director	0.048 FTE @ \$138,295 equals \$6,638 annually	Liliana Suarez
Associate Director	0.233	\$ 20,051	Responsible for monitoring implementation and preparing reports on the Supportive Services and Rep Payee scope of work and supervision of the Program Director	0.23 FTE @ \$86,055 equals \$20,051 annually	Susan Marick-Ker
Program Director I	0.800	\$ 60,693	Responsible for hiring Case Managers and implementing Supportive Services work plan at McAllister Hotel, including Case Management services, Rep Payee services and Community Building. The Program Director will assign cases, tasks and supervise the Case Managers and may carry a small case load. Salary allocation is based on 80% of the time to SS, and 20% to MPP.	0.80 FTE @ \$75,866 equals \$60,693 annually	Sandra Davis
Sr. Case Manager	0.800	\$ 51,788	Responsible for performing case management and Rep Payee services directly with enrolled McAllister clients for an assigned case load and providing supervision of Case Managers when the Program Director is away from the site. Salary allocation is based on 80% of the time to SS, and 20% to MPP	0.80 FTE @ \$64,735 equals \$51,788 annually	Monica Monroy
Case Manager I	0.800	\$ 48,807	Responsible for performing case management and Rep Payee services directly with enrolled McAllister clients for an assigned case load. Salary allocation is based on 80% of the time to SS, and 20% to MPP.	0.80 FTE @ \$61,009 equals \$48,807 annually	NA
Case Manager I	0.800	\$ 48,807	Responsible for performing case management and Rep Payee services directly with enrolled McAllister clients for an assigned case load. Salary allocation is based on 80% of the time to SS, and 20% to MPP.	0.80 FTE @ \$61,009 equals \$48,807 annually	Jacob Delle
Program Assistant	0.010	\$ 568	Responsible for compiling data for service reports and performing other duties to support implementation of the program under the direction of the Associate Director of SHP/CS	0.010 FTE @ \$56,760 equals \$568.00 annually	Yue Ming Guo
		\$ -			
<b>TOTAL</b>	<b>3.49</b>	<b>\$ 237,352</b>			
<b>Employee Fringe Benefits</b>		\$ 70,886	Includes FICA, SSUI, Workers Compensation and Medical calculated at 29.87% of total salaries.		
<b>Salaries &amp; Benefits Total</b>		<b>\$ 308,238</b>			

Operating Expenses	Budgeted Expense	Justification	Calculation
Rental of Property	\$ 4,713	Rental of office space used for program administration, overseeing and monitoring of support and rep payee services.	Calculations are based on Conard cost allocations.
Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 7,500	Electricity, water/sewer, gas, telephone/cable and data security & systems related to the McAllister staff offices.	Monthly charges based on usage.
Office Supplies, Postage	\$ 5,097	Office supply costs related to the support services and rep payee staff. Including, but not limited, to printing, postage, meetings and courier services.	Supplies expenses as needed.
Building Maintenance Supplies and Repair	\$ 318	Routine maintenance and repairs for the McAllister support services offices.	On-going maintenance, supplies and repairs as needed.
Printing and Reproduction	\$ -		
Insurance	\$ 375	Commercial all-risk insurance and fidelity bond . The McAllister Hotel share of the policy premium is based on Conard cost allocations	Calculations are based on Conard cost allocations.
Staff Training	\$ 205	Annual training costs are Cultural diversity training, mandatory in-service training, conferences, and other in-service training.	Calculations are based on Conard cost allocations.
Staff Travel-(Local & Out of Town)	\$ 310	Contract-related travel costs, reimbursable mileage, out-of-town conferences and parking.	Travel and reimbursement costs as needed.
Rental of Equipment	\$ 610	Copiers and printers.	Calculations are based on Conard cost allocations.
Equipment Purchase & Repairs	\$ 662	Annual computer maintenance agreement and database management.	Calculations are based on Conard cost allocations.
Clients Services (check cashing, bank analysis, transportation)	\$ 9,339	Incidental fees paid on behalf of clients to assist them in obtaining identification cards and records which includes transportation. Conard pays check cashing fees for money management clients and bank analysis fees.	Costs incurred by assistance to clients.
Operating Fees	\$ 210	Mandatory TB test/review and TB symptom X-ray fees and bank fees.	Costs incurred by staff adhering to mandatory requirements.
Legal & Accounting Fees	\$ 2,100	Annual audit cost and legal services	Calculations are based on Conard cost allocations.
Furnishings	\$ 986	Covers expendable furnishings and equipment, including desks, chairs and locked file cabinets.	Expenses as needed
Other Contracted Services	\$ 3,936	Annual subscription of computer software and third party contracted services for staffing.	Calculations are based on Conard cost allocations.
	\$ -		
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 36,361</b>		
<b>Indirect Cost</b>	13.0%	\$ 44,800	



