

BOARD of SUPERVISORS



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MEMORANDUM

HOMELESSNESS AND BEHAVIORAL HEALTH SELECT COMMITTEE

SAN FRANCISCO BOARD OF SUPERVISORS

TO: Supervisor Hillary Ronen, Chair
Homelessness and Behavioral Health Select Committee

FROM: Stephanie Cabrera, Assistant Clerk

DATE: October 16, 2023

SUBJECT: **COMMITTEE REPORT, BOARD MEETING**
Tuesday, October 13, 2023

The following file should be presented as a COMMITTEE REPORT at the regular Board meeting on Tuesday, October 17, 2023. This Resolution was acted upon at the Homelessness and Behavioral Health Select Committee meeting on Friday, October 13, 2023, at 10:00 a.m., by the votes indicated.

Item No. 42 **File No. 230990**

[Grant Agreement Amendment - Episcopal Community Services - Cova Non-Congregate Shelter - Not to Exceed \$15,091,353]

Sponsor: Mayor

Resolution approving the third amendment to the grant agreement between Episcopal Community Services and the Department of Homelessness and Supportive Housing ("HSH") for services at the Cova Non-Congregate Shelter; extending the grant term by 10 months from November 1, 2023, for a total term of December 18, 2021, through August 31, 2024; increasing the agreement amount by \$5,150,877 for a total amount not to exceed \$15,091,353; and authorizing HSH to enter into any additions, amendments, or other modifications to the agreement that do not materially increase the obligations or liabilities, or materially decrease the benefits to the City. (Department of Homelessness and Supportive Housing)

(Fiscal Impact)

RECOMMENDED AS A COMMITTEE REPORT

Vote: Supervisor Hillary Ronen - Aye
Supervisor Rafael Mandelman - Aye
Supervisor Shamann Walton - Excused

Cc: Board of Supervisors
Angela Calvillo, Clerk of the Board
Alisa Somera, Legislative Deputy
Anne Pearson, Deputy City Attorney

File No. 230990

Committee Item No. 2

Board Item No. 42

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee: Homelessness and Behavioral Health Select Date: October 13, 2023

Board of Supervisors Meeting: Date: October 17, 2023

Cmte Board

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| <input type="checkbox"/> | <input type="checkbox"/> | Motion |
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| <input type="checkbox"/> | <input type="checkbox"/> | Legislative Digest |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Budget and Legislative Analyst Report |
| <input type="checkbox"/> | <input type="checkbox"/> | Youth Commission Report |
| <input type="checkbox"/> | <input type="checkbox"/> | Introduction Form |
| <input type="checkbox"/> | <input type="checkbox"/> | Department/Agency Cover Letter and/or Report |
| <input type="checkbox"/> | <input type="checkbox"/> | MOU - FY2022-2024 - Clean |
| <input type="checkbox"/> | <input type="checkbox"/> | MOU - FY2022-2024 - Redline |
| <input type="checkbox"/> | <input type="checkbox"/> | Grant Information Form |
| <input type="checkbox"/> | <input type="checkbox"/> | Grant Budget |
| <input type="checkbox"/> | <input type="checkbox"/> | Subcontract Budget |
| <input type="checkbox"/> | <input type="checkbox"/> | Contract / DRAFT Mills Act Agreement |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Form 126 – Ethics Commission |
| <input type="checkbox"/> | <input type="checkbox"/> | Award Letter |
| <input type="checkbox"/> | <input type="checkbox"/> | Application |
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OTHER

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| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <u>DRAFT Amend No. 3</u> |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <u>Amend No. 2 080123</u> |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <u>Amend No. 1 040122</u> |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <u>Original Agrmt 121821</u> |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <u>RFQ #130</u> |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <u>HSH PPT 101323</u> |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <u>Committee Report Request 100523</u> |

Prepared by: Stephanie Cabrera

Date: October 4, 2023

Prepared by: Stephanie Cabrera

Date: October 13, 2023

Prepared by: _____

Date: _____

Item 2
File 23-0990

Department:
Homelessness and Supportive Housing

EXECUTIVE SUMMARY

Legislative Objectives

- The proposed resolution would approve a third amendment to HSH's agreement with Episcopal Community Services (ECS), extending the term by 10 months, from October 31, 2023 to August 31, 2024. The not-to-exceed amount would increase by \$5,150,877 from \$9,940,476 to \$15,091,353. The August 31, 2024 termination date is the termination date of HSH's booking agreement with the Cova hotel.

Key Points

- Under the grant agreement, ECS operates a non-congregate shelter at the Cova Hotel. The site has 89 units and capacity for 109 guests.
- A May 2023 program monitoring report contained multiple findings regarding ECS's compliance with contractual performance requirements. ECS provided an action plan that included replacement of an individual serving in a key management role. The HSH Program Manager reports that as of July 2023 improvements have occurred in several key performance areas.

Fiscal Impact

- The proposed third amendment would be funded by a combination of \$3.9 million in General Fund funding and \$0.9 million from the State Encampment Resolution Funding Program. Prior contract costs were paid from state sources.

Policy Consideration

- Because the proposed grant extension term is only through August 2024, we recommend the Board of Supervisors approve the proposed resolution. If the request was for a longer duration, we would not recommend more than a twelve month extension so that the agreement could come back to the Board for review and approval. We also recommend that the Board of Supervisors request HSH to provide an update on Episcopal Community Service's performance on this grant agreement as part of the June 2024 budget process. If performance has not improved and an alternative provider has not been identified, the Board should consider terminating funding for this program.

Recommendations

- Approve the proposed resolution but request HSH to provide an update on Episcopal Community Service's performance on this grant agreement as part of the June 2024 budget process.

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 Cova Hotel at 655 Ellis Street (“the Cova”) was one of 25 sites that operated as a Shelter-in-Place Hotel (“SIP Hotel”) as part of the City’s SIP Hotel program during the COVID-19 pandemic. The non-profit Episcopal Community Services (“ECS”) serves as the service provider at the Cova. The hotel is privately owned and HSH has a booking agreement with the hotel that expires on August 31, 2024, which can be terminated by the City with 30 days notice (File 23-0763).

Vendor Selection

In June 2020, HSH selected ECS to provide services at the Cova as a SIP Hotel. The selection was made pursuant to Request for Qualifications #130. The RFQ sought applications from qualified applicants to provide time-limited and as-needed services in shelter in place sites, in congregant settings, and in isolation and quarantine (I&Q) sites in response to COVID-19. HSH intended to make several awards from the solicitation. ECS was one of several organizations that met the minimum qualification requirements. Applicants were required to have at least two years of experience providing services to the target population. Applicants were also required to have two years of experience managing a shelter or similar facility or be currently participating in the City’s COVID-19 response.

In December 2021, HSH transitioned the Cova from a SIP Hotel to an emergency winter shelter under a new agreement, under the procurement authority of Administrative Code Chapter 21B.

Initial Agreement

On December 18, 2021, HSH and ESC entered into the initial agreement, which had a not-to-exceed amount of \$2,525,244 and a term December 18, 2021 through June 30, 2022. The purpose of the agreement was to provide non-congregate winter shelter. Services provided included building operations, daily data entry into the City’s COVID-19 tracking system, and services to participants such as the coordination of support service providers, referrals and linkages to community gateways into the City’s Homelessness Response System, care coordination, and exit planning.

The initial agreement was funded through Project Roomkey, a state funding source launched in April 2020 to provide Californians experiencing homelessness with temporary housing that would allow for safe and supported isolation and quarantining.

First Amendment

On April 1, 2022, the agreement was amended to extend the contract 16 months, changing the expiration date from June 30, 2022 to July 31, 2023 and increasing the not-to-exceed amount from \$2,525,244 to \$9,340,476.

Second Amendment

On August 1, 2023 the second amendment extended the expiration date from July 31, 2023 to October 31, 2023 and increased the not-to-exceed amount by \$600,000 from \$9,340,476 to \$9,940,476 as a bridge until the proposed third amendment could be introduced for consideration by the Board of Supervisors. The amendment also increased the number of participants to be served from 95 to 109. The second amendment also added two service objectives to the grant agreement: ensuring that units are turned over within 14 days and requiring ECS to conduct weekly room inspections.

This grant agreement and subsequent amendments did not require Board of Supervisors' approval because it is less than \$10 million and has a term less than ten years.

DETAILS OF PROPOSED LEGISLATION

The proposed resolution would approve a third amendment to HSH's agreement with Episcopal Community Services, extending the term by 10 months, from October 31, 2023 to August 31, 2024, and increasing the not-to-exceed amount by \$5,150,877 from \$9,940,476 to \$15,091,353. The amendment would also authorize HSH to enter into immaterial modifications of the agreement. The level and type of services to be provided would not change. The August 31, 2024 termination date is the termination date of HSH's booking agreement with the Cova hotel.

Services

ESC would continue to provide operations and services at the 95-room Cova Hotel located at 655 Ellis Street, in accordance with the HSH Temporary Shelter Manual. These services include:

- Accepting and facilitating reservations
- Providing accommodations, meals, and storage
- Ensuring the safety of served population, staff, and visitors
- Referral and intake services
- Shelter support services
- Referrals and coordination of services
- Providing support groups, social events, and organized activities
- Conducting wellness checks in accordance to HSH policy
- Providing reasonable accommodations, transfers, and other supports
- Providing exit planning assistance to the served population

In addition, a subgrantee, VIP Security Specialist, Inc. provides security services.

Performance Monitoring

HSH conducted the first annual program monitoring site visit of the Cova, on April 28, 2023. The resulting report contained multiple findings relating to the program's operations, though it also found the program consistently maintained average occupancy above 90% during July 2022 – April 2023.

According to HSH staff, ESC lacked data relating to service and outcome objectives, including: whether clients were oriented within 24 hours, turning over units with 14 days, offering 90% of guests service referrals within one week of placement, ensuring data quality, ensuring clients are document ready for housing, and documentation of staff training.

According to HSH staff, data challenges were attributable to the multiple transitions of the program, from a SIP Hotel managed by the Covid Command Center, rather than HSH to a time-limited winter non-congregate shelter, to its current status as the Cova Non-Congregate Shelter program. Each program model transition brought with it slight variations in data collection and service objectives. At the time of the April 2023 site visit, the Cova Non-Congregate Shelter had been in operation for less than a year, with early months still undergoing a transition period from previous programs.

Operational performance shortcomings included the following:

- ECS had not referred clients to Coordinated Entry for housing or problem-solving assessments, as required per the contract agreement. Additionally, client case folders were found to be disorganized and missing service plans, case notes, and other required documents.
- Staff training logs contained inaccurate records and ECS could not verify that all employees under the contract had completed trainings mandated by HSH. Moreover, 21 of 26 staff who completed a required ADA training, did so the day before the monitoring visit.
- Per contract requirements, wellness checks are required to occur twice daily. However, records indicated they were only occurring once daily. Additionally, no action was taken and a room was left vacant when a client was absent for more than ten days. Also, room inspection logs lacked follow-up notes or action plans in instances when rooms did not pass inspection.
- Per contract requirements, satisfaction surveys were required to be offered quarterly to all guests. However, since September 2022, surveys were only distributed on one occasion, the week of March 20, 2023, about one month before the monitoring visit. Moreover, the monitoring report stated the majority of completed surveys had the same handwriting, suggested they were all completed by one person.
- ESC had no formal outreach policy and had not provided community meetings and outreach to clients on a consistent basis.
- ECS was not tracking client data in their internal database nor was it adding case notes to client case files. No group activities were documented and it was unclear how ECS was tracking data to meet contract objectives.
- ECS had no record of referring any clients to coordinated entry for problem solving assessments. At the time of the monitoring visit, there were approximately 64 current Cova

clients who were “unknown” to the Coordinated Entry program, which indicated they had not been referred to permanent housing.

