



1 [Grant Agreement Amendment - Community Housing Partnership - Civic Center Hotel  
2 Navigation Center - Not to Exceed \$21,691,837]

3 **Resolution retroactively approving the second amendment to the grant between the**  
4 **City and County of San Francisco and Community Housing Partnership to provide**  
5 **Navigation Center operations and services at the Civic Center Hotel Navigation Center,**  
6 **to extend the grant term by three years and six months, for a total term of July 1, 2015,**  
7 **through December 31, 2021, and to increase the grant amount by \$12,135,386 for a total**  
8 **grant amount of \$21,691,837.**

9  
10 WHEREAS, As part of the City's efforts to end homelessness in San Francisco, the  
11 Human Services Agency procured master lease, property management, support services and  
12 navigation center emergency services at the Civic Center Hotel at 20-12th Street, San  
13 Francisco, CA 94103; and

14 WHEREAS, In 2015, the Human Services Agency executed a grant in the amount of  
15 \$7,324,593 with Community Housing Partnership to provide those services, a copy of the  
16 grant is on file with the Clerk of the Board of Supervisors in File No. 181049; and

17 WHEREAS, A first amendment to the grant was made in May 2016 to add navigation  
18 center emergency services to the grant agreement and to increase the funding to \$9,556,541,  
19 a copy of the amendment is on file with the Clerk of the Board of Supervisors in File No.  
20 181049; and

21 WHEREAS, The Board of Supervisors established the Department of Homelessness  
22 and Supportive Housing in August 2016, to serve as the City's lead agency with respect to the  
23 provision and coordination of homeless services; and

24 WHEREAS, The Department of Homelessness and Supportive Housing assumed  
25 management of the grant with the Community Housing Partnership for master lease, property

1 management, support services and navigation center emergency services at the Civic Center  
2 Hotel; and

3 WHEREAS, The Department of Homelessness and Supportive Housing desires to  
4 extend the expiration date of the Community Housing Partnership grant by three years and six  
5 months, from June 30, 2018, to December 31, 2021, and to increase the grant by  
6 \$12,135,386, from \$9,556,451 to \$21,691,837; and

7 WHEREAS, A copy of the proposed second amendment is on file with the Clerk of the  
8 Board of Supervisors in File No. 181049, substantially in final form, with all material terms and  
9 conditions included, and only remains to be executed by the parties upon approval of this  
10 Resolution; and

11 WHEREAS, In February 2018, the Board of Supervisors adopted Ordinance No. 29-18  
12 (on file with the Clerk of the Board of Supervisors in File No.180032) authorizing the  
13 Department of Homelessness and Supportive Housing to enter into and amend contracts,  
14 including grants, without adhering to the Administrative Code provisions regarding competitive  
15 bidding and other requirements for construction work, procurement, and personal services  
16 relating to identified shelter crisis sites, including the Civic Center Hotel; and

17 WHEREAS, In June 2018 the Board of Supervisors passed Resolution No. 179-18 (on  
18 file with the Clerk of the Board of Supervisors in File No.180522) to extend the operation of  
19 the Civic Center Navigation Center through December 21, 2021; and

20 WHEREAS, This 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 Director of  
23 Department of Homelessness and Supportive Housing, on behalf of the City and County of  
24 San Francisco, to execute an amendment to the grant with Community Housing Partnership  
25 to extend the term from July 1, 2015, through June 30, 2018, to July 1, 2015, through

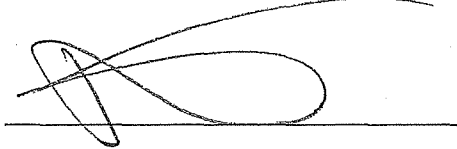
1 December 31, 2021; and to increase the grant amount increase the grant by \$12,135,386,  
2 from \$9,556,451 to \$21,691,837; and, be it

3 FURTHER RESOLVED, That the Board of Supervisors authorizes the Department of  
4 Homelessness and Supportive Housing to enter into any amendments or modifications to the  
5 grant, prior to its final execution by all parties, that the Department determines, in consultation  
6 with the City Attorney, are in the best interest of the City, do not otherwise materially increase  
7 the obligations or liabilities of the City, are necessary or advisable to effectuate the purposes  
8 of the grant, and are in compliance with all applicable laws; and, be it

9 FURTHER RESOLVED, That within 30 days of the grant being executed by all parties,  
10 the Department of Homelessness and Supportive Housing shall submit to the Clerk of the  
11 Board of Supervisors a completely executed copy for inclusion File No. 181049; this  
12 requirement and obligation resides with the Department, and is for purposes of having a  
13 complete file only, and in no manner affects the validity of the approved grant.

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RECOMMENDED:



Jeff Kositsky, Director  
Department of Homelessness and  
Supportive Housing

APPROVED:



for Office of the Mayor

<p><b>Item 6</b> <b>File 18-1049</b></p>	<p><b>Department:</b> Department of Homelessness and Supportive Housing</p>
<p><b>EXECUTIVE SUMMARY</b></p>	
<p style="text-align: center;"><b>Legislative Objectives</b></p>	
<ul style="list-style-type: none"> <li>• The proposed resolution would retroactively approve the second amendment to the grant agreement between the Department of Homelessness and Supportive Housing and the nonprofit Community Housing Partnership to provide operations and services at the Civic Center Hotel Navigation Center, extending the grant agreement term by three years and six months for a total term of July 1, 2015 through December 31, 2021, and increasing the grant amount by \$12,135,386 from \$9,556,451 to \$21,691,837.</li> </ul>	
<p style="text-align: center;"><b>Key Points</b></p>	
<ul style="list-style-type: none"> <li>• The Civic Center Hotel was originally part of the Human Services Agency’s master lease program, which leased Single Room Occupancy (SRO) units and provided services to formerly homeless residents. The Human Services Agency entered into the grant agreement with Community Housing Partnership in 2015 to lease and manage the Civic Center Hotel, providing housing and services to formerly homeless adults in the County Adult Assistance Program (CAAP). In 2016 the hotel’s vacant units were converted to a Navigation Center providing temporary emergency housing and services. Of the hotel’s 150 units, 53 units are SRO units and 97 units are Navigation Center units. The existing SRO units will be converted to Navigation Center units when they are vacated.</li> <li>• The Department of Homelessness and Supportive Housing assumed management of the grant agreement with Community Housing Partnership in 2016. The Board of Supervisors adopted a resolution in June 2018 to extend the operation of the Civic Center Navigation Center through December 31, 2021. The SRO building is eventually slated for redevelopment into affordable housing.</li> <li>• The existing grant agreement expired on June 30, 2018, and the proposed second amendment to the grant agreement is retroactive to July 1, 2018. According to the Department, the amendment was delayed due to the Department’s vacant positions on its contracts team, which was not fully staffed until May 2018; delays in negotiations with Community Housing Partnership; and the time for Board of Supervisor approval to extend the Navigation Center at the City Center Hotel beyond two years, which is the limit for navigation centers at one site</li> </ul>	
<p style="text-align: center;"><b>Fiscal Impact</b></p>	
<ul style="list-style-type: none"> <li>• Grant agreement expenditures through FY 2017-18 were \$8,925,413. The proposed second amendment provides for expenditures of \$11,873,883, including a 10 percent contingency, from July 1, 2018 through December 31, 2021.</li> </ul>	
<p style="text-align: center;"><b>Recommendations</b></p>	
<ul style="list-style-type: none"> <li>• Amend the resolution to reduce the grant agreement not-to-exceed amount by \$892,542 from \$21,691,837 to \$20,799,295.</li> <li>• Approve the resolution as amended.</li> </ul>	

**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**

The Human Services Agency entered into a grant agreement in 2015 with the nonprofit Community Housing Partnership for the Community Housing (CHP) to compensate CHP for leasing and property management for the Single Room Occupancy (SRO) hotel located at 20 12<sup>th</sup> Street, known as the Civic Center Hotel, and providing support services to residents. The grant agreement was for a term of three years from July 1, 2015 through June 30, 2018 in a not to exceed amount of \$7,324,593<sup>1</sup>.

In 2016 the Mayor announced plans to use the hotel's vacant units as a Navigation Center. In May 2016 the Department of Homelessness and Supportive Housing amended the grant agreement to increase the amount by \$2,231,858, for a total amount of \$9,556,451, to add navigation center emergency services to the grant agreement and to account for an increase in operating expenses. The 93-bed Civic Center Navigation Center opened as a path to housing site in June 2016. The SRO building is eventually slated for redevelopment into affordable housing. The Navigation Center placements are used as residential, temporary, non-rent placements of homeless individuals who are referred by agencies and programs approved by the Department of Homelessness and Supportive Housing.

The building has 150 residential units. This includes approximately 57 SRO units for the existing tenants that pre-dated the Navigation Center agreement as well as sleeping accommodations for approximately 93 adults each night. As permanent residents move out, Community Housing Partnership converts residential units to temporary placement Navigation Center units. The Department of Homelessness and Supportive Housing has been working with CHP to maximize the number of temporary placements with the goal of maximizing the Navigation Center capacity. As of October 2018 the number of placements available for Navigation Center use is 93.

In 2016 the Board of Supervisors established the Department of Homelessness and Supportive Housing to serve as the City's lead agency with respect to the provision and coordination of homeless services. The Department of Homelessness and Supportive Housing assumed management of the agreement with Community Housing Partnership.

In March 2018 the Board of Supervisors adopted Ordinance No. 29-18, which declares there to be a shelter crisis in San Francisco and authorizes streamlined procedures for procuring services for the Department of Homelessness and Supportive Housing. Specifically, the Department of

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<sup>1</sup> Information on the selection process used by the Human Services Agency to award the grant to CHP is not known as it was not conveyed to the Department of Homelessness and Supportive Housing when responsibility for managing the agreement was transferred.

Homelessness and Supportive Housing may enter into contracts, including grant agreements, without adhering to the Administrative Code provisions regarding competitive bidding and other requirements for construction work, procurement, and personal services relating to identified shelter crisis sites. As an existing City Navigation Center, the Civic Center Hotel, located at 20 12<sup>th</sup> Street, qualifies as a shelter crisis site. Subsequently, on June 5, 2018 the Board of Supervisors passed Resolution 18-0522 to extend the operation of the Civic Center Navigation Center through December 31, 2021.

**DETAILS OF PROPOSED LEGISLATION**

The proposed resolution would retroactively approve the second amendment to the grant agreement between the City and County of San Francisco and Community Housing Partnership to provide Navigation Center operations and services at the Civic Center Hotel Navigation Center, extending the grant agreement term by three years and six months for a total term of July 1, 2015 through December 31, 2021, and increasing the grant amount by \$12,135,386 from \$9,556,451 to \$21,691,837. There are no changes to the scope of services.

The second amendment to the grant agreement is retroactive to July 1, 2018. According to Ms. Gigi Whitley, Deputy Director for Administration and Finance of the Department of Homelessness and Supportive Housing, the amendment was delayed due to the Department’s vacant positions on its contracts team, which was not fully staffed until May 2018; delays in negotiations with Community Housing Partnership; and the time for Board of Supervisor approval to extend the Navigation Center at the City Center Hotel beyond two years, which is the limit for navigation centers at one site.

Changes to the grant agreement are outlined in Table 1 below.

**Table 1: Original Grant Agreement and Grant Amendments**

<b>Agreement</b>	<b>Term</b>	<b>Not to Exceed Amount</b>
Original	July 1, 2015 - June 30, 2018	\$7,324,593
First Amendment	July 1, 2015 - June 30, 2018	\$9,556,451
Proposed Amendment	July 1, 2015 – December 31, 2021	\$21,691,837

The Civic Center Hotel was originally part of the Human Services Agency’s master lease program, which leased Single Room Occupancy (SRO) units and provided services to formerly homeless residents. Responsibility for the master lease program was transferred from the Human Services Agency to the Department of Homelessness and Supportive Services when the Department was created in 2016. Under the master lease program, the Department of Homelessness and Supportive Housing subsidizes the rents of the SRO hotel residents from various funding sources, including federal grants. SRO hotel residents pay a portion of the rent based on their income. The Civic Center Hotel currently consists of 57 SRO units for longer term residents and 93 temporary emergency housing units serving as the Navigation Center. As noted above, as the SRO units become vacant, the units are converted to Navigation Center units.



**Single Room Occupancy**

The grant agreement covers CHP’s costs for leasing and property management of approximately 57 SRO residential units, and providing support services to formerly homeless individuals who were clients of County Adult Assistance Program (CAAP) at the time of referral. The goal of these services is to empower tenants to become self-sufficient and retain their housing or move to other appropriate housing. Support services include staff outreach to tenants; tenant intake and assessment for needed services; case management; benefits advocacy and assistance; referrals to services within the community; mediation with property management; tenant conflict resolution; support groups, social events, and organized tenant activities; wellness checks; and monthly community meetings.

**Temporary Emergency Housing**

The temporary units are used to provide emergency accommodations and case management services for placements of Navigation Center program clients in coordination with the Human Services Agency and various other City departments. Emergency services include the provision of safe and clean emergency sleeping accommodations for up to 93 homeless adults each night, 24-hour access seven days a week, on site security, janitorial services, a pet friendly environment, access to food, showers, and laundry facilities. Support services include intake and assessment, development of a case plan, wellness checks, coordination and scheduling, and case conferencing.

**FISCAL IMPACT**

Total grant agreement expenditures are projected to be \$20,799,295, as shown in Table 2 below, which are \$892,542 less than grant agreement not-to-exceed amount of \$21,691,837, as shown in Table 2 below.

**Table 3: Actual Annual Expenditures and Proposed Annual Budget**

<b>Fiscal Year</b>	<b>Expenditures</b>
2015-16	\$ 1,850,555
2016-17	4,013,580
2017-18	3,061,278
<b>Actual Expenditures to date</b>	<b>8,925,413</b>
Proposed Budget FY 18-19	3,084,126
Proposed Budget FY 19-20	3,084,125
Proposed Budget FY 20-21	3,084,125
Proposed Budget FY 21 (6 months)	1,542,063
<b>Total Proposed FY 2018-21</b>	<b>10,794,439</b>
10% Contingency	1,079,444
Total Proposed Increase	11,873,883
<b>Total Proposed Not to Exceed Amount</b>	<b>20,799,295</b>

Funding for the grant agreement is the General Fund.

Because actual and projected grant agreement expenditures are less than the grant agreement not-to-exceed amount, the proposed resolution should be amended to reduce the grant agreement amount by \$892,542 from \$21,691,837, which is the amount in the proposed resolution, to \$20,799,295.

### **Changes in Annual Expenditures**

The proposed annual budget in FY 2018-19 of \$3,084,126 per year is less than the actual expenditures of \$4,013,580 in FY 2016-17. According to Ms. Whitley, Community Housing Partnership received one-time funding in FY 2016-17 to build out a Navigation Center at the Civic Center Hotel. This funding paid for one-time building renovations and did not become part of the provider's ongoing operating budget.

As part of the FY 2018-20 budget process, the Board of Supervisors approved a 2.5 percent Cost of Doing Business (CODB) increase for nonprofit contracts in FY 2018-19 and in FY 2019-20. The FY 2018-19 budget in the proposed second amendment includes the 2.5 percent Cost of Doing Business increase. Because the FY 2019-20 Cost of Doing Business increase for nonprofit contractors has not yet been accounted for in the Department of Homelessness and Supportive Housing budget, the FY 2019-20 budget in the proposed second amendment does not include the 2.5 percent increase, but is accounted for in the grant agreement's contingency.

### **RECOMMENDATIONS**

1. Amend the resolution to reduce the grant agreement not-to-exceed amount by \$892,542 from \$21,691,837 to \$20,799,295.
2. Approve the resolution as amended.

# CITY AND COUNTY OF SAN FRANCISCO

## SECOND AMENDMENT TO THE GRANT BETWEEN THE CITY AND COUNTY OF SAN FRANCISCO AND COMMUNITY HOUSING PARTNERSHIP

THIS AMENDMENT (this "Amendment") is made as of **June 15, 2018**, in San Francisco, California, by and between **Community Housing Partnership, 20 Jones Street, Suite 200, San Francisco, CA 94102**, hereinafter referred to as "Grantee", and the City and County of San Francisco,

### RECITALS

WHEREAS, City and Grantee have entered into the Agreement (as defined below); and

WHEREAS, the Board of Supervisors has established a new City department that will serve as the City's lead agency with respect to the provision and coordination of homeless services, and that such department will assume management of this Agreement; and

WHEREAS, Ordinance No. 29-18 authorizes the Agency to enter into contracts, including grants, without adhering to the Administrative Code provisions regarding competitive bidding and other requirements for construction work, procurement, and personal services relating to identified shelter crisis sites, including the site that is funded by this Agreement; and

WHEREAS, the Board of Supervisors passed Resolution File No. 180522 authorizing continued operation of the Navigation Center located at 20-12<sup>th</sup> Street through December 31, 2021; and

WHEREAS, City and Grantee desire to modify the Agreement on the terms and conditions set forth herein to extend the performance period and increase the contract amount; and

WHEREAS, Grantee represents and warrants that it is qualified to perform the services required by City as set forth under this Grant and Modification Agreement;

NOW, THEREFORE, Grantee and the City agree as follows:

### ARTICLE 1 DEFINITIONS

**1. Definitions.** The following definitions shall apply to this Amendment:

- a) **Agreement.** The term "Agreement" shall mean the Agreement dated **July 1, 2015** between Grantee and City and **First amendment**, dated **May 26, 2016**.
- b) **Contract Monitoring Division. Contract Monitoring Division.** Effective July 28, 2012, with the exception of Sections 14B.9(D) and 14B.17(F), all of the duties and functions of the Human Rights Commission under Chapter 14B of the Administrative Code (LBE Ordinance) were transferred to the City Administrator, Contract Monitoring Division ("CMD"). Wherever "Human Rights Commission" or "HRC" appears in the Agreement in reference to Chapter 14B of the Administrative Code or its implementing Rules and Regulations, it shall be construed to mean "Contract Monitoring Division" or "CMD" respectively.

- c) **Other Terms.** Terms used and not defined in this Amendment shall have the meanings assigned to such terms in the Agreement.

**ARTICLE 2  
MODIFICATIONS TO THE AGREEMENT**

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

**2.1 Section 1.1. Specific Terms, (b)** is hereby replaced in its entirety to read as follows:

(b) “Agency” shall mean Department of Homelessness and Supportive Housing.

**2.2 Section 3.2. Duration of Term** of the Agreement currently reads as follows:

The term of this Agreement shall commence on the later of (a) **July 1, 2015** and (b) the effective date specified in Section 3.1. Such term shall end at 11:59 p.m. San Francisco time on **June 30, 2018**.

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

The term of this Agreement shall commence on the later of (a) **July 1, 2015** and (b) the effective date specified in Section 3.1. Such term shall end at 11:59 p.m. San Francisco time on **December 31, 2021**.

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

The amount of the Grant Funds disbursed hereunder shall not exceed **Eight Million, Six Hundred Eighty Seven Thousand and Six Hundred and Eighty Three Dollars (\$8,687,683)** for the period from **July 1, 2015 to June 30, 2018, plus any contingent amount authorized by City and certified as available by the Controller.**

**Contingent amount: Up to Eight Hundred Sixty Eight Thousand and Seven Hundred Sixty Eight Dollars (\$868,768)** for the period from **July 1, 2017 to June 30, 2018 (Y3), may be available, in the City’s sole discretion, as a contingency subject to authorization by the City and certified as available by the Controller.**

The maximum amount of Grant Funds disbursed hereunder shall not exceed **Nine Million, Five Hundred Fifty Six Thousand and Four Hundred Fifty One Dollars (\$9,556,451)** for the period from **July 1, 2015 to June 30, 2018 (Y1-Y3).**

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

The amount of the Grant Funds disbursed hereunder shall not exceed **Nineteen Million Seven Hundred Nineteen Thousand Eight Hundred Fifty-Two Dollars (\$19,719,852)** for the period from **July 1, 2015 to December 31, 2021, plus any contingent amount authorized by City and certified as available by the Controller.**

**Contingent amount: Up to One Million Nine Hundred Seventy-One Thousand Nine Hundred Eighty-Five Dollars (\$1,971,985)** for the period from **July 1, 2020 to**

December 31, 2021, may be available, in the City's sole discretion, as a contingency subject to authorization by the City and certified as available by the Controller.

The maximum amount of Grant Funds disbursed hereunder shall not exceed Twenty-One Million Six Hundred Ninety-One Thousand Eight Hundred Thirty-Seven Dollars (\$21,691,837) for the period from July 1, 2015 to December 31, 2021.

Grantee understands that, of the maximum dollar disbursement listed in Section 5.1 of this Agreement, the amount shown as the Contingent Amount may not to be used in Program Budgets attached to this Agreement as Appendix B, and is not available to Grantee without a revision to the Program Budgets of Appendix B specifically approved by Grant Agreement Administrator. Grantee further understands that no payment of any portion of this contingency amount will be made unless and until such funds are certified as available by Controller. Grantee agrees to fully comply with these laws, regulations, and policies/procedures.

- 2.4 **Section 15.1. Requirements**, the Agency name and address listed in section 15.1 is hereby replaced in its entirety to read as follows:

If to the Agency or City: Department of Homelessness and Supportive Housing  
Contracts Division  
P.O. Box 427400  
San Francisco, CA 94142-7400  
Facsimile No. 415.355.5288

- 2.5 **17.6. Entire agreement.** Section 17.6 is hereby replaced in its entirety to read as follows:

**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-1, Services to be Provided from July 1, 2015 to June 30, 2018  
Appendix A-2, Services to be Provided from July 1, 2018 to December 31, 2021  
Appendix B, Budget  
Appendix C, Method of Payment  
Appendix D, Interests in Other City Grants  
Appendix E, Permitted Subcontractors  
Appendix F, Dispute Resolution Procedure

- 2.6 **Appendix A-1, Services to be Provided**, of the Agreement is hereby re-attached as Appendix A-1, and supplemented through the addition of Appendix A-2, which describes the services to be provided during the period of July 1, 2018 to December 31, 2021.

- 2.7 **Appendix B, Budget**, of the Agreement is hereby replaced in its entirety by the modified Appendix B, Budget attached herewith.

- 2.8 **Appendix C**, Method of Payment, of the Agreement is hereby replaced in its entirety by the modified Appendix C, Method of Payment attached herewith.
- 2.9 **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 attached herewith.
- 2.10 **Appendix E**, Permitted Subcontractors, of the Agreement is hereby replaced in its entirety by the modified Appendix E, Permitted Subcontractors attached herewith.
- 2.11 **Appendix F**, Dispute Resolution Procedure, is hereby added in its entirety as an appendix to this Agreement.

**ARTICLE 3  
EFFECTIVE DATE**

3. **Effective Date.** Each of the modifications set forth in Section 2 shall be effective on and after the date of this Amendment.

**ARTICLE 4  
LEGAL EFFECT**

4. **Legal Effect.** Except as expressly modified by this Amendment, all of the terms and conditions of the Agreement shall remain unchanged and in full force and effect.

IN WITNESS WHEREOF, Grantee and City have executed this Amendment as of the date first referenced above.

**CITY**

**GRANTEE**

Recommended by:

**Community Housing Partnership**

\_\_\_\_\_  
Jeff Kositsky  
Director  
Department of Homelessness and Supportive  
Housing

\_\_\_\_\_  
Gail Gilman  
Executive Director  
20 Jones Street, Suite 200  
San Francisco, CA 94103  
415.929.2470

Approved as to Form:

City vendor number: **20365**  
Federal Employer ID number: **94-3112338**

By: \_\_\_\_\_  
Anne Pearson  
Deputy City Attorney

**Appendix A-2: Services to be Provided  
by  
Community Housing Partnership  
Civic Center Hotel  
July 1, 2018 to December 31, 2021**

**I. Purpose of Grant**

The purpose of the grant is to provide lease, property management, and support services to the residents of the Civic Center Hotel; and emergency accommodations and case management services to the clients of the on-site Navigation Center. The goals of support services are to empower permanent tenants to become self-sufficient and retain their housing or move to other appropriate housing, and to empower and assist the Navigation Center clients to proceed with the path permanent supportive housing.

**II. Target Population**

Support Services

Grantee shall serve single adults and adult couples who are pre-existing tenants of the Civic Center Hotel at the time of the initiation of the master lease.

Navigation Center

Grantee shall also serve non-tenant homeless adults without custody of minor children who are placed via the on-site Navigation Center. The residential units, which are not occupied by pre-existing tenants shall be reserved for temporary, non-rent placements of Navigation Center clients. Homeless adults are defined as clients who have no fixed, regular and adequate nighttime residence, are residing on the street, and have a need for adequate emergency nighttime sleeping accommodations.

Homeless adults shall be referred to become clients of the on-site Navigation Center program exclusively by the process established by the San Francisco Department of Homelessness and Supportive Housing (HSH), in collaboration with the San Francisco City and County agencies involved with this project, or entities under contract with the City. An example of a referral point is the San Francisco Homeless Outreach Team. The actual identification, outreach and referral of specific adults or groups of adults will be coordinated under the supervision of HSH. Grantee shall provide information regarding the number of available Navigation Center openings and pending openings based on upcoming exits. It has been the intent of the City and County of San Francisco to have as many of the building units available for service. As pre-existing tenants leave, although new tenants will not be referred, Grantee shall report and negotiate with HSH how these and any vacant units can be added to the Navigation Center program.

The Navigation Center is not designed for or intended as a program that will accept open referrals or for client drop-in/self-presentation to the program. Any individuals who are referred by entities other than the established referral points or who self-present at the Navigation Center shall be directed to other resources, such as homeless resource centers or shelters. Grantee shall provide information regarding other existing services to provide to potential walk-up individuals interested in the Navigation Center.

**III. Description of Services**



Grantee shall provide support services and navigation center services during the term of this grant.

#### Support Services

Grantee shall publicize, continually outreach and invite tenants to access support services, as needed. Tenants are not required to participate in support services.

Grantee shall create a regular schedule of outreach to the non-tenant residents and shall provide services based on the non-tenant residents' services plans and goals. Non-tenant residents may have required support services participation but exits from the program based on non-participation in support services need to be cleared with HSH.

Support services shall include, but are not limited to:

- A. Outreach: Grantee shall contact, interact, inform and invite tenants to make use of support services to assist with and address individual needs or issues. These efforts shall include written messages, in person interactions, phone messages and calls, as available and appropriate to reach the individual tenant and non-tenant resident.
- B. Intake and Assessment: Grantee shall provide one or more meetings or interviews with a tenant or non-tenant resident to establish strengths, skills, needs, plans and goals that are useful and shall help the tenant maintain housing and the non-tenant resident move out of homelessness.
- C. Case Management: Grantee shall provide on-going meetings and counseling services with a tenant or non-tenant resident to establish goals, support individualized action and service plans, and track progress toward meeting the goals.
- D. Benefits Advocacy and Assistance:
  1. Grantee shall provide assistance and referral to support a tenant and non-tenant resident to obtain or maintain benefits and solve problems related to county, state and federal benefits programs. This may also include providing services space for the Benefits Navigators or Eligibility Workers, or offering assistance in identifying, applying for and establishing appointments with available services such as food programs, medical clinics and in-home support.
  2. Grantee shall provide support and assistance in the completion of applications for services, benefits and available housing placements. The support will include assistance/guidance with the completion of applications and be related to promoting and assisting non-tenant residents with keeping related appointments.
- E. Referrals: Grantee shall assist clients to identify and access services available within the community that meet specific needs or support progress toward identified goals. This can include providing information about services, calling to help establish appointments, assisting with the completion of applications, helping with appointment reminders, follow up/checking in with clients regarding the process, and, as necessary, re-referral.
- F. Coordination and Mediation with Property Management:
  1. Grantee shall provide mediation and assistance in communicating with Property

Management and the HSH-approved referral agencies and programs. This can include helping a client understand the meaning of messages/letters/warnings from property management, assisting a tenant to write requests, responses or complaints, and participating in meetings between the tenant and property management to assist the tenant in communicating with property management.