	A	B	C	D	E	H	K	N	O	P	AI	AJ	AK
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>												
2	<b>APPENDIX B, BUDGET</b>												
3	<b>Document Date</b>	7/1/2023											
4	<b>Contract Term</b>	<b>Begin Date</b>	<b>End Date</b>	<b>Duration (Years)</b>									
5	<b>Current Term</b>	1/1/2021	2/29/2024	4									
6	<b>Amended Term</b>	1/1/2021	6/30/2024	4									
7	<b>Provider Name</b>	Conard House											
8	<b>Program</b>	McAllister Hotel											
9	<b>FSP Contract ID#</b>	1000020628											
10	<b>Action (select)</b>	Amendment											
11	<b>Effective Date</b>	7/1/2023											
12	<b>Budget Name</b>	HSH Fund & General Fund - Property Management											
13		<b>Current</b>	<b>New</b>										
14	<b>Term Budget</b>	\$ 4,358,856	\$ 5,413,794	20%									
15	<b>Contingency</b>	\$ (0)	\$ 1,387,612										
16	<b>Not-To-Exceed</b>	\$ 5,766,861	\$ 8,325,672										
17		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>			<b>All Years</b>					
18		1/1/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	1/1/2021 - 2/29/2024	1/1/2021 - 6/30/2024	1/1/2021 - 6/30/2024			
19	<b>Expenditures</b>	<b>Actuals</b>	<b>Actuals</b>	<b>Current</b>	<b>Current</b>	<b>Amendment</b>	<b>New</b>	<b>Actuals</b>	<b>Amendment</b>	<b>New</b>			
20	Salaries & Benefits	\$ 355,768	\$ 623,938	\$ 892,059	\$ 514,552	\$ 404,099	\$ 918,651	\$ 2,386,317	\$ 404,099	\$ 2,790,416			
21	Operating Expense	\$ 262,844	\$ 511,705	\$ 727,114	\$ 300,533	\$ 119,329	\$ 419,862	\$ 1,802,196	\$ 119,329	\$ 1,921,525			
22	Subtotal	\$ 618,612	\$ 1,135,643	\$ 1,619,173	\$ 815,085	\$ 523,428	\$ 1,338,513	\$ 4,188,513	\$ 523,428	\$ 4,711,941			
23	Indirect Percentage	13.00%	13.00%	13.00%	13.00%		13.00%						
24	Indirect Cost (Line 22 X Line 23)	\$ 80,420	\$ 147,634	\$ 210,493	\$ 105,961	\$ 68,043	\$ 174,005	\$ 544,507	\$ 68,043	\$ 612,550			
25	Other Expenses (Not subject to indirect %)	\$ 263,902	\$ 343,631	\$ 360,252	\$ (225,081)	\$ 585,333	\$ 360,252	\$ 742,703	\$ 585,333	\$ 1,328,036			
26	Capital Expenditure	\$ -	\$ 41,409	\$ -	\$ -	\$ -	\$ -	\$ 41,409	\$ -	\$ 41,409			
28	<b>Total Expenditures</b>	<b>\$ 962,933</b>	<b>\$ 1,668,316</b>	<b>\$ 2,189,918</b>	<b>\$ 695,965</b>	<b>\$ 1,176,803</b>	<b>\$ 1,872,770</b>	<b>\$ 5,517,132.14</b>	<b>\$ 1,176,803.20</b>	<b>\$ 6,693,936.35</b>			
29													
30	<b>HSH Revenues (select)</b>												
31	HSH Fund (formerly CNC Fund)	\$ 598,853	\$ 1,302,732	\$ 1,390,720	\$ 452,243	\$ 1,049,078	\$ 1,501,321	\$ 3,744,548	\$ 1,049,078	\$ 4,793,624			
34	HSH Fund (formerly CNC Fund) - One-time	\$ 180,698					\$ -	\$ 180,698	\$ -	\$ 180,698			
35	General Fund - Ongoing			\$ 116,463		\$ 5,862	\$ 5,862	\$ 116,463	\$ 5,862	\$ 122,325			
37	General Fund - One-Time			\$ 317,148		\$ -	\$ -	\$ 317,148	\$ -	\$ 317,148			
40	<b>Total HSH Revenues</b>	<b>\$ 779,551</b>	<b>\$ 1,302,732</b>	<b>\$ 1,824,331</b>	<b>\$ 452,243</b>	<b>\$ 1,054,940</b>	<b>\$ 1,507,183</b>	<b>\$ 4,358,856</b>	<b>\$ 1,054,940</b>	<b>\$ 5,413,794</b>			
41	<b>Other Revenues (to offset Total Expenditures)</b>												
42	CAPP Resident Rent	\$ 181,874	\$ 363,102	\$ 363,102	\$ 242,068	\$ 121,034	\$ 363,102	\$ 1,150,146	\$ 121,034	\$ 1,271,180			
43	Non-CAPP Resident Rent	\$ 1,508	\$ 2,484	\$ 2,484	\$ 1,656	\$ 829	\$ 2,485	\$ 8,132	\$ 829	\$ 8,961			
47	<b>Total Other Revenues</b>	<b>\$ 183,382</b>	<b>\$ 365,586</b>	<b>\$ 365,586</b>	<b>\$ 243,724</b>	<b>\$ 121,863</b>	<b>\$ 365,587</b>	<b>\$ 1,158,278</b>	<b>\$ 121,863</b>	<b>\$ 1,280,141</b>			
49	<b>Total HSH + Other Revenues</b>	<b>\$ 962,933</b>	<b>\$ 1,668,318</b>	<b>\$ 2,189,917</b>	<b>\$ 695,967</b>	<b>\$ 1,176,803</b>	<b>\$ 1,872,770</b>	<b>\$ 5,517,134</b>	<b>\$ 1,176,803</b>	<b>\$ 6,693,935</b>			
50	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -		\$ -			
52													
53	<b>Prepared by</b>	Stella Wang											
54	<b>Phone</b>	415-864-7833											
55	<b>Email</b>	<a href="mailto:stella@conard.org">stella@conard.org</a>											



	A	B	E	H	K	L	M	AF	AG	AH
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>									
2	<b>OPERATING DETAIL</b>									
3	<b>Document Date</b>	7/1/2023								
4	<b>Provider Name</b>	Conard House								
5	<b>Program</b>	McAllister Hotel								
6	<b>F\$P Contract ID#</b>	1000020628								
7	<b>Budget Name</b>	Fund & General Fund - Property Mana								
8										
9		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>		<b>All Years</b>			
10		1/1/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	1/1/2021 - 2/29/2024	1/1/2021 - 6/30/2024	1/1/2021 - 6/30/2024
11		Actuals	Actuals	Current	Current	Amendment	New	Actuals	Amendment	New
12	<b>Operating Expenses</b>	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
13	Rental of Property	\$ 17,342	\$ 24,684	\$ 16,564	\$ 16,456	\$ 108	\$ 16,564	\$ 75,046	\$ 108	\$ 75,154
14	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 61,439	\$ 101,707	\$ 132,981	\$ 67,805	\$ (20)	\$ 67,785	\$ 363,931	\$ (20)	\$ 363,912
15	Office Supplies, Postage	\$ 4,575	\$ 9,149	\$ 4,061	\$ 6,099	\$ (3,440)	\$ 2,659	\$ 23,884	\$ (3,440)	\$ 20,444
16	Building Maintenance Supplies and Repair	\$ 97,044	\$ 178,387	\$ 339,000	\$ 118,059	\$ 49,965	\$ 168,024	\$ 732,490	\$ 49,965	\$ 782,455
17	Printing and Reproduction	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
18	Insurance	\$ 9,327	\$ 13,654	\$ 21,459	\$ 9,103	\$ 4,551	\$ 13,654	\$ 53,543	\$ 4,551	\$ 58,094
19	Staff Training	\$ 868	\$ 4,736	\$ 190	\$ 3,157	\$ (3,057)	\$ 100	\$ 8,951	\$ (3,057)	\$ 5,894
20	Staff Travel-(Local & Out of Town)	\$ 1,017	\$ 2,500	\$ 5,780	\$ 1,355	\$ (0)	\$ 1,355	\$ 10,652	\$ (0)	\$ 10,652
21	Rental of Equipment	\$ 1,180	\$ 1,500	\$ 3,670	\$ 267	\$ 1,233	\$ 1,500	\$ 6,617	\$ 1,233	\$ 7,850
22		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
23	Legal & Accounting	\$ 21,803	\$ 77,500	\$ 74,092	\$ 19,071	\$ 46,472	\$ 65,543	\$ 192,466	\$ 46,472	\$ 238,938
24	Furnishings	\$ 11,055	\$ 22,109	\$ 27,647	\$ 14,739	\$ (0)	\$ 14,739	\$ 75,550	\$ (0)	\$ 75,550
25	Property Taxes	\$ 8,515	\$ 16,771	\$ 15,514	\$ 10,847	\$ 3,253	\$ 14,100	\$ 51,647	\$ 3,253	\$ 54,900
26	Management Fees	\$ 18,313	\$ 36,625	\$ 36,625	\$ 24,417	\$ 12,208	\$ 36,625	\$ 115,979	\$ 12,208	\$ 128,188
27	Security Services/Other Contracted Services	\$ 3,782	\$ 7,563	\$ 13,674	\$ 5,042	\$ 1,458	\$ 6,500	\$ 30,061	\$ 1,458	\$ 31,519
28	Operating Fees	\$ 1,286	\$ 3,750	\$ 4,568	\$ 1,714	\$ -	\$ 1,714	\$ 11,318	\$ -	\$ 11,318
29	Office Equipment Purchase/Repair	\$ 2,087	\$ 5,570	\$ 5,555	\$ 2,116	\$ 1,384	\$ 3,500	\$ 15,328	\$ 1,384	\$ 16,712
42	Consultants			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
43				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
54	Subcontractors			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
55	Pacific Coast Staffing	\$ 3,215	\$ 5,500	\$ 25,734	\$ 287	\$ 5,213	\$ 5,500	\$ 34,736	\$ 5,213	\$ 39,949
56						\$ -		\$ -	\$ -	\$ -
68	<b>TOTAL OPERATING EXPENSES</b>	\$ 262,844	\$ 511,705	\$ 727,114	\$ 300,533	\$ 119,329	\$ 419,862	\$ 1,802,196	\$ 119,329	\$ 1,921,525
69										
70	Other Expenses (not subject to indirect cost %)									
71	Master Lease Rent	\$ 263,902	\$ 346,668	\$ 360,252	\$ 244,112	\$ 116,140	\$ 360,252	\$ 1,214,934	\$ 116,140	\$ 1,331,074
72	Actuals Adjustment		\$ (3,037)			\$ -	\$ -	\$ (3,037)	\$ -	\$ (3,037)
73	Above NTE - Withheld pending amendment				\$ (469,193)	\$ 469,193	\$ -	\$ (469,193)	\$ 469,193	\$ -
84	<b>TOTAL OTHER EXPENSES</b>	\$ 263,902	\$ 343,631	\$ 360,252	\$ (225,081)	\$ 585,333	\$ 360,252	\$ 742,703	\$ 585,333	\$ 1,328,036
96										
97	<b>HS#3</b>							Template last modified	1/22/2020	