- Similarly, ESC was unable to verify if they had worked with any housing referral clients to obtain all documents needed to be eligible for participation (i.e., meet document readiness standards) in HSH’s housing referral program.

In addition to the shortcomings listed above, the report stated that the Site Manager was unresponsive to agency requests and most communication and information requested had to be routed through the Director to ensure a timely response and compliance.

Based on the findings of the April 2023 Program Monitoring, HSH required a corrective action memo from ECS by August 15, 2023. Additionally, HSH plans to conduct January 2024 mid-year program monitoring visit.

In a letter dated August 15, 2023, ECS reported it had addressed, or had made plans to address, all of the findings. Additionally, ECS hired a new site manager for the program. HSH reported to our office that the new site manager has worked closely with HSH staff to ensure corrective action is taken and to ensure the program is in compliance and able to produce all required data and metrics for the mid-year program monitoring site visit and compliance review scheduled for January 2024.

Fiscal Monitoring

On June 16, 2023, HSH issued its fiscal and compliance monitoring report of ECS’s FY 2022-23 contracts and grants. The report contained no findings and ECS was found to be in conformance with all governance best practices.

FISCAL IMPACT

The proposed amendment would increase the agreement’s not-to-exceed amount by \$5,150,877 while providing 10 additional months of shelter service from November 2023 through August 2024. The detail of the grant spending is shown below in Exhibit 1.

Exhibit 1: Grant Budget

	Actual	Actual	Budget	Budget
	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25
Salaries & Benefits	2,206,876	3,614,379	3,681,296	657,954
Operating Expense	96,523	220,468	153,551	46,597
Indirect Cost	345,510	575,227	575,227	105,683
Other Expenses	(567,976)	1,091,113	1,316,866	245,772
Total Expenditures	2,080,932	5,501,187	5,726,940	1,056,005
Total Actual And Budgeted Spending				14,365,064
Contingency				726,289
Not to Exceed Amount				15,091,353

Source: Proposed Third Amendment

Notes: FY 2021-22 figures are December 2021 through June 2022 and include a negative amount due to underspending relative to budget. FY 2024-25 figures are July 2024 through August 2024.

Funding Sources

The proposed third amendment would be funded by a combination of \$2,856,940 in General Fund funding and \$928,983 from the State Encampment Resolution Funding for a total of \$3,785,923 in FY 2023-24. The General Fund would also fund the remaining \$1 million in costs in FY 2024-25. Funding to continue the site was approved by the Board of Supervisors as part of the FY 2023-24 - FY 2024-25 Adopted Budget.

Evolution of the program from the initial agreement to proposed amendment is summarized in Exhibit 2 below.

Exhibit 2: Program Evolution from Initial Agreement to Proposed Amendment

Agreement	Ending Date	Months Added	Total Program Months	Funding Increase	New Not-To-Exceed Amount	Funding Sources
Initial (12/15/21)	3/31/22	n/a	3.5	n/a	\$2,525,244	Project Roomkey
1 st Amendment	7/31/23	16	19.5	\$6,815,232	\$9,340,476	Project Roomkey
2 nd Amendment	10/31/23	3	22.5	\$600,000	\$9,940,476	Encampment Resolution Funding (or ERF, a state source)
Proposed 3 rd Amendment	8/31/24	10	32.5	\$5,150,877	\$15,091,353	ERF Program and General Fund

Source: Contract Documents

POLICY CONSIDERATION

In October 2018, through passage of Resolution No. 319-18, the City declared a shelter crisis and affirmed its commitment to a continuum of shelter and service options for people experiencing homelessness. As of the 2022 Point-in-Time Count, there were approximately 7,750 people experiencing homelessness in San Francisco on any given night, with about 56 percent of these individuals being unsheltered.

The Cova is a 95-room hotel with 89 rooms available to serve up to 109 guests. Per the last monitoring report, the program had consistently maintained an average occupancy above 90%. According to HSH staff, this non-congregate program continues to be a highly desirable program model of shelter. Continuation of the program at a 90% occupancy rate would provide nightly shelter to approximately 98 individuals.

The initial agreement was executed when the State, with federal COVID-19 response funding, developed the Project Roomkey program to provide the homelessness with temporary housing that would allow for safe and supported isolation and quarantining during the COVID-19 pandemic. After the pandemic response ended, the program continued with state Encampment Resolution funding (ERF) designated for programs that help people experiencing homelessness transition out of encampments toward safe and stable housing pathways.

If approved, 75% of the funding for this program would come from the City's General Fund and 25 percent would come from the State ERF program.

Per the last monitoring report, the program had no record of referring any clients to service providers nor was it able to verify that it had assisted any program participants in meeting document readiness standards which are necessary for participation in HSH's Housing Referral Program.

In response to HSH, ECS submitted a corrective action plan to address the deficiencies. HSH reports it is satisfied with the progress being made. The HSH Program Manager reports that as of July 2023 the Site Manager had been replaced, rooms are cleaned and ready for a new guest within 72 hours except for those rooms with significant damage, the number of daily room inspections has increased, and other improvements have occurred.

Because the proposed grant extension term is only through August 2024, we recommend the Board of Supervisors approve the proposed resolution. If the request was for a longer duration, we would not recommend more than a twelve month extension so that the agreement could come back to the Board for review and approval. We also recommend that the Board of Supervisors request HSH to provide an update on Episcopal Community Service's performance on this grant agreement as part of the June 2024 budget process. If performance has not improved and an alternative provider has not been identified, the Board should consider terminating funding for this program.

RECOMMENDATIONS

1. Request HSH to provide an update on Episcopal Community Service's performance on this grant agreement as part of the June 2024 budget process.
2. Approve the proposed resolution.

1 [Grant Agreement Amendment - Episcopal Community Services - Cova Non-Congregate
2 Shelter - Not to Exceed \$15,091,353]

3 **Resolution approving the third amendment to the grant agreement between Episcopal**
4 **Community Services and the Department of Homelessness and Supportive Housing**
5 **(“HSH”) for services at the Cova Non-Congregate Shelter; extending the grant term by**
6 **10 months from November 1, 2023, for a total term of December 18, 2021, through**
7 **August 31, 2024; increasing the agreement amount by \$5,150,877 for a total amount not**
8 **to exceed \$15,091,353; and authorizing HSH to enter into any additions, amendments,**
9 **or other modifications to the agreement that do not materially increase the obligations**
10 **or liabilities, or materially decrease the benefits to the City.**

11
12 WHEREAS, The mission of the Department of Homelessness and Supportive Housing
13 (“HSH” or “Department”) is to prevent homelessness when possible and make homelessness
14 rare, brief, and one-time in the City and County of San Francisco (“the City”) through the
15 provision of coordinated, compassionate, and high-quality services; and

16 WHEREAS, With the enactment of Resolution No. 319-18 in October 2018, the Board
17 of Supervisors and Mayor London N. Breed declared a shelter crisis and affirmed San
18 Francisco’s commitment to a continuum of shelter and service options for people experiencing
19 homelessness; and

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

23 WHEREAS, The City is committed to maintaining and expanding diverse shelter
24 options for people living unsheltered in our community; and

1 WHEREAS, During San Francisco’s initial response to COVID-19, the City operated a
2 Shelter-in-Place Hotel (“SIP Hotel”) Program that provided 2,288 rooms across 25 sites at its
3 highest capacity for people vulnerable to COVID-19; and

4 WHEREAS, The 95-room Cova Hotel at 655 Ellis Street (“the Cova”) operated as a SIP
5 Hotel site with the nonprofit Episcopal Community Services (“ECS”) as the service provider;
6 and

7 WHEREAS, In December 2021, HSH transitioned the Cova from a SIP Hotel to a non-
8 congregate shelter under the Department’s general shelter portfolio; and

9 WHEREAS, ECS has extensive experience operating various homeless services
10 including shelter programs; and

11 WHEREAS, In December 2021, HSH selected ECS to continue to provide services at
12 the Cova through Request for Qualifications #130 (“RFQ #130”), a copy of which is on file with
13 the Clerk of the Board of Supervisors in File No. 230990; and

14 WHEREAS, The Department entered into an agreement (“Agreement”) for an amount
15 not to exceed \$2,525,244 with a term of December 18, 2021, through June 30, 2022, a copy
16 of which is on file with the Clerk of the Board of Supervisors in File No. 230990; and

17 WHEREAS, HSH executed a first amendment to the Agreement in April 2022 that
18 extended the Agreement term for ECS to continue providing these services by 13 months
19 through July 31, 2023, and increased the not to exceed amount by \$6,815,232 for a total
20 amount not to exceed \$9,340,476, a copy of which is on file with the Clerk of the Board of
21 Supervisors in File No. 230990; and

22 WHEREAS, ECS served 255 guests at the Cova between July 1, 2022, and June 30,
23 2023; and

24 WHEREAS, In July 2023, the Board of Supervisors authorized HSH to extend the
25 Department’s booking agreement with Shin International, Inc., the operator of the Cova,

1 through August 31, 2024, and a copy of the booking agreement is on file with the Clerk of the
2 Board of Supervisors in File No. 230763; and

3 WHEREAS, HSH executed a second amendment to the Agreement in August 2023 to
4 that extended the Agreement term by three months to October 31, 2023, and increased the
5 not to exceed amount by \$600,000 for a total amount not to exceed \$9,940,476, a copy of
6 which is on file with the Clerk of the Board of Supervisors in File No. 230990; and

7 WHEREAS, The proposed third amendment (“Amendment”) to the Agreement would
8 extend the Agreement for ECS to continue to provide these services at the Cova by 10
9 months through August 31, 2024, in alignment with the end of the booking agreement term;
10 and

11 WHEREAS, The Amendment would increase the not to exceed amount by \$5,150,877
12 for a total amount not to exceed \$15,091,353; and

13 WHEREAS, A copy of the Amendment is on file with the Clerk of the Board of
14 Supervisors in File No.230990, substantially in final form, with all material terms and
15 conditions included, and only remains to be executed by the parties upon approval of this
16 Resolution; and

17 WHEREAS, The Amendment requires Board of Supervisors approval under Section
18 9.118 of the Charter; now, therefore, be it

19 RESOLVED, That the Board of Supervisors hereby authorizes the Executive Director
20 of HSH (“Director”) or their designee to execute the Amendment to extend the current term of
21 December 18, 2021, through October 31, 2023, to December 18, 2021, through August 31,
22 2024, and to increase the not to exceed amount by \$5,150,877 for a total amount not to
23 exceed \$15,091,353 and, be it

24 FURTHER RESOLVED, That the Board of Supervisors authorizes the Director or their
25 designee to enter into any amendments or modifications to the Amendment, prior to its final

1 execution by all parties, that HSH determines, in consultation with the City Attorney, are in the
2 best interest of the City, do not otherwise materially increase the obligations or liabilities of the
3 City, are necessary or advisable to effectuate the purposes of the grant, and are in
4 compliance with all applicable laws; and, be it

5 FURTHER RESOLVED, That within 30 days of the Amendment being executed by all
6 parties, HSH shall submit to the Clerk of the Board of Supervisors a completely executed copy
7 for inclusion in File No. 230990; this requirement and obligation resides with HSH, and is for
8 the purposes of having a complete file only, and in no manner affects the validity of the
9 approved agreement.