2. Conflict Resolution: Grantee shall offer to meet with two or more tenants and or non-tenant residents to assist in problem solving and resolution of conflicts.
3. Wellness Checks: Using passive observation of the entire hotel population and coordinating with property management, Grantee shall identify clients who have not been seen or have shown signs of concern to staff on at least a weekly basis. Outreach efforts are used to make contact and check in with these tenants and non-tenant residents.

G. Support Groups, Social Events and Organized Tenant and non-tenant Resident Activities:

1. Grantee shall provide clients with opportunities to participate in organized gatherings for peer support, to gain information from presenters and each other, to form social connections with other tenants/staff, or to celebrate/commemorate significant individual, holiday and community events. These events are held on-site and are often planned with or based on the input from tenants. A monthly calendar of events shall be posted and provided to tenants and non-tenant residents.
2. Monthly Community Meetings: Grantee shall conduct meetings for tenants and/or non-tenant residents.

Property Management

Grantee shall provide the following property management services:

- A. Maintain and repair facility systems, plumbing, HVAC, electrical, safety issues, facility security, and pest control.
- B. Rent collection from tenants.
- C. Written notice or warning to tenants related to any issue that may affect on-going tenancy, including, but not limited to, failure to pay rent on time or in full, violations of house rules and actions that are in violation of the rental agreement.
- D. When necessary, provide notice and carryout actions related to the eviction process in accordance with laws in effect in San Francisco.

Navigation Center Emergency Services

Grantee shall provide emergency services in compliance with the Standards of Care. Although this program is not a shelter program, the Standards of Care provides program guidelines that are useful as appropriate to this specific Navigation Center program. Emergency services include, but are not limited to:

- A. Sleeping accommodations for homeless clients appropriately referred to the Navigation Center.

- B. Safe and clean emergency sleeping accommodations for approximately 93 adults each night in the Navigation Center component of the program. Grantee shall work with HSH to maximize temporary placements in units not occupied by pre-existing tenants, with the goal of housing as many temporary placements as possible.
- C. Building access 24 hours a day, seven days a week for clients referred and active with the program.
- D. A method to track clients and manage/document participation.
- E. Coordinate site security, control access, and facilitate uniform and effective program entry utilizing screening equipment and provide property searches, as appropriate. Site security includes review of the areas/sidewalks around the program site and functions related to San Francisco's Good Neighbor Policy.
- F. Provide staff oversight, janitorial service and maintenance coordination for the emergency sleeping areas, bathrooms/showers, client laundry facilities, the dining/client community room and general grounds of the program site.
- G. Create policies and procedures, including client responsibilities, that are pet-friendly, as well as accommodating to companion, service and support animals.
- H. Provide at least one staff member on each shift who has at least one year of experience with providing services to the target population.
- I. Coordinate access to client laundry facilities and provide detergents, etc. to facilitate fair use by all on-site clients.
- J. Promote peer support, community and team building among participants and between participants and staff.

#### Navigation Center Support Services

Grantee shall actively engage with Navigation Center clients to support their connection to needed services, progress on their individual service plans, and eventual placement in programs that can end their homelessness. Participation in support services will be a requirement for continued placement in the Navigation Center program for its clients.

Grantee shall provide the following support services to Navigation Center clients during the term of this grant. Pre-existing tenants may also access these services on a voluntary basis.

- A. Grantee shall provide welcome, intake and assessment to all clients entering the Navigation Center, and updates for clients that may return. Intake shall include an established consent form that supports exchange of client information with program partners, including the Controller's Office, for purposes of program analysis.
- B. Grantee shall develop a case plan for each client for placement into a stable, on-going program, such as permanent supportive housing, with the eventual goal of exiting the Navigation Center and homelessness.
- C. Conflict Resolution: Grantee shall offer to meet with two or more clients to assist in problem solving and resolution of conflicts.
- D. Wellness Checks: Grantee shall use passive observation of the client population and coordinate with management to identify clients showing behavior which concern staff.
- E. Grantee shall escort clients to critical appointments offsite, particularly those related to benefits and exit placements, and support clients to follow through on appointments on-site.
- F. Grantee shall outreach to and offer onsite services and/or referrals to all tenants who display indications of housing instability. This includes but is not limited to non-payment of rent, lease violations or warnings from Property Management, and conflicts with staff or tenants.

**IV. Location and Time of Services**

Grantee shall provide services at the Civic Center Hotel located at 20 12<sup>th</sup> Street, San Francisco, CA. The site will provide units for pre-existing tenants (tenants of the building at the time of the initiation of the master lease) and a minimum of 93 units for use by the Navigation Center program.

Housing and property management services, including front desk coverage, will be available 24-hours a day, seven days a week. Support services staff will be available during regular work and scheduled evening hours, excluding legal holidays as determined by the Grantee's personnel policies.

**V. Service Requirements**

- A. Shelter Grievance Policy: Grantee will abide by and follow the Shelter Grievance Policy and related procedures as established and overseen by HSH. The Grantee shall comply with this policy when warnings or denials of service for Navigation Center rule infractions are given to clients. Staff must receive Shelter Grievance Training provided by HSA before they may issue a denial of service. Rules must be posted and outcomes of the Arbitration process must be followed. This policy and the related procedures relate to the clients placed as part of the Navigation Center program.
- B. Grantee shall provide case conferencing, as needed, with service partners and subcontractors to coordinate individual client care and support.

- C. Grantee shall support communication with city departments, particularly DPH and HSH, regarding client service plan needs for benefits, medical services, treatment options and mental health programs.
- D. Client case plans must include and be supported by holding copies of documents and records that clients have and/or that staff assist clients to obtain in the course of supporting the plan.
- E. Grantee shall coordinate with collaborating service partners and subcontractors.
- F. Grantee shall attend meetings as requested by HSH.
- G. Grantee agrees to establish and maintain a written Client/Tenant Grievance and Complaint 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; and
  - 3. The right of a client dissatisfied with the decision to ask for a review and recommendation from the someone in the grantee's chain of command that has not been part of the complaint process to date and that has purview over the aggrieved service. Contractor shall provide a copy of this procedure, and any amendments thereto, to each client and to the HSH Navigation Center Program Manager or his/her designated agent (hereinafter referred to as "Program Manager"). Those clients who do not receive direct Services will be provided a copy of this procedure upon request.
- H. Critical Incident Reports: Grantee shall submit prompt written reports to HSH within 24 hours regarding any deaths, serious violence or emergencies involving police, fire or ambulance calls using the Critical Incident Report form. Grantee shall call Program Manager within two hours of any death.
- I. Annual Tenant Survey: Grantee shall utilize a written survey of pre-existing tenants at least once a year to gather feedback and assess the awareness of tenants regarding the services and systems within the program.
- J. Grantee shall conduct a Navigation Center Client Satisfaction Survey that will be publicized and offered to all clients on a schedule to be negotiated with HSH.
- K. Grantee shall develop and utilize a client exit survey and case summary to document outcomes and perform program analysis.
- L. Create a Memorandum of Understanding (MOU) with identified meal provider that outlines the method for reporting the number of meals needed for clients daily, delivery schedule and other related communications. In the community room, provide

client access to delivered meals, as well as beverages and snacks outside of meal times.

- M. The site must be inspected by the Department of Public Health (DPH), Department of Building Inspection (DBI) and the San Francisco Fire Department (SFFD) prior to the site becoming an active part of the program. After that, inspections shall occur at legally required intervals based on the policies and procedures outlined by DPH, DBI and SFFD. HSH and the Grantee shall notify the other inspection agencies within 24 hours of any change in the hotel status upon notification of the inspecting agency.
- N. Grantee shall promote and support staff training and development, including but not limited to training on ethics, health, professionalism, cultural competency, showing respect for clients and fellow staff, mental health and substance abuse issues, and ADA accommodation.

## **VI. Service Objectives**

Under the direction of the HSH Navigation Center Program Manager and HSH Management, the grantee's primary objective is to provide safe, clean and welcoming space for Navigation Center clients to sleep, eat and stay during the time with the program. Additionally, case management is focused on using coordinated entry access points intake and assessment, service plans, and coordination with City departments and service providers to identify and facilitate clients moving quickly to exit from homelessness and the Navigation Center.

In general, the Navigation Center program is seeking positive placements into permanent housing, treatment services, successful Homeward Bound relocations, or transitional settings beyond the Navigation Center that will lead eventually to permanent placements for every client.

Criteria key to evaluation of the program will include:

- A. Information and demographics of program clients (collection of information begins with intake and assessment).
- B. Written service plans with clear goals, service connections, progress, follow up, and identified barriers.
- C. Documentation regarding program participation with the Grantee and other service providers involved with Navigation Center clients should be maintained and available to validate what is contained in client summaries.
- D. Outcomes, including follow up, details related to client exits from the programs, length of stay, and factors that resulted in a return to the streets.
- E. Critical Incident Reports related to program clients on and around the program site, as well as records of calls to/visits from police, fire and/or other emergency services.

- F. Records for denials of service, reasons for the denials, details of the use of the Shelter Grievance Process and numbers/outcomes of arbitrations.

Grantee shall achieve the following service objectives:

- A. Grantee shall administer a tenant satisfaction survey in which 50 percent of existing tenants provide feedback

## **VII. Outcome Objectives**

Grantee shall achieve the following outcome objectives:

- A. Housing Stability of permanent/pre-existing tenants: At least 90 percent of pre-existing tenants will remain in housing for one year, have moved to other permanent housing, or have exited the program in good standing.

To measure this outcome, the grantee shall divide tenants who fall under situation (1) or (2) below by the total number of tenants being tracked that year.

The total number of tenants shall include all permanent tenants who were residents of the hotel at the end of the same quarter in the previous year. For example, if reporting on Fiscal year 2017/18, any tenant of the Civic Center hotel as of July 1, 2017 will be tracked and counted towards this outcome.

Each tenant shall fall under one of three situations as of the last day of the measured year:

1. Still a tenant in the Civic Center Hotel
2. Left building in "good standing" such as reporting a new address/destination, entering residential treatment, death and/or leaving with notice and without rent debt.
3. Left building under threat of eviction, because of eviction, abandonment without notice and/or leaving a rent debt.

- B. Regarding the annual Client Satisfaction Survey:

1. 50 percent of the permanent tenants will complete the survey.
2. 75 percent of those completing the survey will rate the overall program to be Good or Excellent.
3. 50 percent of the non-tenant residents living at the Civic Center Hotel during the time of the annual survey will complete the survey.
4. 75 percent of those completing the survey will rate the overall program to be Good or Excellent.

Grantee shall negotiate with HSA how non-tenant resident satisfaction surveys can be used throughout the year.

## **VIII. Reporting Requirements**

- A. Grantee shall provide a monthly report summarizing the contract activities, referencing the tasks as described in the Service and Outcome Objectives sections. Grantee shall enter the annual metrics in the CARBON database by the 15<sup>th</sup> of the month following the month of service, including:

Pre-existing tenants:

1. Number living in the building as of the end of each month

Navigation Center clients:

1. Number of clients at the start of the month
2. Number that entered the program
3. Number that exited for positive placements
4. Number of exits for other reasons
5. Number of active clients in the program at the end of the month.

- B. 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.

For pre-existing tenants, report using the Survey Monkey Tool: "Reporting Evictions and Exits from City-Sponsored Supportive Housing" by the 30th of the month following the end of the Quarter.

- C. Grantee shall provide an annual report summarizing the contract 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 will enter the annual metrics in the CARBON database by the 15<sup>th</sup> of the month following the end of the program year.
- D. Data regarding tenant demographics shall be reported annually, in a template provided by HSH.
- E. Grantee shall report to HSH and the HSH pre-approved referral agencies and programs regarding every vacant unit, including units that become vacant when a pre-existing tenant exits.
- F. Grantee shall provide Ad Hoc reports as required by the Department.

For assistance with reporting requirements or submission of reports, contact the assigned Contract or Program Manager, as listed in CARBON.

## **IX. Monitoring Activities**

- A. Program Monitoring: Program monitoring will include review of client eligibility, 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.







DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING - PROGRAM BUDGET MODIFICATION FORM																	Page 3 of 5	
Appendix B																		
Document Date:																		
OPERATING DETAIL																		
Contract: Community Housing Partnership																		
Program: CIVL Center Hotel																		
Support Services																		
HSH Contract #: HSH17-18-055																		
	Year 3			Year 4 - New			Year 5 - New			Year 6 - New			Year 7 - New			All Years		
	7/1/2017 - 6/30/2018	7/1/2017 - 6/30/2018	7/1/2017 - 6/30/2018	7/1/2018 - 6/30/2019	7/1/2018 - 6/30/2019	7/1/2018 - 6/30/2019	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2020 - 6/30/2021	7/1/2020 - 6/30/2021	7/1/2020 - 6/30/2021	7/1/2021 - 12/31/2021	7/1/2021 - 12/31/2021	7/1/2021 - 12/31/2021	7/1/2015 - 12/31/2021	7/1/2015 - 12/31/2021	7/1/2015 - 12/31/2021
	Current	Modification	Revised	Current	Modification	Revised	Current	Modification	Revised	Current	Modification	Revised	Current	Modification	Revised	Current Total	Modification	Revised Total
	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
13 Rental of Property	\$ 5,275	\$ 2,250	\$ 7,604	\$ 7,604	\$ 7,604	\$ 7,604	\$ 7,604	\$ 7,604	\$ 7,604	\$ 7,604	\$ 7,604	\$ 7,604	\$ 3,852	\$ 3,852	\$ 7,604	\$ 20,842	\$ 20,842	\$ 24,222
14 Utilities (Elec, Water, Gas, Phone, Scanner)	\$ 12,330	\$ 10,440	\$ 9,871	\$ 9,450	\$ 9,450	\$ 9,450	\$ 9,450	\$ 9,450	\$ 9,450	\$ 9,450	\$ 9,450	\$ 9,450	\$ 4,725	\$ 4,725	\$ 12,330	\$ 30,615	\$ 30,615	\$ 42,849
15 Office Supplies, Postage	\$ 15,879	\$ 12,450	\$ 12,870	\$ 16,893	\$ 16,893	\$ 16,893	\$ 16,893	\$ 16,893	\$ 16,893	\$ 16,893	\$ 16,893	\$ 16,893	\$ 8,441	\$ 8,441	\$ 15,979	\$ 56,530	\$ 56,530	\$ 77,000
16 Building Maintenance Supplies and Repair	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
17 Printing and Reproduction	\$ 1,200	\$ (487)	\$ 533	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,200	\$ (487)	\$ 533
18 Insurance	\$ 15,714	\$ (12,379)	\$ 3,335	\$ 4,601	\$ 4,601	\$ 4,601	\$ 4,601	\$ 4,601	\$ 4,601	\$ 4,601	\$ 4,601	\$ 4,601	\$ 2,301	\$ 2,301	\$ 15,714	\$ 3,727	\$ 19,441	
19 Staff Training	\$ 10,700	\$ 10,310	\$ 21,010	\$ 16,700	\$ 16,700	\$ 16,700	\$ 16,700	\$ 16,700	\$ 16,700	\$ 16,700	\$ 16,700	\$ 16,700	\$ 7,850	\$ 7,850	\$ 10,700	\$ 65,260	\$ 65,260	\$ 75,960
20 Staff Travel (Local & Out of Town)	\$ 4,000	\$ (8)	\$ 4,000	\$ 750	\$ 750	\$ 750	\$ 750	\$ 750	\$ 750	\$ 750	\$ 750	\$ 750	\$ 393	\$ 393	\$ 4,000	\$ 4,403	\$ 4,403	
21 Rental of Equipment	\$ 2,388	\$ (49)	\$ 2,339	\$ 3,899	\$ 3,899	\$ 3,899	\$ 3,899	\$ 3,899	\$ 3,899	\$ 3,899	\$ 3,899	\$ 3,899	\$ 1,950	\$ 1,950	\$ 2,388	\$ 13,381	\$ 15,974	
22 Program Monitor/Professional services	\$ 263,784	\$ 47,214	\$ 250,964	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 125,000	\$ 125,000	\$ 203,784	\$ 82,214	\$ 1,125,964	
23 Payroll Expense	\$ 6,714	\$ 382	\$ 6,996	\$ 7,255	\$ 7,255	\$ 7,255	\$ 7,255	\$ 7,255	\$ 7,255	\$ 7,255	\$ 7,255	\$ 7,255	\$ 3,628	\$ 3,628	\$ 6,714	\$ 25,674	\$ 32,388	
24 Advertising	\$ 3,284	\$ (2,284)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,284	\$ (2,284)	\$ -
25 Office Equipment Repair	\$ 16,616	\$ (14,440)	\$ 12,177	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16,616	\$ (14,440)	\$ 12,177
26 IT & Small Office Purchase	\$ 5,000	\$ (6,850)	\$ -	\$ 16,874	\$ 16,874	\$ 16,874	\$ 16,874	\$ 16,874	\$ 16,874	\$ 16,874	\$ 16,874	\$ 16,874	\$ 8,337	\$ 8,337	\$ 5,000	\$ 54,458	\$ 58,358	
27 Travel/Professional fees	\$ 55,000	\$ 69,811	\$ 114,811	\$ 65,000	\$ 65,000	\$ 65,000	\$ 65,000	\$ 65,000	\$ 65,000	\$ 65,000	\$ 65,000	\$ 65,000	\$ 32,500	\$ 32,500	\$ 55,000	\$ 287,311	\$ 342,311	
28 Organizational Activities/Staff Development	\$ 6,089	\$ (2,827)	\$ 3,182	\$ 3,630	\$ 3,630	\$ 3,630	\$ 3,630	\$ 3,630	\$ 3,630	\$ 3,630	\$ 3,630	\$ 3,630	\$ 1,815	\$ 1,815	\$ 6,089	\$ 9,781	\$ 15,887	
29 Consultant/Subcontracting	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
30 Professional Services	\$ 3,000	\$ (3,000)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,000	\$ (3,000)	\$ -
31 Audit/Accounting	\$ 4,832	\$ (2,476)	\$ 2,476	\$ 3,855	\$ 3,855	\$ 3,855	\$ 3,855	\$ 3,855	\$ 3,855	\$ 3,855	\$ 3,855	\$ 3,855	\$ 1,928	\$ 1,928	\$ 4,832	\$ 1,356	\$ 16,332	
32	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
33	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
34	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
35 TOTAL OPERATING EXPENSES	\$ 372,887	\$ 78,657	\$ 451,666	\$ 405,631	\$ 405,631	\$ 405,631	\$ 405,631	\$ 405,631	\$ 405,631	\$ 405,631	\$ 405,631	\$ 405,631	\$ 202,765	\$ 202,765	\$ 372,887	\$ 1,488,016	\$ 1,871,026	
36	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
37 Other Expenses (not subject to indirect cost %)	\$ 52,375	\$ (18,283)	\$ 33,990	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 52,375	\$ (18,283)	\$ 33,990
38 Make or Buy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
39	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
40	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
41	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
42	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
43	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
44	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
45	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
46 TOTAL OTHER EXPENSES	\$ -	\$ (18,283)	\$ 33,990	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 52,375	\$ (18,283)	\$ 33,990
47	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
48 HSH #																Template last modified: 2/23/2018		

A		B		C		D		E		F		G		H		I		J		K		L		M		N		O		P		Q		R		S		T		U		V		W		X		Y		Z		AA		AB		AC		AD																																																																																																																																													
1 DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING - PROGRAM BUDGET MODIFICATION FORM		2 Worksheet		3		4		5		6		7		8		9		10		11		12		13		14		15		16		17		18		19		20		21		22		23		24		25		26		27		28		29		30		31		32		33		34		35		36		37		38		39		40		41		42		43		44		45		46		47		48		49		50		51		52		53		54		55		56		57		58		59		60		61		62		63		64		65		66		67		68		69		70		71		72		73		74		75		76		77		78		79		80		81		82		83		84		85		86		87		88		89		90		91		92		93		94		95		96		97		98		99		100	
1 SALARY & BENEFIT DETAIL		2 Budgetary Control Number		3 Program, Obj, Cont, Fund		4 FISCAL YEAR		5		6		7		8		9		10		11		12		13		14		15		16		17		18		19		20		21		22		23		24		25		26		27		28		29		30		31		32		33		34		35		36		37		38		39		40		41		42		43		44		45		46		47		48		49		50		51		52		53		54		55		56		57		58		59		60		61		62		63		64		65		66		67		68		69		70		71		72		73		74		75		76		77		78		79		80		81		82		83		84		85		86		87		88		89		90		91		92		93		94		95		96		97		98		99		100	
101 Current 10/01/17-10/01		102		103		104		105		106		107		108		109		110		111		112		113		114		115		116		117		118		119		120		121		122		123		124		125		126		127		128		129		130		131		132		133		134		135		136		137		138		139		140		141		142		143		144		145		146		147		148		149		150		151		152		153		154		155		156		157		158		159		160		161		162		163		164		165		166		167		168		169		170		171		172		173		174		175		176		177		178		179		180		181		182		183		184		185		186		187		188		189		190		191		192		193		194		195		196		197		198		199		200	
18 BOSTON FIRE		19		20		21		22		23		24		25		26		27		28		29		30		31		32		33		34		35		36		37		38		39		40		41		42		43		44		45		46		47		48		49		50		51		52		53		54		55		56		57		58		59		60		61		62		63		64		65		66		67		68		69		70		71		72		73		74		75		76		77		78		79		80		81		82		83		84		85		86		87		88		89		90		91		92		93		94		95		96		97		98		99		100																																			
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## Appendix C – Method of Payment

- I. In accordance with Section 5 of the Grant Agreement, payments shall be made for actual costs incurred and reported for each month. Under no circumstances shall payment exceed the amount set forth in Section 5 Compensation of the Agreement.
- II. Grantee will submit all bills, invoices and related documentation in the format specified by SFHSH within 15 days after the month of service to SFHSH's web-based Contracts Administration, Reporting, and Billing Online (CARBON) System at:  
<https://contracts.sfhsa.org>

Grantee may submit bills, invoices and related documentation in the format specified by SFHSH via paper or email only upon special permission by their assigned Contract Manager.

- III. Grantee must sign up to receive payments electronically via Automated Clearing House (ACH). Remittance information will be provided through Paymode-X. Additional information and sign up is available at:  
[http://www.paymode.com/city\\_countyofsanfrancisco](http://www.paymode.com/city_countyofsanfrancisco)
- IV. The Executive Director or CFO must submit a letter of authorization designating specific users who will have access to CARBON to electronically submit and sign for invoices, budget revision requests, program reports, and view other information that is in CARBON.
  - A. Submittal of the invoice by designated authorized personnel with proper login credentials constitutes an electronic signature and certification of the invoice.
  - B. Authorized personnel with CARBON login credentials shall not share or internally reassign logins.
  - C. Grantee shall notify the Department of Homelessness and Supportive Housing (HSH) Contract Manager immediately regarding any need for the restriction or termination of a previously authorized CARBON login.
- V. Invoices shall include actual expenditures incurred during the month, unless otherwise specified.
  - A. The invoice supplied shall include the total dollar amount claimed for the month.
  - B. There shall be no variance from the line item budget submitted which adversely affects program performance as contained in the Grantee's proposal and specified in the grant, unless otherwise approved in writing per HSH Invoicing and Contract Modification policy.
  - C. The invoice shall show by line item:
    1. Budgeted amount (per approved grant budget or modification)
    2. Expenses for invoice period
    3. Expenses year-to-date
    4. % of budget expended
    5. Remaining balance
    6. Adjustments, including advance payment recovery
    7. Program income when specified in the grant agreement.

- D. Personnel expenditures will show same line item categories by position detail. Detail will show name of employee, position name, %FTE and budgeted salary.
- E. Supporting Documentation, except as discussed below need not be submitted with the invoice. However, Grantee must keep and make available as requested such supporting documentation for all expenditures for which reimbursement is requested for all costs so claimed. All charges incurred shall be due and payable only after services have been rendered, except as stated otherwise. Supporting documentation must be uploaded into CARBON and submitted along with the invoice.

- Documentation should be submitted with the invoice for all payroll expenses paid to budgeted personnel for the period covered by the invoice. Payroll information can be from a payroll service or a payroll ledger from the Grantee's accounting system
- For any and all non-recurring expenditures (e.g. equipment purchases/capital upgrades and building repair and upgrades) and/or items that exceed \$5,000, Grantee shall supply back-up documentation in the form of a paid invoice(s).
- Indirect costs shall not be applied to non-reoccurring expenses.
- All subcontracted services must be documented by submission of the subcontractor's paid invoice, regardless of dollar amount.
- If this grant agreement contains any Pass-Through funding requiring specific expense documentation from the source agency, Federal, State, Private or other then the following documentation shall also be included with each invoice submission:

Funding Agency: Federal n/a CFDA or other Identification #: n/a

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

VI. Within 45 days after the end of the grant period, Grantee shall submit a final report reflecting actual expenditures, which will be supported by the Grantee's accounting records. If a refund is due SFHSH, it will be submitted with the final report.

VII. Advances or prepayments are allowable in order to meet the Grantee cash flow needs in certain unique circumstances. The Agency, at its sole discretion, shall make available to the Grantee upon written request an advance amount not to exceed two (2) months or 1/6<sup>th</sup> of the total annualized grant award, or as mutually agreed upon. The advanced sum shall be deducted from the Grantee's monthly invoices at an equal rate each month that will enable repayment by the tenth month of the fiscal year. 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. Requests for advance payment will be granted on a case-by-case basis and are not

intended to be a regular “automatic” procedure. Approval will be a consensus of Program and Contract Staff.

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

1. All contractual compliance requirements must be current, i.e., reports submitted and approved, corrective actions resolved, business tax and insurance certificates in place, prompt and fully documented billings.
2. The Grantee shall submit a written request with a narrative justification that fully describes the unique circumstances to the Program Manager and Contract Manager for review and approval.
3. Final invoice from the preceding fiscal year must be received prior to advance distribution.

VIII. Timely Submission of Reports – If reports/documents are required, Grantee shall submit these reports prior to submitting invoices. Failure to submit required reports/documents in CARBON by specified deadlines may result in withholding of grant payments.



Appendix D--Interests In Other City Contracts  
FY18

City Department or Commission	Date of Contract	Annual Amount
San Francisco Department of Public Health	11/1/10-6/30-18	\$87,862
San Francisco Department of Public Health	4/1/17 - 6/30/20	\$453,338
San Francisco Human Services Agency-DAAS	7/1/17 - 6/30/19	\$69,784
San Francisco Human Services Agency-DAAS	7/1/17 - 6/30/19	\$68,996
San Francisco Human Services Agency-Six Building	7/1/15 - 6/30/18	\$1,069,701
San Francisco Human Services Agency-AWA,ZAH,ESS	7/1/14-6/30/18	\$1,019,643
San Francisco Human Services Agency-Treasure Island	7/1/14 - 6/30/18	\$442,976
San Francisco Human Services Agency-5 <sup>th</sup> & Harrison	7/1/16 - 6/30/18	\$1,602,454
San Francisco Human Services Agency - At-Risk Homeless Individual	2/1/18 - 6/30/18	\$340,000
San Francisco Human Services Agency-IsN Cambridge/Hamlin (Federal)	1/2/15-1/1/21	\$200,960
SF human Services Agency - Snap to Skills	7/1/17-6/30/20	\$150,000
SF Human Services Agency - HES	7/1/17-6/30/20	\$300,000
SF Human Services Agency - JRS	7/1/17-6/30/19	\$75,000
SF Office of Emp and Workforce Dev OST	7/1/17-6/30/19	\$75,000
San Francisco Human Services Agency-Civic Center Hotel	7/1/15-6/30/18	\$3,061,278
San Francisco Human Services Agency-Arendt House LP (Shelter + Care)	9/1/2010-8/31/2015	\$219,648
San Francisco Human Services Agency-IBH (Shelter + Care)	7/1/18-6/30/2021	
San Francisco Human Services Agency-650 Eddy LP (Shelter + Care)	9/8/13-9/30/14	\$78,720
San Francisco Mayor's Office of Housing-Hotel Essex LP	2/1/08-6/30/17	\$781,158
San Francisco Mayor's Office of Housing-650 Eddy LP	2/1/09-1/31/18	\$752,955
San Francisco Mayor's Office of Housing-Arendt House LP	2/1/10-1/31/19	\$606,051
San Francisco Mayor's Office of Housing-365 Fulton LP	11/9/2011-11/9/2020	\$852,896
San Francisco Mayor's Office of Housing-25 Essex LP	11/18/2013-11/18/2022	\$1,986,898

**Appendix E-Permitted Subcontractors**

**THE JOHN STEWART COMPANY.**

## **Appendix F – Dispute Resolution Procedure For Health and Human Services Nonprofit Contractors**

### **Introduction**

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 [http://www.sfgov.org/site/npcontractingtf\\_index.asp?id=1270](http://www.sfgov.org/site/npcontractingtf_index.asp?id=1270). 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.