**BUDGET NARRATIVE**

Fiscal Year

Fiscal Term Start 7/1/2023 Fiscal Term End 6/30/2024

**HSH Fund & General Fund - Pro** FY23-24 <- Select from the drop-down list the fiscal year in which the proposed budget changes will first become effective

Salaries & Benefits	Adjusted	Budgeted	Justification	Calculation	Employee Name
	Budgeted	Salary			
FTE					
Compliance Specialist	0.250	\$ 17,093	Assists with administrative and general office management for Property Management and Real Estate Departments. Development of organizational policies and procedures related to property management compliance and implementing these policies and procedures.	0.25 FTE @ \$68,373 equals \$17,093 annually	Jorge Orozco
Director of Property Management	0.231	\$ 29,836	Responsible for the department's general administration, personnel management, property management operations, and project management. To carry out the administration and operations of the property management department through Property Managers and the property management staff in accordance with Conard House policies and procedures.	0.23 FTE @ \$129,160 equals \$29,836 annually	Elijah Bornstein
Facilities & Maintenance Manager	0.268	\$ 22,937	Responsible for assisting the Director of Real Estate with the department's general administration, personnel management, facilities operations, and project management. Manages the maintenance and housekeeping of Conard House owned or leased properties.	0.268 FTE @ \$85,587 equals \$22,937 annually	Ken Bounthavy
Sr. Property Manager	0.750	\$ 65,959	Responsible for the general management, personnel management, financial administration and maintenance and administration of the property. Responsible for the overall operation of the assigned properties under the direction of the Property Manager.	0.750 FTE @ \$87,945 equals \$65,959 annually	David Hasbrouck
Janitor	3.000	\$ 150,342	Responsible for the cleanliness and orderliness of assigned work sites, including offices, restrooms, kitchens, public spaces and work area. The work assignments will be assigned by the Property Manager.	3 FTE @ \$50,114 equals \$150,342 annually	Various
Janitor		\$ -			
Janitor		\$ -			
Maintenance Technician	1.000	\$ 54,472	Responsible for carrying out maintenance task for sites assigned by the Property Manager. Taks include making repairs, contacting and scheduling vendors to provide additional services, preparing vacant units for occupancy and general building maintenance.	1 FTE @ \$54,472 equals \$54,472 annually	Gary Henderson
Maintenance Technician	1.000	\$ 54,472	Responsible for carrying out maintenance task for sites assigned by the Property Manager. Taks include making repairs, contacting and scheduling vendors to provide additional services, preparing vacant units for occupancy and general building maintenance.	1 FTE @ \$54,472 equals \$54,472 annually	Boris Ratner
Lead Desk Clerk	1.000	\$ 50,114	Assists the Property Manager with scheduling and coordinating coverage of the desk clerks as well as performing desk clerk duties.	1 FTE @ \$50,114 equals \$50,114 annually	Antoinette Jones
Desk Clerk	4.080	\$ 195,575	Under the direction of the Property Manager and Lead Desk Clerk, the Desk Clerk performs a number of varied responsibilities including managing communication (both verbal and written), monitoring traffic in and out of the building, handling building/medical emergencies and writing Work Order requests. Inspecting the property as required by the Property Manager and keeping the reception area clean and neat.	4.08 FTE @ \$47,935 equals \$195,575 annually	Various
TOTAL	11.58	\$ 640,800			
Employee Fringe Benefits		\$ 277,851	Includes FICA, SSUI, Workers Compensation and Medical calculated at 43.36% of total salaries.		
Salaries & Benefits Total		\$ 918,651			

Operating Expenses	Budgeted Expense	Justification	Calculation
Rental of Property	\$ 16,564	Rental of office space used for property administration, overseeing and monitoring of property management services.	Calculations are based on Conard cost allocations.
Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 67,785	Electricity, water/sewer, gas, telephone/cable and data security & systems related to the property management.	Monthly charges based on usage
Office Supplies, Postage	\$ 2,659	Office supply costs related to the property management. Printing, postage, meetings and courier services.	Supplies expenses as needed.
Building Maintenance Supplies and Repair	\$ 168,024	Routine maintenance and repairs for the McAllister building.	On-going maintenance, supplies and repairs as needed.
Printing and Reproduction	\$ -		
Insurance	\$ 13,654	Commercial all-risk insurance and fidelity bond . The McAllister Hotel share of the policy premium is based on Conard cost allocations	Calculations are based on Conard cost allocations.
Staff Training	\$ 100	Annual training costs are Cultural diversity training, mandatory in-service training, conferences, and other in-service training.	Calculations are based on Conard cost allocations.
Staff Travel-(Local & Out of Town)	\$ 1,355	Contract-related travel costs, reimbursable mileage, out-of-town conferences and parking.	Travel and reimbursement costs as needed.
Rental of Equipment	\$ 1,500	Copiers and printers.	Calculations are based on Conard cost allocations.
Legal & Accounting	\$ 65,543	Annual audit cost and legal services	Calculations are based on Conard cost allocations.
Furnishings	\$ 14,739	Covers expendable furnishings and equipment, including desks, chairs and locked file cabinets.	Expenses as needed
Property Taxes	\$ 14,100	Property license fees and taxes	Charges as needed.
Management Fees	\$ 36,625	Property management fee	\$3,052 monthly equals \$36,625 annually
Security Services/Other Contracted Services	\$ 6,500	Annual subscription of computer software and other contracted services	Calculations are based on Conard cost allocations.
Operating Fees	\$ 1,714	Mandatory TB test/review and TB symptom X-ray fees and bank fees.	Costs incurred by staff adhering to mandatory requirements.
Office Equipment Purchase/Repair	\$ 3,500	Annual computer maintenance agreement and database management.	Calculations are based on Conard cost allocations.
Subcontractors	\$ -		
Pacific Coast Staffing	\$ 5,500	Third party contracted services for staffing.	Service expenses as needed
TOTAL OPERATING EXPENSES	\$ 419,862		
Indirect Cost	13.0%	\$ 174,005	