10

11

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14 Recommended:

15

16 /s/_____

17 Shireen McSpadden

18 Executive Director

19 Department of Homelessness and Supportive Housing

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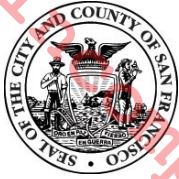
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San Francisco Ethics Commission

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

Phone: 415.252.3100 . Fax: 415.252.3112

ethics.commission@sfgov.org . www.sfethics.org

Received On:

File #: 230990

Bid/RFP #:

Notification of Contract Approval

SFEC Form 126(f)4

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

A Public Document

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

1. FILING INFORMATION

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

2. CITY ELECTIVE OFFICE OR BOARD

OFFICE OR BOARD	NAME OF CITY ELECTIVE OFFICER
Board of Supervisors	Members

3. FILER'S CONTACT

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

4. CONTRACTING DEPARTMENT CONTACT

NAME OF DEPARTMENTAL CONTACT	DEPARTMENT CONTACT TELEPHONE NUMBER
Bryn Miller	978 460 2875
FULL DEPARTMENT NAME	DEPARTMENT CONTACT EMAIL
HOM Homelessness and Supportive Housing	bryn.miller@sfgov.org

5. CONTRACTOR	
NAME OF CONTRACTOR Episcopal Community Services	TELEPHONE NUMBER 415-487-3300
STREET ADDRESS (including City, State and Zip Code) 165 8th St., San Francisco, CA 94103	EMAIL

6. CONTRACT		
DATE CONTRACT WAS APPROVED BY THE CITY ELECTIVE OFFICER(S)	ORIGINAL BID/RFP NUMBER	FILE NUMBER (If applicable) 230990
DESCRIPTION OF AMOUNT OF CONTRACT \$15,091,353		
NATURE OF THE CONTRACT (Please describe) <p>The third amendment to the grant agreement between Episcopal Community Services and the Department of Homelessness and Supportive Housing for services at the Cova Non-Congregate Shelter; extending the grant term by 10 months for a total term of December 18, 2021, through August 31, 2024; and increasing the agreement amount by \$5,150,877 for a total amount not to exceed \$15,091,353.</p>		

7. COMMENTS

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

9. AFFILIATES AND SUBCONTRACTORS

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

#	LAST NAME/ENTITY/SUBCONTRACTOR	FIRST NAME	TYPE
1	Geeslin	Keith	Board of Directors
2	Tatsuno	Yvonne	Board of Directors
3	Singer	Susanna	Board of Directors
4	Stokes	Beth	CEO
5	Bond	Doug	Board of Directors
6	Clayter	Todd	Board of Directors
7	Ho	Heidi	Board of Directors
8	Jones	Martin C.	Board of Directors
9	Ketcham	Susan	Board of Directors
10	Martinez	Alejandro	Board of Directors
11	McTiernan	Megan	Board of Directors
12	Metoyer	Eric	Board of Directors
13	Rodriguez	Jon	Board of Directors
14	Shah	Tajel	Board of Directors
15	Silveira	Dara	Board of Directors
16	Springwater	Richard	Board of Directors
17	Solomon	Barbara	Board of Directors
18	Zaidi	Hassan	Board of Directors
19	Andrus	Bishop Marc	Board of Directors

9. AFFILIATES AND SUBCONTRACTORS

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

#	LAST NAME/ENTITY/SUBCONTRACTOR	FIRST NAME	TYPE
20	Larra	Eric	CFO
21	Cordova	Mauricio	COO
22	VIP Security Specialists		Subcontractor
23			
24			
25			
26			
27			
28			
29			
30			
31			
32			
33			
34			
35			
36			
37			
38			

9. AFFILIATES AND SUBCONTRACTORS

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

#	LAST NAME/ENTITY/SUBCONTRACTOR	FIRST NAME	TYPE
39			
40			
41			
42			
43			
44			
45			
46			
47			
48			
49			
50			

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

10. VERIFICATION

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

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

<p>SIGNATURE OF CITY ELECTIVE OFFICER OR BOARD SECRETARY OR CLERK</p> <p>BOS Clerk of the Board</p>	<p>DATE SIGNED</p>
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**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING**

**THIRD AMENDMENT
TO GRANT AGREEMENT
between
CITY AND COUNTY OF SAN FRANCISCO
and
EPISCOPAL COMMUNITY SERVICES**

THIS AMENDMENT of the **December 18, 2021** Grant Agreement (the "Agreement") is dated as of **November 1, 2023** and is made in the City and County of San Francisco, State of California, by and between **EPISCOPAL COMMUNITY SERVICES** ("Grantee") and the CITY AND COUNTY OF SAN FRANCISCO, a municipal corporation ("City") acting by and through The Department of Homelessness and Supportive Housing ("Department").

RECITALS

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

WHEREAS, the City's Board of Supervisors approved this Third Amendment to the Agreement under San Francisco Charter Section 9.118 by Resolution **<insert Resolution number> on September XX, 2023** to extend the grant term by ten months and increase the grant amount by **\$5,150,877**; and

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

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

- 1. Definitions.** Terms used and not defined in this Amendment shall have the meanings assigned to such terms in the Grant Agreement.
 - (a) Agreement. The term "Agreement" shall mean the Agreement dated **December 18, 2021** between Grantee and City; and **First Amendment**, dated **April 1, 2022**, and **Second Amendment**, dated **August 1, 2023**.

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

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

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

3.2 Duration of Term.

(a) The term of this Agreement shall commence on **December 18, 2021** and expire on **October 31, 2023** unless earlier terminated as otherwise provided herein. Grantee shall not begin performance of its obligations under this Agreement until it receives written notice from City to proceed.

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

ARTICLE 3 TERM

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

3.2 Duration of Term.

(a) The term of this Agreement shall commence on **December 18, 2021** and expire on **August 31, 2024** unless earlier terminated as otherwise provided herein. Grantee shall not begin performance of its obligations under this Agreement until it receives written notice from City to proceed.

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

(a) In no event shall the amount of Grant Funds disbursed hereunder exceed **Nine Million Nine Hundred Forty Thousand Four Hundred Seventy Six Dollars (\$9,940,476)**.

(b) Grantee understands that, of the Maximum Amount of Grant Funds listed under Article 5.1 (a) of this Agreement, **Four Hundred Seventeen Thousand Three Hundred Forty Dollars (\$417,340)** is included as a contingency amount and is neither to be used in Budget(s) attached to this Agreement or available to Grantee without a modification to the Appendix B, Budget, which has been approved by the Department of Homelessness and Supportive Housing. Grantee further understands that no payment for

any portion of this contingency amount will be made unless and until a modification or revision has been fully approved and executed in accordance with applicable City and Department laws, regulations, policies/procedures and certification as to the availability of funds by Controller. Grantee agrees to fully comply with these laws, regulations, and policies/procedures.

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

5.1 Maximum Amount of Grant Funds.

- (a) In no event shall the amount of Grant Funds disbursed hereunder exceed **Fifteen Million Ninety One Thousand Three Hundred Fifty Three Dollars (\$15,091,353)**.
- (b) Grantee understands that, of the Maximum Amount of Grant Funds listed under Article 5.1 (a) of this Agreement, **Seven Hundred Twenty Six Thousand Two Hundred Eighty Nine (\$726,289)** is included as a contingency amount and is neither to be used in Budget(s) attached to this Agreement or available to Grantee without a modification to the Appendix B, Budget, which has been approved by the Department of Homelessness and Supportive Housing. Grantee further understands that no payment for any portion of this contingency amount will be made unless and until a modification or revision has been fully approved and executed in accordance with applicable City and Department laws, regulations, policies/procedures and certification as to the availability of funds by Controller. Grantee agrees to fully comply with these laws, regulations, and policies/procedures.

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

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

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

- 2.4 Appendix B, Budget**, of the Agreement is hereby replaced in its entirety by the modified **Appendix B, Budget** (dated November 1, 2023), for the period of December 18, 2021 to August 31, 2024.
- 2.5 Appendix C, Method of Payment**, of the Agreement is hereby replaced in its entirety by the modified **Appendix C, Method of Payment** (dated November 1, 2023).
- 2.6 Appendix D, Interests in Other City Grants**, of the Agreement is hereby replaced in its entirety by the modified **Appendix D, Interests in Other City Grants** (dated November 1, 2023).

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

CITY

GRANTEE

**DEPARTMENT OF HOMELESSNESS
AND SUPPORTIVE HOUSING**

EPISCOPAL COMMUNITY SERVICES

By: _____
Shireen McSpadden
Executive Director

By: _____
Mary Elizabeth Stokes
Executive Director
City Supplier Number: 0000020568

Approved as to Form:
David Chiu
City Attorney

By: _____
Adam Radtke
Deputy City Attorney

**Appendix A, Services to be Provided
by
Episcopal Community Services
Cova Non-Congregate Shelter**

I. Purpose of Grant

The purpose of the grant is to provide operations and services in a non-congregate shelter (NCS) site on a time-limited and as-needed basis to the served population.

II. Served Population

Non-congregate Shelter Program participants (also referred to as “guests”) are adults, without custody of minor children, experiencing homelessness. NCS Program Participants have no fixed, regular, and adequate nighttime residence, are unsheltered and have a need for adequate emergency nighttime sleeping accommodations.

III. Referral and Prioritization

Grantee shall provide services to individuals who meet the Department of Homelessness and Supportive Housing (HSH) established eligibility requirements for the served population and are referred to the program by the City-approved referral systems and processes.

IV. Description of Services

Grantee shall provide operations and services to ensure the health and safety of participants and the security, cleanliness, and maintenance of the site(s), in accordance with the HSH [Temporary Shelter Operations Manual](#) ¹ which may be revised from time to time, and which is incorporated herein and made part of this Agreement by reference.

Grantee shall adhere to the Shelter Standards of Care Legislation² unless otherwise directed by the City in cases of public health emergencies or other emergency situations.

- A. Reservations: Grantee shall accept and facilitate reservations, in accordance with the City-approved policies and procedures within the noted program hours of operation.
- B. Accommodations: Grantee shall provide clean bedding according to the Shelter Standards of Care.
- C. Meals: Grantee shall coordinate and facilitate ordering, receipt, and tracking meal use by guests.
- D. Storage: Grantee shall provide space for secure and pest-free storage of guest belongings, as appropriate for the facility.

1 HSH Providers Connect: <https://sfgov1.sharepoint.com/sites/HOM-Ext-Providers>

2 Including, but not limited to Shelter Standards of Care, as applicable:
[http://library.amlegal.com/nxt/gateway.dll/California/administrative/chapter20socialservices?f=templates\\$fn=default.htm\\$3.0\\$vid=amlegal:sanfrancisco_ca\\$anc=JD_20.404](http://library.amlegal.com/nxt/gateway.dll/California/administrative/chapter20socialservices?f=templates$fn=default.htm$3.0$vid=amlegal:sanfrancisco_ca$anc=JD_20.404).