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 contractors. Any questions for concerns about this Dispute Resolution Procedure should be addressed to [purchasing@sfgov.org](mailto:purchasing@sfgov.org).

### **Dispute Resolution Procedure**

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 contractors.

Contractors 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, contractors and departments should employ the following steps:

- **Step 1**      The contractor 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 the contractor or provide a written response to the contractor within 10 working days.
  
- **Step 2**      Should the dispute or concern remain unresolved after the completion of Step 1, the contractor 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 the contractor. 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.

- Step 3 Should Steps 1 and 2 above not result in a determination of mutual agreement, the contractor 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 the contractor. The Department will respond in writing within 10 working days.

In addition to the above process, contractors 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 [http://www.sfgov.org/site/npcontractingtf\\_index.asp?id=1270](http://www.sfgov.org/site/npcontractingtf_index.asp?id=1270).

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 contractors to submit concerns about a department's implementation of the policies and procedures. Contractors 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. The contractor 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 the contractor. 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.

**CITY AND COUNTY OF SAN FRANCISCO  
HUMAN SERVICES AGENCY**

**GRANT AGREEMENT**

between

CITY AND COUNTY OF SAN FRANCISCO

and

COMMUNITY HOUSING PARTNERSHIP

**THIS GRANT AGREEMENT** (this "Agreement") is made this **first day of July, 2015**, in the City and County of San Francisco, State of California, by and between **Community Housing Partnership, 20 Jones Street, Suite 200, San Francisco, CA 94103**, ("Grantee") and the **CITY AND COUNTY OF SAN FRANCISCO**, a municipal corporation ("City") acting by and through the Agency (as hereinafter defined),

**WITNESSETH:**

**WHEREAS**, Grantee has submitted to the Agency the Application Documents (as hereinafter defined), for the purpose of funding the matters set forth in the Grant Plan (as hereinafter defined) and summarized briefly as follows:

**Fund the CHP to lease, provide property management and support services at the Civic Center Hotel; and**

**WHEREAS**, approval for said Agreement was obtained when the Civil Service Commission approved Grant Number 2004-08/09 on **June 16, 2014**; and

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

**NOW, THEREFORE**, in consideration of the premises and the mutual covenants contained in this Agreement and for other good and valuable consideration, the receipt and adequacy of which is hereby acknowledged, the parties hereto 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) "Agency" shall mean Human Services Agency.

(c) **"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 in respect of such grant application; and (iii) all amendments, modifications or supplements to any of the foregoing approved in writing by City.

(d) **"Budget"** shall mean either the budget attached hereto as part of Appendix B, if any, or the budget included in the Application Documents, to the extent expressly approved by the Agency.

(e) **"Charter"** shall mean the Charter of City.

(f) **"Controller"** shall mean the Controller of City.

(g) **"Eligible Expenses"** shall have the meaning set forth in Appendix A

(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 all or any portion of which this Agreement is in effect.

(k) **"Funding Request"** shall have the meaning set forth in Section 5.3(a).

(l) **"Grant Funds"** shall mean any and all funds allocated or disbursed to Grantee under this Agreement.

(m) **"Grant Plan"** shall have the meaning set forth in Appendices A and B

(n) **"HRC"** shall mean the Human Rights Commission of City, or, in light of legal changes in the governing structure, shall mean **"CMD"** or the Contract Monitoring Division of the City.

(o) **"Indemnified Parties"** shall mean: (i) City, including the Agency 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) **"Contractor"** shall mean "Grantee" as certain City Contracting requirements also apply to Grants of the City of San Francisco.

**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 Agency. The terms “sufficient,” “necessary” or “proper” and similar terms shall mean sufficient, necessary or proper in the sole judgment of the Agency. The terms “approval,” “acceptable” or “satisfactory” or similar terms shall mean approved by, or acceptable to, or satisfactory to the Agency. 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 “subgrantee,” “successor” or “assign” herein refers only to a subgrantee (“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; Guaranteed Maximum Costs.** No funds shall be available under this Agreement until prior written authorization certified by the Controller. In addition, as set forth in Section 21.10-1 of the San Francisco Administrative Code: City's obligations hereunder shall not at any time exceed the amount certified by the Controller for the purpose and period stated in such certification. 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 that are provided by Grantee which are beyond the scope of the services, materials, equipment and supplies agreed upon herein and which were not approved by a written amendment to this Agreement having been lawfully executed by City. City and its employees and officers are not authorized to offer or promise to Grantee additional funding for this Agreement which would exceed 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.

**2.3 Automatic Termination for Nonappropriation 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.

### 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 Agency has notified Grantee thereof in writing.

**3.2 Duration of Term.** The term of this Agreement shall commence on the later of (a) July 1, 2015 and (b) the effective date specified in Section 3.1. Such term shall end at 11:59 p.m. San Francisco time on June 30, 2018.

### ARTICLE 4 IMPLEMENTATION OF GRANT PLAN

**4.1 Implementation of Grant Plan; Cooperation with Monitoring.** Grantee shall, in good faith and with diligence, implement the Grant Plan on the terms and conditions set forth in this Agreement and 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 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.

#### **4.4 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 subgrantees 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 Agency. Except as set forth in this Section, Grantee shall not use the name of the Agency 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.

The amount of the Grant Funds disbursed hereunder shall not exceed Six Million, Six Hundred Fifty Eight Thousand, Seven Hundred Twenty One Dollars (\$6,658,721) for the period from July 1, 2015

to June 30, 2018, plus any contingent amount authorized by City and certified as available by the Controller.

Contingent amount: Up to Six Hundred Sixty Five Thousand, Eight Hundred Seventy Two Dollars (\$665,872) for the period from July 1, 2017 to June 30, 2018 (Y3), may be available, in the City's sole discretion, as a contingency subject to authorization by the City and certified as available by the Controller.

The maximum amount of Grant Funds disbursed hereunder shall not exceed Seven Million, Three Hundred Twenty Four Thousand, Five Hundred Ninety Three Dollars (\$7,324,593) for the period from July 1, 2015 to June 30, 2018 (Y1-Y3).

Grantee understands that, of the maximum dollar disbursement listed in Section 5.1 of this Agreement, the amount shown as the Contingent Amount may not to be used in Program Budgets attached to this Agreement as Appendix B, and is not available to Grantee without a revision to the Program Budgets of Appendix B specifically approved by Grant Agreement Administrator. Grantee further understands that no payment of any portion of this contingency amount will be made unless and until such funds are certified as available 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, Appendix B and defined as eligible expenses in OMB Circular A-122, if the source of funding for this program is Federal, and for no other purpose. Grantee shall expend the Grant Funds in accordance with the Budget, if any, 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 Agency, in the manner specified for notices pursuant to Article 15, a document (a "Funding Request") substantially in the form attached as Appendix C. Any Funding Request that is submitted and is not approved by the Agency shall be returned by the Agency to Grantee with a brief statement of the reason for the Agency's rejection of such Funding Request. If any such rejection relates only to a portion of Eligible Expenses itemized in such Funding Request, the Agency 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 Agency.

(b) The Agency shall make all disbursements of Grant Funds pursuant to this Section by check payable to Grantee, sent via U.S. mail or by ACH payments authorized by the City Controller's Office in accordance with Article 15, unless the Agency otherwise agrees in writing, in its sole discretion. The Agency shall make disbursements of Grant Funds no more than once during each month for the term of the grant.

**5.4 Disallowance and Single Audit Requirements:** With respect to Grant Funds, if any, which are ultimately provided by the state or federal government, Grantee agrees that if Grantee claims or receives payment from City for an Eligible Expense, payment or reimbursement of which is later disallowed by the state or federal government, Grantee shall promptly refund the disallowed amount to City upon City's request. At its option, City may offset the amount disallowed from any payment due or to become due to Grantee under this Agreement or any other Agreement. 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. Single Audit Requirements: Grantees that expend \$500,000 or more in a year from any and all Federal awards shall have a single audit conducted in accordance with OMB Circular A-133. Grantees that expend less than \$500,000 a year in Federal awards are exempt from the single audit requirements for that year, but records must be available for review or audit by appropriate officials of the Federal Agency, pass-through entity and General Accounting Office.

## 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 Agency, in form and substance satisfactory to the Agency. 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, on or before the date of this Agreement, 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.** Within one hundred twenty (120) 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, and in compliance with OMB Circular A-133, as applicable.

**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, and its Federal and State funders, 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; Monetary Penalties.** Any contractor, subcontractor or consultant who submits a false claim shall be liable to the City for the statutory penalties set forth in that section. A grantee, subgrantee or consultant will be deemed to have submitted a false claim to the City if the grantee, subgrantee or consultant: (a) knowingly presents or causes to be presented to an officer or employee of the City a false claim or request for payment or approval; (b) knowingly makes, uses, or causes to be made or used a false record or statement to get a false claim paid or approved by the City; (c) conspires to defraud the City by getting a false claim allowed or paid by the City; (d) knowingly makes, uses, or causes to be made or used a false record or statement to conceal, avoid, or decrease an obligation to pay or transmit money or property to 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 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.

**6.9 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 Article 6.

## **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. Earned Income Credit (EIC) Forms. Reserved**

## **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 or 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 step-parents).

**8.5 No Other Agreements with City.** Except as expressly itemized in Appendix D, 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 Subgrants.** 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 City and its officers, agents and employees from, and, if requested, shall defend them against any and all loss, cost, damage, injury, liability, and claims thereof for injury to or death of a person, including employees of Grantee or loss of or damage to property, arising directly or indirectly from Grantee's performance of this Agreement, including, but not limited to, Grantee's use of facilities or equipment provided by City or others, regardless of the negligence of, and regardless of whether liability without fault is imposed or sought to be imposed on City, except to the extent that such indemnity is void or otherwise unenforceable under applicable law in effect on or validly retroactive to the date of this Agreement, and except where such loss, damage, injury, liability or claim is the result of the active negligence or willful misconduct of City and is not contributed to by any act of, or by any omission to perform some duty imposed by law or agreement on Grantee, its subcontractors or either's agent or employee. Grantee shall also hold the City's funders harmless for the same. The foregoing indemnity shall include, without limitation, reasonable fees of attorneys, consultants and experts and related costs and City's costs of investigating any claims against the City. In addition to Grantee's obligation to indemnify City, Grantee specifically acknowledges and agrees that it has an immediate and independent obligation to defend City from any claim which actually or potentially falls within this indemnification provision, even if the allegations are or may be groundless, false or fraudulent, which obligation arises at the time such claim is tendered to Grantee by City and continues at all times thereafter. Grantee shall indemnify and hold City harmless from all loss and liability, including attorneys' fees, court costs and all other litigation expenses for any infringement of the patent rights, copyright, trade secret or any other proprietary right or trademark, and all other intellectual property claims of any person or persons in consequence of the use by City, or any of its officers or agents, of articles or services to be supplied in the performance of this Agreement. Grantee shall also indemnify, defend, and hold City harmless from all suits or claims or administrative proceedings for breaches of federal and/or state law regarding the privacy of personally identifying information, personal health information, electronic records, or related topics, arising directly or indirectly from Grantee's performance of this Agreement, except where such breach is the result of the active negligence or willful misconduct of 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 GRANT 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 one million dollars (\$1,000,000) each occurrence Combined Single Limit for Bodily Injury and Property Damage, including Contractual Liability, Personal Injury, Products and Completed Operations and

(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, in form and with insurers satisfactory to City, evidencing all coverages set forth above, and shall furnish complete copies of policies promptly upon City's request. 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, the 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 the grantee listed as additional insureds.

**10.9 Regarding Workers' Compensation,** Contractor hereby agrees to waive subrogation which any insurer of Contractor may acquire from Contractor by virtue of the payment of any loss. Contractor agrees to obtain any endorsement that may be necessary to effect this waiver of subrogation. The Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of the City for all work performed by the Contractor, its employees, agents and subcontractors.

**10.10** Should any required insurance lapse during the term of this Agreement, requests for payments originating after such lapse shall not be processed until the City receives satisfactory evidence of reinstated coverage as required by this Agreement, effective as of the lapse date. If insurance is not reinstated, the City may, at its sole option, terminate this Agreement effective on the date of such lapse of insurance.



**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 Protect Private Information.** Grantee discloses information it is required to protect under Section 12.1.

(d) **Failure to Comply with Applicable Laws.** Grantee fails to perform or breaches any of the terms or provisions of Article 16.

(e) **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.

(f) **Cross Default.** Grantee defaults under any other agreement between Grantee and City (after expiration of any grace period expressly stated in such agreement).

(g) **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.

(h) **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 Termination for Convenience**

a. City shall have the option, in its sole discretion, to terminate this Agreement, at any time during the term hereof, for convenience and without cause. City shall exercise this option by giving Grantee 30 day written notice of termination. The notice shall specify the date on which termination shall become effective.

b. Upon receipt of the notice, Grantee shall commence and perform, with diligence, all actions necessary on the part of Grantee to effect the termination of this Agreement on the date specified by City

and to minimize the liability of Grantee and City to third parties as a result of termination. All such actions shall be subject to the prior approval of City. Such actions shall include, without limitation:

- (1) Halting the performance of all services and other work under this Agreement on the date(s) and in the manner specified by City.
- (2) Not placing any further orders or subgrants for materials, services, equipment or other items.
- (3) Terminating all existing orders and subgrants.
- (4) At City's direction, assigning to City any or all of Grantee's right, title, and interest under the orders and subgrants terminated. Upon such assignment, City shall have the right, in its sole discretion, to settle or pay any or all claims arising out of the termination of such orders and subgrants.
- (5) Subject to City's approval, settling all outstanding liabilities and all claims arising out of the termination of orders and subgrants.
- (6) Completing performance of any services or work that City designates to be completed prior to the date of termination specified by City.
- (7) Taking such action as may be necessary, or as the City may direct, for the protection and preservation of any property related to this Agreement which is in the possession of Grantee and in which City has or may acquire an interest.

c. Within 30 days after the specified termination date, Grantee shall submit to City an invoice, which shall set forth each of the following as a separate line item:

- (1) The reasonable cost to Grantee, without profit, for all services and other work City directed Grantee to perform prior to the specified termination date, for which services or work City has not already tendered payment. Reasonable costs may include a reasonable allowance for actual overhead, not to exceed a total of 10% of Grantee's direct costs for services or other work. Any overhead allowance shall be separately itemized. Grantee may also recover the reasonable cost of preparing the invoice.
- (2) A reasonable allowance for profit on the cost of the services and other work described in the immediately preceding subsection (1), provided that Grantee can establish, to the satisfaction of City, that Grantee would have made a profit had all services and other work under this Agreement been completed, and provided further, that the profit allowed shall in no event exceed 5% of such cost.
- (3) The reasonable cost to Grantee of handling material or equipment returned to the vendor, delivered to the City or otherwise disposed of as directed by the City.
- (4) A deduction for the cost of materials to be retained by Grantee, amounts realized from the sale of materials and not otherwise recovered by or credited to City, and any other appropriate credits to City against the cost of the services or other work.

d. In no event shall City be liable for costs incurred by Grantee or any of its subgrantees after the termination date specified by City, except for those costs specifically enumerated and described in the immediately preceding subsection (c). Such non-recoverable costs include, but are not limited to, anticipated profits on this Agreement, post-termination employee salaries, post-termination administrative expenses, post-termination overhead or unabsorbed overhead, attorneys' fees or other costs relating to the

prosecution of a claim or lawsuit, prejudgment interest, or any other expense which is not reasonable or authorized under such subsection (c).

e. In arriving at the amount due to Grantee under this Section, City may deduct: (1) all payments previously made by City for work or other services covered by Grantee's final invoice; (2) any claim which City may have against Grantee in connection with this Agreement; (3) any invoiced costs or expenses excluded pursuant to the immediately preceding subsection (d); and (4) in instances in which, in the opinion of the City, the cost of any service or other work performed under this Agreement is excessively high due to costs incurred to remedy or replace defective or rejected services or other work, the difference between the invoiced amount and City's estimate of the reasonable cost of performing the invoiced services or other work in compliance with the requirements of this Agreement.

f. City's payment obligation under this Section shall survive termination of this Agreement.

**11.3 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 and, on the date specified in such notice, this Agreement shall terminate and all rights of Grantee hereunder shall be extinguished. In the event of such termination, 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 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.

**11.4 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 Protection of Private Information.**

**a. Personal Information.** Contractor 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. Contractor agrees that any failure of Contractor to comply with the requirements of Section 12M.2 of this Chapter shall be a material breach of the Contract. In such an event, in addition to any other remedies available to it under equity or law, the City may terminate the Contract, bring a false claim action against the Contractor pursuant to Chapter 6 or Chapter 21 of the Administrative Code, or debar the Contractor.

**b. Protected Social Service and Personal Health Information.** Contractor, all subcontractors, and all agents and employees of Contractor and any subcontractor shall comply with any and all privacy laws regarding social service recipient information and/or the transmission, storage and protection of all private health information disclosed to Contractor by City in the performance of this Agreement. Contractor agrees that any failure of Contractor to comply with the requirements of federal and/or state and/or local privacy laws shall be a material breach of the Contract. In the event that City pays a regulatory fine, and/or is assessed civil penalties or damages through private rights of action, based on an impermissible use or disclosure of protected social service or protected health information given to Contractor or its subcontractors or agents by City, Contractor shall indemnify City for the amount of such fine or penalties or damages, including costs of notification. In such an event, in addition to any other remedies available to it under equity or law, the City may terminate the Contract.

**c. Proprietary and 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 grants, including this Agreement, grantee's bids, responses to Requests for Proposals (RFPs) and all other records of communications between City and persons or entities seeking grants, shall be open to inspection immediately after a grant has been awarded. Nothing in such 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 grant or other benefit until and unless that person or organization is awarded the grant or benefit. All information provided by Grantee that is covered by such 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 has on or before the date hereof provided to City financial projections, including profit and loss figures, for the Project. For the term of the Agreement, Grantee shall within one hundred twenty (120) days after the end of Grantee's fiscal year end provide to City annual financial statements for the Project certified by the Grantee as complete and accurate and audited by an independent accounting firm. The Grantee

acknowledges and agrees that the financial projections and audited financial statements shall be public records subject to disclosure upon request.

### ARTICLE 13 ASSIGNMENTS AND SUBGRANTING

**13.1. No Assignment by Grantee.** Grantee shall not, either directly or indirectly, assign, transfer, hypothecate, subgrant 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 Subgranting.** If Appendix E lists any permitted subgrantees, then notwithstanding any other provision of this Agreement to the contrary, Grantee shall have the right to subgrant on the terms set forth in this Section. If Appendix E 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 subgrant or delegate the whole of the Grant Plan. Grantee may subgrant with any of the permitted subgrantees set forth on Appendix E 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 subgranted 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 Subgrant.** Each subgrant 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 subgrant shall incorporate all of the terms of this Agreement, insofar as they apply to the subgranted portion of the Grant Plan. Without limiting the scope of the foregoing, each subgrant shall provide City, with respect to the s 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 subgrant permitted hereunder.

**13.4 Grantee Retains Responsibility.** Grantee shall in all events 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 GRANTEE STATUS**

**14.1 Nature of Agreement.** Grantee shall be deemed at all times to be an independent grantee 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 Agency 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 shall be (a) deposited in the U.S. mail, first class, certified with return receipt requested and with appropriate postage, (b) hand delivered or (c) sent via facsimile (if a facsimile number is provided below):

If to the Agency or City:

Human Services Agency  
Office of Grant Management  
P.O. Box 7988  
San Francisco, CA 94120-7988  
Facsimile No. 415-557-5679

If to Grantee:

Community Housing Partnership  
20 Jones Street, Suite 200  
San Francisco, CA, 94103  
Attn: Gail Gilman  
Email: Ggilman@chp-sf.org

**15.2 Effective Date.** All communications sent in accordance with Section 15.1 shall become effective on the date of receipt. Such date of receipt shall be determined by: (a) if mailed, the return receipt, completed by the U.S. postal service; (b) if sent via hand delivery, a receipt executed by a duly authorized agent of the party to whom the notice was sent; or (c) if sent via facsimile, the date of telephonic confirmation of receipt by a duly authorized agent of the party to whom the notice was sent or, if such confirmation is not reasonably practicable, the date indicated in the facsimile machine transmission report of the party giving such notice.

**15.3 Change of Address.** From time to time 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 Local Business Enterprise Utilization; Liquidated Damages. 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 Grant.** As a condition to this Agreement, Grantee shall execute the "Chapter 12B Declaration: Nondiscrimination in Grants 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 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

**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 Americans with Disabilities Act (ADA), programs, services and other activities provided by a public entity to the public, whether directly or through a grantee, must be accessible to the disabled public. Grantee shall provide the services specified in this Agreement in a manner that complies with the ADA and any and all other applicable federal, state and local disability rights legislation. Grantee agrees not to discriminate against disabled persons in the provision of services, benefits or activities provided under this Agreement and further agrees that any violation of this prohibition on the part of Grantee, its employees, agents or assigns will constitute a material breach of this Agreement.

Chapter 21-100 Nondiscrimination in State and Federally Assisted Programs require that Grantees administer their program(s) in a nondiscriminatory manner and in compliance with civil rights obligations and to accommodate non-English-speaking or limited-English-proficient individuals and individuals with disabilities or impairments. At a minimum, grantees must provide the following:



- Procedures for informing clients of their civil rights under Chapter 21-100;
- Policies and procedures for handling complaints filed with or against a Grantee;
- Policies and procedures that ensure Grantees accommodate individuals with hearing impairments, visual impairments and other disabilities;
- Policies and procedures that ensure that Grantees provide appropriate language services, including a breakdown of bilingual/interpreter staff and a description of how written information is communicated to non-English speaking clients; and
- Policies and procedures for ensuring that Grantee staff are adequately trained in the requirements of Chapter 21 under California Department of Social Services standards.

#### **16.8. Requiring Minimum Compensation for Covered Employees**

a. Grantee agrees to comply fully with and be bound by all of the provisions of the Minimum Compensation Ordinance (MCO), as set forth in San Francisco Administrative Code Chapter 12P (Chapter 12P), including the remedies provided, and implementing guidelines and rules. The provisions of Sections 12P.5 and 12P.5.1 of Chapter 12P are incorporated herein by reference and made a part of this Agreement as though fully set forth. The text of the MCO is available on the web at [www.sfgov.org/olse/mco](http://www.sfgov.org/olse/mco). A partial listing of some of Grantee's obligations under the MCO is set forth in this Section. Grantee is required to comply with all the provisions of the MCO, irrespective of the listing of obligations in this Section.

b. The MCO requires Grantee to pay Grantee's employees a minimum hourly gross compensation wage rate and to provide minimum compensated and uncompensated time off. The minimum wage rate may change from year to year and Grantee is obligated to keep informed of the then-current requirements. Any subgrant entered into by Grantee shall require the subgrantee to comply with the requirements of the MCO and shall contain contractual obligations substantially the same as those set forth in this Section. It is Grantee's obligation to ensure that any subgrantees of any tier under this Agreement comply with the requirements of the MCO. If any subgrantee under this Agreement fails to comply, City may pursue any of the remedies set forth in this Section against Grantee.

c. Grantee shall not take adverse action or otherwise discriminate against an employee or other person for the exercise or attempted exercise of rights under the MCO. Such actions, if taken within 90 days of the exercise or attempted exercise of such rights, will be rebuttably presumed to be retaliation prohibited by the MCO.

d. Grantee shall maintain employee and payroll records as required by the MCO. If Grantee fails to do so, it shall be presumed that the Grantee paid no more than the minimum wage required under State law.

e. The City is authorized to inspect Grantee's job sites and conduct interviews with employees and conduct audits of Grantee

f. Grantee's commitment to provide the Minimum Compensation is a material element of the City's consideration for this Agreement. The City in its sole discretion shall determine whether such a breach has occurred. The City and the public will suffer actual damage that will be impractical or extremely difficult to determine if the Grantee fails to comply with these requirements. Grantee agrees that the sums set forth in Section 12P.6.1 of the MCO as liquidated damages are not a penalty, but are reasonable estimates of the loss that the City and the public will incur for Grantee's noncompliance. The procedures governing the assessment of liquidated damages shall be those set forth in Section 12P.6.2 of Chapter 12P.

g. Grantee understands and agrees that if it fails to comply with the requirements of the MCO, the City shall have the right to pursue any rights or remedies available under Chapter 12P (including liquidated damages), under the terms of the grant, and under applicable law. If, within 30 days

after receiving written notice of a breach of this Agreement for violating the MCO, Grantee fails to cure such breach or, if such breach cannot reasonably be cured within such period of 30 days, Grantee fails to commence efforts to cure within such period, or thereafter fails diligently to pursue such cure to completion, the City shall have the right to pursue any rights or remedies available under applicable law, including those set forth in Section 12P.6(c) of Chapter 12P. Each of these remedies shall be exercisable individually or in combination with any other rights or remedies available to the City.

h. Grantee represents and warrants that it is not an entity that was set up, or is being used, for the purpose of evading the intent of the MCO.

i. If Grantee is exempt from the MCO when this Agreement is executed because the cumulative amount of agreements with this department for the fiscal year is less than \$25,000, but Grantee later enters into an agreement or agreements that cause grantee to exceed that amount in a fiscal year, Grantee shall thereafter be required to comply with the MCO under this Agreement. This obligation arises on the effective date of the agreement that causes the cumulative amount of agreements between the Grantee and this department to exceed \$25,000 in the fiscal year.

#### **16.9. Requiring Health Benefits for Covered Employees**

Grantee agrees to comply fully with and be bound by all of the provisions of the Health Care Accountability Ordinance (HCAO), as set forth in San Francisco Administrative Code Chapter 12Q, including the remedies provided, and implementing regulations, as the same may be amended from time to time. The provisions of section 12Q.5.1 of Chapter 12Q are incorporated by reference and made a part of this Agreement as though fully set forth herein. The text of the HCAO is available on the web at [www.sfgov.org/olse](http://www.sfgov.org/olse). Capitalized terms used in this Section and not defined in this Agreement shall have the meanings assigned to such terms in Chapter 12Q.

a. For each Covered Employee, Grantee shall provide the appropriate health benefit set forth in Section 12Q.3 of the HCAO. If Grantee chooses to offer the health plan option, such health plan shall meet the minimum standards set forth by the San Francisco Health Commission.

b. Notwithstanding the above, if the Grantee is a small business as defined in Section 12Q.3(e) of the HCAO, it shall have no obligation to comply with part (a) above.

c. Grantee's failure to comply with the HCAO shall constitute a material breach of this agreement. City shall notify Grantee if such a breach has occurred. If, within 30 days after receiving City's written notice of a breach of this Agreement for violating the HCAO, Grantee fails to cure such breach or, if such breach cannot reasonably be cured within such period of 30 days, Grantee fails to commence efforts to cure within such period, or thereafter fails diligently to pursue such cure to completion, City shall have the right to pursue the remedies set forth in 12Q.5.1 and 12Q.5(f)(1-6). Each of these remedies shall be exercisable individually or in combination with any other rights or remedies available to City.

d. Any Subgrant entered into by Grantee shall require the Subgrantee to comply with the requirements of the HCAO and shall contain contractual obligations substantially the same as those set forth in this Section. Grantee shall notify City's Office of Grant Administration when it enters into such a Subgrant and shall certify to the Office of Grant Administration that it has notified the Subgrantee of the obligations under the HCAO and has imposed the requirements of the HCAO on Subgrantee through the Subgrant. Each Grantee shall be responsible for its Subgrantees' compliance with this Chapter. If a Subgrantee fails to comply, the City may pursue the remedies set forth in this Section against Grantee based on the Subgrantee's failure to comply, provided that City has first provided Grantee with notice and an opportunity to obtain a cure of the violation.

e. Grantee shall not discharge, reduce in compensation, or otherwise discriminate against any employee for notifying City with regard to Grantee's noncompliance or anticipated noncompliance with the requirements of the HCAO, for opposing any practice proscribed by the HCAO, for participating in proceedings related to the HCAO, or for seeking to assert or enforce any rights under the HCAO by any lawful means.