Other Expenses (not subject to indirect cost %)	Amount	Justification	Calculation
Master Lease Rent	\$ 360,252	Term leases known as the McAllister Hotel located at 270 McAllister St., SF. The 5-story plus basement, non-combustible, multifamily apartment building with an elevator. 80 single room units, service provider offices, one community space, a mezzanine with laundry facilities and a large basement with ample storage space. The approximate building area is 23,250 square feet.	\$30,021 monthly equals \$360,252 annually
TOTAL OTHER EXPENSES	\$ 360,252		

	A	B	C	D	E	H	K	N	O	P	AI	AJ	AK
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>												
2	<b>APPENDIX B, BUDGET</b>												
3	<b>Document Date</b>	7/1/2023											
4	<b>Contract Term</b>	<b>Begin Date</b>	<b>End Date</b>	<b>Duration (Years)</b>									
5	<b>Current Term</b>	1/1/2021	2/29/2024	4									
6	<b>Amended Term</b>	1/1/2021	6/30/2024	4									
7	<b>Provider Name</b>	Conard House											
8	<b>Program</b>	McAllister Hotel											
9	<b>F\$P Contract ID#</b>	1000020628											
10	<b>Action (select)</b>	Amendment											
11	<b>Effective Date</b>	7/1/2023											
12	<b>Budget Name</b>	HSH Fund & General Fund & Prop C - Modified Payment Program											
13		<b>Current</b>	<b>New</b>										
14	<b>Term Budget</b>	\$ 208,552	\$ 264,216	20%									
15	<b>Contingency</b>	\$ (0)	\$ 1,387,612										
16	<b>Not-To-Exceed</b>	\$ 5,766,861	\$ 8,325,672										
17					<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>			<b>All Years</b>		
18					1/1/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	1/1/2021 - 2/29/2024	1/1/2021 - 6/30/2024	1/1/2021 - 6/30/2024
19	<b>Expenditures</b>				<b>Actuals</b>	<b>Actuals</b>	<b>Current/Actuals</b>	<b>Current/Actuals</b>	<b>Amendment</b>	<b>New</b>	<b>Actuals</b>	<b>Amendment</b>	<b>New</b>
20	Salaries & Benefits	\$ 17,789	\$ 52,213	\$ 84,884	\$ 35,625	\$ 53,479	\$ 89,104	\$ 190,511	\$ 53,479	\$ 243,990			
21	Operating Expense	\$ 7,899	\$ 13,811	\$ 8,392	\$ 8,392	\$ (4,222)	\$ 4,170	\$ 38,494	\$ (4,222)	\$ 34,272			
22	Subtotal	\$ 25,689	\$ 66,024	\$ 93,276	\$ 44,017	\$ 49,257	\$ 93,274	\$ 229,005	\$ 49,257	\$ 278,262			
23	Indirect Percentage	13.00%	13.00%	13.00%	13.00%		13.00%						
24	Indirect Cost (Line 21 X Line 22)	\$ 3,340	\$ 8,583	\$ 12,126	\$ 5,722	\$ 6,406	\$ 12,129	\$ 29,771	\$ 6,406	\$ 36,177			
25	Other Expenses (Not subject to indirect %)	\$ (16,801)	\$ (33,422)	\$ -	\$ -	\$ -	\$ -	\$ (50,223)	\$ -	\$ (50,223)			
26	Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
28	<b>Total Expenditures</b>	\$ 12,227	\$ 41,185	\$ 105,402	\$ 49,739	\$ 55,664	\$ 105,402	\$ 208,553	\$ 55,664	\$ 264,216			
29													
30	HSH Revenues (select)												
31	HSH Fund (formerly CNC Fund)	\$ 3,893	\$ 41,185	\$ 80,702	\$ 49,738	\$ -	\$ 49,738	\$ 175,518	\$ -	\$ 175,518			
35	General Fund - Ongoing			\$ -		\$ 30,964	\$ 30,964	\$ -	\$ 30,964	\$ 30,964			
38	Prop C - Ongoing			\$ 24,700		\$ 24,700	\$ 24,700	\$ 24,700	\$ 24,700	\$ 49,400			
40	<b>Total HSH Revenues</b>	\$ 12,227	\$ 41,185	\$ 105,402	\$ 49,738	\$ 55,664	\$ 105,402	\$ 208,552	\$ 55,664	\$ 264,216			
50	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -		\$ -			
52													
53	<b>Prepared by</b>	Stella Wang											
54	<b>Phone</b>	415-864-7833											
55	<b>Email</b>	<a href="mailto:stella@conard.org">stella@conard.org</a>											



	A	B	E	H	I	J	K	L	M	AF	AG	AH
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>											
2	<b>OPERATING DETAIL</b>											
3	<b>Document Date</b>	7/1/2023										
4	<b>Provider Name</b>	Conard House										
5	<b>Program</b>	McAllister Hotel										
6	<b>FSP Contract ID#</b>	1000020628										
7	<b>Budget Name</b>	<b>d &amp; General Fund &amp; Prop C - Modified Payment</b>										
8												
9		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>			<b>Year 4</b>			<b>All Years</b>		
10		1/1/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2022 - 6/30/2023	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	1/1/2021 - 2/29/2024	1/1/2021 - 6/30/2024	1/1/2021 - 6/30/2024
11		Actuals	Actuals	Current/Actuals	Amendment	New	Current/Actuals	Amendment	New	Actuals	Amendment	New
12	<u>Operating Expenses</u>	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
13	Rental of Property	\$ 778	\$ 1,820	\$ 1,722	\$ -	\$ 1,722	\$ 1,722	\$ (813)	\$ 909	\$ 6,042	\$ (813)	\$ 5,229
14	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 968	\$ 1,899	\$ 1,757	\$ -	\$ 1,757	\$ 1,899	\$ (948)	\$ 951	\$ 6,523	\$ (948)	\$ 5,575
15	Office Supplies, Postage	\$ 885	\$ 1,347	\$ 756	\$ -	\$ 756	\$ 870	\$ (300)	\$ 570	\$ 3,858	\$ (300)	\$ 3,558
16	Building Maintenance Supplies and Repair	\$ 42	\$ 160	\$ 94	\$ -	\$ 94	\$ 95	\$ -	\$ 95	\$ 391	\$ -	\$ 391
17	Printing and Reproduction	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
18	Insurance	\$ -	\$ 505	\$ 45	\$ -	\$ 45	\$ 50	\$ -	\$ 50	\$ 600	\$ -	\$ 600
19	Staff Training	\$ 44	\$ 88	\$ 91	\$ -	\$ 91	\$ 142	\$ (81)	\$ 61	\$ 365	\$ (81)	\$ 284
20	Staff Travel-(Local & Out of Town)	\$ 115	\$ 250	\$ 67	\$ -	\$ 67	\$ 75	\$ 24	\$ 99	\$ 507	\$ 24	\$ 531
21	Rental of Equipment	\$ 152	\$ 185	\$ 170	\$ -	\$ 170	\$ 150	\$ -	\$ 150	\$ 657	\$ -	\$ 657
22	Equipment Purchase & Repairs	\$ -	\$ -	\$ 299	\$ -	\$ 299	\$ 150	\$ 5	\$ 155	\$ 449	\$ 5	\$ 454
23	Clients Services (check cashing, bank analysis, transpo	\$ 4,795	\$ 7,507	\$ 2,141	\$ -	\$ 2,141	\$ 2,837	\$ (2,022)	\$ 815	\$ 17,280	\$ (2,022)	\$ 15,258
24	Legal & Accounting	\$ 68	\$ 25	\$ 71	\$ -	\$ 71	\$ 95	\$ (45)	\$ 50	\$ 259	\$ (45)	\$ 214
25	Operating Fees	\$ 53	\$ 25	\$ 19	\$ -	\$ 19	\$ 50	\$ (35)	\$ 15	\$ 147	\$ (35)	\$ 112
26	Other Contracted Services	\$ -	\$ -	\$ 1,160	\$ -	\$ 1,160	\$ 257	\$ (7)	\$ 250	\$ 1,417	\$ (7)	\$ 1,410
68	<b>TOTAL OPERATING EXPENSES</b>	\$ 7,899	\$ 13,811	\$ 8,392	\$ -	\$ 8,392	\$ 8,392	\$ (4,222)	\$ 4,170	\$ 38,494	\$ (4,222)	\$ 34,272
69												
70	Other Expenses (not subject to indirect cost %)											
71	Actuals Adjustment	\$ (16,801)	\$ (33,422)		\$ -	\$ -		\$ -	\$ -	\$ (50,223)	\$ -	\$ (50,223)
84	<b>TOTAL OTHER EXPENSES</b>	\$ (16,801)	\$ (33,422)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (50,223)	\$ -	\$ (50,223)
96												
97	<b>HSH #3</b>									Template last modified	1/22/2020	