- E. Safety and De-Escalation: Grantee shall ensure the general safety of the served population, staff, visitors, and property by providing staff trained in safety and de-escalation or through a security services provider during peak operational days and hours, as determined by Grantee and approved by HSH. Days and hours of coverage shall be on record with the HSH Program Manager. Safety and de-escalation shall include, but is not limited to:
1. Greeting the served population, staff, visitors, and conducting search of persons and property prior to entering sites for potentially dangerous items;
 2. Guests must turn in all weapons to safety and de-escalation personnel at intake. Firearms will be turned over immediately to the San Francisco Police Department. Other weapons will be stored by safety and de-escalation personnel in a safe and secure lockbox and will be returned when guests upon the end of their stay in the program;
 3. Utilization of a system by which possessions may be checked and safely and securely stored, as directed;
 4. Regular patrol of the site and surrounding program area, to ensure compliance with HSH's Good Neighbor Policy as described in the Good Neighbor Policies section;
 5. Utilization of a system with written documentation to ensure that the perimeter and other areas are checked on a scheduled and regular basis; and
 6. Assistance with conflict de-escalation and crisis management.
- F. Guest Referral and Intake Services: Grantee shall use the City approved system and methods to provide daily updates to the guest roster and number of available units. Only individuals referred via the City approved referral protocols will be placed into an available unit at the site. Grantee shall intake, register and update the City approved database or guest tracking system throughout each individual guest's stay at the program.
- G. Shelter Support Services: Grantee shall serve all shelter participants with a low barrier, harm reduction model, with limited rules, focused on specific participant actions rather than functional addictions or problems, to participants at any given time, unless the City requires Grantee to serve fewer guests in order to maintain the health and safety of guests in accordance with City requirements. Support Services shall include, but are not limited, to the following:
1. Intake: Grantee shall engage, inform, and assist guests to complete the program intake process to collect information needed to identify options and link guests to various services for which they may be eligible. The intake shall also include established consent forms that support exchange of participant information with program partners, including the data tracking partners for purposes of program analysis;
 2. Grantee shall provide exit planning to participants preparing to leave the shelter for any number of reasons, including but not limited to participants moving into

permanent supportive housing, participants about to be issued a Denial of Service (DOS), and participants who are talking about leaving the program;

3. Grantee shall provide a program that is pet-friendly, as well as accommodating to companion, service and support animals;
4. Grantee shall provide a method to control access, track participants and manage/document participation by collaborating with services partners who are at the program site;
5. Grantee shall provide written notice or warning to participants related to any issue that may affect ongoing stay, including, but not limited to, violations of program rules and actions that are in violation of the rules of agreement. All written notice or warnings shall be shared with support services staff;
6. Orientation: Grantee shall provide new guests information and program parameters, including rules, upon entry and weekly orientation group meetings;
7. Engagement: Grantee shall actively engage with participants to support their connection to needed services and end participant homelessness. Grantee shall provide outreach to and offer onsite services and/or referrals to all participants who display indications of placement instability. This includes but is not limited to discontinuance from benefits, services, rule violations or warnings, and conflicts with staff or other shelter participants;
8. Referrals and Coordination of Services: Grantee shall work with guests to encourage and support their application for and assessment regarding local benefits and services, including, but not limited to:
 - a. Coordinated Entry and Housing Navigation services: Grantee shall assist guests in obtaining Coordinated Entry problem-solving and housing assessment interventions through the Access Point locations or mobile Access Point services. Grantee shall engage the Coordinated Entry Housing Navigation staff in discussion and/or case conferencing when participants show signs of difficulty or lack of progress in acquiring necessary documentation for housing.
 - b. Benefits Advocacy and Assistance: Grantee shall assist guests to obtain and/or maintain public benefits as appropriate (e.g., County Adult Assistance Program (CAAP), CalWORKs, CalFresh, Social Security Income (SSI), Veterans Benefits). Benefit advocates and program representatives may be on site at times. In such cases, Grantee shall support guests to meet with these programs and keep scheduled appointments;
 - c. Mental health, behavioral health and treatment services;
 - d. Supportive programs to support an individual's independence (e.g., In-Home Support Services); and

- e. Employment and job-related services (e.g., Human Services Agency (HSA), Department of Public Works (DPW) and nonprofits specializing in these services).
- 9. Support Groups, Social Events and Organized Activities: Grantee shall provide guests with opportunities to take part in organized gatherings for peer support, as appropriate. These functions may be provided by outside individuals or groups that the Grantee has approved, who understand and adhere to confidentiality and equal access for all guests. These events may be planned with or based on input from guests and shall be held onsite.
- 10. Wellness Checks: Grantee shall conduct Wellness Checks in accordance to HSH policy to assess participant safety when there is reason to believe the participant is in immediate and substantial risk due to a medical and/or psychiatric emergency.
- 11. Reasonable Accommodations, transfers and other supports: Grantee shall provide guests reasonable accommodations, transfers, and other supports.
- 12. Exit planning:
 - a. Grantee shall provide exit planning including, but not limited to communication and coordination with outside service providers to support a participant's transition to a more permanent setting.
 - b. Grantee shall provide exit planning to participants preparing to leave the shelter for any number of reasons, including but not limited to participants moving into permanent supportive housing, participants about to be issued a Denial of Service (DOS), and participants who are talking about leaving the program.

V. Location of Services

Grantee shall provide services at 655 Ellis St, San Francisco, CA 94109. Additional locations may be added as mutually agreed upon by Grantee and HSH.

VI. Service Requirements

- A. Program Support: Grantee shall provide programmatic support, including, but not limited to:
 - 1. Hiring and supervision of on-site staff and any subcontractors;
 - 2. Onboarding and orienting on-site staff (e.g., Grantee staff, subcontractors, other service providers) to program documents, policies, and procedures; and
 - 3. Data entry and reporting.
- B. Staffing and Volunteers:
 - 1. Grantee shall staff the site 24 hours per day, 7 days per week.

2. Grantee shall employ at least one staff member on each shift who has at least one year of experience in providing services to people experiencing homelessness, or comparable experience.
3. Grantee shall employ at least one staff member on each shift who is identified as the American with Disabilities Act (ADA) Liaison and post the name of the staff on duty near the front desk.
4. Grantee shall ensure that any volunteers welcomed into the site follow the same guidelines as required of staff as it relates to the roles or projects being handled by the volunteers.

C. Meals and Food Safety:

Grantee shall meet the following meal-related requirements:

1. Offer guests meals and track usage by guest, as well as overall meal distribution;
2. Manage the means to heat or maintain refrigeration of food as appropriate for distribution; and
3. Grantee shall ensure that at least one staff person responsible for food handling and service has a valid Food Safety Certification.

D. Building Operations:

1. Grantee shall maintain and create site logs, records of entry and exit, and manage key access for participants, partner agencies and on-site staff.
2. Laundry: Grantee shall ensure guest laundry service is available.
3. Cleaning and Janitorial Services:
 - a. Grantee shall develop, maintain, and document janitorial schedules per shift for the facility and its systems, as applicable, including, but not limited to cleaning floors; restrooms (e.g., floors, tile, showers, toilets, urinals, sinks); laundry machines (e.g., dryer vents); elevators (e.g., buttons, floors, walls); kitchens (e.g., floors, sinks, counters, appliances); water fountains; and heating and air conditioning systems vents.
 - b. Biohazard Cleaning: Grantee shall coordinate with City cleaning vendor(s) to ensure that sites receive deep cleaning when a room or unit that is housing a in the event of a death on site.
 - c. Guest Room Transition Cleaning: Grantee shall provide cleaning services upon guest room transition.
 - d. Room Cleaning: Before the end of the Term, City shall, at its sole expense, clean any Guest rooms occupied by City, as deemed appropriate by the City acting in its sole discretion, but in accordance with public health requirements. City will certify to Hotel in writing or email that such cleaning has occurred.
4. Personal Protective Equipment (PPE): Grantee shall also be responsible for monitoring PPE utilization and maintaining supply of PPE.
5. Storage: Grantee shall provide space for secure and pest-free storage of participant belongings, as appropriate for the site(s).
6. Walk-through: Grantee shall conduct a Walkthrough and Confirmation of Current Baseline Conditions (Attachment 1 of this Agreement) of each room prior to participant occupancy and upon exit.

E. Guest Services:

1. Grantee shall post the shelter rules as required by S.F. Administrative Code Sec. 20.18-4(a).
2. Program Participant Agreement Enforcement, Written Notices and Exit Prevention:
 - a. Grantee shall provide written notice to participants regarding issues that may impact housing stability including, but not limited to, program violations or warnings in accordance with the Shelter Grievance Policy, S.F. Administrative Code Chapter 20, Article XVIII.
 - b. Grantee shall notify participants when the Participant Agreement ends.

F. Communications, Trainings, and Meetings:

Grantee shall keep the City informed of program operations and comply with applicable City policies and requirements including, but not limited to:

1. Grantee shall report Critical Incidents in accordance with City instructions and any published policies/procedures and use the City provided [forms](#). Examples of Critical Incidents include death, fire, acts of violence, or any other incidents which require the involvement of emergency services or Child or Adult Protective Services (APS and CPS, respectively);
2. Regular communication to the City and assigned Program Manager about the implementation of the program;
3. Media requests;
4. Data or documentation requests;
5. Attendance of meetings, as needed;
6. Attendance of trainings, as requested;
7. Grantee shall promote and support staff training and development, including but not limited to training on de-escalation and safety, participant engagement, professionalism, ethics, harm-reduction, trauma-informed care, cultural competency, health, overdose prevention and response, respect for participants and fellow staff, mental health and substance abuse issues, and trainings required under the Shelter Standards of Care (Section 16.22 of the Agreement). Grantee shall also provide training on the Shelter Training Manual;
8. Attendance at the Shelter Monitoring Committee meetings;
9. Adherence to the Shelter Grievance Policy, including the processes regarding denials of service³ unless Grantee is otherwise dictated by City emergency requirements;
10. Adherence to the City service/companion/support animal policy;
11. When applicable, as confirmed with HSH, adherence to the Tuberculosis (TB) Infection Control Guidelines for Homeless. This includes cooperation with the San Francisco TB Prevention and Control Program of the Department of Public Health (DPH); and

³ HSH Shelter Grievance Policy: <http://hsh.sfgov.org/wp-content/uploads/2018/08/Shelter-Grievance-Policy-Final-8-25-16-4.pdf>.

12. When applicable, adherence to all State and local COVID safety mandates and guidelines.
- G. Language and Interpretation Services: Grantee shall ensure that translation and interpreter services are available, as needed. Grantee shall address the needs of and provide services to the served population who primarily speak language(s) other than English. Additional information on Language Access standards can be found on the HSH Providers Connect website: <https://sfgov1.sharepoint.com/sites/HOM-Ext-Providers>.
- H. Case Conferences: As needed and when the conference involves a current or former guest of the program, Grantee shall participate in individual case conferences and team coordination meetings with HSH-approved programs, as needed, to coordinate and collaborate regarding participants' progress.
- I. Admission Policy: Grantee admission policies for services shall be in writing and available to the public. Except to the extent that the services are to be rendered to a specific population as described in the programs listed herein, such policies must include a provision that the served population is accepted for care without discrimination on the basis of race, color, creed, religion, sex, age, national origin, ancestry, sexual orientation, gender identification, disability, or HIV status.
- J. Feedback, Complaint and Follow-up Policies:
Grantee shall provide means for the served population to provide input into the program. Feedback methods shall include:
1. Shelter Community Meetings: Grantee shall conduct monthly community meetings where guests may discuss building/program concerns and program ideas. Grantee should set up the means to provide feedback at future community meetings or by other means;
 2. Complaint Process: Grantee shall provide a written and posted complaint/concern process that includes various methods for guests to submit an issue (e.g., verbal to staff, written, email) and clear protocols about when and how the guest will get a response;
 3. Grantee shall offer and promote a written quarterly survey that has been pre-approved by HSH to the served population to gather feedback, satisfaction and assess the effectiveness of services and systems within the program. Grantee shall offer assistance to the served population regarding completion of the survey in a confidential way if the written format presents any problem; and
 4. Grantee shall respond to complaints from other City entities, such as the Mayor's Office on Disability and the Shelter Monitoring Committee, in coordination with HSH and in accordance with the timelines required by the City entity.
- K. City Communications and Policies
Grantee shall keep HSH informed and comply with City policies to minimize harm and risk, including:
1. Regular communication to HSH about the implementation of the program;