- f. Grantee represents and warrants that it is not an entity that was set up, or is being used, for the purpose of evading the intent of the HCAO.
- g. Grantee shall maintain employee and payroll records in compliance with the California Labor Code and Industrial Welfare Commission orders, including the number of hours each employee has worked on the City Grant.
- h. Grantee shall keep itself informed of the current requirements of the HCAO.
- i. Grantee shall provide reports to the City in accordance with any reporting standards promulgated by the City under the HCAO, including reports on Subgrantees and Subtenants, as applicable.
- j. Grantee shall provide City with access to records pertaining to compliance with HCAO after receiving a written request from City to do so and being provided at least ten business days to respond.
- k. Grantee shall allow City to inspect Grantee's job sites and have access to Grantee's employees in order to monitor and determine compliance with HCAO.
- l. City may conduct random audits of Grantee to ascertain its compliance with HCAO. Grantee agrees to cooperate with City when it conducts such audits.
- m. If Grantee is exempt from the HCAO when this Agreement is executed because its amount is less than \$25,000 (\$50,000 for nonprofits), but Grantee later enters into an agreement or agreements that cause Grantee's aggregate amount of all agreements with City to reach \$75,000, all the agreements shall be thereafter subject to the HCAO. This obligation arises on the effective date of the agreement that causes the cumulative amount of agreements between Grantee and the City to be equal to or greater than \$75,000 in the fiscal year.

**16.10 Limitations on Contributions.** Through execution of this Agreement, Grantee acknowledges that it is familiar with section 1.126 of the City's Campaign and Governmental Conduct Code, which prohibits any person who grants with 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, or for a grant, loan or loan guarantee, from making any campaign contribution to (1) an individual holding a City elective office if the grant must be approved by the individual, a board on which that individual serves, or a board on which an appointee of that individual serves, (2) a candidate for the office held by such individual, or (3) a committee controlled by such individual, at any time from the commencement of negotiations for the grant until the later of either the termination of negotiations for such grant or six months after the date the grant is approved. Grantee acknowledges that the foregoing restriction applies only if the grant or a combination or series of grants approved by the same individual or board in a fiscal year have a total anticipated or actual value of \$50,000 or more. Grantee further acknowledges that the prohibition on contributions applies to each prospective party to the grant; 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 20 percent in Grantee; any subgrantee listed in the bid or grant; and any committee that is sponsored or controlled by Grantee. Additionally, Grantee acknowledges that Grantee must inform each of the persons described in the preceding sentence of the prohibitions contained in Section 1.126.

**16.11 First Source Hiring Program.**

**a. Incorporation of Administrative Code Provisions by Reference.** The provisions of Chapter 83 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 Chapter, including but not limited to the remedies provided therein. Capitalized terms used in this Section and not defined in this Agreement shall have the meanings assigned to such terms in Chapter 83.

**b. First Source Hiring Agreement.** As an essential term of, and consideration for, any grant or property grant with the City, not exempted by the FSHA, the Grantee shall enter into a first source hiring agreement ("agreement") with the City, on or before the effective date of the grant or property grant. Grantees shall also enter into an agreement with the City for any other work that it performs in the City. Such agreement shall:

(1) Set appropriate hiring and retention goals for entry level positions. The employer shall agree to achieve these hiring and retention goals, or, if unable to achieve these goals, to establish good faith efforts as to its attempts to do so, as set forth in the agreement. The agreement shall take into consideration the employer's participation in existing job training, referral and/or brokerage programs. Within the discretion of the FSHA, subject to appropriate modifications, participation in such programs may be certified as meeting the requirements of this Chapter. Failure either to achieve the specified goal, or to establish good faith efforts will constitute noncompliance and will subject the employer to the provisions of Section 83.10 of this Chapter.

(2) Set first source interviewing, recruitment and hiring requirements, which will provide the San Francisco Workforce Development System with the first opportunity to provide qualified economically disadvantaged individuals for consideration for employment for entry level positions. Employers shall consider all applications of qualified economically disadvantaged individuals referred by the System for employment; provided however, if the employer utilizes nondiscriminatory screening criteria, the employer shall have the sole discretion to interview and/or hire individuals referred or certified by the San Francisco Workforce Development System as being qualified economically disadvantaged individuals. The duration of the first source interviewing requirement shall be determined by the FSHA and shall be set forth in each agreement, but shall not exceed 10 days. During that period, the employer may publicize the entry level positions in accordance with the agreement. A need for urgent or temporary hires must be evaluated, and appropriate provisions for such a situation must be made in the agreement.

(3) Set appropriate requirements for providing notification of available entry level positions to the San Francisco Workforce Development System so that the System may train and refer an adequate pool of qualified economically disadvantaged individuals to participating employers. Notification should include such information as employment needs by occupational title, skills, and/or experience required, the hours required, wage scale and duration of employment, identification of entry level and training positions, identification of English language proficiency requirements, or absence thereof, and the projected schedule and procedures for hiring for each occupation. Employers should provide both long-term job need projections and notice before initiating the interviewing and hiring process. These notification requirements will take into consideration any need to protect the employer's proprietary information.

(4) Set appropriate record keeping and monitoring requirements. The First Source Hiring Administration shall develop easy-to-use forms and record keeping requirements for documenting compliance with the agreement. To the greatest extent possible, these requirements shall utilize the employer's existing record keeping systems, be nonduplicative, and facilitate a coordinated flow of information and referrals.

(5) Establish guidelines for employer good faith efforts to comply with the first source hiring requirements of this Chapter. The FSHA will work with City departments to develop employer good faith effort requirements appropriate to the types of grants and property grants handled by each department. Employers shall appoint a liaison for dealing with the development and implementation of the employer's agreement. In the event that the FSHA finds that the employer under a City grant or property grant has taken actions primarily for the purpose of

circumventing the requirements of this Chapter, that employer shall be subject to the sanctions set forth in Section 83.10 of this Chapter.

(6) Set the term of the requirements.

(7) Set appropriate enforcement and sanctioning standards consistent with this Chapter.

(8) Set forth the City's obligations to develop training programs, job applicant referrals, technical assistance, and information systems that assist the employer in complying with this Chapter.

(9) Require the developer to include notice of the requirements of this Chapter in leases, subleases, and other occupancy grants.

**c. Hiring Decisions.** Grantee shall make the final determination of whether an Economically Disadvantaged Individual referred by the System is "qualified" for the position.

**d. Exceptions.** Upon application by Employer, the First Source Hiring Administration may grant an exception to any or all of the requirements of Chapter 83 in any situation where it concludes that compliance with this Chapter would cause economic hardship.

**e. Liquidated Damages.** Grantee agrees:

(1) To be liable to the City for liquidated damages as provided in this section;

(2) To be subject to the procedures governing enforcement of breaches of grants based on violations of grant provisions required by this Chapter as set forth in this section;

(3) That the grantee's commitment to comply with this Chapter is a material element of the City's consideration for this grant; that the failure of the grantee to comply with the grant provisions required by this Chapter will cause harm to the City and the public which is significant and substantial but extremely difficult to quantify; that the harm to the City includes not only the financial cost of funding public assistance programs but also the insidious but impossible to quantify harm that this community and its families suffer as a result of unemployment; and that the assessment of liquidated damages of up to \$5,000 for every notice of a new hire for an entry level position improperly withheld by the grantee from the first source hiring process, as determined by the FSHA during its first investigation of a grantee, does not exceed a fair estimate of the financial and other damages that the City suffers as a result of the grantee's failure to comply with its first source referral contractual obligations.

(4) That the continued failure by a grantee to comply with its first source referral contractual obligations will cause further significant and substantial harm to the City and the public, and that a second assessment of liquidated damages of up to \$10,000 for each entry level position improperly withheld from the FSHA, from the time of the conclusion of the first investigation forward, does not exceed the financial and other damages that the City suffers as a result of the grantee's continued failure to comply with its first source referral contractual obligations;

(5) That in addition to the cost of investigating alleged violations under this Section, the computation of liquidated damages for purposes of this section is based on the following data:

A. The average length of stay on public assistance in San Francisco's County Adult Assistance Program is approximately 41 months at an average monthly grant of \$348 per month, totaling approximately \$14,379; and

B. In 2004, the retention rate of adults placed in employment programs funded under the Workforce Investment Act for at least the first six months of employment was 84.4%. Since qualified individuals under the First Source program face far fewer barriers to employment than their counterparts in programs funded by the Workforce Investment Act, it is reasonable to conclude that the average length of employment for an individual whom the First Source Program refers to an employer and who is hired in an entry level position is at least one year;

therefore, liquidated damages that total \$5,000 for first violations and \$10,000 for subsequent violations as determined by FSHA constitute a fair, reasonable, and conservative attempt to quantify the harm caused to the City by the failure of a grantee to comply with its first source referral contractual obligations.

(6) That the failure of grantees to comply with this Chapter, except property grantees, may be subject to the debarment and monetary penalties set forth in Sections 6.80 et seq. of the San Francisco Administrative Code, as well as any other remedies available under the grant or at law; and

Violation of the requirements of Chapter 83 is subject to an assessment of liquidated damages in the amount of \$5,000 for every new hire for an Entry Level Position improperly withheld from the first source hiring process. The assessment of liquidated damages and the evaluation of any defenses or mitigating factors shall be made by the FSHA.

f. **Subgrants.** Any subgrant entered into by Grantee shall require the subgrantee to comply with the requirements of Chapter 83 and shall contain contractual obligations substantially the same as those set forth in this Section.

**16.12 Prohibition on Political Activity with City Funds.** In accordance with S. F. 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 grant for a period of two (2) years, and (iii) obtain reimbursement of all funds previously disbursed to Grantee under this Agreement.

**16.13 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.

**16.14 Supervision of Minors.** Grantee, and any subgrantees, shall comply with California Penal Code section 11105.3 and request from the Department of Justice records of all convictions or any arrest pending adjudication involving the offenses specified in Welfare and Institution Code section 15660(a) of any person who applies for employment or volunteer position with Grantee, or any subgrantee, in which he or she would have supervisory or disciplinary power over a minor under his or her care. If Grantee, or any subgrantee, is providing services at a City park, playground, recreational center or beach (separately and collectively, “Recreational Site”), Grantee shall not hire, and shall prevent its subgrantees from hiring, any person for employment or volunteer position to provide those services if that person has been convicted of any offense that was listed in former Penal Code section 11105.3 (h)(1) or 11105.3(h)(3). If Grantee, or any of its subgrantees, hires an employee or volunteer to provide services to minors at any location other than a Recreational Site, and that employee or volunteer has been convicted of an offense specified in Penal Code section 11105.3(c), then Grantee shall comply, and cause its subgrantees to comply with that section and provide written notice to the parents or guardians of any minor who will be supervised or disciplined by the employee or volunteer not less than ten (10) days prior to the day the employee or volunteer begins his or her duties or tasks. Grantee shall provide, or cause its subgrantees to provide City with a copy of any such notice at the same time that it provides notice to any parent or guardian. Grantee shall expressly require any of its subgrantees with supervisory or disciplinary power over a minor to comply with this section of the Agreement as a condition of its grant with the subgrantee. Grantee acknowledges and agrees that failure by Grantee or any of its subgrantees to comply with any provision of this section of the Agreement shall constitute an Event of Default.

**16.15 Public Access to Meetings and Records.** If the 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, the Grantee shall comply with and be bound by all the applicable provisions of that Chapter. By executing this Agreement, the 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. The 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. The Grantee acknowledges that its material failure to comply with any of the provisions of this paragraph shall constitute a material breach of this Agreement. The 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.** [Applies to contracts/agreements executed or amended in any manner on or after August 13, 2014.]

(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 [www.sfgov.org/olse/fco](http://www.sfgov.org/olse/fco). A partial listing of some of

Contractor's obligations under Chapter 12T is set forth in this Section. 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, shall apply only when the physical location of the employment or prospective employment of an individual is wholly or substantially within the City of San Francisco, and 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.

(c) Contractor shall incorporate by reference in all subcontracts the provisions of Chapter 12T, and shall require all subcontractors to comply with such provisions. Contractor's failure to comply with the obligations in this subsection shall constitute a material breach of this Agreement.

(d) Contractor or Subcontractor shall not inquire about, require disclosure of, or if such information is received base an Adverse Action on an applicant's or potential applicant for employment, or employee's: (1) Arrest not leading to a Conviction, unless the Arrest is undergoing an active pending criminal investigation or trial that has not yet been resolved; (2) participation in or completion of a diversion or a deferral of judgment program; (3) a Conviction that has been judicially dismissed, expunged, voided, invalidated, or otherwise rendered inoperative; (4) a Conviction or any other adjudication in the juvenile justice system; (5) a Conviction that is more than seven years old, from the date of sentencing; or (6) information pertaining to an offense other than a felony or misdemeanor, such as an infraction.

(e) Contractor or Subcontractor shall not inquire about or require applicants, potential applicants for employment, or employees to disclose on any employment application the facts or details of any conviction history, unresolved arrest, or any matter identified in subsection 32(d), above. Contractor or Subcontractor shall not require such disclosure or make such inquiry until either after the first live interview with the person, or after a conditional offer of employment.

(f) Contractor or Subcontractor shall state in all solicitations or advertisements for employees that are reasonably likely to reach persons who are reasonably likely to seek employment to be performed under this Agreement, that the Contractor or Subcontractor will consider for employment qualified applicants with criminal histories in a manner consistent with the requirements of Chapter 12T.

(g) Contractor and Subcontractors shall post the notice prepared by the Office of Labor Standards Enforcement (OLSE), available on OLSE's website, in a conspicuous place at every workplace, job site, or other location under the Contractor or Subcontractor's control at which work is being done or will be done in furtherance of the performance of this Agreement. The notice shall be posted in English, Spanish, Chinese, and any language spoken by at least 5% of the employees at the workplace, job site, or other location at which it is posted.

(h) Contractor understands and agrees that if it fails to comply with the requirements of Chapter 12T, the City shall have the right to pursue any rights or remedies available under Chapter 12T, including but not limited to, a penalty of \$50 for a second violation and \$100 for a subsequent violation for each employee, applicant or other person as to whom a violation occurred or continued, termination or suspension in whole or in part of this Agreement.



**16.17 Graffiti Removal.** Graffiti is detrimental to the health, safety and welfare of the community in that it promotes a perception in the community that the laws protecting public and private property can be disregarded with impunity. This perception fosters a sense of disrespect of the law that results in an increase in crime; degrades the community and leads to urban blight; is detrimental to property values, business opportunities and the enjoyment of life; is inconsistent with the City's property maintenance goals and aesthetic standards; and results in additional graffiti and in other properties becoming the target of graffiti unless it is quickly removed from public and private property. Graffiti results in visual pollution and is a public nuisance. Graffiti must be abated as quickly as possible to avoid detrimental impacts on the City and County and its residents, and to prevent the further spread of graffiti. Grantee shall remove all graffiti from any real property owned or leased by Grantee in the City and County of San Francisco within forty eight (48) hours of the earlier of Grantee's (a) discovery or notification of the graffiti or (b) receipt of notification of the graffiti from the Department of Public Works. This section is not intended to require a Grantee to breach any lease or other agreement that it may have concerning its use of the real property. The term "graffiti" means any inscription, word, figure, marking or design that is affixed, marked, etched, scratched, drawn or painted on any building, structure, fixture or other improvement, whether permanent or temporary, including by way of example only and without limitation, signs, banners, billboards and fencing surrounding construction sites, whether public or private, without the consent of the owner of the property or the owner's authorized agent, and which is visible from the public right-of-way. "Graffiti" shall not include: (1) any sign or banner that is authorized by, and in compliance with, the applicable requirements of the San Francisco Public Works Code, the San Francisco Planning Code or the San Francisco Building Code; or (2) any mural or other painting or marking on the property that is protected as a work of fine art under the California Art Preservation Act (California Civil Code Sections 987 et seq.) or as a work of visual art under the Federal Visual Artists Rights Act of 1990 (17 U.S.C. §§ 101 et seq.).

Any failure of Grantee to comply with this section of this Agreement shall constitute an Event of Default of this Agreement.

**16.18 Food Service Waste Reduction Requirements.** Effective June 1, 2007, 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.

**16.19 Slavery Era Disclosure. Reserved**

**16.20 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.

**16.21. Services Provided by Attorneys.** Any services to be provided by a law firm or attorney must be reviewed and approved in writing in advance by the City Attorney. No invoices for services provided by

law firms or attorneys, including, without limitation, as subgrantees of Grantee, will be paid unless the provider received advance written approval from the City Attorney.

## **ARTICLE 17 MISCELLANEOUS**

**17.1 No Waiver.** No waiver by the Agency or City of any default or breach of this Agreement shall be implied from any failure by the Agency or City to take action on account of such default if such default persists or is repeated. No express waiver by the Agency 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 Agency 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 Agency 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 the director or president, as the case may be, of the Agency 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 B, Budget
- Appendix C, Method of Payment
- Appendix D, Interests in Other City Grants
- 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 6.4	Financial Statements.	Article 12	Disclosure of Information and Documents
Section 6.5	Books and Records.		
Section 6.6	Inspection and Audit.	Section 13.4	Grantee Retains Responsibility.
Section 6.7	Submitting False Claims; Monetary Penalties	Section 14.3	Consequences of Recharacterization.
Section 6.8	Ownership of Results.	This Article 17	Miscellaneous
Article 7	Taxes		
Article 9	Indemnification and General Liability		
Section 10.4	Required Post-Expiration Coverage.		

**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.** 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 grant 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:

**Step 1** The grantee will submit a written statement of the concern or dispute addressed to the Grant/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 Grant/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 the grantee or provide a written response to the grantee within 10 working days.

**Step 2** Should the dispute or concern remain unresolved after the completion of Step 1, the grantee may request review by the Division or Department Head who supervises the Grant/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 the 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.

Step 3 Should Steps 1 and 2 above not result in a determination of mutual agreement, the 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 the grantee. The Department will respond in writing within 10 working days.

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 Granting Task Force and adopted by the Board of Supervisors. These recommendations are designed to improve and streamline granting, invoicing and monitoring procedures. For more information about the Task Force's recommendations, see the June 2003 report at [http://www.sfgov.org/site/npgrantingtf\\_index.asp?id=1270](http://www.sfgov.org/site/npgrantingtf_index.asp?id=1270).


**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 that affects the San Francisco Bay Area, Grantee will make a good faith effort to continue to provide services to the Department's clients on a priority basis. Contactor shall provide fair prices for services that may not be covered under the awarded grant but are necessary as a direct result of the City-declared emergency. Grantee will document the expenses incurred and submit a prompt request for payment to the Department.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed as of the date first specified herein.

**CITY**

HUMAN SERVICES AGENCY

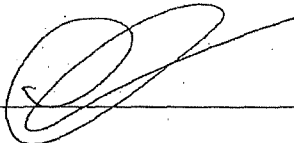
By:   
Trent Rhorer Date 8/25/15  
Executive Director  
Human Services Agency

**GRANTEE:**

By signing this Agreement, I certify that I comply with the requirements of the Minimum Compensation Ordinance, which entitle Covered Employees to certain minimum hourly wages and compensated and uncompensated time off.

I have read and understood paragraph 16.3, the City's statement urging companies doing business in Northern Ireland to move towards resolving employment inequities, encouraging compliance with the MacBride Principles, and urging San Francisco companies to do business with corporations that abide by the MacBride Principles.

**COMMUNITY HOUSING PARTERNSHIP**

By: 

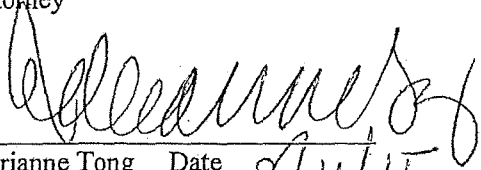
Print Name: Gail Gilman  
Title: Executive Director  
Address: 20 Jones Street, Suite 200  
City, State ZIP: San Francisco, CA, 94103

Phone: (415) 929-2470

Federal Tax ID #: 94-3112338  
City Vendor Number: 20365

**Approved as to Form:**

Dennis J. Herrera  
City Attorney

By:   
Adrienne Tong Date 8/11/15  
Deputy City Attorney

**Appendix A – Services to be Provided  
Community Housing Partnership (CHP)  
Single Adult Housing and Temporary Placement in a Master Lease Site  
Term: 7/1/15-6/30/18**

**I. Purpose of Contract**

The purpose of this grant is to fund the CHP to lease, provide property management and support services at the Single Room Occupancy (SRO) hotel located at 20 12<sup>th</sup> Street in San Francisco, known as the Civic Center Hotel. The units will be used for permanent housing for the pre-existing tenants of the building and all other residential units will be used for temporary, non-rent placements of homeless individuals who are referred by agencies and programs approved by the Human Services Agency (HSA).

The goals of the support services are to empower permanent tenants to become self-sufficient and retain their housing or move to other appropriate housing and to provide case management for the temporary, non-rent clients to achieve the goals established in conjunction with the referral agencies to the point the referral agencies can offer housing placement opportunities. In general, the operations at the Civic Center Hotel will promote community building and tenant and resident participation, and maintain a safe, supportive and stable environment that fosters independence.

**II. Definitions**

Adult	An individual or married/domestic partnership couple 18 years old or older without custody of minors below 18 years of age
CAAP	County Adult Assistance Programs including: General Assistance (GA), Personally Assisted Employment Services (PAES), Social Security Income Pending (SSIP), County Assistance Linked to Medi-Cal (CALM)
DBI	Department of Building Inspection
DPH	Department of Public Health
Grantee	Community Housing Partnership
HSA	Human Service Agency City and County of San Francisco
LOSP	Local Operating Subsidy Program
MPP	Modified Payment Program
Non-tenant Resident	Any individual who is placed without a lease, rent payments or the opportunity of tenancy by an HSA-approved agency or program. These

	non-tenant residents are placed at the site with a service/case management plan that will support the individuals to be ready for a housing opportunity arranged primarily by the referral agency or program.
Referral Process	HSA established process to identify programs and agencies that can make referrals to and placement in the non-tenant units. These placements will be homeless individuals for whom the referral agency has an initial case plan with steps that can lead to an offer of a permanent housing placement.
SRO	Single Room Occupancy Hotel
Tenant	Any individual who is a legal resident in the building and units covered by this grant
Property Management	24 hours a day, 7 days a week of physical management of the property by a property manager who provides oversight of the property's maintenance and repairs; supervision of desk clerks, janitorial, and maintenance staff; screening potential tenants; handling the signing of lease agreements and other tasks related to the placement process; handling complaints; emergencies and property violations; evictions; and move-outs.
Master-lease	Maintain long-term master-leases with the owners of buildings described in this scope of services for the purpose of sub-leasing permanent housing units to homeless individuals.

### III. Definition of Support Services

The Grantee will publicize and invite tenants to access services as needed. The Grantee will create a regular schedule of outreach to the non-tenant residents. Grantee shall provide services based on tenant requests and as required by the contract. Grantee shall provide services based on the non-tenant residents' services plans and goals established in conjunction with the referral agency. Tenants are not required to participate in support services. Non-tenant residents may have required support services participation established in conjunction with the referral agency or program. Support services include but are not limited to:

- A. Outreach. Staff efforts to contact, interact, inform and invite tenants to make use of support services to assist with and address individual needs or issues. These efforts shall include written messages, in person

interactions, phone messages and calls, and emails as available and appropriate to reach the individual tenant.

- B. Intake and Assessment. Provide one or more meetings or interviews with a tenant to establish strengths, skills, needs, plans and goals that are useful to the tenant and shall help the tenant maintain housing.
- C. Case Management. Provide on-going meetings and counseling services with a tenant to establish goals, support individualized action and service plans, and track progress toward meeting the goals.
- D. Benefits Advocacy and Assistance. Provide assistance and referral to support a tenant to obtain or maintain benefits and solve problems related to county, state and federal benefits programs. This can also include assistance in identifying, applying for and establishing appointments with available services such as food programs, medical clinics and in-home support.
- E. Referrals. Assist clients to identify and access services available within the community that meet specific needs or support progress toward identified goals. This can include providing information about services, calling to help establish appointments, assisting with the completion of applications, helping with appointment reminders, follow up/checking in with clients regarding the process, and, as necessary, re-referral.
- F. Support and assistance in the completion of applications for services, benefits and available housing placements. The support will include assistance/guidance with the completion of applications and be related to promoting and assisting non-tenant residents with keeping related appointments.
- G. Mediation and assistance in communicating with Property Management and the HSA-approved referral agencies and programs. This can include helping a client understand the meaning of messages/letters/warnings from property management, assisting a tenant to write requests, responses or complaints, and participating in meetings between the tenant and property management to assist the tenant in communicating with property management.
- H. Conflict Resolution. Offer to meet with two or more tenants and or non-tenant residents to assist in problem solving and resolution of conflicts.
- I. Support Groups, Social Events and Organized Tenant and non-tenant Resident Activities. Provide clients with opportunities to participate in organized gatherings for peer support, to gain information from presenters and each other, to form social connections with other tenants/staff, or to



celebrate/commemorate significant individual, holiday and community events. These events are held on-site and are often planned with or based on the input from tenants. These items shall be held at least once a week and a monthly calendar of events shall be posted and provided to tenants.

- J. Wellness Checks. Using passive observation of the entire hotel population and coordinating with property management to identify clients who have not been seen or have shown signs of concern to staff on at least a weekly basis. Outreach efforts are used to make contact and check in with these tenants.
- K. Tenant and non-tenant Resident Feedback and Complaint/Grievance Policies and Procedures. A written mechanism for accepting and responding to tenant complaints and concerns.
- L. Monthly Community Meetings. Meetings conducted by staff for tenants and/or non-tenant residents.

#### **IV. Target Population**

The Grantee will serve single adults and adult couples who are pre-existing tenants of the Civic Center Hotel at the time of the initiation of the master lease. The Grantee will also serve the non-tenant residents who are homeless adults who are placed at the hotel by an HSA-approved agencies and programs.

Individual Memorandums of Understanding (MOU) will be established between the Grantee and the HSA-approved referral agencies and programs. These MOU's will be approved by HSA. The MOU's will include eligibility criteria, placement procedures, established non-tenant resident rules, progress reporting standards and the steps and procedures used to address warnings and the possible need to exit a resident from the program.

#### **V. Description of Services**

Grantee shall provide the following services during the term of this contract:

The Grantee will lease the Civic Center Hotel, located at 20 12<sup>th</sup> Street in San Francisco to provide on-going housing for the pre-existing tenants and units for placement of temporary residents who are referred by HSA-approved agencies and programs.

All new non-tenant residents will be placed by the HSA-approved agencies and programs, under the parameters established in the MOU's between the Grantee and these agencies/programs.

Support services staff will contact every non-tenant resident based on the parameters established in the MOU to engage support services to assist them to

achieve the goals and steps established in the case plan. Support services will outreach to the pre-existing tenants at least 3 times in the first 60 days of the master lease.