**BUDGET NARRATIVE**

Fiscal Year

Fiscal Term Start  
7/1/2023

Fiscal Term End  
6/30/2024

HSH Fund & General Fund & Prop

FY23-24

<- Select from the drop-down list the fiscal year in which the proposed budget changes will first become effective

Salaries & Benefits	Adjusted		Justification	Calculation	Employee Name
	Budgeted FTE	Budgeted Salary			
Director SHP/CS	0.015	\$ 2,074	Responsible for overall direction and administration of the Supportive Services and Rep Payee and supervision of the Associate Director	0.015 FTE @ \$138,295 equals \$2,074 annually	Liliana Suarez
Associate Director	0.100	\$ 8,606	Responsible for monitoring implementation and preparing reports on the Supportive Services and Rep Payee scope of work and supervision of the Program Director	0.10 FTE @ \$86,055 equals \$8,692 annually	Susan Marick-Ker
Program Director I	0.200	\$ 15,173	Responsible for hiring Case Managers and implementing Supportive Services work plan at McAllister Hotel, including Case Management services, Rep Payee services and Community Building. The Program Director will assign cases, tasks and supervise the Case Managers and may carry a small case load. Salary allocation is based on 80% of the time to SS, and 20% to MPP.	0.20 FTE @ \$75,866 equals \$15,173 annually	Sandra Davis
Sr. Case Manager	0.200	\$ 12,947	Responsible for performing case management and Rep Payee services directly with enrolled McAllister clients for an assigned case load and providing supervision of Case Managers when the Program Director is away from the site. Salary allocation is based on 80% of the time to SS, and 20% to MPP.	0.20 FTE @ \$64,735 equals \$12,947 annually	Monica Monroy
Case Manager I	0.200	\$ 12,202	Responsible for performing case management and Rep Payee services directly with enrolled McAllister clients for an assigned case load. Salary allocation is based on 80% of the time to SS, and 20% to MPP.	0.20 FTE @ \$61,009 equals \$12,202 annually	NA
Case Manager I	0.200	\$ 12,202	Responsible for performing case management and Rep Payee services directly with enrolled McAllister clients for an assigned case load. Salary allocation is based on 80% of the time to SS, and 20% to MPP.	0.20 FTE @ \$61,009 equals \$12,202 annually	Jacob Delle
Program Assistant	0.040	\$ 2,270	Responsible for compiling data for service reports and performing other duties to support implementation of the program under the direction of the Associate Director of SHP/CS	0.04 FTE @ \$56,760 equals \$2,270 annually	Yue Ming Guo
FIU Account Supervisor	0.015	\$ 1,087	Responsible for operating and maintaining the Conard House money management system and supervising the FIU Sr. Account Manager	0.015 FTE @ \$72,491 equals \$1,087 annually	Hallie Gillespie-Sullivan
FIU Sr. Account Manager	0.015	\$ 975	Responsible for processing disbursements for PAY clients, maintaining accurate account records in the money management system and scheduling and supervising couriers.	0.015 FTE @ 664974 equals \$975 annually	Jason Smith
FIU Account Manager		\$ -			
FIU Messenger	0.043	\$ 2,071	Responsible courier services to an assigned sites	0.043 FTE @ \$47,935 equals \$2,071 annually	Various
<b>TOTAL</b>	<b>1.03</b>	<b>\$ 69,607</b>			
Employee Fringe Benefits		\$ 19,497	Includes FICA, SSUI, Workers Compensation and Medical calculated at 28.01% of total salaries.		
<b>Salaries &amp; Benefits Total</b>		<b>\$ 89,104</b>			

Operating Expenses	Budgeted Expense	Justification	Calculation
Rental of Property	\$ 909	Rental of office space used for program administration, overseeing and monitoring of support and rep payee services.	Calculations are based on Conard cost allocations.
Utilities(Elec. Water, Gas, Phone, Scavenger)	\$ 951	Electricity, water/sewer, gas, telephone/cable and data security & systems related to the McAllister staff offices.	Monthly charges based on usage.
Office Supplies, Postage	\$ 570	Office supply costs related to the support services and rep payee staff. Including, but not limited, to printing, postage, meetings and courier services.	Supplies expenses as needed.
Building Maintenance Supplies and Repair	\$ 95	Routine maintenance and repairs for the McAllister support services offices.	On-going maintenance, supplies and repairs as needed.
Printing and Reproduction	\$ -		
Insurance	\$ 50	Commercial all-risk insurance and fidelity bond . The McAllister Hotel share of the policy premium is based on Conard cost allocations	Calculations are based on Conard cost allocations.
Staff Training	\$ 61	Annual training costs are Cultural diversity training, mandatory in-service training, conferences, and other in-service training.	Calculations are based on Conard cost allocations.
Staff Travel-(Local & Out of Town)	\$ 99	Contract-related travel costs, reimbursable mileage, out-of-town conferences and parking.	Travel and reimbursement costs as needed.
Rental of Equipment	\$ 150	Copiers and printers.	Calculations are based on Conard cost allocations.
Equipment Purchase & Repairs	\$ 155	Annual computer maintenance agreement and database management.	Calculations are based on Conard cost allocations.
Clients Services (check cashing, bank analysis, transportation)	\$ 815	Incidental fees paid on behalf of clients to assist them in obtaining identification cards and records which includes transportation. Conard pays check cashing fees for money management clients and bank analysis fees.	Costs incurred by assistance to clients.
Legal & Accounting	\$ 50	Annual audit cost and legal services	Calculations are based on Conard cost allocations.
Operating Fees	\$ 15	Mandatory TB test/review and TB symptom X-ray fees and bank fees.	Costs incurred by staff adhering to mandatory requirements.
Other Contracted Services	\$ 250	Annual subscription of computer software and third party contracted services for staffing.	Calculations are based on Conard cost allocations.
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 4,170</b>		
<b>Indirect Cost</b>	<b>13.0%</b>	<b>\$ 12,129</b>	