2. Attendance of quarterly HSH meetings, as needed, such as, but not limited to: hearings on issues related to homelessness⁴; SGAC meetings; Attendance of the Shelter Monitoring Committee Meetings⁵; Local Homeless Coordinating Board⁶; Stakeholder Meeting; and Shelter Access Workshops;
 3. Attendance of trainings, as requested;
 4. Adherence to the Shelter Standards of Care requirements;
 5. Adherence to the Shelter Guest Advocate Agreement;
 6. Adherence to the HSH Shelter Grievance Policy; and
 7. Adherence to the Tuberculosis (TB) Infection Control Guidelines for Homeless.
- L. Critical Incident: Grantee shall adhere to the HSH Critical Incident policies, including reports to HSH, within 24 hours, regarding any deaths, serious violence or emergencies involving police, fire or ambulance calls using the Critical Incident Report (CIR) form. Grantee shall also submit CIR forms for any maintenance requests that are submitted to Property Management. Grantee shall call the HSH Program Manager within two hours of any death or serious injury. A Critical Incident is defined as when emergency responders are called to the shelter by staff or guests. The shelter must also send reports for incidents in which there were no emergency responders. An example is a domestic violence incident.
- M. Disaster and Emergency Response Plan: Grantee shall develop and maintain an Agency Disaster and Emergency Response Plan containing Site Specific Emergency Response Plan(s) for each service site per HSH requirements. The Agency Disaster and Emergency Response Plan shall address disaster coordination between and among service sites. Grantee shall update the site plan as needed and Grantee shall train all employees regarding the provisions of the plan for their sites.
- N. Good Neighbor Policies:
 Grantee shall maintain a good relationship with the neighborhood in which the shelter is located, including:
 1. Grantee shall collaborate with HSH, SFPD, Department of Public Works (DPW), Department of Public Health (DPH), other relevant City agencies, and the neighborhood to ensure that neighborhood concerns about the facility are heard and addressed;
 2. Grantee shall assign a director, manager, or representative to participate in and attend appropriate neighborhood and community meetings;
 3. Grantee shall provide a means for neighbors to raise issues and concerns. Grantee shall provide consistent and timely responses;

⁴ If the Grantee supervisor has questions about whether or not attending the meeting/hearing in question is within the scope of services, the supervisor shall contact the HSH Family Emergency Services Manager or a designee for clarification.

⁵ The Shelter Monitoring Committee has the option of inviting the Client Advocates to attend meetings. If the Client Advocate is a member of the Shelter Monitoring Committee, then that Client Advocate may attend.

⁶ The Board has the option of inviting the Client Advocates to the meeting. If the Client Advocate is a member of the Board, then that advocate may attend. If there is an agenda item that pertains to the grievance process, then the Client Advocates may attend.

4. That Grantee management staff is available to respond to neighbors within 24 hours, if reasonable;
5. Grantee shall minimize the impact of guests entering, exiting, or waiting for services on the neighborhood of . The shelter will do this by limiting referrals, not allowing walk-ins, and having 24/7 access to the site for registered guests;
6. Grantee shall actively discourage and address excessive noise from program guests and others who may be just outside the program site;
7. Grantee shall actively discourage loitering in the area immediately surrounding the program. Coordinate with other service providers and City agencies, as necessary, to address this issue;
8. Grantee shall, in conjunction with the HSH and other City agencies, inform neighborhood businesses and residents of the services available at the shelter and how individuals are referred; and
9. Summon law enforcement, San Francisco Homeless Outreach Team (SFHOT), Healthy Streets Operations Center (HSOC), and/or Department of Public Works (DPW), as needed to address safety, cleanliness, and/or encampment issues on the block.

O. Data Standards:

1. Grantee shall ensure compliance with the HMIS Participation Agreement and Continuous Data Quality Improvement (CDQI) Process⁷, including but not limited to:
 - a. Entering all client data within three working days (unless specifically requested to do so sooner);
 - b. Ensuring accurate dates for client enrollment, client exit, and client move in (if appropriate); and
 - c. Running monthly data quality reports and correcting errors.
2. Records entered into the ONE system shall meet or exceed the ONE System Continuous Data Quality Improvement Process standards: <https://onesf.clarityhs.help/hc/en-us/articles/360001145547-ONE-System-Continuous-Data-Quality-Improvement-Process>.
3. Grantee shall enter data into the ONE System, but may be required to report certain measures or conduct interim reporting in CARBON, via secure email, or through uploads to a File Transfer Protocol (FTP) site. When required by HSH, Grantee shall submit the monthly, quarterly and/or annual metrics into either the CARBON database, via secure email, or through uploads to an FTP site. HSH will provide clear instructions to all Grantees regarding the correct mechanism for sharing data. Changes to data collection or reporting requirements shall be communicated to Grantees via written notice at least one month prior to expected implementation.
4. Any information shared between Grantee, HSH, and other providers about the served population shall be communicated in a secure manner, with appropriate release of consent forms and in compliance with 24 C.F.R. Part 578, Continuum of

⁷ HMIS Participation Agreement and Continuous Data Quality Improvement Process, available here: <https://hsh.sfgov.org/get-information/one-system/>

Care; 45 C.F.R. Parts 160 and 164, the Health Insurance Portability and Accountability Act (HIPAA) and federal and state data privacy and security guidelines.

5. Failure to comply with data security, storage and access requirements may result in loss of access to the HMIS and other data systems.

P. Record Keeping and Files:

1. Grantee shall maintain confidential guest files, active and previously active, and support service usage.
2. Grantee shall maintain confidential files regarding complaints, grievances, warnings and exits/denials of service for shelter rule infractions including written notices, warnings, exit paperwork and related communications with guests.
3. Grantee shall maintain appropriate documentation to validate the approval of the shelter extensions to shelter guests according to HSH policies.
4. Grantee shall upload copies of participant documents, release of information, and any records that support securing housing (e.g., birth certificate, identification, social security card) into the ONE System.
5. Grantee shall document outcomes related to every participant exit. Grantee shall collect data on the reason for exit, location upon exit, and other information related to exit tracking, and report this data to HSH upon request.

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

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

VII. **Wellness Checks**

Wellness checks shall be performed at least twice a day for every guest. Ideally, guests work with providers to set the wellness check cadence that feels right to them, within these parameters.

Wellness checks shall be conducted in a way that is sensitive to the likelihood of a guest's history of trauma and sense of violation or loss of dignity. All activities must be documented and specify a plan for following up on any identified facilities or supportive service needs.

VIII. **Room Inspections**

Room inspections involve staff entering the guest's room specifically to assess the condition of the room and its furniture and fixtures, and to identify and resolve any concerns regarding safety or habitability.

Grantee must conduct room inspections for each guest at least once weekly and include documentation and follow-up on identified needs for repairs or other interventions.

IX. Emergency safety checks

Staff may enter a guest's room when there is reason to believe a guest is at immediate and substantial risk due to a medical, psychiatric, or facilities-related emergency. Staff performing an Emergency Safety Check will announce themselves and state the purpose of their visit, wait a few minutes for a response, and unlock the door if the guest does not do so themselves.

X. Service Objectives

Grantee shall achieve the following services objectives:

- A. Grantee shall provide intake and program orientation to 100 percent of all initial guests and updates for returning guests in a new stay within 24 hours of arrival to the site.
- B. Grantee shall ensure that each unit, upon turnover, is clean within 14 days.
- C. 90 percent of participants shall be offered referral for problem-solving and/or assessment via Adult Coordinated Entry within one week of placement.
- D. Grantee shall meet or exceed 95 percent data quality in Get Care (RTZ) as measured through data input into the RTZ System.
- E. Grantee shall conduct quarterly meal satisfaction surveys with at least 70 percent of participants using this survey: <https://forms.gle/qijPd2TAP9gc9jrP6> . Grantee shall complete the first survey within six weeks of beginning operations under this Agreement.
- F. Grantee shall conduct weekly room inspections for 100 percent of rooms and maintain detailed documentation of room condition and repairs needed.

XI. Outcome Objectives

Grantee shall achieve the following outcome objectives:

- A. Grantee shall actively refer 75 percent of participants to Problem Solving and Coordinated Entry within 15 business days of move in.
- B. 100 percent of all staff will have completed the required annual trainings.
- C. 75 percent of those completing the quarterly satisfaction survey will Strongly Agree or Agree that they are satisfied with the services on site.

XII. Reporting Requirements

Grantee shall input required data, such as when applicable, but not limited to the Online Navigation and Entry (ONE) system, CHANGES, RTZ and CARBON, as directed by the City.

- A. Census and Exits: Grantee shall maintain daily census information and shall notify the City of any unplanned participant exits within 24 hours in the format, method and frequency specified by the City.
- B. Evaluative Studies: Grantee shall participate, as requested by the City, in evaluative studies designed to show the effectiveness of Grantee's services. The City agrees that any final reports generated through the evaluation program shall be made available to Grantee or within 30 working days of receipt of any evaluation report and such response will become part of the official report.
- C. Grantee shall report to HSH Program Manager any unit that will be off-line due to turnover or damage for more than seven days.
- D. Grantee shall report vacancies to HSH in a timely fashion according to established procedures and process all participant referrals in the pre-established timeframe. When required by HSH, Grantee shall enter participant data in the ONE System.
- E. On a monthly basis, Grantee shall enter the required metrics, including any required templates to be uploaded, into the CARBON database by the 15th of the month following the month of service.
 - 1. Referencing the tasks as described in the Service and Outcome Objectives sections;
 - 2. The occupancy rate; and
 - 3. The number of new placements.
- F. On a quarterly basis, Grantee shall enter the required metrics, including any required templates to be uploaded, into the CARBON database by the 15th of the month following the end of each quarter:
 - 1. Average number of days to turn over units; and
 - 2. Report of activities, referencing the tasks as described in the Service Objectives and Outcome Objectives sections. This should include the Quarterly Satisfaction Survey data.
- G. On an annual basis, Grantee shall enter the required metrics, including any required templates to be uploaded, into the CARBON database by the 15th of the month following the end of each year:

1. 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; and
 2. The number of program exits.
- H. Grantee shall submit Facility Inventory data to the Department of Homelessness and Supportive Housing during the last week of January. Data will include unit/bed inventory, point in time population count of residents, and general characteristic data of residents. Data is used for reporting mandated by the Federal Government under the US Department of Housing and Urban Development's Continuum of Care program.
- I. Grantee shall participate, as required by Department, with City, State and/or Federal government evaluative studies designed to show the effectiveness of Grantee's services. Grantee agrees to meet the requirements of and participate in the evaluation program and management information systems of the City. The City agrees that any final reports generated through the evaluation program shall be made available to Grantee within thirty working days of receipt of any evaluation report and any Grantee response will become part of the official report.
- J. Grantee shall adhere to the Department's Critical Incident Report Policy and report critical incidents to the Department 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
- K. Grantee shall provide Ad Hoc reports as required by HSH and respond to requests by HSH in a timely manner.

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

XIII. Monitoring Activities

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

Monitoring of program participation in the ONE system may include, but is not limited to, data quality reports from the ONE system, records of timeliness of data entry, and attendance records at required trainings and agency lead meetings.

- B. Fiscal Compliance and Contract Monitoring: Grantee is subject to fiscal monitoring, such as, but not limited to, the following: 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 (ADA), subcontracts, and Memorandums of Understanding (MOUs), and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

Attachment 1
HOTEL WALKTHROUGH
AND CONFIRMATION OF CURRENT BASELINE CONDITIONS

Instructions

Complete this Hotel Walkthrough and Confirmation of Current Baseline Conditions before occupying the Hotel. Do not permit guests to enter the hotel until you have completed the “Current Condition” column, documenting any observed damage. Take time-stamped pictures of all damage identified. Both the City and the Hotel must sign this form twice: This form is designed for use upon both guest arrival and upon guest departure.