Support services staff will outreach to and offer onsite services and/or referrals to all tenants who display indications of housing instability. This includes but is not limited to discontinuance from benefits, non-payment of rent, lease violations or warnings from Property Management, and conflicts with staff or tenants.

The Grantee will conduct an annual Tenant and non-tenant Resident Satisfaction Survey that will be publicized and offered to all tenants and residents.

The Grantee will report critical incidents to HSA using the Critical Incident Report. Examples of critical incidents include death, fire, acts of violence, or any other incident which requires the involvement of emergency services.

The Grantee will attend all meetings as required by HSA.

Through this contract, Grantee will provide the following property management services on-site:

### **Property Management**

- A. Grantee will lease and maintain building and units at the above named SRO Hotel for the purpose of providing homeless individuals with a temporary supportive placement and maintaining permanent housing for the pre-existing tenants of the building.
- B. Grantee will offer rental agreements to all pre-existing tenants at the time of the master lease initiation.
- C. Based on the MOU and with each HSA-approved referral agency or program, the Grantee will establish a non-tenant resident program agreement related to the placement at the Civic Center Hotel.
- C. Property management staff will communicate with the HSA and the HSA-approved referral agencies and programs regarding every vacant unit, including units that become vacant when a pre-existing tenant exits..
- D. Grantee will work to maintain a secure and healthful environment for tenants and delivery of all services, including but not limited to:
  - 1. Compliance with all building, fire and health codes.
  - 2. Clean, sanitary and regularly maintained common spaces and community areas within the building.

3. Clean, sanitary and regularly maintained shared-use toilet/shower facilities.
4. Regular removal of garbage/trash from designated trash areas and maintenance of these areas as clean and functional.
5. Maintenance and janitorial staff coverage to support these efforts and timely response to tenant building concerns and problems.
6. 24-hour, seven days a week front desk coverage.
7. Maintenance and repair of facility systems, plumbing, HVAC, electrical, Safety issues. Facility security and pest control.
8. Rent collection.
9. Written notice or warning to tenants related to any issue that may affect on-going tenancy including, but not limited to, failure to pay rent on time or in full, violations of house rules and actions that are in violation of the rental agreement.
10. When necessary, notice and actions related to the eviction process in accordance with laws in effect in San Francisco.
11. The site must be inspected by DPH, DBI and SFFD prior to the site becoming an active part of the program. After that, inspections shall occur at legally required intervals based on the policies and procedures of the inspection units of DPH, DBI and SFFD. HSA and the Grantee shall notify the other party within 24 hours of any change in the hotel status upon notification of the inspecting agency.

#### **VI. Location and Time of Services**

Housing and services will be provided at the Civic Center Hotel, 20 12<sup>th</sup> Street in San Francisco.

Housing and property management services will be available 24 hours a day, seven days a week. Support services staff will be available during regular work and scheduled evening hours, excluding legal holidays as determined by the Grantee's personnel policies.

#### **VII. Service and Outcome Objectives**

##### **Property Management**

- A. Grantee will ensure that each unit, upon turnover, is clean and/or repaired within seven (7) working days, on average.
- B. Grantee will report vacancies to HSA and the HSA-approved referral agencies and programs. Grantee will fill all vacant rooms within seven (7) days of referral from HSA and the HSA-approved referral agencies and programs.

## VIII. Reporting Requirements

### Monthly Reporting

- A. Number of permanent tenants living in the building as of the last day of the calendar month.
- B. Number of non-tenant residents living in the building as of the last day of the calendar month.

### Quarterly Reporting

- A. Regarding non-tenant residents:
  - Number of residents living in the building on the first day of the quarter.
  - Number of new residents placed in the building during the quarter.
  - Number of residents exiting the building during the quarter.
- B. Regarding non-tenant residents who exited the building during the quarter:
  - Number of residents who exited for permanent housing.
  - Number of residents who exited for another transitional placement.
  - Number of residents who exited based on agreement between the Grantee and the referral agency or program due to non-compliance, warnings or rule violations.
  - Note any other resident exits that do not fit these categories and provide a description of each exit.

NOTE: The total of these breakdowns should equal the total exits reported in A. above.
- C. Regarding non-tenant residents who are in the building on the last day of the quarter and have been in the building at least 30 days:
  - a. Number of residents who have made progress in their individual goals and service plans.
- D. Regarding permanent tenants: Report using the Survey Monkey Tool: Reporting Evictions and Exits from City-Sponsored Supportive Housing by the 30<sup>th</sup> of the month following the end of the Quarter.

### Annual Reporting

- A. Housing Stability of permanent Tenants:

At least 70% of permanent tenants will remain in the housing for one year, have moved to other permanent housing or have exited the program in good standing.

*Explanation of measuring this outcome:* For each reporting quarter, the grantee will look at the current housing status (or status regarding an exit from the hotel) for all permanent tenants who were in the hotel the end of the same quarter in the previous year. (Example: If

reporting on Fiscal year 2015-16, any tenant of the Civic Center hotel as of 7/1/2015 will be tracked and counted regarding measuring this outcome. These tenants become the pool of people being tracked for the year.

For each of the tenants being tracked, there should be one of three situations as of the last day of the year: 1) Still a tenant in the Civic Center Hotel. 2) Left building in "good standing" such as reporting a new address/destination, entering residential treatment, death and/or leaving with notice and without rent debt. 3) Left building under threat of eviction, because of eviction, abandonment without notice and/or leaving a rent debt. The total tenants with the first or second situations divided by the total tenants being tracked provides the percentage to be reported for this outcome.

- B. Regarding the annual Client Satisfaction Survey:
- a. 50% of the permanent tenants will complete the survey.
  - b. 75% of those completing the survey will rate the overall program to be Good or Excellent.
  - c. 50% of the non-tenant residents living at the Civic Center Hotel during the time of the annual survey will complete the survey.
  - d. 75% of those completing the survey will rate the overall program to be Good or Excellent.
- NOTE: The Grantee will negotiate with HSA how non-tenant resident satisfaction surveys can be used throughout the year.
- C. Data regarding tenant and non-tenant resident demographics will be reported annually, in a template provided by HSA.

The Grantee will enter the required metrics, including any required templates to be uploaded, into the CARBON database by the 15<sup>th</sup> of the month at the end of each month, quarter, and fiscal year, except where noted (Quarterly Reporting D. above has a reporting deadline of 30 days after the end of the quarter).

The Grantee will provide Ad Hoc reports as required by the Department.

Cori McGovern G360, Contract Manager, Office of Contract Management [Cori.McGovern@sfgov.org](mailto:Cori.McGovern@sfgov.org)

or

Scott Walton ZB35, Manager, Adult Services, Housing and Homeless Division [Scott.Walton@sfgov.org](mailto:Scott.Walton@sfgov.org)

#### **IX. Monitoring Activities**

Program Monitoring: Program monitoring will include review of operations, client eligibility, client records, back-up documentation for reporting progress towards meeting service and outcome objectives, coordination and communication with

the HSA-approved referral agencies and programs, and overall building management and operations..

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

**HUMAN SERVICES AGENCY BUDGET SUMMARY  
 BY PROGRAM**

	A	B	C	D	E	F	G	H	I
1									
2									
3									
4									
5	Name					Term			
6	Community Housing Partnership					7/1/15-6/30/16			
7	(Check One) New <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Modification <input type="checkbox"/>								
8	If modification, Effective Date of Mod. No. of Mod.								
9	Program: Civic Center Hotel								
10	Budget Reference Page No.(s)	Property Management	Support Services	Start Up - Capital	Property Management	Support Services	Property Management	Support Services	Total
11	Program Term	7/1/15-6/30/16	7/1/15-6/30/16	7/1/15-6/30/16	7/1/16-6/30/17	7/1/16-6/30/17	7/1/17-6/30/18	7/1/17-6/30/18	7/1/15-6/30/18
12	Expenditures								
13	Salaries & Benefits	\$695,150	\$408,258	\$0	695,150	435,073	695,150	435,073	\$3,363,854
14	Operating Expense	313,360	\$56,369	\$0	313,360	56,369	313,360	56,369	1,109,187
15	Master Lease	408,000	\$0	\$0	408,000	\$0	408,000	\$0	\$1,224,000
16	Subtotal	\$1,416,510	\$464,627	\$0	\$1,416,510	\$491,442	\$1,416,510	\$491,442	\$5,697,041
17	Indirect Percentage (%)	15%	15%		15%	15%	15%	15%	
18	Indirect Cost (Line 16 X Line 15)	\$151,276	\$69,694	\$0	\$151,276	\$73,716	\$151,276	\$73,716	\$670,954
19	Capital Expenditure	\$0	\$0	\$290,726	\$0	\$0	\$0	\$0	\$290,726
20	Total Expenditures	\$1,567,786	\$534,321	\$290,726	\$1,567,786	\$565,158	\$1,567,786	\$565,158	\$6,658,721
21	HSA Revenues								
22	General Fund	\$1,567,786	\$534,321	\$290,726	\$1,567,786	\$565,158	\$1,567,786	\$565,158	\$6,658,721
23									
24									
25									
26									
27									
28									
29									
30	TOTAL HSA REVENUES	\$1,567,786	\$534,321	\$290,726	\$1,567,786	\$565,158	\$1,567,786	\$565,158	\$6,658,721
31	Other Revenues								
32									
33									
34									
35									
36									
37	Total Revenues	\$1,567,786	\$534,321	\$290,726	\$1,567,786	\$565,158	\$1,567,786	\$565,158	\$6,658,721
38	Full Time Equivalent (FTE)	12.95	10.00						
40	Prepared by: Kani Lin				Telephone No.:415.852.5327			Date: 6/10/2015	
41	HSA-CO Review Signature: _____								
42	HSA #1								





	A	B	C	D	E	F	G	H	I	J	K
1	Appendix B, Page 3										
2	Document Date: 6/11/15										
3											
4	Program Name:										
5	(Same as Line 9 on HSA #1)										
6											
7	<b>Property Management Operating Expense Detail</b>										
8											
9	TOTAL										
10	<u>Expenditure Category</u>				<u>TERM 7/1/15-6/30/16</u>		<u>7/1/16-6/30/17</u>		<u>7/1/17-6/30/18</u>		<u>7/1/15-6/30/18</u>
11	Audit				\$2,229		\$2,229		\$2,229		\$6,687
12	Bank Charges				\$852		\$852		\$852		\$2,556
13	Cell Phone stipends				\$1,944		\$1,944		\$1,944		\$5,832
14	Contracted Maintenance				\$25,878		\$25,878		\$25,878		\$77,634
15	Contractors (SSF - Lobby)				\$13,749		\$13,749		\$13,749		\$41,247
16	Debris Box				\$796		\$796		\$796		\$2,388
17	Dues / Subscriptions				\$592		\$592		\$592		\$1,776
18	Electricity				\$100,911		\$100,911		\$100,911		\$302,733
19	Elevator Maintenance				\$5,305		\$5,305		\$5,305		\$15,915
20	Exterminating Contract				\$10,609		\$10,609		\$10,609		\$31,827
21	External Printing / Copies				\$477		\$477		\$477		\$1,431
22	Fees / Licenses / Permits				\$3,731		\$3,731		\$3,731		\$11,193
23	Fire protection				\$1,369		\$1,369		\$1,369		\$4,107
24	Flooring Installation				\$637		\$637		\$637		\$1,911
25	Furnishings / Appliances				\$22,522		\$22,522		\$22,522		\$67,566
26	Garbage				\$10,242		\$10,242		\$10,242		\$30,726
27	Gas				\$15,914		\$15,914		\$15,914		\$47,742
28	Grounds Contract				\$2,652		\$2,652		\$2,652		\$7,956
29	Insurance - Liability				\$2,881		\$2,881		\$2,881		\$8,643
30	Insurance - Property				\$2,652		\$2,652		\$2,652		\$7,956
31	IT Equipment purchases				\$1,591		\$1,591		\$1,591		\$4,773
32	IT Support				\$3,713		\$3,713		\$3,713		\$11,139
33	Janitorial Supplies				\$6,047		\$6,047		\$6,047		\$18,141
34	Office Equipment Lease				\$1,260		\$1,260		\$1,260		\$3,780
35	Office Supplies				\$2,652		\$2,652		\$2,652		\$7,956
36	Payroll Fees				\$4,155		\$4,155		\$4,155		\$12,465

	A	B	C	D	E
1	Appendix B, Page 6 Document Date: 6/11/15  Program Name: (Same as Line 9 on HSA #1)  <b>Property Management Capital Startup Cost Expenditure Detail</b>  TOTAL				
2					
3					
4					
5					
6					
7					
8					
9					
10	EQUIPMENT		7/1/15-6/30/16		7/1/15-6/30/16
11	No.	ITEM/DESCRIPTION			
12					
13					
14					
15	1	IT Expenses	\$25,000		\$25,000
16					
17					
18					
19					
20	TOTAL EQUIPMENT COST		\$25,000		\$25,000
21					
22	REMODELING				
23	Description:		7/1/15-6/30/16		7/1/15-6/30/16
24	1	Contracts	\$42,938		\$42,938
25	2	Furnishings	\$102,639		\$102,639
26	3	Security System	\$35,000		\$35,000
27	4	Professional Services	\$14,742		\$14,742
28	5	Office	\$5,000		\$5,000
29	6	Repairs	\$20,000		\$20,000
30	7	Janitorial	\$7,000		\$7,000
31					
32	TOTAL REMODELING COST		\$227,319		\$227,319
33					
34	TOTAL CAPITAL EXPENDITURE		\$252,319		\$252,319
35	(Equipment and Remodeling Cost)				
36	HSA #4				11/15/2007

Name: Civic Center Support Services  
(Same as Line 9 on HSA #1)

Support Services Salaries & Benefits Detail

		Agency Totals		For HSA Program		For DHS Program	For DHS Program	For DHS Program	TOTAL
		Annual Full Time Salary for FTE	Total % FTE	% FTE	Adjusted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary
Positions						7/1/15-6/30/16	7/1/16-6/30/17	7/1/17-6/30/18	7/1/15-6/30/18
Director of Support Services	Dara Papo	\$98,656	100%	8%	8%	\$7,892	\$7,892	\$7,892	\$23,676
Director of Clinical Services	Anat Leonard	\$93,781	100%	20%	20%	\$18,756	\$18,756	\$18,756	\$56,268
Partnership Manager	Vacant	\$69,662	100%	10%	10%	\$6,966	\$6,966	\$6,966	\$20,898
Program Analyst	Deepti Nagulapally	\$51,698	100%	10%	10%	\$5,170	\$5,170	\$5,170	\$15,510
Support Services Manager	Monique Kennedy	\$71,642	100%	100%	100%	\$71,642	\$71,642	\$71,642	\$214,926
Intensive Case Manager	Vacant	\$49,650	100%	100%	100%	\$49,650	\$49,650	\$49,650	\$148,950
Intensive Case Manager	Vacant	\$51,857	100%	100%	100%	\$43,214	\$51,857	\$51,857	\$146,928
Support Services Case Manager/Program Coordinator	Vacant - 10 months	\$43,030	100%	100%	100%	\$43,030	\$43,030	\$43,030	\$129,090
Support Services Case Manager	Vacant - 10 months	\$45,237	100%	100%	100%	\$37,697	\$45,237	\$45,237	\$128,171
Senior Support Services Case Manager	Vacant - 10 months	\$44,151	100%	50%	50%	\$18,396	\$22,076	\$22,076	\$62,548
TOTALS		\$619,364	10.00	5.98	5.98	\$302,413	\$322,276	\$322,276	\$946,965
FRINGE BENEFIT RATE		35%							
EMPLOYEE FRINGE BENEFITS		\$216,777				\$105,845	\$112,797	\$112,797	\$331,439
TOTAL SALARIES & BENEFITS		\$836,141				\$408,258	\$435,073	\$435,073	\$1,278,404
HSA #2									11/15/2007

Program Name:  
 (Same as Line 9 on HSA #1)

**Support Services Operating Expense Detail**

Expenditure Category	TERM			TOTAL
	7/1/15-6/30/16	7/1/16-6/30/17	7/1/17-6/30/18	7/1/15-6/30/18
Rental of Property	\$1,355	\$1,355	\$1,355	\$4,065
Utilities(Elec, Water, Gas, Phone, Scavenger)	\$1,137	\$1,137	\$1,137	\$3,411
Office Supplies, Postage	\$6,779	\$6,779	\$6,779	\$20,337
Building Maintenance Supplies and Repair				
Printing and Reproduction	\$633	\$633	\$633	\$1,899
Insurance	\$2,348	\$2,348	\$2,348	\$7,044
Staff Training	\$3,468	\$3,468	\$3,468	\$10,404
Staff Travel-(Local & Out of Town)	\$1,329	\$1,329	\$1,329	\$3,987
Rental of Equipment	\$66	\$66	\$66	\$198
CONSULTANT/SUBCONTRACTOR DESCRIPTIVE TITLE				
Professional Services	\$2,593	\$2,593	\$2,593	\$7,779
Audit/Accounting	\$1,816	\$1,816	\$1,816	\$5,448
OTHER				
Payroll Expense	\$3,385	\$3,385	\$3,385	\$10,155
Advertising	\$240	\$240	\$240	\$720
Office Equipment Repair	\$4,991	\$4,991	\$4,991	\$14,973
IT & Small Office Purchase	\$1,296	\$1,296	\$1,296	\$3,888
Tenant Projects/Activities (staff)	\$22,500	\$22,500	\$22,500	\$67,500
Organizational Activities/Staff Development	\$2,433	\$2,433	\$2,433	\$7,299
<b>TOTAL OPERATING EXPENSE</b>	<b>\$56,369</b>	<b>\$56,369</b>	<b>\$56,369</b>	<b>\$169,107</b>
HSA #3				11/15/2007

Program Name:  
(Same as Line 9 on HSA #1)

### Support Services Operating Expense Detail

Expenditure Category	TERM	TOTAL			
		7/1/15-6/30/16	7/1/16-6/30/17	7/1/17-6/30/18	7/1/15-6/30/18
Rental of Property		\$1,355	\$1,355	\$1,355	\$4,065
Utilities(Elec, Water, Gas, Phone, Scavenger)		\$1,137	\$1,137	\$1,137	\$3,411
Office Supplies, Postage		\$6,779	\$6,779	\$6,779	\$20,337
Building Maintenance Supplies and Repair					
Printing and Reproduction		\$633	\$633	\$633	\$1,899
Insurance		\$2,348	\$2,348	\$2,348	\$7,044
Staff Training		\$3,468	\$3,468	\$3,468	\$10,404
Staff Travel-(Local & Out of Town)		\$1,329	\$1,329	\$1,329	\$3,987
Rental of Equipment		\$66	\$66	\$66	\$198
CONSULTANT/SUBCONTRACTOR DESCRIPTIVE TITLE					
Professional Services		\$2,593	\$2,593	\$2,593	\$7,779
Audit/Accounting		\$1,816	\$1,816	\$1,816	\$5,448
OTHER					
Payroll Expense		\$3,385	\$3,385	\$3,385	\$10,155
Advertising		\$240	\$240	\$240	\$720
Office Equipment Repair		\$4,991	\$4,991	\$4,991	\$14,973
IT & Small Office Purchase		\$1,296	\$1,296	\$1,296	\$3,888
Tenant Projects/Activities (staff)		\$22,500	\$22,500	\$22,500	\$67,500
Organizational Activities/Staff Development		\$2,433	\$2,433	\$2,433	\$7,299
<b>TOTAL OPERATING EXPENSE</b>		<b>\$56,369</b>	<b>\$56,369</b>	<b>\$56,369</b>	<b>\$169,107</b>
HSA #3					11/15/2007

Program Name:  
 (Same as Line 9 on HSA #1)

**Support Services Capital Startup Cost Expenditure Detail**

			TOTAL	
EQUIPMENT		7/12/15-6/30/16		7/1/15-6/30/16
No.	ITEM/DESCRIPTION			
1	Office set up/small office equipment	\$25,000		\$25,000
TOTAL EQUIPMENT COST		\$25,000		\$25,000
REMODELING				
Description:		7/1/15-6/30/16		7/1/15-6/30/16
1	Supplies	\$7,000		\$7,000
2	Staff Training	\$2,000		\$2,000
3	Advertising	\$500		\$500
4	Professional Services	\$3,907		\$3,907
				\$0
TOTAL REMODELING COST		\$13,407		\$13,407
TOTAL CAPITAL EXPENDITURE		\$38,407		\$38,407
(Equipment and Remodeling Cost)				
HSA #4				11/15/2007

## Appendix C – Method of Payment

- I. In accordance with Section 5 of the Grant Agreement, payments shall be made for actual costs incurred and reported for each month. Under no circumstances shall payment exceed the amount set forth in Section 5 Compensation of the Agreement.
- II. Grantee will submit all bills, invoices and related documentation in the format specified by SFHSA within 15 days after the month of service to SFHSA's web-based Contracts Administration, Reporting, and Billing Online (CARBON) System at: <https://contracts.sfhsa.org>  
  
Grantee may submit bills, invoices and related documentation in the format specified by SFHSA via paper or email only upon special permission by their assigned Contract Manager.
- III. Grantee must sign up to receive payments electronically via Automated Clearing House (ACH). Remittance information will be provided through Paymode-X. Additional information and sign up is available at: <http://www.sfgov.org/ach>
- IV. The Executive Director or CFO must submit a letter of authorization designating specific users who will have access to CARBON to electronically submit and sign for invoices, budget revision requests, program reports, and view other information that is in CARBON.
  - A. Submittal of the invoice by designated authorized personnel with proper login credentials constitutes an electronic signature and certification of the invoice.
  - B. Authorized personnel with CARBON login credentials shall not share or internally reassign logins.
  - C. Grantee shall notify SFHSA Contract Manager immediately regarding any need for the restriction or termination of a previously authorized CARBON login.
- V. Invoices shall include actual expenditures incurred during the month, unless otherwise specified.
  - A. The invoice supplied shall include the total dollar amount claimed for the month.
  - B. There shall be no variance from the line item budget submitted which adversely affects program performance as contained in the Grantee's proposal and specified in the grant.
  - C. The invoice shall show by line item:
    1. Budgeted amount (per approved grant budget or modification)
    2. Expenses for invoice period
    3. Expenses year-to-date
    4. % of budget expended
    5. Remaining balance
    6. Adjustments, including advance payment recovery
    7. Program income when specified in the grant agreement.
  - D. Personnel expenditures will show same line item categories by position detail. Detail will show name of employee, position name, %FTE and budgeted salary.
  - E. With written approval from SFHSA Program/Contract Manager, Grantee may adjust items within the existing budget of the grant in accordance with SFHSA Office of Contract Management Policy for Budget Line Item Revisions.
  - F. Supporting Documentation, except as discussed below need not be submitted with the invoice. However, Grantee must keep and make available as requested such supporting documentation for all expenditures for which reimbursement is requested for all costs so claimed. All charges incurred shall be due and payable only after services have been rendered, except as stated otherwise. Supporting documentation must be uploaded into CARBON and submitted along with the invoice.

- Documentation should be submitted with the invoice for all payroll expenses paid to budgeted personnel for the period covered by the invoice. Payroll information can be from a payroll service or a payroll ledger from the Grantee's accounting system
- For any and all non-recurring expenditures (e.g. equipment purchases/capital upgrades and building repair and upgrades) and/or items that exceed \$5,000, Grantee shall supply back-up documentation in the form of a paid invoice(s).
- Indirect costs shall not be applied to non-reoccurring expenses.
- All subcontracted services must be documented by submission of the subcontractor's paid invoice, regardless of dollar amount.
- If this grant agreement contains any Pass-Through funding requiring specific expense documentation from the source agency, Federal, State, Private or other then the following documentation shall also be included with each invoice submission:

Funding Agency: \_\_\_\_\_ CFDA or other Identification #: \_\_\_\_\_

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

- VI. Following SFHSA verification of submitted Invoice with required documentation of incurred expenses via CARBON, SFHSA will authorize payment within 10 business days after receipt of the invoice.
- VII. Within 45 days after the end of the grant period, Grantee shall submit a final report reflecting actual expenditures, which will be supported by the Grantee's accounting records. If a refund is due SFHSA, it will be submitted with the final report.
- VIII. Advances or prepayments are allowable in order to meet the Grantee cash flow needs in certain unique circumstances. The Agency, at its sole discretion, shall make available to the Grantee upon written request an advance amount not to exceed two (2) months or 1/6<sup>th</sup> of the total annualized grant award, or as mutually agreed upon. The advanced sum shall be deducted from the Grantee's monthly invoices at an equal rate each month that will enable repayment by the tenth month of the fiscal year. 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. Requests for advance payment will be granted on a case-by-case basis and are not intended to be a regular "automatic" procedure. Approval will be a consensus of Program and Contract Staff.

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

- 1. All contractual compliance requirements must be current, i.e., reports submitted and approved, corrective actions resolved, business tax and insurance certificates in place, prompt and fully documented billings.



2. The Grantee shall submit a written request with a narrative justification that fully describes the unique circumstances to the Program Manager and Contract Manager for review and approval.
  3. Final invoice from the preceding fiscal year must be received prior to advance distribution.
- IX. Timely Submission of Reports – If reports/documents are required, Grantee shall submit these reports prior to submitting invoices. Failure to submit required reports/documents in CARBON by specified deadlines may result in withholding of grant payments.

**Appendix D--Interests In Other City Contracts**

City Department or Commission	Date of Contract	Amount of Contract Award	Annual Amount
San Francisco Department of Public Health	11/1/10-12/31/15	\$649,607	\$82,215
San Francisco Human Services Agency-Six Building	7/1/14-6/30/18	\$4,086,519	\$1,033,080
San Francisco Human Services Agency- AWA,ZAH,ESS	7/1/14-6/30/18	\$3,869,957	\$984,529
San Francisco Human Services Agency-Treasure Island	7/1/14-6/30/18	\$1,352,400	\$450,800
San Francisco Human Services Agency-5 <sup>th</sup> & Harrison	10/1/13-6/30/18	\$3,542,000	\$710,500
San Francisco Human Services Agency-ISN Job Training (Federal)	1/2/2012-1/1/15	\$496,841	\$164,543
San Francisco Human Services Agency-ISN Cambridge/Hamlin (Federal)	1/2/2012-1/1/15	\$336,931	\$111,585
San Francisco Human Services Agency-HEC (Federal)	10/1/13-9/30/16	\$345,492	\$345,492
San Francisco Human Services Agency-SHEC GF	7/1/13-6/30/16	\$462,939	\$155,077
San Francisco Human Services Agency-SHEC HUD (Federal)	7/1/13-6/30/16	\$372,153	\$124,051
San Francisco Human Services Agency-Arendt House LP (Shelter + Care)	9/1/2010-8/31/2015	\$1,098,240	\$219,648
San Francisco Human Services Agency-IBH (Shelter + Care)	8/9/12-8/8/17	\$1,093,440	\$218,688
San Francisco Human Services Agency-650 Eddy LP (Shelter + Care)	9/8/13-9/30/14	\$368,180	\$78,720
San Francisco Mayor's Office of Housing-Hotel Essex LP	2/1/08-6/30/17	\$7,030,424	\$781,158 Annual Average
San Francisco Mayor's Office of Housing-650 Eddy LP	2/1/09-1/31/18	\$6,776,598	\$752,955 Annual Average
San Francisco Mayor's Office of Housing-Arendt House LP	2/1/10-1/31/19	\$5,454,462	\$606,051 Annual Average
San Francisco Mayor's Office of Housing-365 Fulton LP	11/9/2011-11/9/2020	\$7,676,067	\$852,896 Annual Average
San Francisco Mayor's Office of Housing-25 Essex LP	11/18/2013-11/18/2022	\$17,882,085	\$1,986,898 Annual Average

**Appendix E-Permitted Subgrantees**

**“NONE”**

CITY AND COUNTY OF SAN FRANCISCO

FIRST AMENDMENT  
TO THE GRANT BETWEEN THE CITY AND COUNTY OF SAN FRANCISCO AND  
COMMUNITY HOUSING PARTNERSHIP

THIS AMENDMENT (this "Amendment") is made as of May 26<sup>th</sup>, 2016 in San Francisco, California, by and between Community Housing Partnership, 20 Jones Street, Suite 200 San Francisco, CA 94102, hereinafter referred to as "Grantee", and the City and County of San Francisco,

RECITALS

WHEREAS, City and Grantee have entered into the Agreement (as defined below); and

WHEREAS, over the course of the term of this Agreement, it is anticipated that management of this grant on behalf of the City shall transfer from the Human Services Agency to a new department which shall be established for the purpose of coordinating homeless services. As part of the transfer, the departmental contact and invoicing procedures specified in this Agreement may shift from the Human Services Agency to the new department; however the responsibilities under this grant shall not change. The Human Services Agency shall notify Grantee of the new departmental contact and invoicing procedures. At such time as notice is given, all references in this Agreement to the Human Services Agency or the "Agency" shall be construed as a reference to the new department.