	A	B	C	D	E	H	K	P	AK
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>								
2	<b>APPENDIX B, BUDGET</b>								
3	<b>Document Date</b>	7/1/2023							
4	<b>Contract Term</b>	<b>Begin Date</b>	<b>End Date</b>	<b>Duration (Years)</b>					
5	<b>Current Term</b>	1/1/2021	2/29/2024	4					
6	<b>Amended Term</b>	1/1/2021	6/30/2024	4					
7	<b>Provider Name</b>	Conard House							
8	<b>Program</b>	McAllister Hotel							
9	<b>FSP Contract ID#</b>	1000020628							
10	<b>Action (select)</b>	Amendment							
11	<b>Effective Date</b>	7/1/2023							
12	<b>Budget Name</b>	Prop C							
13		<b>Current</b>	<b>New</b>						
14	<b>Term Budget</b>	\$ 134,334	\$ 134,334	20%					
15	<b>Contingency</b>	\$ (0)	\$ 1,387,612						
16	<b>Not-To-Exceed</b>	\$ 5,766,861	\$ 8,325,672						
17					<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>All Years</b>
					1/1/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	1/1/2021 - 6/30/2024
18					<b>Current/Actuals</b>	<b>Current/Actuals</b>	<b>Current/Actuals</b>	<b>New</b>	<b>New</b>
19	<b>Expenditures</b>								
20	Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
21	Operating Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
22	Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
23	Indirect Percentage	0.00%		0.00%		0.00%		0.00%	
24	Indirect Cost (Line 21 X Line 22)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
25	Other Expenses (Not subject to indirect %)	\$ 131,709	\$ 2,625	\$ -	\$ -	\$ -	\$ -	\$ 134,334	\$ -
26	Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
28	<b>Total Expenditures</b>	<b>\$ 131,708.52</b>	<b>\$ 2,625.48</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 134,334.00</b>	<b>\$ -</b>
29									
30	<b>HSH Revenues (select)</b>								
36	Prop C - One-Time COVID-19 Bonus Pay	\$ 131,709	\$ 2,625		\$ -	\$ -	\$ -	\$ 134,334	\$ -
40	<b>Total HSH Revenues</b>	<b>\$ 131,708.52</b>	<b>\$ 2,625.48</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 134,334.00</b>	<b>\$ -</b>
50	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
52									
53	<b>Prepared by</b>	Stella Wang							
54	<b>Phone</b>	415-864-7833							
55	<b>Email</b>	<a href="mailto:stella@conard.org">stella@conard.org</a>							

	A	B	E	H	M	AH
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>					
2	<b>OPERATING DETAIL</b>					
3	<b>Document Date</b>	7/1/2023				
4	<b>Provider Name</b>	Conard House				
5	<b>Program</b>	McAllister Hotel				
6	<b>F\$P Contract ID#</b>	1000020628				
7	<b>Budget Name</b>	Prop C				
8						
9		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>All Years</b>
10		1/1/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	1/1/2021 - 6/30/2024
11		Current/Actuals	Current/Actuals	Current/Actuals	New	New
12	<u>Operating Expenses</u>	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense
69						
70	<u>Other Expenses (not subject to indirect cost %)</u>					
71	Prop C - One-Time COVID-19 Bonus Pay	\$ 131,709	\$ 2,625		\$ -	\$ 134,334
84	<b>TOTAL OTHER EXPENSES</b>	\$ 131,709	\$ 2,625	\$ -	\$ -	\$ 134,334

## Appendix C, Method of Payment

- I. Actual Costs:** In accordance with Article 5 Use and Disbursement of Grant Funds of the Grant Agreement, payments shall be made for actual costs incurred and reported for each month within the budget term (e.g., Fiscal Year or Project Term). Under no circumstances shall payment exceed the amount set forth in Appendix B, Budget(s) of the Agreement.
- II. General Instructions for Invoice Submittal:** Grantee invoices shall include actual expenditures for eligible activities incurred during the month.
- A. Timelines: Grantee shall submit all invoices and any related required documentation in the format specified below, after costs have been incurred, and within 15 days after the month the service has occurred. All final invoices must be submitted 15 days after the close of the fiscal year or project period. Expenditures must be paid by the Grantee prior to invoicing HSH for those expenditures.

<b>Billing Month/Date</b>	<b>Service Begin Date</b>	<b>Service End Date</b>
August 15	July 1	July 31
September 15	August 1	August 31
October 15	September 1	September 30
November 15	October 1	October 31
December 15	November 1	November 30
January 15	December 1	December 31
February 15	January 1	January 31
March 15	February 1	February 28/29
April 15	March 1	March 31
May 15	April 1	April 30
June 15	May 1	May 31
July 15	June 1	June 30

**B. Invoicing System:**

1. Grantee shall submit invoices, and all required supporting documentation demonstrating evidence of the expenditure through the Department of Homelessness and Supportive Housing (HSH)'s web-based Contracts Administration, Reporting, and Billing Online (CARBON) System at: <https://contracts.sfhsa.org>.
2. Grantee's Executive Director or Chief Financial Officer shall submit a letter of authorization designating specific users, including their names, emails and phone numbers, who will have access to CARBON to electronically submit and sign for invoices, submit program reports, and view other information that is in CARBON.

3. Grantee acknowledges that submittal of the invoice by Grantee's designated authorized personnel with proper login credentials constitutes Grantee's electronic signature and certification of the invoice.
  4. Grantee's authorized personnel with CARBON login credentials shall not share or internally reassign logins.
  5. Grantee's Executive Director or Chief Financial Officer shall immediately notify the assigned HSH Contract Manager, as listed in CARBON, via email or letter regarding any need for the restriction or termination of previously authorized CARBON users and include the name(s), email(s) and phone number(s) of those previously authorized CARBON users.
  6. Grantee may invoice and submit related documentation in the format specified by HSH via paper or email only upon special, written approval from the HSH Contracts Manager.
- C. Line Item Variance There shall be no variance from the line item budget submitted, which adversely affects Grantee's ability to provide services specified in the Appendix A(s), Services to be Provided of the Agreement; however, Grantee may invoice up to 110 percent of an ongoing General Fund or Prop C line item, provided that total expenditures do not exceed the total budget amount, per the HSH Budget Revision Policy and Procedure: <http://hsh.sfgov.org/overview/provider-updates/>.
- D. Spend Down
1. Grantee shall direct questions regarding spend down and funding source prioritization to the assigned HSH Contract and Program Managers, as listed in CARBON.
  2. Generally, Grantee is expected to spend down ongoing funding proportionally to the fiscal year or project period. Grantee shall report unexpected delays and challenges to spending funds, as well as any lower than expected spending to the assigned Contract and Program Managers, as listed in CARBON prior to, or in conjunction with the invoicing period.
  3. Failure to spend significant amounts of funding, especially non-General Fund dollars, may result in reductions to future allocations. HSH may set specific spend down targets and communicate those to Grantees.
- E. Documentation and Record Keeping:
1. In accordance with Article 5 Use and Disbursement of Grant Funds; Article 6 Reporting Requirements; Audits; Penalties for False Claims; and the Appendix A(s), Services to be Provided of the Agreement, Grantee shall keep electronic or hard copy records and documentation of all HSH invoiced costs, including, but not limited to, payroll records; paid invoices; receipts; and payments made for a period not fewer

than five years after final payment under this Agreement, and shall provide to the City upon request.