1. **Current Inventory Date:** _____ **Departure Inventory Date:** _____
2. **Guest Room Number:** _____
3. **Public Space Description:** _____

Location	Current Condition Check Box if Damage Observed, Briefly Describe Damage, And Attach Photograph	Condition upon Departure Check Box if Damage Observed, Briefly Describe Damage, And Attach Photograph
a. <input type="checkbox"/> Guest Room	<input type="checkbox"/> Carpet (identify stains / damage): _____ <input type="checkbox"/> Night Stand(s): _____ <input type="checkbox"/> Dresser: _____ <input type="checkbox"/> Desk: _____ <input type="checkbox"/> Upholstered Chair(s) _____ <input type="checkbox"/> Other Chair(s) _____ <input type="checkbox"/> Television	<input type="checkbox"/> Carpet (identify stains / damage): _____ <input type="checkbox"/> Night Stand(s): _____ <input type="checkbox"/> Dresser: _____ <input type="checkbox"/> Desk: _____ <input type="checkbox"/> Upholstered Chair(s) _____ <input type="checkbox"/> Other Chair(s) _____ <input type="checkbox"/> Television

<hr/> <input type="checkbox"/> Bed(s) <hr/> <input type="checkbox"/> Bed Linen(s) <hr/> <input type="checkbox"/> Mattress / Box Spring <hr/> <input type="checkbox"/> Door(s) <hr/> <input type="checkbox"/> Wall(s)/Ceiling(s)(paint/wall paper/drywall) <hr/> <input type="checkbox"/> Lamps / Light Fixture(s) <hr/> <input type="checkbox"/> Floor Covering <hr/> <input type="checkbox"/> Windows (glass, curtains, etc.) <hr/> <input type="checkbox"/> Baseboard(s)/Molding(s) <hr/> <input type="checkbox"/> Other <hr/> <input type="checkbox"/> Other <hr/> <input type="checkbox"/> Other <hr/> <input type="checkbox"/> Other <hr/>	<hr/> <input type="checkbox"/> Bed(s) <hr/> <input type="checkbox"/> Bed Linen(s) <hr/> <input type="checkbox"/> Mattress / Box Spring <hr/> <input type="checkbox"/> Door(s) <hr/> <input type="checkbox"/> Wall(s)/Ceiling(s) (paint/wall paper/drywall) <hr/> Lamps / Light Fixture(s) <hr/> <input type="checkbox"/> Floor Covering <hr/> <input type="checkbox"/> Windows (glass, curtains, etc.) <hr/> <input type="checkbox"/> Baseboard(s)/Molding(s) <hr/> <input type="checkbox"/> Other <hr/> <input type="checkbox"/> Other <hr/> <input type="checkbox"/> Other <hr/> <input type="checkbox"/> Other <hr/>
---	---

b. **Bath**

Sink/faucet (damage / in working condition?)

Toilet

Tub/Shower (damage / in working condition?)

Floor

Bathroom Door

Shower Door

Shower Shelf

Walls /Ceilings (paint/drywall repair)

Countertop

Towel Rack(s)

Exhaust Fan / Light

Mirror / Cabinet

Other

Other

Sink/faucet (damage / in working condition?)

Toilet

Tub/Shower (damage / in working condition?)

Floor

Bathroom Door

Shower Door

Shower Shelf

Walls / Ceilings (paint /drywall repair)

Countertop

Towel Rack(s)

Exhaust Fan / Light

Mirror / Cabinet

Other

Other

	<input type="checkbox"/> Other <hr/> <input type="checkbox"/> Other <hr/>	<input type="checkbox"/> Other <hr/> <input type="checkbox"/> Other <hr/>
c. <input type="checkbox"/> Closet	<input type="checkbox"/> Door: <hr/> <input type="checkbox"/> Wall <hr/> <input type="checkbox"/> Other <hr/>	<input type="checkbox"/> Door: <hr/> <input type="checkbox"/> Wall <hr/> <input type="checkbox"/> Other <hr/>
d. <input type="checkbox"/> Public Space	<input type="checkbox"/> Seating: <hr/> <input type="checkbox"/> Floor Covering(s): <hr/> <input type="checkbox"/> Window (glass, curtains, etc.): <hr/> <input type="checkbox"/> Table(s)/Desk(s): <hr/> <input type="checkbox"/> Light Fixture(s) <hr/> <input type="checkbox"/> Counter Surface(s) <hr/> <input type="checkbox"/> Kitchen Equipment <hr/> <input type="checkbox"/> Laundry Equipment <hr/> <input type="checkbox"/> Door(s) <hr/> <input type="checkbox"/> Wall(s)/Ceiling(s) <hr/>	<input type="checkbox"/> Seating: <hr/> <input type="checkbox"/> Floor Covering(s): <hr/> <input type="checkbox"/> Window (glass, curtains, etc.): <hr/> <input type="checkbox"/> Table(s)/Desk(s): <hr/> <input type="checkbox"/> Light Fixture(s) <hr/> <input type="checkbox"/> Counter Surface(s) <hr/> <input type="checkbox"/> Kitchen Equipment <hr/> <input type="checkbox"/> Laundry Equipment <hr/> <input type="checkbox"/> Door(s) <hr/> <input type="checkbox"/> Wall(s)/Ceiling(s) <hr/>

	<input type="checkbox"/> Baseboard(s)/Molding(s) <hr/> <input type="checkbox"/> Other <hr/> <input type="checkbox"/> Other <hr/> <input type="checkbox"/> Other <hr/> <input type="checkbox"/> Other <hr/>	<input type="checkbox"/> Baseboard(s)/Molding(s) <hr/> <input type="checkbox"/> Other <hr/> <input type="checkbox"/> Other <hr/> <input type="checkbox"/> Other <hr/> <input type="checkbox"/> Other <hr/>
e. <input type="checkbox"/> All Other Identified Damage	<input type="checkbox"/> Other: <hr/>	<input type="checkbox"/> Other: <hr/>

CURRENT CONDITION DOCUMENTED

CITY

CITY AND COUNTY OF SAN FRANCISCO,
a municipal corporation

HOTEL (Name)

By: _____

By: _____

Date: _____

Date: _____

#####

#####

DEPARTURE CONDITION DOCUMENTED

CITY

CITY AND COUNTY OF SAN FRANCISCO,
a municipal corporation

HOTEL

By: _____

By: _____

Date: _____

Date: _____

	A	B	C	D
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING			
2	APPENDIX B, BUDGET			
3	Document Date	11/1/2023		
4	Contract Term	Begin Date	End Date	Duration (Years)
5	Current Term	12/18/2021	10/31/2023	2
6	Amended Term	12/18/2021	8/31/2024	3
7	Program	Cova Non-Congregate Shelter		
8	FSP Contract ID#	1000024312		
9				
10	Approved Subcontractors			
11	VIP Security Specialist, Inc.			

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																
2	APPENDIX B, BUDGET																
3	Document Date	11/1/2023															
4	Contract Term	Begin Date	End Date	Duration (Years)													
5	Current Term	12/18/2021	10/31/2023	2													
6	Amended Term	12/18/2021	8/31/2024	4													
7	Program	Cova Non-Congregate Shelter															
8	FSP Contract ID#	1000024312															
9																	
10	Number Served (# of Guests)				Year 1	Year 2	Year 3	Year 4 (2 Months)									
11	Service Component:				12/18/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 10/31/2023	7/1/2024 - 8/31/2024									
12	Shelter				95	109	109	109									

	A	B	C	D	E	H	K	L	M	N	O	P	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING														
2	APPENDIX B, BUDGET														
3	Document Date	11/1/2023													
4	Contract Term	Begin Date	End Date	Duration (Years)											
5	Current Term	12/18/2021	10/31/2023	2											
6	Amended Term	12/18/2021	8/31/2024	4											
7	Provider Name	Episcopal Community Services													
8	Program	Cova Non-Congregate Shelter													
9	F\$P Contract ID#	1000024312													
10	Action (select)	Amendment													
11	Effective Date	11/1/2023													
12	Budget Name	ERF - Shelter													
13		Current	New												
14	Term Budget	\$ 9,523,136	\$ 14,365,064	15%											
15	Contingency	\$ 417,340	\$ 726,289												
16	Not-To-Exceed	\$ 9,940,476	\$ 15,091,353												
17															
18															
19															
20															
21	Expenditures														
22	Salaries & Benefits	\$ 2,206,876	\$ 3,614,379	\$ 1,277,010	\$ 2,404,286	\$ 3,681,296	\$ -	\$ 657,954	\$ 657,954	\$ 7,098,265	\$ 3,062,240	\$ 10,160,504			
23	Operating Expense	\$ 96,523	\$ 220,468	\$ 86,253	\$ 67,298	\$ 153,551	\$ -	\$ 46,597	\$ 46,597	\$ 403,244	\$ 113,895	\$ 517,139			
24	Subtotal	\$ 2,303,398	\$ 3,834,847	\$ 1,363,263	\$ 2,471,584	\$ 3,834,847	\$ -	\$ 704,551	\$ 704,551	\$ 7,501,508	\$ 3,176,135	\$ 10,677,643			
25	Indirect Percentage	15.00%	15.00%	15.00%		15.00%	15.00%	15.00%	15.00%						
26	Indirect Cost (Line 24 X Line 25)	\$ 345,510	\$ 575,227	\$ 204,489	\$ 370,738	\$ 575,227	\$ -	\$ 105,683	\$ 105,683	\$ 1,125,226	\$ 476,421	\$ 1,601,646			
27	Other Expenses (Not subject to indirect %)	\$ (567,976)	\$ 1,091,113	\$ 373,265	\$ 943,601	\$ 1,316,866	\$ -	\$ 245,772	\$ 245,772	\$ 896,402	\$ 1,189,373	\$ 2,085,775			
30	Total Expenditures	\$ 2,080,932	\$ 5,501,187	\$ 1,941,017	\$ 3,785,923	\$ 5,726,940	\$ -	\$ 1,056,005	\$ 1,056,005	\$ 9,523,136	\$ 4,841,928	\$ 14,365,064			
32	HSH Revenues*														
33	State Project Roomkey	\$ 3,159,028	\$ 5,597,389			\$ -			\$ -	\$ 8,756,417	\$ -	\$ 8,756,417			
34	Adjustment to Actuals	\$ (1,078,096)	\$ (96,202)			\$ -			\$ -	\$ (1,174,298)	\$ -	\$ (1,174,298)			
35	Encampment Resolution Funding (ERF) - One-Time			\$ 1,865,796	\$ 1,004,204	\$ 2,870,000			\$ -	\$ 1,865,796	\$ 1,004,204	\$ 2,870,000			
36	Encampment Resolution Funding (ERF) - Closeout Costs			\$ 75,221	\$ (75,221)	\$ -			\$ -	\$ 75,221	\$ (75,221)	\$ -			
37	General Fund - One-Time				\$ 2,727,389	\$ 2,727,389			\$ 980,784	\$ 980,784	\$ -	\$ 3,708,173	\$ 3,708,173		
38	General Fund - Closeout Costs					\$ -			\$ 75,221	\$ 75,221	\$ -	\$ 75,221	\$ 75,221		
39	General Fund - CODB				\$ 129,551	\$ 129,551			\$ -	\$ -	\$ 129,551	\$ 129,551			
42	Total HSH Revenues	\$ 2,080,932	\$ 5,501,187	\$ 1,941,017	\$ 3,785,923	\$ 5,726,940	\$ -	\$ 1,056,005	\$ 1,056,005	\$ 9,523,136	\$ 4,841,928	\$ 14,365,064			
49	Total Other Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
51	Total HSH + Other Revenues	\$ 2,080,932	\$ 5,501,187	\$ 1,941,017	\$ 3,785,923	\$ 5,726,940	\$ -	\$ 1,056,005	\$ 1,056,005	\$ 9,523,136	\$ 4,841,928	\$ 14,365,064			
53															
54															
55	Prepared by	Tiffany Luong													
56	Phone	(415) 487-3300 x1219													
57	Email	tluong@ecs-sf.org													
58															
59		* NOTE: HSH budgets typically project out revenue levels across multiple years, strictly for budget-planning purposes. All program budgets at any given year are subject to Mayoral / Board of Supervisors discretion and funding availability, and are not guaranteed. For further information, please see Article 2 of the G-100 Grant Agreement document.													
60															
61															