WHEREAS, City and Grantee desire to modify the Agreement on the terms and conditions set forth herein to **increase the contract amount to operate the navigation center program** and,

WHEREAS, Grantee represents and warrants that it is qualified to perform the services required by City as set forth under this Grant and Modification Agreement;

NOW, THEREFORE, Grantee and the City agree as follows:

1. **Definitions.** The following definitions shall apply to this Amendment:

- a) **Agreement.** The term "Agreement" shall mean the Agreement dated July 1, 2015 between Grantee and City.
- b) **Contract Monitoring Division. Contract Monitoring Division.** Effective July 28, 2012, with the exception of Sections 14B.9(D) and 14B.17(F), all of the duties and functions of the Human Rights Commission under Chapter 14B of the Administrative Code (LBE Ordinance) were transferred to the City Administrator, Contract Monitoring Division ("CMD"). Wherever "Human Rights Commission" or "HRC" appears in the Agreement in reference to Chapter 14B of the Administrative Code or its implementing Rules and Regulations, it shall be construed to mean "Contract Monitoring Division" or "CMD" respectively.
- c) **Other Terms.** Terms used and not defined in this Amendment shall have the meanings assigned to such terms in the Agreement.

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

- a) **Article 5.1 Maximum Amount of Grant Funds** of the Agreement currently reads as follows:

“The amount of the Grant Funds disbursed hereunder shall not exceed **Six Million, Six Hundred Fifty Eight Thousand, Seven Hundred Twenty One Dollars (\$6,658,721)** for the period from **July 1, 2015 to June 30, 2018, plus any contingent amount authorized by City and certified as available by the Controller.**”

Contingent amount: Up to **Six Hundred Sixty Five Thousand, Eight Hundred Seventy Two Dollars (\$665,872)** for the period from **July 1, 2017 to June 30, 2018 (Y3), may be available, in the City’s sole discretion, as a contingency subject to authorization by the City and certified as available by the Controller.**

The maximum amount of Grant Funds disbursed hereunder shall not exceed **Seven Million, Three Hundred Twenty Four Thousand, Five Hundred Ninety Three Dollars (\$7,324,593)** for the period from **July 1, 2015 to June 30, 2018 (Y1-Y3).**”

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

The amount of the Grant Funds disbursed hereunder shall not exceed **Eight Million, Six Hundred Eighty Seven Thousand and Six Hundred and Eighty Three Dollars (\$8,687,683)** for the period from **July 1, 2015 to June 30, 2018, plus any contingent amount authorized by City and certified as available by the Controller.**

Contingent amount: Up to **Eight Hundred Sixty Eight Thousand and Seven Hundred Sixty Eight Dollars (\$868,768)** for the period from **July 1, 2017 to June 30, 2018 (Y3), may be available, in the City’s sole discretion, as a contingency subject to authorization by the City and certified as available by the Controller.**

The maximum amount of Grant Funds disbursed hereunder shall not exceed **Nine Million, Five Hundred Fifty Six Thousand and Four Hundred Fifty One Dollars (\$9,556,451)** for the period from **July 1, 2015 to June 30, 2018 (Y1-Y3).**

- b) **Appendix A.** Appendix A, of the agreement describes the services to be provided.

Such section is hereby replaced in its entirety by Appendix A-1, attached to this Modification Agreement, which displays the additional services to be provided under this Modification Agreement.

- c) **Appendix B.** Appendix B, Calculation of Charges, of the Agreement displays the original total amount of \$6,658,721.

Such section is hereby replaced in its entirety by Appendix B-1, Calculation of Charges, which displays the budget as herein modified.

- d) **Sugar-Sweetened Beverage Prohibition.** Section 16.22 is hereby added in its entirety to read as follows:

**16.22 Sugar-Sweetened Beverage Prohibition.** Contractor agrees that it will 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.

- e) **Section 16.17 Graffiti Removal.** Section 16.17 is hereby replaced in its entirety to read as follows:

**16.17 Graffiti Removal (reserved)**

f) **Civil service commission approval:**

The following clause below is removed in its entirety.

WHEREAS, approval for this Amendment was obtained when the Civil Service Commission approved Contract number 2004-08/09 on **June 16, 2014**;

3. **Effective Date.** Each of the modifications set forth in Section 2 shall be effective on and after **June 1, 2016**.
4. **Legal Effect.** Except as expressly modified by this Amendment, all of the terms and conditions of the Agreement shall remain unchanged and in full force and effect.

IN WITNESS WHEREOF, Grantee and City have executed this Amendment as of the date first referenced above.

**CITY**

Recommended by:

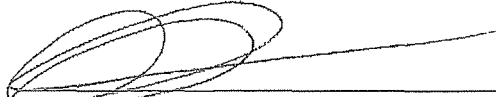


Trent Rhorer  
Executive Director  
Human Services Agency

6/17/16

**GRANTEE**

**COMMUNITY HOUSING PARTNERSHIP**

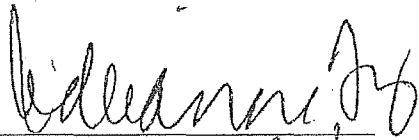


Gail Gilman  
Executive Director  
20 Jones St. Suite 200  
San Francisco CA, 94102  
(415) 929-2470

Approved as to Form:

City vendor number: **20365**  
Federal Employer ID number: **94-3112338**

By:



Adrienne Tong  
Deputy City Attorney

6/14/16

**Appendix A-1 – Services to be Provided  
Community Housing Partnership (CHP)  
Civic Center Hotel**

**Single Adult Housing and Temporary Placement in a Master Lease Site  
Term: 7/1/15-6/30/18**

**I. Purpose of Contract**

The purpose of this grant is to fund the CHP to lease, provide property management and support services at the Single Room Occupancy (SRO) hotel located at 20 12<sup>th</sup> Street in San Francisco, known as the Civic Center Hotel. The units will be used for permanent housing for the pre-existing tenants of the building and all other residential units will be used for temporary, non-rent placements of homeless individuals who are referred by agencies and programs approved by the Human Services Agency (HSA) to become clients of the on-site Navigation Center program.

The goals of the support services are to empower permanent tenants to become self-sufficient and retain their housing or move to other appropriate housing.

The temporary units will be utilized for placement of Navigation Center program clients to provide emergency accommodations and case management services. This will be done in coordination with HSA, various City departments, agencies and programs that provide outreach, intake and referrals, client services and evaluation of the program. Emergency services include; the provision of safe and clean emergency sleeping accommodations for up to approximately 93 homeless adults each night, 24 hour access 7 days a week, on site security, janitorial services, a pet friendly environment, access to food, showers, and laundry facilities. Support services include; intake and assessment to 100% of all clients upon move-in, development of a case plan with a goal of moving clients quickly to an exit from homelessness and the Navigation Center, wellness checks as necessary, coordination and scheduling with collaborating service partners and subcontractors, case conferencing, and data collection throughout the process.

**II. Definitions**

Adult	An individual or married/domestic partnership couple 18 years old or older without custody of minors below 18 years of age
CAAP	County Adult Assistance Programs including: General Assistance (GA), Personally Assisted Employment Services (PAES), Social Security Income Pending (SSIP), County Assistance Linked to Medi-Cal (CALM)
DBI	Department of Building Inspection
DPH	Department of Public Health
Grantee	Community Housing Partnership
HSA	Human Service Agency City and County of San Francisco
Client	Homeless adults without custody of minor children, defined as clients who have no fixed, regular and adequate nighttime residence, are residing on the street,



	have a need for adequate emergency nighttime sleeping accommodations and have been accepted into the Civic Center Hotel (CCH) Navigation Center (i.e. non-tenant resident)
Referrals	Clients referred to and placed into the Civic Center Hotel Navigation Center program will be identified by referral points that are established by HSA in collaboration with other city partners, such as the HOPE Office and DPH.
SRO	Single Room Occupancy Hotel
Tenant	Any individual who is a legal rent-paying resident in the building and units covered by this grant
Property Management	24 hours a day, 7 days a week of physical management of the property by a property manager who provides oversight of the property's maintenance and repairs; supervision of desk clerks, janitorial, and maintenance staff; handling the signing of agreements and other tasks related to the placement process; handling complaints; emergencies and notifications related to property violations; tenant evictions; and move-outs. Client exits from the Navigation Center program will be coordinated with on-site support services.
Master-lease	Maintain a long-term master-lease with the owners of buildings described in this scope of services for the purpose of sub-leasing permanent housing units to homeless individuals.
HOPE	The Mayor's Office of Housing Opportunities, Partnerships & Engagements

### Further Definition of Support Services

The Grantee will publicize and invite tenants to access services as needed. The Grantee will create a regular schedule of outreach to the non-tenant residents. Grantee shall provide services based on tenant requests and as required by the contract. Grantee shall provide services based on the non-tenant residents' services plans and goals. Tenants are not required to participate in support services. Non-tenant residents may have required support services participation. Support services may include but are not limited to:

- A. Outreach. Staff efforts to contact, interact, inform and invite tenants to make use of support services to assist with and address individual needs or issues. These efforts shall include written messages, in person interactions, phone messages and calls, as available and appropriate to reach the individual tenant and non-tenant resident.
- B. Intake and Assessment. Provide one or more meetings or interviews with a tenant or non-tenant resident to establish strengths, skills, needs, plans and goals that are useful and shall help the tenant maintain housing and the non-tenant resident move out of homelessness.
- C. Case Management. Provide on-going meetings and counseling services with a tenant or non-tenant resident to establish goals, support individualized action and service plans, and track progress toward meeting the goals.

- D. Benefits Advocacy and Assistance. Provide assistance and referral to support a tenant and non-tenant resident to obtain or maintain benefits and solve problems related to county, state and federal benefits programs. This can also include assistance in identifying, applying for and establishing appointments with available services such as food programs, medical clinics and in-home support.
- E. Referrals. Assist clients to identify and access services available within the community that meet specific needs or support progress toward identified goals. This can include providing information about services, calling to help establish appointments, assisting with the completion of applications, helping with appointment reminders, follow up/checking in with clients regarding the process, and, as necessary, re-referral.
- F. Support and assistance in the completion of applications for services, benefits and available housing placements. The support will include assistance/guidance with the completion of applications and be related to promoting and assisting non-tenant residents with keeping related appointments.
- G. Mediation and assistance in communicating with Property Management and the HSA-approved referral agencies and programs. This can include helping a client understand the meaning of messages/letters/warnings from property management, assisting a tenant to write requests, responses or complaints, and participating in meetings between the tenant and property management to assist the tenant in communicating with property management.
- H. Conflict Resolution. Offer to meet with two or more tenants and or non-tenant residents to assist in problem solving and resolution of conflicts.
- I. Support Groups, Social Events and Organized Tenant and non-tenant Resident Activities. Provide clients with opportunities to participate in organized gatherings for peer support, to gain information from presenters and each other, to form social connections with other tenants/staff, or to celebrate/commemorate significant individual, holiday and community events. These events are held on-site and are often planned with or based on the input from tenants. A monthly calendar of events shall be posted and provided to tenants and non-tenant residents.
- J. Wellness Checks. Using passive observation of the entire hotel population and coordinating with property management to identify clients who have not been seen or have shown signs of concern to staff on at least a weekly basis. Outreach efforts are used to make contact and check in with these tenants and non-tenant residents.
- K. Tenant and non-tenant Resident Feedback and Complaint/Grievance Policies and Procedures. A written mechanism for accepting and responding to tenant and non-tenant resident complaints and concerns.
- L. Monthly Community Meetings. Meetings conducted by staff for tenants and/or non-tenant residents.

### **III. Target Population**

The Grantee will serve single adults and adult couples who are pre-existing tenants of the Civic Center Hotel at the time of the initiation of the master lease.

For the Navigation Center program, the Grantee will serve: Homeless adults without custody of minor children, defined as clients who have no fixed, regular and adequate nighttime residence, are residing on the street, and have a need for adequate emergency nighttime sleeping accommodations.

Referral Process: Homeless adults who utilize the Navigation Center will exclusively be referred by the process established by HSA in collaboration with the San Francisco City and County agencies involved with this project, or entities under contract with the City. All referral points will be identified by the Human Services Agency. An example of a referral point would be the San Francisco Homeless Outreach Team. The actual identification, targeting, outreach and referral of specific adults or groups of adults will be coordinated under the supervision of HSA. The grantee will provide significant input into this process regarding information about the number of available Navigation Center openings and the pending openings based on up-coming exits.

The Navigation Center is not designed for or intended as a program that will accept open referrals or for client drop-in/self-presentation to the program. Any individuals who are referred by entities other than the established referral points or who self-present at the Navigation Center shall be directed to other resources, such as the Homeless Outreach Team or shelters. The grantee shall have information regarding other existing services to provide to potential walk-up individuals interested in the Navigation Center.

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

The Grantee will publicize and invite tenants to access services as needed. Grantee shall provide services based on tenant requests and as required by the contract. Tenants are not required to participate in support services but the Grantee is required to outreach to any tenants showing indication of housing instability.

The Grantee will actively engage with Navigation Center clients to support their connection to needed services, progress on their individual service plans and eventual placement in programs that can end their homelessness. Participation in support services will be a requirement for continued placement in the Navigation Center program for its clients.

The Grantee shall provide emergency services in compliance with Standards of Care (although this program is not a shelter program, the Standards of Care provides program guidelines that are useful as appropriate to this specific Navigation Center program), to include but not be limited to:

#### **Emergency Services**

- A. The Grantee shall provide emergency sleeping accommodations for homeless clients. Access to the Navigation Center program shall be through the HSA confirmed referral process.

- B. Provide safe and clean emergency sleeping accommodations for approximately 93 homeless adults each night (subject to change based on number of pre-existing tenants).
- C. Provide building access 24 hours a day, seven days a week for those clients referred and active with the program.
- D. Provide a method to control access, track clients and manage/document participation. Coordinate site security and facilitate uniform and effective program entry utilizing screening equipment and provide property searches, as appropriate. Site security includes review of the areas/sidewalks around the program site and functions related to the Good Neighbor Policy (below).
- E. Provide staff oversight, janitorial service and maintenance coordination for the emergency sleeping areas, bathrooms/showers, client laundry facilities, the dining/client community room and general grounds of the program site.
- F. Create policies and procedures, including client responsibilities, to create a program site that is pet-friendly, as well as accommodating to companion, service and support animals.
- G. Create an MOU with identified meal provider regarding reporting daily clients meals needed, delivery schedule and related communications. In the community room, provide access for clients to delivered meals and some beverages and snacks throughout the day outside of meal times.
- H. Provide at least one staff member on each shift who has at least one year of experience in providing services to homeless people, or comparable experience.
- I. Promote and support staff training and development including training on ethics, health, professionalism, cultural competency, showing respect for clients and fellow staff, mental health and substance abuse issues, ADA accommodation and other pertinent issues.
- J. Coordinate access to client laundry facilities and provide detergents, etc. to facilitate fair use by all on-site clients.
- K. Promote peer support, community and team building among participants and between participants and staff.

### **Support Services**

The Grantee shall provide the following support services to Navigation Center clients during the term of this grant. Tenants may access these services on a voluntary basis as well.

- A. Provide Welcome, Intake and Assessment to 100% of all initial clients (and updates for clients that may return). Intake will include an established consent form that supports exchange of client information with program partners, including the Controller's Office for purposes of program analysis.
- B. Develop a case plan for each Navigation Center client with the general final goal of placement into a stable, on-going program, such as permanent supportive housing, to provide an exit from homelessness and the Navigation Center.
- C. Support communication with city departments, particularly DPH and HSA, regarding client service plan needs for benefits, medical services, treatment options and mental health programs.
- D. Conflict Resolution: Offer to meet with two or more clients to assist in problem solving and resolution of conflicts.
- E. Wellness Checks as necessary: Using passive observation of the client population and coordinating with management to identify clients showing behavior which concern staff.
- F. Coordination and scheduling with collaborating service partners and subcontractors.
- G. Escorting clients to critical appointments offsite, particularly those related to benefits and exit placements, and supporting clients to follow through on appointments on-site.
- H. Case conferencing, as needed, with service partners and subcontractors to coordinate individual client care and support.
- I. Development and utilization of a client exit survey and case summary to support documentation of outcomes and program analysis.
- J. Outreach to and offer onsite services and/or referrals to all tenants who display indications of housing instability. This includes but is not limited to non-payment of rent, lease violations or warnings from Property Management, and conflicts with staff or tenants.

### **Property Management**

Property Management will be responsible for the following:

- A. Maintenance and repair of facility systems, plumbing, HVAC, electrical, Safety issues. Facility security and pest control.
- B. Rent collection from tenants.

- C. Written notice or warning to tenants related to any issue that may affect on-going tenancy including, but not limited to, failure to pay rent on time or in full, violations of house rules and actions that are in violation of the rental agreement.
- D. When necessary, notice and actions related to the eviction process in accordance with laws in effect in San Francisco.
- E. The site must be inspected by DPH, DBI and SFFD prior to the site becoming an active part of the program. After that, inspections shall occur at legally required intervals based on the policies and procedures of the inspection units of DPH, DBI and SFFD. HSA and the Grantee shall notify the other party within 24 hours of any change in the hotel status upon notification of the inspecting agency.

### **General**

Staff will communicate with the HSA and the HSA-approved referral agencies and programs regarding every vacant unit, including units that become vacant when a pre-existing tenant exits.

The Grantee will conduct an annual Tenant Satisfaction Survey that will be publicized and offered to all tenants. The Grantee will conduct a parallel Navigation Center Client Satisfaction Survey that will be publicized and offered to all clients on a schedule to be negotiated with HSA.

The Grantee will report critical incidents to HSA using the Critical Incident Report. Examples of critical incidents include death, fire, acts of violence, or any other incident, which requires the involvement of emergency services.

The Grantee will attend all meetings as required by HSA.

### **I. Location and Time of Services**

The Grantee will lease the Civic Center Hotel, located at 20 12<sup>th</sup> Street in San Francisco to provide on-going housing for the pre-existing tenants and units for placement of temporary residents/clients who are referred by HSA-approved agencies and programs.

Housing and property management services will be available 24 hours a day, seven days a week. Support services staff will be available during regular work and scheduled evening hours, excluding legal holidays as determined by the Grantee's personnel policies.

### **V. Service and Outcome Objectives**

The Navigation Center is a new program model. HSA will work with the Grantee, in conjunction with the Controller's Office and the Mayor's Office of HOPE, to establish the records and measures to be maintained in this program.

Under the direction of the Director of the Navigation Center, a staff person of the Mayor's Office of HOPE, and HSA, the grantee's primary objective is to provide safe, clean and welcoming space for clients to sleep, eat and stay during the time with the program. Additionally, case management is focused on using intake and

assessment, service plans, and coordination with City departments and service providers to identify and facilitate clients moving quickly to exit from homelessness and the Navigation Center.

In general, the Navigation Center program is seeking positive placements into permanent housing, treatment services, successful Homeward Bound relocations, or transitional settings beyond the Navigation Center that will lead eventually to permanent placements for every client.

Over the course of time, specific service and outcome objectives may be set but criteria key to evaluation of the program will include:

- A. Information and demographics of program clients (collection of information begins with intake and assessment).
- B. Written service plans with clear goals, service connections, progress, follow up, and identified barriers.
- C. Documentation regarding program participation with the Grantee and other service providers involved with Navigation Center clients should be maintained and available to validate what is contained in client summaries.
- D. Outcomes, including follow up, details related to client exits from the programs, length of stay, and factors that resulted in a return to the streets.
- E. Critical Incident Reports related to program clients on and around the program site, as well as records of calls to/visits from police, fire and/or other emergency services.

## **VI. Reporting Requirements**

### **Monthly Reporting**

- A. Number of permanent tenants living in the building as of the end of each month.  
Number of clients in the program at the start of the month, the number that entered, the number that exited for positive placements, the number of exits for other reasons and the number of active clients in the program at the end of the month.

### **Quarterly Reporting**

- A. Grantee will provide a quarterly report of activities, referencing the tasks as described in Section V- Service and Outcome Objectives for clients.
- B. For pre-existing tenants: Report using the Survey Monkey Tool: Reporting Evictions and Exits from City-Sponsored Supportive Housing by the 30<sup>th</sup> of the month following the end of the Quarter.

### **Annual Reporting**

- A. Grantee will provide an **annual** report summarizing the contract activities, referencing the tasks as described in Section V - Service and Outcome Objectives for clients. This report will also include accomplishments and challenges encountered by the Grantee.

B. Housing Stability of permanent/pre-existing Tenants:

At least 70% of permanent tenants will remain in the housing for one year, have moved to other permanent housing or have exited the program in good standing.

*Explanation of measuring this outcome:* For each reporting quarter, the grantee will look at the current housing status (or status regarding an exit from the hotel) for all permanent tenants who were in the hotel the end of the same quarter in the previous year. (Example: If reporting on Fiscal year 2015-16, any tenant of the Civic Center hotel as of 7/1/2015 will be tracked and counted regarding measuring this outcome. These tenants become the pool of people being tracked for the year.

For each of the tenants being tracked, there should be one of three situations as of the last day of the year: 1) Still a tenant in the Civic Center Hotel. 2) Left building in "good standing" such as reporting a new address/destination, entering residential treatment, death and/or leaving with notice and without rent debt. 3) Left building under threat of eviction, because of eviction, abandonment without notice and/or leaving a rent debt. The total tenants with the first or second situations divided by the total tenants being tracked provides the percentage to be reported for this outcome.

C. Regarding the annual Client Satisfaction Survey for tenants:

a. 50% of the permanent tenants will complete the survey.

D. Data regarding tenant and client demographics will be reported annually, in a template provided by HSA.

The Grantee will enter the required metrics, including any required templates to be uploaded, into the CARBON database by the 15<sup>th</sup> of the month at the end of each month, quarter, and fiscal year, except where noted (Quarterly Reporting D. above has a reporting deadline of 30 days after the end of the quarter).

The Grantee will provide Ad Hoc reports as required by the Department.

Arata Goto GB15, Contract Manager, Office of Contract Management  
[Arata.Goto1@sfgov.org](mailto:Arata.Goto1@sfgov.org)

and/or

Scott Walton ZB35, Manager, Adult Services, Housing and Homeless Division  
[Scott.Walton@sfgov.org](mailto:Scott.Walton@sfgov.org)

## VII. Monitoring Activities

Program Monitoring: Program monitoring will include review of operations, client eligibility, client records, back-up documentation for reporting progress towards meeting service and outcome objectives, coordination and communication with the HOPE Office, the Controller's Office, and coordination with service providers who come to the site or serve as client referrals, and overall building management and operations.



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.

	B	C	D	E	F	G	H	I	
1								Appendix B-1, Page 1	
2								Document Date: 5/18/2016	
3	<b>HUMAN SERVICES AGENCY BUDGET SUMMARY</b>								
4	<b>BY FISCAL YEAR</b>								
5	Name						Term		
6	Community Housing Partnership						7/1/15-6/30/18		
7	(Check One) New <input type="checkbox"/> Renewal <input type="checkbox"/> Modification <input checked="" type="checkbox"/> X								
8	If modification, Effective Date of Mod. 6/1/16		No. of Mod. 1						
9	Program: Civic Center Hotel	Current	Revised	Current	Revised	Current	Revised	Revised	
10	Fiscal Year	FY15-16 Total	FY15-16 Total	FY16-17 Total	FY16-17 Total	FY17-18 Total	FY17-18 Total	Total	
11	Program Term	7/1/15-6/30/16	7/1/15-6/30/16	7/1/16-6/30/17	7/1/16-6/30/17	7/1/17-6/30/18	7/1/17-6/30/18	7/1/15-6/30/18	
12	Expenditures								
13	Salaries & Benefits	\$1,103,408	\$575,885	\$1,130,224	\$1,204,877	\$1,204,877	\$1,204,877	\$2,985,639	
14	Operating Expense	\$369,728	\$645,454	\$369,728	\$900,423	\$900,423	\$900,423	\$2,446,300	
15	Master Lease	\$408,000	\$253,867	\$408,000	\$408,000	\$408,000	\$408,000	\$1,069,867	
16	Subtotal	\$1,881,137	\$1,475,205	\$1,907,952	\$2,513,300	\$2,513,300	\$2,513,300	\$6,501,806	
17	Indirect Percentage (%)	15%	15%	15%	15%	15%	15%	15%	
18	Indirect Cost (Line 16 X Line 15)	\$220,971	\$183,201	\$224,993	\$315,795	\$315,795	\$315,795	\$814,791	
19	Capital Expenditure								
20	Start Up - Capital	\$290,726	\$290,726					\$290,726	
21	New Renovation Capital 1 6/1/16 - 6/30/16	\$0	\$89,500					\$89,500	
22	New Renovation Capital 2 6/1/16 - 9/30/16	\$0	\$421,430		\$569,430			\$990,860	
23	Total Expenditures	\$2,102,107	\$2,460,062	\$2,132,944	\$3,398,525	\$2,829,095	\$2,829,095	\$8,687,683	
24	HSA Revenues								
25	General Fund	\$2,102,107	\$2,460,062	\$2,132,944	\$3,398,525	\$2,829,095	\$2,829,095	\$8,687,683	
26									
27									
28									
29									
30									
31									
32									
33	TOTAL HSA REVENUES	\$2,102,107	\$2,460,062	\$2,132,944	\$3,398,525	\$2,829,095	\$2,829,095	\$8,687,683	
34	Other Revenues								
35									
36									
37									
38									
39									
40	Total Revenues	\$2,102,107	\$2,460,062	\$2,132,944	\$3,398,525	\$2,829,095	\$2,829,095	\$8,687,683	
41	Full Time Equivalent (FTE)								
43	Prepared by: Kani Lin								
44	HSA-CO Review Signature: _____								
45	HSA #1								