- a. HSH reserves the right to modify the terms of this Appendix in cases where Grantee has demonstrated issues with spend down, accuracy, and timeliness of invoices.
  - b. In addition to the instructions below, HSH will request and review supporting documentation on the following occasions without modification to this Appendix:
    - 1) Program Monitoring;
    - 2) Fiscal and Compliance Monitoring;
    - 3) Year End Invoice Review;
    - 4) Monthly Invoice Review;
    - 5) As needed per HSH request; and/or
    - 6) As needed to fulfill audit and other monitoring requirements.
2. All documentation requested by and submitted to HSH must:
- a. Be easily searchable (e.g., PDF) or summarized;
  - b. Clearly match the Appendix B, Budget(s) line items and eligible activities;
  - c. Not include identifiable served population information (e.g., tenant, client, Protected Health Information (PHI), Personally Identifiable Information (PII)); and
  - d. Include only subcontracted costs that are reflected in the Appendix B, Budget(s). HSH will not pay for subcontractor costs that are not reflected in the Appendix B, Budget(s). All subcontractors must also be listed as Approved Subcontractors.
3. Grantee shall follow HSH instructions per funding source and ensure that all documentation clearly matches the approved Appendix B, Budget(s) line items and eligible activities.

HSH Fund, General Fund & Prop C	
Type	Instructions and Examples of Documentation
Salaries & Benefits	<p>Grantee shall maintain and provide documentation for all approved payroll expenses paid to any personnel included in the Appendix B, Budget(s) covered by the Agreement and invoice period each time an invoice is submitted.</p> <p>Documentation shall include, but is not limited to, historical and current payroll information from a payroll service or a payroll ledger from Grantee’s accounting system and must include employee name, title, rate, and hours worked for each pay period.</p>
Operating	<p>Grantee shall maintain documentation for all approved Operating costs included in the Appendix B, Budget(s). Each time an invoice is submitted, Grantee shall upload documentation for all Subcontractor and Consultant costs, and documentation for any Operating line items that exceed \$10,000.</p>

HSH Fund, General Fund & Prop C	
Type	Instructions and Examples of Documentation
	Documentation may include, but is not limited to, receipts of purchases or paid invoices of recurring expenditures, such as lease payments; copies of current leases; subcontractor payments; equipment lease invoices; and utility payments.
Capital and/or One-Time Funding	Grantee shall maintain and provide documentation for all approved Capital and/or One-Time Funding costs included in the Appendix B, Budget(s) each time an invoice is submitted.  Documentation may include receipts of purchases or paid invoices of non-recurring expenditures, such as repairs or one-time purchases.
Revenue	Grantee shall maintain and provide documentation for all revenues that offset the costs in the Appendix B, Budget(s) covered by the Agreement each time an invoice is submitted.

4. HSH will conduct regular monitoring of provider operating expenses under \$10,000 including, but not limited to requesting supporting documentation showing invoices were paid. Grantees shall provide requested information within specified timelines. HSH reserves the right to require full documentation of invoice submission regardless of amount to ensure the Grantee's compliance with HSH's invoicing requirements.

**III. Advances or Prepayments:** Advances or prepayments are allowable on certified annual ongoing General Fund or Prop C amounts (i.e., authorized by executed Agreements) in order to meet non-profit Grantee cash flow needs in certain circumstances. Requests for advance payment will be granted by HSH on a case-by-case basis. Advances are not intended to be a regular automatic procedure.

A. Advance Requirements:

Once the Agreement is certified, Grantee, prior to distribution of any advanced payment, must fulfill the following conditions:

1. All Agreement compliance requirements must be currently met (e.g., reports submitted and approved; corrective actions resolved; business tax and insurance certificates in place; prompt and properly documented invoicing; appropriate spend down);
2. The final invoice from the preceding fiscal year must be received prior to advance distribution; and
3. Advances from the preceding fiscal year must be repaid, in full, prior to any additional advance distribution.

B. Advance Request Process:

1. Grantee shall submit a written request via email with a narrative justification that fully describes the unique circumstances to the assigned HSH Contract Manager, as listed in CARBON, for review and approval.
2. HSH, at its sole discretion, may make available to Grantee up to two months of the total ongoing annualized General Fund or Prop C budget amount, per the Appendix B, Budget(s) of this Agreement. Requests for greater than two months of the ongoing annualized budget amount may be considered on a case-by-case basis.

C. Advance Repayment Process:

1. If approved by HSH, the advanced sum will be deducted from the Grantee's monthly invoices at an equal rate each month that will enable repayment before the close of the fiscal year. For example, for a twelve-month grant the rate of repayment of the advance will be 1/10<sup>th</sup> per month from July to April. An alternative period of repayment may be calculated in order to ensure cash flow and repayment.
2. All advance repayments must be recovered within the fiscal year for which it was made.
3. In the case where advance repayments cannot be fully recovered by deducting from the Grantee's monthly invoices, Grantee shall repay the outstanding balance via check in the amount verified by the assigned HSH Contract Manager, as listed in CARBON. Grantee shall make the repayment after the final invoice of the fiscal year has been approved to the address provided by the assigned HSH Contract Manager, as listed in CARBON.

IV. **Timely Submission of Reports and Compliance:** If a Grantee has outstanding items due to the City (e.g., Corrective Action Plans/report/document/data input), as specified in any written form from HSH (e.g., Letter of Correction, Corrective Action Plan, and/or Appendix A(s), Services to be Provided of the Agreement), Grantee shall submit and comply with such requirements prior to or in conjunction with invoices. Failure to submit required information or comply by specified deadlines may result in HSH withholding of payments.

## Appendix D, Interests In Other City Grants

\*\*Subgrantees must also list their interests in other City Grants

City Department or Commission	Program Name	Dates of Grant Term	Not-To-Exceed Amount
Department of Public Health	Outpatient Services, Supportive Housing, Rep Payee/Money Management	July 1, 2018 - December 31, 2027	\$292,051,200
Department of Homelessness and Supportive Housing	Allen GF and HUD/CoC	May 1, 2020 - June 23, 2026	\$9,938,362
Department of Homelessness and Supportive Housing	Aranda	January 1, 2021 - February 29, 2024	\$5,157,163
Department of Homelessness and Supportive Housing	Lyric CoC Rental Assistance & Admin	April 1, 2018 - March 31, 2024	\$7,264,818
Department of Homelessness and Supportive Housing	El Dorado/Midori Rental Assistance & Admin	July 1, 2018 - June 30, 2024	\$2,519,808
Department of Disability and Aging Services	SF Connected Digital Literacy	January 1, 2021 - June 30, 2024	\$698,851
Department of Disability and Aging Services	Money Management	July 1, 2023 - June 30, 2027	\$344,528





## San Francisco Ethics Commission

25 Van Ness Avenue, Suite 220, San Francisco, CA 94102

Phone: 415.252.3100 . Fax: 415.252.3112

[ethics.commission@sfgov.org](mailto:ethics.commission@sfgov.org) . [www.sfethics.org](http://www.sfethics.org)

Received On:

File #: 240339

Bid/RFP #:

### Notification of Contract Approval

SFEC Form 126(f)4

(S.F. Campaign and Governmental Conduct Code § 1.126(f)4)

A Public Document

Each City elective officer who approves a contract that has a total anticipated or actual value of \$100,000 or more must file this form with the Ethics Commission within five business days of approval by: (a) the City elective officer, (b) any board on which the City elective officer serves, or (c) the board of any state agency on which an appointee of the City elective officer serves. For more information, see: <https://sfethics.org/compliance/city-officers/contract-approval-city-officers>