	A	B	C	F	G	J	M	N	Q	T	U	V	W
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING												
2	SALARY & BENEFIT DETAIL												
3	Document Date	11/1/2023											
4	Provider Name	Episcopal Community Services											
5	Program	Cova Non-Congregate Shelter											
6	FSP Contract ID#	1000024312											
7	Budget Name	ERF - Shelter											
8	EXTENSION YEAR												
9		Year 1			Year 2			Year 3					
10		Agency Totals	For HSH Funded Program	12/18/2021 - 6/30/2022 Current	Agency Totals	For HSH Funded Program	7/1/2022 - 6/30/2023 Current	Agency Totals	For HSH Funded Program	7/1/2023 - 10/31/2023 Current	7/1/2023 - 6/30/2024 Amendment	7/1/2023 - 6/30/2024 New	
11		Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary	Change	Budgeted Salary	
12	POSITION TITLE												
13	Supervisor - Day	\$ 59,384	0.82	\$ 48,650	\$ 59,384	1.40	\$ 83,138	\$ 70,953	1.40	\$ 33,111	\$ 66,223	\$ 99,334	
14	Supervisor - Swing	\$ 63,544	0.82	\$ 52,058	\$ 63,544	1.40	\$ 88,962	\$ 66,555	1.40	\$ 31,059	\$ 62,118	\$ 93,177	
15	Supervisor - Night	\$ 67,704	0.82	\$ 55,467	\$ 67,704	1.40	\$ 94,786	\$ 66,555	1.40	\$ 31,059	\$ 62,118	\$ 93,177	
16	Counselor - Day	\$ 49,920	6.55	\$ 327,176	\$ 49,920	10.93	\$ 545,564	\$ 58,930	11.20	\$ 214,677	\$ 445,344	\$ 660,021	
17	Counselor - Swing	\$ 54,080	6.55	\$ 354,439	\$ 54,080	10.63	\$ 574,708	\$ 55,629	11.20	\$ 197,056	\$ 425,993	\$ 623,049	
18	Counselor - Night	\$ 58,240	6.55	\$ 381,705	\$ 58,240	10.58	\$ 616,103	\$ 57,269	11.20	\$ 201,944	\$ 439,472	\$ 641,416	
19	Care Coordinator - Day	\$ 76,253	0.59	\$ 44,622	\$ 76,253	0.79	\$ 59,859	\$ 89,282	0.79	\$ 29,019	\$ 41,068	\$ 70,087	
20	Lead Janitor	\$ 64,226	0.29	\$ 18,792	\$ 64,226	0.50	\$ 32,113	\$ 70,112	0.85	\$ 19,865	\$ 39,730	\$ 59,595	
21	Janitor	\$ 42,931	1.76	\$ 75,367	\$ 42,931	2.65	\$ 113,824	\$ 58,590	2.65	\$ 58,590	\$ 96,749	\$ 155,339	
22	Emergency Response Ambassador - Day	\$ 56,774	0.82	\$ 46,512	\$ 56,774	1.40	\$ 79,483	\$ 66,555	0.13	\$ 17,748	\$ (8,874)	\$ 8,874	
23	Emergency Response Ambassador - Swing	\$ 61,183	0.82	\$ 50,124	\$ 61,183	1.40	\$ 85,656	\$ 64,958	0.10	\$ 12,992	\$ (6,496)	\$ 6,496	
24	Emergency Response Ambassador - Night	\$ 65,593	0.82	\$ 53,737	\$ 65,593	1.40	\$ 91,830	\$ 65,277	0.23	\$ 30,463	\$ (15,232)	\$ 15,231	
25	Site Manager	\$ 95,272	0.59	\$ 55,751	\$ 95,272	1.00	\$ 95,272	\$ 103,701	1.00	\$ 34,567	\$ 69,134	\$ 103,701	
26	Associate Director of Interim Housing	\$ 102,013	0.12	\$ 11,939	\$ 102,013	0.20	\$ 20,403	\$ -		\$ -	\$ -	\$ -	
56		TOTAL SALARIES			TOTAL SALARIES			TOTAL SALARIES					
57			27.91	\$ 1,576,340		45.67	\$ 2,581,699		43.55	\$ 912,150	\$ 1,717,347	\$ 2,629,497	
58		FRINGE BENEFIT RATE			FRINGE BENEFIT RATE			FRINGE BENEFIT RATE					
59				40.00%			40.00%			40.00%		40.00%	
59		EMPLOYEE FRINGE BENEFITS			EMPLOYEE FRINGE BENEFITS			EMPLOYEE FRINGE BENEFITS					
60				\$ 630,536		\$ 1,032,680		\$ 364,860	\$ 686,939	\$ 1,051,799			
60		TOTAL SALARIES & BENEFITS			TOTAL SALARIES & BENEFITS			TOTAL SALARIES & BENEFITS					
				\$ 2,206,876		\$ 3,614,379		\$ 1,277,010	\$ 2,404,286	\$ 3,681,296			

	A	B	X	AA	AB	AC	AD	BU	BV	BW
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING									
2	SALARY & BENEFIT DETAIL									
3	Document Date	11/1/2023								
4	Provider Name	Episcopal Community Services								
5	Program	Cova Non-Congregate Shelter								
6	FSP Contract ID#	1000024312								
7	Budget Name	ERF - Shelter								
8	EXTENSION YEAR									
9	Year 4 (2 Months)					All Years				
10	Agency Totals	For HSH Funded Program	7/1/2024 - 8/31/2024	7/1/2024 - 8/31/2024	7/1/2024 - 8/31/2024	12/18/2021 - 10/31/2023	12/18/2021 - 8/31/2024	12/18/2021 - 8/31/2024		
11			Current	Amendment	New	Current	Amendment	New		
12	POSITION TITLE	Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary	Change	Budgeted Salary	Budgeted Salary	Change	Budgeted Salary	
13	Supervisor - Day	\$ 70,953	0.25		\$ 17,963	\$ 17,963	\$ 164,899	\$ 84,186	\$ 249,085	
14	Supervisor - Swing	\$ 66,555	0.25		\$ 16,850	\$ 16,850	\$ 172,079	\$ 78,968	\$ 251,047	
15	Supervisor - Night	\$ 66,555	0.25		\$ 16,850	\$ 16,850	\$ 181,311	\$ 78,968	\$ 260,279	
16	Counselor - Day	\$ 58,930	2.03		\$ 119,354	\$ 119,354	\$ 1,087,417	\$ 564,698	\$ 1,652,115	
17	Counselor - Swing	\$ 55,629	2.03		\$ 112,668	\$ 112,668	\$ 1,126,203	\$ 538,661	\$ 1,664,864	
18	Counselor - Night	\$ 57,269	2.03		\$ 115,989	\$ 115,989	\$ 1,199,752	\$ 555,461	\$ 1,755,214	
19	Care Coordinator - Day	\$ 89,282	0.14		\$ 12,674	\$ 12,674	\$ 133,500	\$ 53,742	\$ 187,242	
20	Lead Janitor	\$ 70,112	0.15		\$ 10,777	\$ 10,777	\$ 70,770	\$ 50,507	\$ 121,276	
21	Janitor	\$ 58,590	0.48		\$ 28,090	\$ 28,090	\$ 247,781	\$ 124,839	\$ 372,620	
22	Emergency Response Ambassador - Day	\$ -			\$ -	\$ -	\$ 143,743	\$ (8,874)	\$ 134,869	
23	Emergency Response Ambassador - Swing	\$ -			\$ -	\$ -	\$ 148,773	\$ (6,496)	\$ 142,277	
24	Emergency Response Ambassador - Night	\$ -			\$ -	\$ -	\$ 176,030	\$ (15,232)	\$ 160,798	
25	Site Manager	\$ 103,701	0.18		\$ 18,753	\$ 18,753	\$ 185,590	\$ 87,887	\$ 273,477	
26	Associate Director of Interim Housing	\$ -			\$ -	\$ -	\$ 32,342	\$ -	\$ 32,342	
56	TOTAL SALARIES			\$ -	\$ 469,967	\$ 469,967	\$ 5,070,189	\$ 2,187,314	\$ 7,257,503	
57	TOTAL FTE			7.79						
58	FRINGE BENEFIT RATE			40.00%						
59	EMPLOYEE FRINGE BENEFITS			\$ -	\$ 187,987	\$ 187,987	\$ 2,028,076	\$ 874,926	\$ 2,903,001	
60	TOTAL SALARIES & BENEFITS			\$ -	\$ 657,954	\$ 657,954	\$ 7,098,265	\$ 3,062,240	\$ 10,160,504	

	A	B	C	F	I	J	K	L	M	N	AG	AH	AI
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING												
2	OPERATING DETAIL												
3	Document Date	11/1/2023											
4	Provider Name	Episcopal Community Services											
5	Program	Cova Non-Congregate Shelter											
6	FSP Contract ID#	1000024312											
7	Budget Name	ERF - Shelter											
8													
9	EXTENSION YEAR												
10	EXTENSION YEAR												
11		Year 1	Year 2	Year 3			Year 4 (2 Months)			All Years			
12		12/18/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 10/31/2023	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	7/1/2024 - 8/31/2024	7/1/2024 - 8/31/2024	7/1/2024 - 8/31/2024	12/18/2021 - 10/31/2023	12/18/2021 - 8/31/2024	12/18/2021 - 8/31/2024	
13		Actuals	Actuals	Current	Amendment	New	Current	Amendment	New	Current	Amendment	New	
14		Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	
15	Office Supplies, Postage	\$ 6,672	\$ 11,439	\$ 3,873	\$ 1,846	\$ 5,719		\$ 1,125	\$ 1,125	\$ 21,984	\$ 2,971	\$ 24,955	
16	Building Maintenance Supplies and Repair	\$ 13,313	\$ 22,822	\$ 6,550	\$ 4,861	\$ 11,411		\$ 1,902	\$ 1,902	\$ 42,685	\$ 6,763	\$ 49,448	
18	Insurance	\$ 13,727	\$ 23,532	\$ 14,675	\$ 18,526	\$ 33,201		\$ 5,533	\$ 5,533	\$ 51,934	\$ 24,059	\$ 75,993	
19	Staff Training	\$ 2,128	\$ 3,648	\$ 250	\$ 3,399	\$ 3,649		\$ 608	\$ 608	\$ 6,026	\$ 4,007	\$ 10,033	
22	Program/Client Supplies	\$ 6,563	\$ 11,251	\$ 3,200	\$ 2,800	\$ 6,000		\$ 1,000	\$ 1,000	\$ 21,014	\$ 3,800	\$ 24,814	
23	Telecommunications	\$ 4,125	\$ 7,071	\$ 500	\$ 6,571	\$ 7,071		\$ 1,179	\$ 1,179	\$ 11,696	\$ 7,750	\$ 19,446	
24	Staff Recruitment	\$ 1,875	\$ 3,214	\$ 200	\$ 800	\$ 1,000		\$ 167	\$ 167	\$ 5,289	\$ 967	\$ 6,256	
25	Linens	\$ 46,379	\$ 79,508	\$ 23,505	\$ 6,495	\$ 30,000		\$ 5,000	\$ 5,000	\$ 149,392	\$ 11,495	\$ 160,887	
26	Parking	\$ 1,740	\$ 2,983	\$ 500	\$ -	\$ 500		\$ 83	\$ 83	\$ 5,223	\$ 83	\$ 5,306	
27	Laundry Services		\$ 30,000	\$ 8,000	\$ 22,000	\$ 30,000		\$ 5,000	\$ 5,000	\$ 38,000	\$ 27,000	\$ 65,000	
54	Subcontractors (First \$25k Only)												
55	Security Services - VIP Security Specialist, Inc.		\$ 25,000	\$ 25,000	\$ -	\$ 25,000		\$ 25,000	\$ 25,000	\$ 50,000	\$ 25,000	\$ 75,000	
68	TOTAL OPERATING EXPENSES	\$ 96,523	\$ 220,468	\$ 86,253	\$ 67,298	\$ 153,551	\$ -	\$ 46,597	\$ 46,597	\$ 403,244	\$ 113,895	\$ 517,139	
69													
70	Other Expenses (Not Subject to Indirect Cost %)												
71	CHEFS Kitchens: 2 meals x \$12/meal x 109 guests x Number of days	\$ 510,120	\$ 954,840	\$ 312,440	\$ 642,400	\$ 954,840		\$ 159,140	\$ 159,140	\$ 1,777,400	\$ 801,540	\$ 2,578,940	
72	Security Services - VIP Security Specialist, Inc.		\$ 232,475	\$ 60,825	\$ 171,650	\$ 232,475		\$ 38,746	\$ 38,746	\$ 293,300	\$ 210,396	\$ 503,696	
73	CODB (to be allocated)				\$ 129,551	\$ 129,551		\$ 47,886	\$ 47,886	\$ -	\$ 177,437	\$ 177,437	
74	Adjustment to Actuals	\$ (1,078,096)	\$ (96,202)		\$ -	\$ -		\$ -	\$ -	\$ (1,174,298)	\$ -	\$ (1,174,298)	
79	TOTAL OTHER EXPENSES	\$ (567,976)	\$ 1,091,113	\$ 373,265	\$ 943,601	\$ 1,316,866	\$ -	\$ 245,772	\$ 245,772	\$ 896,402	\$ 1,189,373	\$ 2,085,775	