	B	C	D	E	F	G	H	I	J	K	L
1											
2											
3	<b>BUDGET SUMMARY FOR PROPERTY MANAGEMENT</b>										
4											
5	Name										Term
6	Community Housing Partnership										7/1/15-6/30/18
7	(Check One) New      Renewal ____      Modification X										
8	If modification, Effective Date of Mod. 6/1/16      No. of Mod. 1										
9	Program: Civic Center Hotel	Current	Modification	Revised	Current	Modification	Revised	Current	Modification	Revised	Revised
10	Fiscal Year	FY15/16	FY15/16	FY15/16	FY16/17	FY16/17	FY16/17	FY17/18	FY17/18	FY17/18	Total
11	Program Term	7/1/15-6/30/16	7/1/15-6/30/16	7/1/15-6/30/16	7/1/16-6/30/17	7/1/16-6/30/17	7/1/16-6/30/17	7/1/17-6/30/18	7/1/17-6/30/18	7/1/17-6/30/18	7/1/15-6/30/18
12	Expenditures										
13	Salaries & Benefits	\$695,150	(\$440,576)	\$254,574	\$695,150	(\$241,754)	\$453,397	\$695,150	(\$241,754)	\$453,397	\$1,161,368
14	Operating Expense	\$313,360	\$200,691	\$514,051	\$313,360	\$241,653	\$555,013	313,360	\$241,653	555,013	\$1,624,077
15	Master Lease	\$408,000	(\$154,133)	\$253,867	\$408,000		\$408,000	408,000	\$0	408,000	\$1,069,867
16	Subtotal	\$1,416,510	(\$394,018)	\$1,022,492	\$1,416,510	(\$100)	\$1,416,410	\$1,416,510	(\$100)	\$1,416,410	\$3,855,311
17	Indirect Percentage (%)	15%		15%		15%		15%		15%	
18	Indirect Cost (Line 16 X Line 15)	\$151,276.50	(\$35,983)	\$115,293.75	\$151,276	(\$15)	\$151,261	\$151,276.50	(\$15)	\$151,261.48	\$417,817
19	Capital Expenditure										
20	Start Up - Capital	\$252,319		\$252,319							\$252,319
21	New Renovation Capital 1 6/1/16 - 6/30/16		\$89,500	\$89,500							\$89,500
22	New Renovation Capital 2 6/1/16 - 9/30/16		\$421,430	\$421,430	\$0	\$569,430	\$569,430				\$990,860
23	Total Expenditures	\$1,567,786	\$371,655	\$1,939,441	\$1,567,786	\$569,315	\$2,137,101	\$1,567,786	(\$115)	\$1,567,671	\$5,644,214
24	HSA Revenues										
25	General Fund	\$1,567,786	\$371,655	\$1,939,441	\$1,567,786	\$569,315	\$2,137,101	\$1,567,786	(\$115)	\$1,567,671	\$5,644,214
26											
27											
28											
29											
30											
31											
32											
33	TOTAL HSA REVENUES	\$1,567,786	\$371,655	\$1,939,441	\$1,567,786	\$569,315	\$2,137,101	\$1,567,786	(\$115)	\$1,567,671	\$5,644,214
34	Other Revenues										
35											
36											
37											
38											
39											
40	Total Revenues	\$1,567,786	\$371,655	\$1,939,441	\$1,567,786	\$569,315	\$2,137,101	\$1,567,786	(\$115)	\$1,567,671	\$5,644,214
41	Full Time Equivalent (FTE)	12.95		12.95							
43	Prepared by: Kani Lin										
44	HSA-CO Review Signature: _____										
45	HSA #1										

#REF!  
 (Same as Line 9 on HSA #1)

Property Management Salaries & Benefits Detail

11			Agency Totals		For HSA Program		For DHS Program	For DHS Program	For DHS Program	For DHS Program	For DHS Program	For DHS Program	TOTAL
	12	13	Annual Full Time Salary for FTE	Total % FTE	% FTE	Adjusted FTE	Current Budgeted Salary	Revised Budgeted Salary	Current Budgeted Salary	Revised Budgeted Salary	Current Budgeted Salary	Revised Budgeted Salary	Budgeted Salary
13	POSITION TITLE						7/1/15-6/30/16	7/1/15-6/30/16	7/1/16-6/30/17	7/1/16-6/30/17	7/1/17-6/30/18	7/1/17-6/30/18	7/1/15-6/30/18
14	Building Manager	Pantaleon, Armand	\$71,080	100%	100%	100%	\$71,080.30	\$55,372	\$71,080	\$72,000	\$71,080	\$72,000	\$199,372
15	Janitor Salaries	Carlyce Ingram/Anthony	\$33,100	100%	100%	300%	\$99,300	\$48,060	\$99,300	\$75,000	\$99,300	\$75,000	\$198,060
16	Security -desk		\$33,100	100%	56%	560%	\$185,360	\$17,500	\$185,360	\$70,000	\$185,360	\$70,000	\$157,500
17	Maintenance Tec	Michael Du	\$36,410	100%	100%	100%	\$36,410	\$26,332	\$36,410	\$37,000	\$36,410	\$37,000	\$100,332
18	Maintenance supervisor		\$61,532	100%	100%	100%	\$61,532		\$61,532	\$53,000	\$61,532	\$53,000	\$106,000
19	Janitor Supersvior	Vacant	\$48,100	100%	100%	100%	\$48,100	\$27,000	\$48,100		\$48,100		\$27,000
20	Director of Property Managem	Larisa Troche	\$107,151	100%	5%	5%	\$5,358	\$5,352	\$5,358	\$5,358	\$5,358	\$5,358	\$18,067
21	Property Supervisor	Robert Crosby	\$71,593	100%	20%	20%	\$14,319	\$14,316	\$14,319	\$14,319	\$14,319	\$14,319	\$42,953
22	Program Assistant	Rachel Gill/ Ashley Amez	\$51,698	100%	10%	10%	\$5,170	\$5,172	\$5,170	\$5,170	\$5,170	\$5,170	\$15,512
23													
24													
25	TOTALS		\$513,764	9.00	5.91	12.95	\$526,629	\$199,104	\$526,629	\$331,846	\$526,629	\$331,846	\$862,796
26	FRINGE BENEFIT RATE		32%										
27	EMPLOYEE FRINGE BENEFITS		\$164,404.53				\$168,521	\$55,470	\$168,521	\$121,551	\$168,521	\$121,551	\$298,572
28													
29													
30													
31	TOTAL SALARIES & BENEFITS		\$678,169				\$695,150	\$254,574	\$695,150	\$453,397	\$695,150	\$453,397	\$1,161,368
32	HSA #2												



	A	B	C	D	E
1					Appendix B-1, Page 5
2					Document Date: 5/18/2016
3					
4	Program Name:				
5	(Same as Line 9 on HSA #1)				
6					
7	<b>Property Management Capital Startup Cost Expenditure Detail</b>				
8					
9					TOTAL
10	EQUIPMENT		7/1/15-6/30/16		7/1/15-6/30/16
11	No.	ITEM/DESCRIPTION			
12					
13					
14					
15	1	IT Expenses	\$25,000		\$25,000
16					
17					
18					
19					
20	TOTAL EQUIPMENT COST		\$25,000		\$25,000
21					
22	REMODELING				
23	Description:		7/1/15-6/30/16		7/1/15-6/30/16
24	1	Contracts	\$42,938		\$42,938
25	2	Furnishings	\$102,639		\$102,639
26	3	Security System	\$35,000		\$35,000
27	4	Professional Services	\$14,742		\$14,742
28	5	Office	\$5,000		\$5,000
29	6	Repairs	\$20,000		\$20,000
30	7	Janitorial	\$7,000		\$7,000
31					
32	TOTAL REMODELING COST		\$227,319		\$227,319
33					
34	TOTAL CAPITAL EXPENDITURE		\$252,319		\$252,319
35	(Equipment and Remodeling Cost)				
36	HSA #4				11/15/2007

	A	B	C	D	E
1	Appendix B-1, Page 6 Document Date: 5/18/2016				
2					
3					
4	Program Name:				
5	(Same as Line 9 on HSA #1)				
6	<b>Renovation Capital 1 - Cost Expenditure Detail</b>				
7					
8					
9					
10	EQUIPMENT		6/1/16-6/30/16		6/1/16-6/30/16
11	No.	ITEM/DESCRIPTION			
12					
13					
14					
15		Office set up/small office equipment	\$25,000		\$25,000
16					
17					
18					
19					
20	TOTAL EQUIPMENT COST		\$25,000		\$25,000
21					
22	REMODELING				
23	Description:				
24	1				
25	2	Staff Training	\$2,500		\$2,500
26	3	Advertising	\$2,000		\$2,000
27	4	Project Management CHP	\$60,000		\$60,000
28	5				
29	6				
30	7				
31					
32	TOTAL REMODELING COST		64,500		\$64,500
33					
34	TOTAL CAPITAL EXPENDITURE		\$89,500		\$89,500
35	(Equipment and Remodeling Cost)				
36	HSA #4				11/15/2007

	A	B	C	D	E
1					Appendix B-1, Page 7
2					Document Date: 5/18/2016
3					
4	Program Name:				
5	(Same as Line 9 on HSA #1)				
6					
7	<b>Renovation Capital 2 - Cost Expenditure Detail</b>				
8					
9					TOTAL
10	EQUIPMENT		6/1/16- 6/30/16	7/1/16- 9/30/16	6/1/16-9/30/16
11	No.	ITEM/DESCRIPTION			
12					
13					
14	1	Furnishing	\$45,000	\$60,000	\$105,000
15					
16					
17					
18					
19					
20	TOTAL EQUIPMENT COST		\$45,000	\$60,000	\$105,000
21					
22	REMODELING				
23	Description:		6/1/16- 6/30/16	7/1/16- 9/30/16	
24					
25	1	Community Room	\$367,000		\$367,000
26	2	Residential Bathroom	\$9,430	\$9,430	\$18,860
27	2	Office Space		\$500,000	\$500,000
28					
29					
30					
31					
32					
33	TOTAL REMODELING COST		376,430	\$509,430	\$885,860
34					
35	TOTAL CAPITAL EXPENDITURE		\$421,430	\$569,430	\$990,860
36	(Equipment and Remodeling Cost)				
37	HSA #4				5/16/2016



**BUDGET SUMMARY FOR SUPPORT SERVICES**

	B	C	D	E	F	G	H	I	J	K	L
1											
2											
3	<b>BUDGET SUMMARY FOR SUPPORT SERVICES</b>										
4											
5	Name										Term
6	Community Housing Partnership										7/1/15-6/30/18
7	(Check One)    New            Renewal <input type="checkbox"/> Modification <input checked="" type="checkbox"/> X										
8	If modification, Effective Date of Mod. 6 / 1 / 16            No. of Mod. 1										
9	Program: Civic Center Hotel	Current	Modification	Revised	Current	Modification	Revised	Current	Modification	Revised	Revised
10	Fiscal Year	FY15/16	FY15/16	FY15/16	FY16/17	FY16/17	FY16/17	FY17/18	FY17/18	FY17/18	FY15/18
11	Program Term	7/1/15-6/30/16	7/1/15-6/30/16	7/1/15-6/30/16	7/1/16-6/30/17	7/1/16-6/30/17	7/1/16-6/30/17	7/1/17-6/30/18	7/1/17-6/30/18	7/1/17-6/30/18	7/1/15-6/30/18
12	Expenditures										
13	Salaries & Benefits	\$408,258	(\$86,947)	\$321,311	\$435,073	\$316,407	\$751,480	\$435,073	\$316,407	\$751,480	\$1,824,271
14	Operating Expense	\$56,369	\$75,034	\$131,403	\$56,369	\$289,041	\$345,410	\$56,369	\$289,041	\$345,410	\$822,223
15	Master Lease										
16	Subtotal	\$464,627	(\$11,913)	\$452,714	\$491,442	\$605,448	\$1,096,890	\$491,442	\$605,448	\$1,096,890	\$2,646,495
17	Indirect Percentage (%)	15%		15%	15%		15%	15%		15%	
18	Indirect Cost (Line 16 X Line 15)	\$69,694	(\$1,787)	\$67,907	\$73,716	\$90,817	\$164,534	\$73,716	\$90,817	\$164,534	\$396,974
19	Capital Expenditure										
20	Start Up - Capital	\$38,407		\$38,407							
21	Total Expenditures	\$534,321	(\$13,700)	\$520,621	\$565,158	\$696,266	\$1,261,424	\$565,158	\$696,266	\$1,261,424	\$3,043,469
22	HSA Revenues										
23	General Fund	\$534,321	(\$13,700)	\$520,621	\$565,158	\$696,266	\$1,261,424	\$565,158	\$696,266	\$1,261,424	\$3,043,469
24											
25											
26											
27											
28											
29											
30											
31	TOTAL HSA REVENUES	\$534,321	(\$13,700)	\$520,621	\$565,158	\$696,266	\$1,261,424	\$565,158	\$696,266	\$1,261,424	\$3,043,469
32	Other Revenues										
33											
34											
35											
36											
37											
38	Total Revenues	\$534,321	(\$13,700)	\$520,621	\$565,158	\$696,266	\$1,261,424	\$565,158	\$696,266	\$1,261,424	\$3,043,469
39	Full Time Equivalent (FTE)	16.00		16.00							
41	Prepared by: Kani Lin										
42	HSA-CO Review Signature: _____										
43	HSA #1 _____										

	A	B	C	D	E	F	G	H	M	N	O	P	Q	R	S
1															
2															
3															
4	Name: Civic Center Support Services														
5	(Same as Line 9 on HSA #1)														
6															
7	Support Services Salaries & Benefits Detail														
8															
9															
10															
11															
12															
13	Positions														
14	Director of Support Services	Dara Pape	48.85	101,616	100%	10%	10%		\$7,892	\$22,445.00	\$7,892	\$10,162	\$7,892	\$10,162	\$42,768
15	Director of Clinical Services	Anal Leonard	45.58	94,811	100%	20%	20%		\$18,756	\$19,768	\$18,756	\$18,982	\$18,756	\$18,982	\$57,692
16	Clinical Services Manager	Vacant	34.86	72,519	100%	30%	30%					\$21,756		\$21,756	
17	Program/Partnership Manager	Elisa Baeza	34.01	70,739	10%	10%	10%		\$6,966	\$10,511	\$6,966	\$7,074	\$6,966	\$7,074	\$24,659
18	Program Analyst	Jamie Schecter/ Deepthi Nagulapally	23.44	48,754	10%	10%	10%		\$5,170	\$17,475	\$5,170	\$4,875	\$5,170	\$4,875	\$27,226
19	Program Director	Jasmin Marquez	36.06	75,000	100%	100%	100%		\$71,642	\$58,649	\$71,642	\$75,000	\$71,642	\$75,000	\$206,649
20	Intensive Case Manager	Maximilian Baccarat	23.00	47,842	100%	100%	100%		\$49,650	\$17,952	\$49,650	\$47,842	\$49,650	\$47,842	\$113,636
21	Intensive Case Manager	Katherine Infusino	22.50	46,802	100%	100%	100%		\$43,214	\$16,044	\$51,857	\$46,802	\$51,857	\$46,802	\$109,648
22	Program Coordinator	Josh Steinberger	21.22	44,147	100%	50%	50%		\$43,030	\$39,231	\$43,030	\$22,073	\$43,030	\$22,073	\$63,378
23	Support Services Case Manager	Alfonso Corinas	17.76	36,947	100%	100%	100%		\$37,697	\$29,858	\$45,237	\$36,947	\$45,237	\$36,947	\$103,753
24	Support Services Case Manager	Vacant	17.68	36,774	50%	100%	100%		\$18,396	\$5,437	\$22,076	\$36,774	\$22,076	\$36,774	\$78,986
25					870%	630%									
26	Support Services Supervisor		27.46	57,125	100%	100%	100%			\$4,760.42		\$57,125		\$57,125	\$119,010
27	Program Coordinator		21.73	45,198	100%	100%	100%			\$3,766.53		\$45,198		\$45,198	\$94,163
28	Support Services Case Manager		19.88	41,340	100%	100%	100%			\$3,445.00		\$41,340		\$41,340	\$86,125
29	Support Services Case Manager		19.88	41,340	100%	100%	100%			\$3,445.00		\$41,340		\$41,340	\$86,125
30	Support Services Case Manager	\$41340 + Fringe \$14469 = \$55,809 move to Program Monitor Operating Line Item	19.88	41,340	100%	100%	100%			\$0.00					\$0
31	Intensive Case Manager		24.93	51,857	100%	100%	100%			\$4,321.40		\$51,857		\$51,857	\$108,035
32					600%	500%									
33															
34	TOTALS			\$675,951	14.70	12.30	12.30		\$302,413	\$265,108	\$322,276	\$565,128	\$322,276	\$565,128	\$1,385,364
35	FRINGE BENEFIT RATE														
36					35%										
37	EMPLOYEE FRINGE BENEFITS			\$236,593					\$105,845	\$86,202	\$112,797	\$186,352	112,797	\$186,352	\$438,907
38															
39															
40	TOTAL SALARIES & BENEFITS			\$912,535					\$408,258	\$321,311	\$435,073	\$751,480	\$435,073	\$751,480	\$1,824,271



	A	B	C	D	E
1					Appendix B-1, Page 11
2					Document Date: 5/18/2016
3					
4	Program Name:				
5	(Same as Line 9 on HSA #1)				
6					
7	<b>Support Services Capital Startup Cost Expenditure Detail</b>				
8					
9					TOTAL
10	EQUIPMENT		7/1/15-6/30/16		7/1/15-6/30/16
11	No.	ITEM/DESCRIPTION			
12					
13					
14					
15	1	Office set up/small office equipment	\$25,000		\$25,000
16					
17					
18					
19					
20	TOTAL EQUIPMENT COST		\$25,000		\$25,000
21					
22	REMODELING				
23	Description:		7/1/15-6/30/16		7/1/15-6/30/16
24	1	Supplies	\$7,000		\$7,000
25	2	Staff Training	\$2,000		\$2,000
26	3	Advertising	\$500		\$500
27	4	Professional Services /Project Management CHP	\$3,907		\$3,907
28					
29	TOTAL REMODELING COST		\$13,407		\$13,407
30					
31	TOTAL CAPITAL EXPENDITURE		\$38,407		\$38,407
32	(Equipment and Remodeling Cost)				

	A	B	C	D	E	F	G	H	I	J
1	Appendix B-1.1									
2	<b>Navigation Center at Civic Center Hotel</b>									
3	Updated 5/16/16									
4				Phase 1			Phase 2			
				April	May	June	July	August	Sept	Total
5	<b>Phase 1A Construction</b>	1,300 SF		\$367,000						\$367,000
6	Community Room / Restroom / Laundry									
7	Exterior Windows / Doors									
8	<b>Phase 1B Construction</b>									
9	Change Order 1: Modify 2 bathtubs to showers on floors 4/5				\$9,430					\$9,430
10	Change Order 2: Modify 2 bathtubs to showers on floors 2/3					\$9,430				\$9,430
11	<b>Phase 2 Construction</b>	2,000 SF					\$500,000			\$500,000
12	Office Spaces / Meeting Areas / Workstations									
13	Exterior Windows / Doors									
14	<b>Allowance for Furniture, Fixtures and Equipment (Phase 1 / Phase 2)</b>				\$45,000			\$60,000		\$105,000
15	<b>Construction TOTAL</b>			\$367,000	\$54,430	\$9,430	\$500,000	\$60,000	\$0	\$990,860



# CERTIFICATE OF LIABILITY INSURANCE

COMMU-9

OP ID: KI

DATE (MM/DD/YYYY)  
07/23/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Farallone Pacific Insurance Services, License# 0F84441 859 Diablo Avenue Novato, CA 94947 Daniel J. Costello	Phone: 415-493-2500	CONTACT NAME:
	Fax: 415-493-2505	PHONE (A/C, No, Ext):
		FAX (A/C, No):
		E-MAIL ADDRESS:
		INSURER(S) AFFORDING COVERAGE
		NAIC #
INSURED Community Housing Partnership 20 Jones Street, Suite 200 San Francisco, CA 94102	INSURER A:	Philadelphia Indemnity Ins Co.
	INSURER B:	Cypress Insurance Company
	INSURER C:	Federal Insurance Company
	INSURER D:	
	INSURER E:	
	INSURER F:	

**COVERAGES**                      **CERTIFICATE NUMBER:**                      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDITIONAL SUBROGATION (INSR) WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> SS Prof 1M/2M <input checked="" type="checkbox"/> Prop Mgr Prof 1M	X	PHPK1367821	08/01/2015	08/01/2016	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 20,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Emp Ben. \$ 1M/1M
A	<input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	X	PHPK1367821	08/01/2015	08/01/2016	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED \$ 10,000 <input checked="" type="checkbox"/> RETENTION \$		PHUB508238	08/01/2015	08/01/2016	EACH OCCURRENCE \$ 15,000,000 AGGREGATE \$ 15,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below.	Y/N N/A	X COWC605636	08/03/2015	08/03/2016	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	CRIME		8208-5666	08/16/2015	08/16/2016	EE DISHON \$ 1,000,000 DEDUCTIBL \$ 5,000

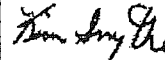
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)  
See NOTEPAD for complete Additional Insured wording.

**CERTIFICATE HOLDER****CANCELLATION**

City & County of San Francisco  
Human Services Agency  
Dir.Housing & Homeless Program  
P.O. Box 7988  
San Francisco, CA 94120

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



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NOTEPAD

INSURED'S NAME Community Housing Partnership

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OP ID: KI

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NAMED INSURED continued:

- \* Community Housing Partnership
- \* 650 Eddy LP, A California Limited Partnership
- \* CHP Eddy LLC
- \* CHP Essex, LLC
- \* Hotel Essex LP, A California Limited Partnership
- \* Treasure Island Family Service Space, LLC
- \* CHP Arendt LLC
- \* Arendt House, LP, A California Limited Partnership
- \* Folsom Essex, LLC
- \* San Cristina, LP A California Limited Partnership
- \* CHP San Cristina LLC
- \* 365 Fulton, LP
- \* CHP Fulton Street LLC
- \* 473 Ellis, LP, A California Limited Partnership
- \* CHP Ellis, LLC, a California limited liability company
- \* 25 Essex, LP
- \* CHP Scott Street, LLC
- \* CHP Fifth Street, LLC
  
- \* CHP Scott Street, LP
- \* 666 Ellis, LP
- \* CHP 666 RAD LLC
- \* 1750 McAllister, L.P.
- \* CHP 1750 RAD LLC
- \* Mercy Housing Calwest (solely as respects Richardson Apts)

General Liability - Sexual Abuse - Philadelphia

Dates: 8/1/14 to 8/1/15  
 Policy #PHPK1209895  
 Limit of liability: \$1,000,000  
 Deductible: \$ 0

Boiler & Machinery - Philadelphia

Dates: 8/1/14 to 8/1/15  
 Policy #PHPK1209895  
 Loss limit: \$191,978,975  
 Deductible: \$ 5,000

Directors & Officers/Employment Practices Liability - RSUI

Dates: 8/1/14 to 8/1/15  
 Policy # NHP658534  
 Limit of liability: \$2,000,000  
 Retention: \$50,000 D&O, \$100,000 EPL

- \* SS Prof 1M/2M = Social Services/Human Services Professional Liability  
 \$1,000,000 Each Professional Incident / \$2,000,000 Aggregate

**NOTEPAD:**

HOLDER CODE

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INSURED'S NAME Community Housing Partnership

OP ID: KI

DATE 07/23/15

The City & County of San Francisco, Human Services Agency and their officers, employees and agents are included as Additional Insureds for General Liability and Auto Liability, but only as respects operations of the Named Insured per attached forms CG20260704, CG00010413 & CA20480299. Insurance is primary and applies separately to each insured, except with respects to limits of liability.

A Waiver of Subrogation applies to Workers Compensation, per attached form WC 99 04 02C (Ed. 9-14).



POLICY NUMBER: PHPK1367821

COMMERCIAL GENERAL LIABILITY

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED – DESIGNATED  
PERSON OR ORGANIZATION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART.

**SCHEDULE**

<b>Name of Additional Insured Person(s) or Organization(s):</b>
The City & County of San Francisco, Human Services Agency and their officers, employees and agents Director of Housing & Homeless Program P.O. Box 7988 San Francisco, CA 94120
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

**Section II – Who Is An Insured** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf.

- A. In the performance of your ongoing operations; or
- B. In connection with your premises owned by or rented to you.

POLICY NUMBER: PHPK1367821

COMMERCIAL AUTO  
CA 20 48 02 99

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

## DESIGNATED INSURED

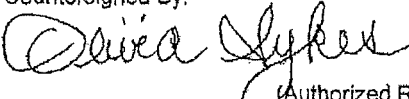
This endorsement modifies insurance provided under the following:

BUSINESS AUTO COVERAGE FORM  
GARAGE COVERAGE FORM  
MOTOR CARRIER COVERAGE FORM  
TRUCKERS COVERAGE FORM

With respect to coverage provided by this endorsement, the provisions of the Coverage Form apply unless modified by this endorsement.

This endorsement identifies person(s) or organization(s) who are "insureds" under the Who Is An Insured Provision of the Coverage Form. This endorsement does not alter coverage provided in the Coverage Form.

This endorsement changes the policy effective on the inception date of the policy unless another date is indicated below.

Endorsement Effective: 08/01/15	Countersigned By:  (Authorized Representative)
Named Insured: Community Housing Partnership	

### SCHEDULE

<b>Name of Person(s) or Organization(s):</b> The City & County of San Francisco, Human Services Agency and their officers, employees and agents
--

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to the endorsement.)

Each person or organization shown in the Schedule is an "insured" for Liability Coverage, but only to the extent that person or organization qualifies as an "insured" under the Who Is An Insured Provision contained in Section II of the Coverage Form.

**WAIVER OF OUR RIGHT TO RECOVER FROM OTHERS ENDORSEMENT - CALIFORNIA**

We have the right to recover our payments from anyone liable for an injury covered by this policy. We will not enforce our right against the person or organization named in the Schedule. (This agreement applies only to the extent that you perform work under a written contract that requires you to obtain this agreement from us.)

You must maintain payroll records accurately segregating the remuneration of your employees while engaged in the work described in the Schedule.

The additional premium for this endorsement shall be 5% of the applicable manual premium otherwise due on such remuneration subject to a policy maximum charge for all such waivers of 5% of total manual premium.

The minimum premium for this endorsement is \$350.

This agreement shall not operate directly or indirectly to benefit anyone not named in the Schedule.

Schedule

**Specific Waiver**

City & County of San Francisco, Human Services Agency and their officers, employees and agents  
Director of Housing & Homeless Program  
P.O. Box 7988, San Francisco, CA 94120

**Person/Organization:**

**Job Description:**

All California Operations

**Waiver Premium:**

This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.

(The information below is required only when this endorsement is issued subsequent to preparation of the policy.)

Endorsement Effective: 08/01/2015

Policy No.: COWC605536

Endorsement No.:

Insured: Community Housing Partnership

Premium \$

Insurance Company: Cypress Insurance Company

WC 99 04 02C

Countersigned by

*Olivia Sykes*

#### 4. Other Insurance

If other valid and collectible insurance is available to the insured for a loss we cover under Coverages A or B of this Coverage Part, our obligations are limited as follows:

##### a. Primary Insurance

This insurance is primary except when Paragraph b. below applies. If this insurance is primary, our obligations are not affected unless any of the other insurance is also primary. Then, we will share with all that other insurance by the method described in Paragraph c. below.

##### b. Excess Insurance

(1) This insurance is excess over:

(a) Any of the other insurance, whether primary, excess, contingent or on any other basis:

(i) That is Fire, Extended Coverage, Builder's Risk, Installation Risk or similar coverage for "your work";

(ii) That is Fire insurance for premises rented to you or temporarily occupied by you with permission of the owner;

(iii) That is insurance purchased by you to cover your liability as a tenant for "property damage" to premises rented to you or temporarily occupied by you with permission of the owner; or

(iv) If the loss arises out of the maintenance or use of aircraft, "autos" or watercraft to the extent not subject to Exclusion g. of Section I – Coverage A – Bodily Injury And Property Damage Liability.

(b) Any other primary insurance available to you covering liability for damages arising out of the premises or operations, or the products and completed operations, for which you have been added as an additional insured.

(2) When this insurance is excess, we will have no duty under Coverages A or B to defend the insured against any "suit" if any other insurer has a duty to defend the insured against that "suit". If no other insurer defends, we will undertake to do so, but we will be entitled to the insured's rights against all those other insurers.

(3) When this insurance is excess over other insurance, we will pay only our share of the amount of the loss, if any, that exceeds the sum of:

(a) The total amount that all such other insurance would pay for the loss in the absence of this insurance; and

(b) The total of all deductible and self-insured amounts under all that other insurance.

(4) We will share the remaining loss, if any, with any other insurance that is not described in this Excess Insurance provision and was not bought specifically to apply in excess of the Limits of Insurance shown in the Declarations of this Coverage Part.

##### c. Method Of Sharing

If all of the other insurance permits contribution by equal shares, we will follow this method also. Under this approach each insurer contributes equal amounts until it has paid its applicable limit of insurance or none of the loss remains, whichever comes first.