#### 1. FILING INFORMATION

<b>TYPE OF FILING</b>	<b>DATE OF ORIGINAL FILING (for amendment only)</b>
Original	
<b>AMENDMENT DESCRIPTION – Explain reason for amendment</b>	

#### 2. CITY ELECTIVE OFFICE OR BOARD

<b>OFFICE OR BOARD</b>	<b>NAME OF CITY ELECTIVE OFFICER</b>
Board of Supervisors	Members

#### 3. FILER'S CONTACT

<b>NAME OF FILER'S CONTACT</b>	<b>TELEPHONE NUMBER</b>
Angela Calvillo	415-554-5184
<b>FULL DEPARTMENT NAME</b>	<b>EMAIL</b>
office of the clerk of the Board	Board.of.Supervisors@sfgov.org

#### 4. CONTRACTING DEPARTMENT CONTACT

<b>NAME OF DEPARTMENTAL CONTACT</b>	<b>DEPARTMENT CONTACT TELEPHONE NUMBER</b>
Dylan Schneider	415-961-8257
<b>FULL DEPARTMENT NAME</b>	<b>DEPARTMENT CONTACT EMAIL</b>
HOM Homelessness and Supportive Housing	dylan.schneider@sfgov.org

5. CONTRACTOR	
<b>NAME OF CONTRACTOR</b> Conard House, Inc	<b>TELEPHONE NUMBER</b> (415) 864-7833
<b>STREET ADDRESS (including City, State and Zip Code)</b> 1385 Mission St. Suite 200. San Francisco, CA 94103	<b>EMAIL</b>

6. CONTRACT		
<b>DATE CONTRACT WAS APPROVED BY THE CITY ELECTIVE OFFICER(S)</b>	<b>ORIGINAL BID/RFP NUMBER</b>	<b>FILE NUMBER (If applicable)</b> 240339
<b>DESCRIPTION OF AMOUNT OF CONTRACT</b> \$12,815,916		
<b>NATURE OF THE CONTRACT (Please describe)</b> For Support Services, Property Management, and Master Lease Stewardship at the McAllister Hotel from January 1, 2021 to June 30, 2026. This is the 2nd amendment to HSH grant agreement with Conard House, Inc.		

7. COMMENTS

8. CONTRACT APPROVAL	
This contract was approved by:	
<input type="checkbox"/>	THE CITY ELECTIVE OFFICER(S) IDENTIFIED ON THIS FORM
<input checked="" type="checkbox"/>	A BOARD ON WHICH THE CITY ELECTIVE OFFICER(S) SERVES Board of Supervisors
<input type="checkbox"/>	THE BOARD OF A STATE AGENCY ON WHICH AN APPOINTEE OF THE CITY ELECTIVE OFFICER(S) IDENTIFIED ON THIS FORM SITS

**9. AFFILIATES AND SUBCONTRACTORS**

List the names of (A) members of the contractor's board of directors; (B) the contractor's principal officers, including chief executive officer, chief financial officer, chief operating officer, or other persons with similar titles; (C) any individual or entity who has an ownership interest of 10 percent or more in the contractor; and (D) any subcontractor listed in the bid or contract.

#	LAST NAME/ENTITY/SUBCONTRACTOR	FIRST NAME	TYPE
1	Haugen	Theodor	Board of Directors
2	Rehmani	Saba	Board of Directors
3	Moerman	Ben	Board of Directors
4	Yang	Emma	Board of Directors
5	Raheem	Ali	Board of Directors
6	Yu	Wendy	Board of Directors
7	Thorpe	Dayton	Board of Directors
8	Raina	Savita	Board of Directors
9	Rodriguez	Eddie	Board of Directors
10	Segal	Glen	Board of Directors
11	Ghose	Subhajeet Seve	Board of Directors
12	Quaintance	Anne	CEO
13	Parachute		Subcontractor
14	Sensiba		Subcontractor
15	John Stewart Company		Subcontractor
16	CSV		Subcontractor
17			
18			
19			

**9. AFFILIATES AND SUBCONTRACTORS**

List the names of (A) members of the contractor’s board of directors; (B) the contractor’s principal officers, including chief executive officer, chief financial officer, chief operating officer, or other persons with similar titles; (C) any individual or entity who has an ownership interest of 10 percent or more in the contractor; and (D) any subcontractor listed in the bid or contract.

#	LAST NAME/ENTITY/SUBCONTRACTOR	FIRST NAME	TYPE
20			
21			
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**9. AFFILIATES AND SUBCONTRACTORS**

List the names of (A) members of the contractor’s board of directors; (B) the contractor’s principal officers, including chief executive officer, chief financial officer, chief operating officer, or other persons with similar titles; (C) any individual or entity who has an ownership interest of 10 percent or more in the contractor; and (D) any subcontractor listed in the bid or contract.

#	LAST NAME/ENTITY/SUBCONTRACTOR	FIRST NAME	TYPE
39			
40			
41			
42			
43			
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47			
48			
49			
50			

Check this box if you need to include additional names. Please submit a separate form with complete information. Select “Supplemental” for filing type.

**10. VERIFICATION**

I have used all reasonable diligence in preparing this statement. I have reviewed this statement and to the best of my knowledge the information I have provided here is true and complete.

**I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.**

<p><b>SIGNATURE OF CITY ELECTIVE OFFICER OR BOARD SECRETARY OR CLERK</b></p>  <p>BOS Clerk of the Board</p>	<p><b>DATE SIGNED</b></p>
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**From:** [Trejo, Sara \(MYR\)](#)  
**To:** [BOS Legislation, \(BOS\)](#)  
**Cc:** [Paulino, Tom \(MYR\)](#); [Schneider, Dylan \(HOM\)](#); [Cohen, Emily \(HOM\)](#); [Miller, Bryn \(HOM\)](#)  
**Subject:** Mayor -- Conard House - McAllister Hotel Amendment  
**Date:** Tuesday, April 2, 2024 2:51:20 PM  
**Attachments:** [Resolution - Conard House - McAllister - Second Amendment.docx](#)  
[Resolution - Conard House - McAllister - Second Amendment - DocuSigned.pdf](#)  
[Original Agreement - Conard - McAllister.pdf](#)  
[First Amendment - Conard - McAllister.pdf](#)  
[Proposed Second Amendment - McAllister Hotel.pdf](#)  
[Form 126 - McAllister Hotel - 2nd Amendment.pdf](#)

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Hello Clerks,

Attached is a Resolution approving the second amendment to the grant agreement between Conard House, Inc. and the Department of Homelessness and Supportive Housing (“HSH”) for supportive services, property management, and master lease stewardship at the McAllister Hotel; extending the grant term by 24 months from June 30, 2024, for a total term of January 1, 2021, through June 30, 2026; increasing the agreement amount by \$4,490,244 for a total amount not to exceed \$12,815,916; and authorizing HSH to enter into any amendments or other modifications to the agreement that do not materially increase the obligations or liabilities, or materially decrease the benefits to the City and are necessary or advisable to effectuate the purposes of the agreement.

Best regards,

**Sara Trejo**

Legislative Aide

Office of the Mayor

City and County of San Francisco

415.554.6141 | [sara.trejo@sfgov.org](mailto:sara.trejo@sfgov.org)