If any of the other insurance does not permit contribution by equal shares, we will contribute by limits. Under this method, each insurer's share is based on the ratio of its applicable limit of insurance to the total applicable limits of insurance of all insurers.

#### 5. Premium Audit

a. We will compute all premiums for this Coverage Part in accordance with our rules and rates.

b. Premium shown in this Coverage Part as advance premium is a deposit premium only. At the close of each audit period we will compute the earned premium for that period and send notice to the first Named Insured. The due date for audit and retrospective premiums is the date shown as the due date on the bill. If the sum of the advance and audit premiums paid for the policy period is greater than the earned premium, we will return the excess to the first Named Insured.

c. The first Named Insured must keep records of the information we need for premium computation, and send us copies at such times as we may request.

#### 6. Representations

By accepting this policy, you agree:

a. The statements in the Declarations are accurate and complete;

1 [Shelter and Transitional Housing During Shelter Crisis - Selection of Sites; Waiver of Certain  
2 Requirements Regarding Contracting]

3 Ordinance authorizing Public Works, the Department of Homelessness and Supportive  
4 Housing, and the Department of Public Health to enter into contracts without adhering  
5 to the Administrative Code or Environment Code provisions regarding competitive  
6 bidding and other requirements for construction work, procurement, and personal  
7 services relating to identified Shelter Crisis Sites (1601 Quesada Avenue; 149 6th  
8 Street; 125 Bayshore Boulevard; 13th Street and South Van Ness Avenue, southwest  
9 corner; 5th Street and Bryant Street, northwest corner; Caltrans Emergency Shelter  
10 Properties; and existing City Navigation Centers and Shelters) that will provide  
11 emergency shelter or transitional housing to persons experiencing homelessness;  
12 authorizing the Director of Property to enter into and amend leases or licenses for the  
13 Shelter Crisis Sites without adherence to certain provisions of the Administrative  
14 Code; authorizing the Director of Public Works to add sites to the list of Shelter Crisis  
15 Sites subject to expedited processing, procurement, and leasing upon ~~written notice to~~  
16 ~~the Board of Supervisors, and compliance with conditions relating to environmental~~  
17 ~~review and neighborhood notice, and approval by resolution of the Board of~~  
18 Supervisors, except that no resolution shall be required where the proposed site is  
19 located in a supervisorial district that has no Shelter Crisis Sites; affirming the  
20 Planning Department's determination under the California Environmental Quality Act;  
21 and making findings of consistency with the General Plan, and the eight priority  
22 policies of Planning Code, Section 101.1.

23  
24 NOTE: Unchanged Code text and uncodified text are in plain Arial font.  
25 Additions to Codes are in *single-underline italics Times New Roman font*.  
Deletions to Codes are in *strikethrough italics Times New Roman font*.  
Board amendment additions are in double-underlined Arial font.

1 **Board amendment deletions** are in strikethrough Arial font.  
2 **Asterisks (\* \* \* \*)** indicate the omission of unchanged Code  
3 subsections or parts of tables.

4  
5 Be it ordained by the People of the City and County of San Francisco:

6 Section 1. Environmental and Land Use Findings.

7 (a) The Planning Department has determined that the actions contemplated in this  
8 ordinance comply with the California Environmental Quality Act (California Public Resources  
9 Code Sections 21000 et seq.). Said determination is on file with the Clerk of the Board of  
10 Supervisors in File No. 180032 and is incorporated herein by reference. The Board affirms  
11 this determination.

12 (b) The Planning Department has determined that the actions contemplated in this  
13 ordinance are consistent, on balance, with the City's General Plan and eight priority policies of  
14 Planning Code Section 101.1. The Board adopts these findings as its own. A copy of this  
15 determination is on file with the Clerk of the Board of Supervisors in File No. 180032, and is  
16 incorporated herein by reference.

17 Section 2. Background and General Findings.

18 (a) California Government Code Sections 8698 through 8698.2 authorize the  
19 governing body of a political subdivision, including the Board of Supervisors, to declare the  
20 existence of a shelter crisis upon a finding by the governing body that a significant number of  
21 persons within the jurisdiction are without the ability to obtain shelter, and that the situation  
22 has resulted in a threat to the health and safety of those persons. These Government Code  
23 provisions authorize the City and County of San Francisco (the "City") to suspend state or  
24 local statutes, ordinances, and regulations setting housing, health, or safety standards for new  
25 public facilities opened to homeless persons in response to the shelter crisis, to the extent that

1 strict compliance would prevent, hinder, or delay the mitigation of the shelter crisis, and allow  
2 the City to enact its own standards for the shelters that ensure basic public health and safety.

3 (b) In Ordinance No. 57-16, enacted on April 22, 2016, the Board of Supervisors  
4 found that a significant number of persons within the City lack the ability to obtain shelter,  
5 which has resulted in a threat to their health and safety. For that reason, and based on  
6 factual findings set forth in that ordinance, the Board of Supervisors declared the existence of  
7 a shelter crisis in the City in accordance with California Government Code Sections 8698  
8 through 8698.2.

9 (c) Consistent with California Streets and Highways Code Section 104.16, enacted  
10 on October 15, 2017, and effective on January 1, 2018, any airspace adjacent to or under a  
11 freeway, or real property acquired for highway purposes in the City that is not excess property  
12 ("Caltrans Emergency Shelter Property"), shall be offered for lease on a right of refusal by the  
13 California Department of Transportation ("Caltrans") to the City for purposes of an emergency  
14 shelter, with a lease amount of \$1 per month, provided the City follows all applicable health,  
15 environmental, safety, design, and engineering standards.

16 (d) According to the January 2017 Point in Time Homeless Count administered by  
17 the Department of Homelessness and Supportive Housing, there were approximately 7,499  
18 people experiencing homelessness in San Francisco on a single night. Of those persons,  
19 58% were unsheltered, 21% were under the age of 25 years, 33% identified as female, and  
20 32% were over the age of 51 years with attendant deteriorating physical and mental health.

21 (e) On November 28, 2017, Mayor Lee declared a goal of transitioning 1,000 people  
22 off the streets of San Francisco before the end of winter. The City's ability to meet this goal,  
23 which will require the rapid execution of construction contracts, is threatened by current  
24 market conditions for construction projects. The Bay Area is experiencing an unprecedented  
25 construction boom. As a result, contractors may have the ability to forgo government projects

1 if they have extensive and prolonged administrative requirements. In addition, the tragic  
2 wildfires that occurred in Northern California in October 2017 have increased the demand for,  
3 and limited the availability of, many construction contractors.

4 (f) The unique challenge of erecting temporary shelters presents contracting  
5 challenges that are not present in other contexts. For example, some items to be procured,  
6 such as large tents, are only available from one vendor, and that vendor requires that its  
7 specially trained staff or subcontractors erect the tents.

8 (g) City departments have identified sites where potential temporary shelters,  
9 including emergency shelters, navigation centers, transitional housing, and stabilization rooms  
10 may be located, constructed, or expanded ("the Shelter Crisis Sites"). The Shelter Crisis Sites  
11 are:

12 (1) Jelani House, a transitional housing site located at 1601 Quesada  
13 Avenue, which has the potential to provide temporary housing to 25 women experiencing  
14 homelessness, with priority given to pregnant and medically vulnerable women;

15 (2) The Minna Lee Hotel, a single room occupancy hotel located at 149 6th  
16 Street, which has the potential to provide temporary supportive housing to up to 70 persons;

17 (3) A commercial property located at 125 Bayshore Boulevard, which has the  
18 potential for use as a shelter or navigation center for up to 125 persons experiencing  
19 homelessness;

20 (4) A lot owned by Caltrans, located under the freeway at the southwest  
21 corner of 13th Street and South Van Ness Avenue, which has the potential for use as a  
22 shelter or navigation center for up to 125 persons experiencing homelessness;

23 (5) A lot owned by Caltrans, located under the freeway at the northeast  
24 corner of 5th and Bryant Streets, which has the potential to provide shelter to up to 88  
25 persons experiencing homelessness, including designated spaces for women;



1 (6) Caltrans Emergency Shelter Properties; and

2 (7) The sites of all existing Navigation Centers, as defined in Chapter 106 of  
3 the Administrative Code, except those Navigation Centers located at 1950 Mission Street and  
4 1515 South Van Ness Avenue, and all existing Shelters, as defined in Article XIII of Chapter  
5 20 of the Administrative Code. A list of existing Navigation Centers and Shelters subject to  
6 this ordinance is included in Board File No. 180032.

7 (h) In light of the state and local findings of a continuing and worsening shelter  
8 crisis, the large and increasing number of unsheltered individuals who often occupy public  
9 spaces and streets, and the continuing and worsening threats to the health and safety of  
10 those persons affected by the crisis, the Board of Supervisors finds that the City must  
11 continue to establish a citywide network of homeless services and sites to offer services,  
12 including homeless shelters, navigation centers, and transitional housing, in order to  
13 expeditiously offer resources to individuals experiencing homelessness, and that such  
14 services should be offered in locations and at levels that meet the needs that exist throughout  
15 the City. Further, in light of the urgency of the shelter crisis, the immediate availability of  
16 several sites on which emergency shelter and transitional housing could be constructed, and  
17 the challenging market conditions that limit the availability of construction contractors, the  
18 Board of Supervisors finds that the Shelter Crisis Sites qualify as public facilities per California  
19 Government Code 8698(c) and that the City must take steps to facilitate the expeditious  
20 award of contracts to complete repairs, improvements, or expansions of the Shelter Crisis  
21 Sites to provide shelter to homeless persons, and to procure goods and services relating to  
22 such properties.

23  
24 Section 3. Contracting Authority; Waiver of Certain Municipal Code Requirements.  
25

1 (a) Notwithstanding any provision of the Municipal Code, the Department of Public  
2 Works, the Department of Public Health, and the Department of Homelessness and  
3 Supportive Housing may enter into contracts, including grants, to provide professional and  
4 other services to assist the City in the repair or improvement of the Shelter Crisis Sites, and  
5 contracts, including grants, to provide services or to procure goods or materials relating to the  
6 operation of those sites, or to meet the needs of individuals housed at the Shelter Crisis Sites,  
7 without competitive bidding or adherence to the requirements of Administrative Code  
8 Chapters 6, 12B, 14B, and 21, and the Environment Code. Once having entered into such  
9 contracts, the City department shall also have the authority to enter into such contract  
10 additions or amendments that it determines are in the best interests of the City and are  
11 necessary or advisable to effectuate the intent of this ordinance. This authority under this  
12 ordinance to enter into or add to or amend contracts shall expire on March 1, 2019.

13 (b) To the extent not previously authorized by the Board of Supervisors, the Director  
14 of Property shall have the authority to enter into and amend leases or licenses for the Shelter  
15 Crisis Sites without adherence to the requirements of Administrative Code Chapters 12B,  
16 14B, and 23, provided that the Director of Property determines that the terms are reasonable  
17 and the lease or license term does not extend for more than 12 months. This authority under  
18 this ordinance to enter into and amend leases or licenses shall expire on March 1, 2019.

19 (c) Nothing in this ordinance is intended to reduce or limit the existing contracting  
20 authority of any City department or official.

21  
22 Section 4. Additional Shelter Crisis Sites.

23 (a) The provisions of Section 3 of this ordinance apply to the Shelter Crisis Sites  
24 identified in Section 2. The Director of Public Works, in consultation with the Director of the  
25 Department of Homelessness and Supportive Housing, the Director of Property, and other

1 City officials, may identify additional Shelter Crisis Sites that shall be subject to the provisions  
2 of Section 3 of this ordinance, provided that:

3 (1) The Director of Public Works provides written notice to the Board of  
4 Supervisors of the proposed site, which notice shall include whether the site is City-owned or  
5 owned by another person or entity;

6 (2) If the site is not owned by the City, then the notice to the Board shall  
7 include the name of the owner and the proposed lease or license terms for the City's use of  
8 the site;

9 (3) The Director of Public Works confirms that the site can be used to provide  
10 temporary shelter for up to one year for persons experiencing homelessness, and the Director  
11 of Property confirms that the proposed lease or license terms (if applicable) are reasonable;

12 (4) The Planning Department determines that any required environmental  
13 review has been completed and made available for review by the Director of Public Works,  
14 and that the use of the site as contemplated is in conformance with the City's General Plan  
15 and the Eight Priority Policies of Planning Code Section 101.1; and

16 (5) The City has complied with the requirements of Administrative Code  
17 Chapter 79 (Citizens' Right-to-Know Act of 1998) and Chapter 79A and has engaged in a  
18 thorough community outreach process that includes, at a minimum, written notice to  
19 neighbors located within 300 feet of the Shelter Crisis Site, information about how neighbors  
20 may provide input into the proposed programming at the Shelter Crisis Site, and the hosting of  
21 one community meeting, and no contract for the use of the site is entered into for 30 days  
22 following the posting of the required notice on the site; and

23 (6) The Board of Supervisors approves by resolution the addition of the  
24 identified Shelter Crisis Site, provided, however, that no resolution shall be required if the

1 additional Shelter Crisis Site identified under subsection (a) is located in a supervisorial district  
2 that does not already have a Shelter Crisis Site within its boundaries.

3 (b) Upon satisfaction of the conditions in subsection (a):

4 (1) The Department of Public Works, the Department of Public Health, and  
5 the Department of Homelessness and Supportive Housing may enter into and amend  
6 contracts as set forth in Section 3(a) of this ordinance with respect to the Shelter Crisis Site;  
7 and

8 (2) The Director of Property may enter into and amend leases or licenses as  
9 set forth in Section 3(b) of this ordinance with respect to the Shelter Crisis Site.

10  
11 Section 5. Implementation.

12 (a) Before opening a shelter, Navigation Center, transitional housing program, or  
13 stabilization rooms at a Shelter Crisis Site, the Director of the Department of Homelessness  
14 and Supportive Housing, or his or her designee, in consultation with the member of the Board  
15 of Supervisors who represents the district in which the Shelter Crisis Site is located, shall  
16 conduct a thorough community outreach process that includes, at a minimum, written notice to  
17 neighbors located within 300 feet of the Shelter Crisis Site, information about how neighbors  
18 may provide input into the proposed programming at the Shelter Crisis Site, and the hosting of  
19 one community meeting.

20 (b) Before opening a shelter, Navigation Center, transitional housing program, or  
21 stabilization rooms at a Shelter Crisis Site, the Director of the Department of Homelessness  
22 and Supportive Housing, or his or her designee, shall adopt a site-specific Health, Sanitation,  
23 and Security Plan that will adequately address: 1) the outreach efforts that will be made to  
24 persons experiencing homelessness in the area surrounding the Shelter Crisis Site; 2) the  
25 steps that will be taken to ensure that the area surrounding the Shelter Crisis Site remains

1 clean and sanitary; and 3) the steps that will be taken to protect the safety of persons and  
2 properties located near the Shelter Crisis Site.

3 (c) By no later than February 28, 2019, the Director of the Department of  
4 Homelessness and Supportive Housing, or his or her designee, shall submit to the Mayor and  
5 the Board of Supervisors a report that describes the number of persons that were served by  
6 programs at the Shelter Crisis Sites between the enactment of this ordinance and the date of  
7 the report.

8 (d) Section 5 shall expire by operation of law on March 1, 2019.

9  
10 Section 6. Severability.

11 If any section, subsection, sentence, clause, phrase, or word of this ordinance, or any  
12 application thereof to any person or circumstance, is held to be invalid or unconstitutional by a  
13 decision of a court of competent jurisdiction, such decision shall not affect the validity of the  
14 remaining portions or applications of the ordinance. The Board of Supervisors hereby  
15 declares that it would have passed this ordinance and each and every section, subsection,  
16 sentence, clause, phrase, and word not declared invalid or unconstitutional without regard to  
17 whether any other portion of this ordinance or application thereof would be subsequently  
18 declared invalid or unconstitutional.

19  
20 Section 7. Promotion of the General Welfare.

21 In enacting and implementing this ordinance, the City is assuming an undertaking only  
22 to promote the general welfare. It is not assuming, nor is it imposing on its officers and  
23 employees, an obligation for breach of which it is liable in money damages to any person who  
24 claims that such breach proximately caused injury.

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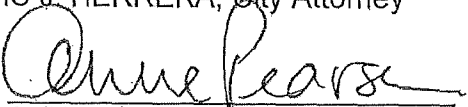
Section 8. Effective Date; Retroactive Operation; Ratification of Prior Acts.

(a) This ordinance shall become effective 30 days after enactment. Enactment occurs when the Mayor signs the ordinance, the Mayor returns the ordinance unsigned or does not sign the ordinance within ten days of receiving it, or the Board of Supervisors overrides the Mayor's veto of the ordinance.

(b) This ordinance shall apply retroactively to all actions taken by City officials or City agencies or entities in connection with the procurement of construction and/or professional services at the Shelter Crisis Sites since January 1, 2018.

(c) The Board of Supervisors hereby ratifies and confirms all actions taken by City officials or City agencies in connection with the procurement of construction and/or professional services at the Shelter Crisis Sites.

APPROVED AS TO FORM:  
DENNIS J. HERRERA, City Attorney

By:   
ANNE PEARSON  
Deputy City Attorney

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# City and County of San Francisco

## Tails Ordinance

City Hall  
1 Dr. Carlton B. Goodlett Place  
San Francisco, CA 94102-4689

**File Number:** 180032

**Date Passed:** February 27, 2018

Ordinance authorizing Public Works, the Department of Homelessness and Supportive Housing, and the Department of Public Health to enter into contracts without adhering to the Administrative Code or Environment Code provisions regarding competitive bidding and other requirements for construction work, procurement, and personal services relating to identified Shelter Crisis Sites (1601 Quesada Avenue; 149-6th Street; 125 Bayshore Boulevard; 13th Street and South Van Ness Avenue, southwest corner; 5th Street and Bryant Street, northwest corner; Caltrans Emergency Shelter Properties; and existing City Navigation Centers and Shelters) that will provide emergency shelter or transitional housing to persons experiencing homelessness; authorizing the Director of Property to enter into and amend leases or licenses for the Shelter Crisis Sites without adherence to certain provisions of the Administrative Code; authorizing the Director of Public Works to add sites to the list of Shelter Crisis Sites subject to expedited processing, procurement, and leasing upon compliance with conditions relating to environmental review and neighborhood notice, and approval by resolution of the Board of Supervisors, except that no resolution shall be required when the proposed site is located in a supervisorial district that has no Shelter Crisis Sites; affirming the Planning Department's determination under the California Environmental Quality Act; and making findings of consistency with the General Plan, and the eight priority policies of Planning Code, Section 101.1.

February 01, 2018 Budget and Finance Committee - AMENDED

February 01, 2018 Budget and Finance Committee - AMENDED

February 01, 2018 Budget and Finance Committee - RECOMMENDED AS AMENDED..

February 13, 2018 Board of Supervisors - AMENDED, AN AMENDMENT OF THE WHOLE BEARING NEW TITLE

Ayes: 11 - Breed, Cohen, Fewer, Kim, Peskin, Ronen, Safai, Sheehy, Stefani, Tang and Yee

February 13, 2018 Board of Supervisors - PASSED ON FIRST READING AS AMENDED

Ayes: 11 - Breed, Cohen, Fewer, Kim, Peskin, Ronen; Safai, Sheehy, Stefani, Tang and Yee

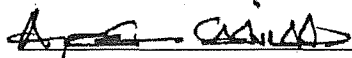
February 27, 2018 Board of Supervisors - FINALLY PASSED

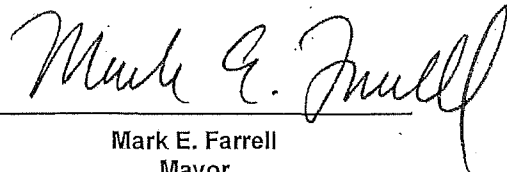
Ayes: 10 - Breed, Cohen, Fewer, Kim, Peskin, Ronen, Safai, Sheehy, Stefani and Yee

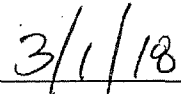
Excused: 1 - Tang

File No. 180032

I hereby certify that the foregoing Ordinance was FINALLY PASSED on 2/27/2018 by the Board of Supervisors of the City and County of San Francisco.

  
\_\_\_\_\_  
Angela Calvillo  
Clerk of the Board

  
\_\_\_\_\_  
Mark E. Farrell  
Mayor

  
\_\_\_\_\_  
Date Approved



1 [Authorizing Operation of the Mission Street Navigation Center through September 30, 2018,  
2 and the Civic Center Navigation Center through December 31, 2021]

3 **Resolution authorizing the continued operation of the Navigation Center located at**  
4 **1950 Mission Street through September 30, 2018, and the continued operation of the**  
5 **Navigation Center located at 20-12th Street through December 31, 2021.**

6  
7 WHEREAS, The Navigation Center at 1950 Mission Street (the "Mission Street  
8 Navigation Center") has been in operation since March of 2015; and

9 WHEREAS, Since its opening, the Mission Street Navigation Center has served over  
10 1,800 people, providing critical shelter, health care, benefits, housing assistance, and support;  
11 and

12 WHEREAS, The Navigation Center located at 20 12<sup>th</sup> Street (the "Civic Center  
13 Navigation Center") opened in June 2016; and

14 WHEREAS, Since its opening, the Civic Center Navigation Center has served 330  
15 people, providing critical shelter, health care, housing assistance and other support; and

16 WHEREAS, Section 106.3 of the San Francisco Administrative Code provides that  
17 Navigation Centers are temporary facilities, and may not be operated for more than two years  
18 without approval of adjustment or extension of the time limit by resolution of the Board of  
19 Supervisors; and

20 WHEREAS, In March 2018, the Board of Supervisors passed Ord. No. 029-18 (on file  
21 with the Clerk of the Board of Supervisors in File No. 180032) declaring there to be a shelter  
22 crisis in San Francisco, and authorizing streamlined procedures for the procurement of  
23 services relating to navigation centers in order to expeditiously offer resources to individuals  
24 experiencing homelessness; and

1 WHEREAS, Both the Mission Street Navigation Center and the Civic Center Navigation  
2 Center are located on properties that are slated for the development of permanent low-income  
3 housing, and have been used as Navigation Centers in the interim until the intended housing  
4 developments can be constructed; and

5 WHEREAS, Due to delays in construction of the permanent housing at those sites, the  
6 Department of Homelessness and Supportive Housing (HSH) has the opportunity to extend  
7 the use of both sites as Navigation Centers; and

8 WHEREAS, The City and County of San Francisco faces a homelessness crisis with  
9 approximately 7,500 people experiencing homelessness on any given night, 58% of whom are  
10 unsheltered; and

11 WHEREAS, At a time of shelter crisis, San Francisco cannot afford to lose Navigation  
12 Center capacity when the space remains available to continue operating the programs at their  
13 current sites; and

14 WHEREAS, The availability of Navigation Center beds is an essential element of the  
15 City's efforts to resolve tent encampments by allowing HSH to make meaningful offers of  
16 shelter to individuals so that they have a safe alternative to a tent; and

17 WHEREAS, To close the Navigation Center at 1950 Mission Street before the  
18 developer is ready to begin construction in October 2019 would leave the community with a  
19 vacant, inactive, and unsecured lot that would become a blight to the community; now,  
20 therefore, be it

21 RESOLVED, That the Board of Supervisors, pursuant to subsection (b) of Section  
22 106.3 of the San Francisco Administrative Code, approves the extension and continued  
23 operation of the Mission Street Navigation Center through September 30, 2018; and, be it  
24

1                    FURTHER RESOLVED, That the Board of Supervisors, pursuant to subsection (b) of  
2 Section 106.3 of the San Francisco Administrative Code, approves the extension and  
3 continued operation of the Civic Center Navigation Center until December 31, 2021.  
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City and County of San Francisco  
Tails  
Resolution

City Hall  
1 Dr. Carlton B. Goodlett Place  
San Francisco, CA 94102-4689

File Number: 180522

Date Passed: June 05, 2018

Resolution authorizing the continued operation of the Navigation Center located at 1950 Mission Street through September 30, 2018, and the continued operation of the Navigation Center located at 20-12th Street through December 31, 2021.

June 04, 2018 Land Use and Transportation Committee - RECOMMENDED AS COMMITTEE REPORT

June 05, 2018 Board of Supervisors - ADOPTED

Ayes: 10 - Breed, Fewer, Kim, Peskin, Ronen, Safai, Sheehy, Stefani, Tang and Yee

Absent: 1 - Cohen

File No. 180522

I hereby certify that the foregoing Resolution was ADOPTED on 6/5/2018 by the Board of Supervisors of the City and County of San Francisco.

for Angela Calvillo  
Clerk of the Board

  
for Mark E. Farrell  
Mayor

6/14/2018

Date Approved



TO: Angela Calvillo, Clerk of the Board of Supervisors  
FROM: Kanishka Karunaratne Cheng *KKC*  
RE: Grant Amendment – Community Housing Partnership – Master Lease,  
Property Management, Support Services and Navigation Center  
Emergency Services - Department of Homelessness and Supportive  
Housing - Not to Exceed \$21,691,837  
DATE: 10/30/2018

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**Resolution approving the second amendment to the grant between the City and County of San Francisco and Community Housing Partnership to provide Navigation Center operations and services at the Civic Center Hotel Navigation Center, to extend the grant term by three years and six months, for a total term of July 1, 2015 through December 31, 2021, and to increase the grant amount by \$12,135,386, for a total grant amount of \$21,691,837.**

Should you have any questions, please contact Kanishka Karunaratne Cheng at 415-554-6696.

RECEIVED  
BOARD OF SUPERVISORS  
SAN FRANCISCO  
2018 OCT 30 PM 2:09  
BY *[Signature]*

**FORM SFEC-126:**  
**NOTIFICATION OF CONTRACT APPROVAL**  
(S.F. Campaign and Governmental Conduct Code § 1.126)

<b>City Elective Officer Information</b> <i>(Please print clearly.)</i>	
Name of City elective officer(s): Members, Board of Supervisors	City elective office(s) held: Members, Board of Supervisors
<b>Contractor Information</b> <i>(Please print clearly.)</i>	
Name of contractor: Community Housing Partnership	
<i>Please list the names of (1) members of the contractor's board of directors; (2) the contractor's chief executive officer, chief financial officer and chief operating officer; (3) any person who has an ownership of 20 percent or more in the contractor; (4) any subcontractor listed in the bid or contract; and (5) any political committee sponsored or controlled by the contractor. Use additional pages as necessary.</i>	
1) Gregg Miller, President Jonathan Wyler, Vice President John Fisher, Secretary Sheila Aharoni, Treasurer Chris Amos Steve Bowdry Devra Edelman Mark Eshman Kenneth Jackson David Elliot Lewis Lauren Maddock Patrick Valentino Jay Wallace	2) Gail Gilman, CEO Eric Fisher, CFO Christy Saxton, COO 3) None 4) John Stewart Company 5) None
Contractor address: 20 Jones Street #200 San Francisco CA 94102	
Date that contract was approved:	Amount of contract: \$21,691,837
Describe the nature of the contract that was approved: Property management, support services and Navigation Center management	
Comments:	

This contract was approved by (check applicable):

the City elective officer(s) identified on this form

a board on which the City elective officer(s) serves San Francisco Board of Supervisors

Print Name of Board

the board of a state agency (Health Authority, Housing Authority Commission, Industrial Development Authority Board, Parking Authority, Relocation Appeals Board, and Local Workforce Investment Board) on which an appointee of the City elective officer(s) identified on this form sits

Print Name of Board

<b>Filer Information</b> <i>(Please print clearly.)</i>	
Name of filer: Angela Calvillo, Clerk of the Board	Contact telephone number: (415) 554-5184
Address: City Hall, Room 244, 1 Dr. Carlton B. Goodlett Pl., San Francisco CA 94102	E-mail: Board.of.Supervisors@sfgov.org

Signature of City Elective Officer (if submitted by City elective officer)

Date Signed

Signature of Board Secretary or Clerk (if submitted by Board Secretary or Clerk)

Date Signed