BUDGET NARRATIVE

Fiscal Year

ERF - Shelter

FY23-24

Salaries & Benefits	Adjusted Budgeted FTE	Budgeted Salary	Justification	Calculation
Supervisor - Day	1.40	\$ 99,334	Responsible for day to day site activity including guest escalation intervention and other guest needs. Maintain shift compliance, and counselor support.	\$70,953 annual x 1.4 FTE
Supervisor - Swing	1.40	\$ 93,177	Responsible for day to day site activity including guest escalation intervention and other guest needs. Maintain shift compliance, and counselor support.	\$66,555 annual x 1.4 FTE
Supervisor - Night	1.40	\$ 93,177	Responsible for day to day site activity including guest escalation intervention and other guest needs. Maintain shift compliance, and counselor support.	\$66,555 annual x 1.4 FTE
Counselor - Day	11.20	\$ 660,021	Provide guest services including meal delivery. Engage with guests to ensure needs are met. Escalate critical needs to management & Coordinator.	\$58,930 annual x 11.20 FTE
Counselor - Swing	11.20	\$ 623,049	Provide guest services including meal delivery. Engage with guests to ensure needs are met. Escalate critical needs to management & Coordinator.	\$55,629 annual x 11.20 FTE
Counselor - Night	11.20	\$ 641,416	Provide guest services including meal delivery. Engage with guests to ensure needs are met. Escalate critical needs to management & Coordinator.	\$57,269 annual x 11.20 FTE
Care Coordinator - Day	0.79	\$ 70,087	Responsible for guest services, including assessments, referrals, guest intervention, and emergency response.	\$89,282 annual x 0.79FTE
Lead Janitor	0.85	\$ 59,595	Lead and Coordinate the work of the janitorial team. ensure all rooms are up to standard and maintained daily. ensure all duties are completed on schedule.	\$70,112 annual x 0.85 FTE
Janitor	2.65	\$ 155,339	Responsible for daily upkeep of guest rooms. Trash removal, bathroom cleaning and vacuuming.	\$58,590 annual x 2.65 FTE
Emergency Response Ambassador - Day	0.13	\$ 8,874	Responsible for safety intervention Including: wellness checks, behavioral health, emergency response (911 CPR & AED), and incident report submission.	\$66,555 annual x 0.13 FTE
Emergency Response Ambassador - Swing	0.10	\$ 6,496	Responsible for safety intervention Including: wellness checks, behavioral health, emergency response (911 CPR & AED), and incident report submission.	\$64,958 annual x 0.10 FTE
Emergency Response Ambassador - Night	0.23	\$ 15,231	Responsible for safety intervention Including: wellness checks, behavioral health, emergency response (911 CPR & AED), and incident report submission.	\$65,277 annual x 0.23 FTE
Site Manager	1.00	\$ 103,701	Responsible for site operations. Including staff training, scheduling, staffing	\$103,701 annual x 1 FTE
TOTAL	43.55	\$2,629,497		
Employee Fringe Benefits	40.0%	\$1,051,799	Includes FICA, SSUI, Workers Compensation and Medical calculated at 40% of total salaries.	
Salaries & Benefits Total		\$3,681,296		

Operating Expenses	Budgeted Expense	Justification	Calculation
Office Supplies, Postage	\$ 5,719	Includes office supplies and postage expenses	\$477 x 12 months
Building Maintenance Supplies and Repair	\$ 11,411	Covers cleaning supplies, site repairs, and maintenance expenses	\$951 x 12 months
Insurance	\$ 33,201	Covers site liability insurance	\$2,767 x 12 months
Staff Training	\$ 3,649	Covers training expenses for staff	\$304 x 12 months
Program/Client Supplies	\$ 6,000	Includes program and client supplies expenses	\$500 x 12 months
Telecommunications	\$ 7,071	Covers cellphone usage expenses	\$589 x 12 months
Staff Recruitment	\$ 1,000	Includes staff recruitment expenses	\$83 x 12 months
Linens	\$ 30,000	Linens	\$2,500 x 12 months
Parking	\$ 500	Covers parking	\$42 x 12 months
Laundry Services	\$ 30,000	Covers personal laundry service in compliance with shelter standards of care	\$2,500 x 12 months
Subcontractors (First \$25k Only)			
Security Services - VIP Security Specialist, Inc.	\$ 25,000	First \$25k of security services eligible for indirect cost rate	\$25,000
TOTAL OPERATING EXPENSES	\$ 153,551		
Indirect Cost	15.0%	\$ 575,227	

Other Expenses (not subject to indirect cost %)	Amount	Justification	Calculation
CHEFS Kitchens: 2 meals x \$12/meal x 109 guests x Number of days	\$ 954,840	Covers expenses for hot meals for guests/clients	109 guests x 365 days x 2 meals x \$12
Security Services - VIP Security Specialist, Inc.	\$ 232,475	Covers security services.	\$21,456 x 12 months
CODB (to be allocated)	\$ 129,551	4.75 % Cost of Doing Business (CODB) for FY 2024 applied to GF	4.75%
TOTAL OTHER EXPENSES	\$1,316,866		

Appendix C, Method of Payment

- I. **Actual Costs:** In accordance with Article 5 Use and Disbursement of Grant Funds of the Grant Agreement, payments shall be made for actual costs incurred and reported for each month within the budget term (e.g., Fiscal Year or Project Term). Under no circumstances shall payment exceed the amount set forth in Appendix B, Budget(s) of the Agreement.

- II. **General Instructions for Invoice Submittal:** Grantee invoices shall include actual expenditures for eligible activities incurred during the month.
 - A. **Timelines:** Grantee shall submit all invoices and any related required documentation in the format specified below, after costs have been incurred, and within 15 days after the month the service has occurred. All final invoices must be submitted 15 days after the close of the fiscal year or project period. Expenditures must be paid by the Grantee prior to invoicing HSH for those expenditures.

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

1. Grantee shall submit invoices, and all required supporting documentation demonstrating evidence of the expenditure through the Department of Homelessness and Supportive Housing (HSH)’s web-based Contracts Administration, Reporting, and Billing Online (CARBON) System at: <https://contracts.sfhsa.org>

2. Grantee’s Executive Director or Chief Financial Officer shall submit a letter of authorization designating specific users, including their names, emails and phone numbers, who will have access to CARBON to electronically submit and sign for invoices, submit program reports, and view other information that is in CARBON.

3. Grantee acknowledges that submittal of the invoice by Grantee's designated authorized personnel with proper login credentials constitutes Grantee's electronic signature and certification of the invoice.
 4. Grantee's authorized personnel with CARBON login credentials shall not share or internally reassign logins.
 5. Grantee's Executive Director or Chief Financial Officer shall immediately notify the assigned HSH Contract Manager, as listed in CARBON, via email or letter regarding any need for the restriction or termination of previously authorized CARBON users and include the name(s), email(s) and phone number(s) of those previously authorized CARBON users.
 6. Grantee may invoice and submit related documentation in the format specified by HSH via paper or email only upon special, written approval from the HSH Contracts Manager.
- B. Line Item Variance There shall be no variance from the line item budget submitted, which adversely affects Grantee's ability to provide services specified in the Appendix A(s), Services to be Provided of the Agreement; however, Grantee may invoice up to 110 percent of an ongoing General Fund or Prop C line item, provided that total expenditures do not exceed the total budget amount, per the HSH Budget Revision Policy and Procedure: <http://hsh.sfgov.org/overview/provider-updates/>.
- C. Reserved. (Spend Down).
- D. Documentation and Record Keeping:
1. In accordance with Article 5 Use and Disbursement of Grant Funds; Article 6 Reporting Requirements; Audits; Penalties for False Claims; and the Appendix A(s), Services to be Provided of the Agreement, Grantee shall keep electronic or hard copy records and documentation of all HSH invoiced costs, including, but not limited to, payroll records; paid invoices; receipts; and payments made for a period not fewer than five years after final payment under this Agreement, and shall provide to the City upon request.
 - a. HSH reserves the right to modify the terms of this Appendix in cases where Grantee has demonstrated issues with spend down, accuracy, and timeliness of invoices.
 - b. In addition to the instructions below, HSH will request and review supporting documentation on the following occasions without modification to this Appendix:
 - 1) Program Monitoring;
 - 2) Fiscal and Compliance Monitoring;
 - 3) Year End Invoice Review;
 - 4) Monthly Invoice Review;
 - 5) As needed per HSH request; and/or
 - 6) As needed to fulfill audit and other monitoring requirements.

2. All documentation requested by and submitted to HSH must:
 - a. Be easily searchable (e.g., PDF) or summarized;
 - b. Clearly match the Appendix B, Budget(s) line items and eligible activities;
 - c. Not include identifiable served population information (e.g., tenant, client, Protected Health Information (PHI), Personally Identifiable Information (PII)); and
 - d. Include only subcontracted costs that are reflected in the Appendix B, Budget(s). HSH will not pay for subcontractor costs that are not reflected in the Appendix B, Budget(s). All subcontractors must also be listed as Approved Subcontractors.

3. Grantee shall follow HSH instructions per funding source and ensure that all documentation clearly matches the approved Appendix B, Budget(s) line items and eligible activities.

Encampment Resolution Funding/ General Fund	
Type	Instructions and Examples of Documentation
Salaries & Benefits	<p>Grantee shall maintain and provide documentation for all approved payroll expenses paid to any personnel included in the Appendix B, Budget(s) covered by the Agreement and invoice period each time an invoice is submitted.</p> <p>Documentation shall include, but is not limited to, historical and current payroll information from a payroll service or a payroll ledger from Grantee’s accounting system and must include employee name, title, rate, and hours worked for each pay period.</p>
Operating	<p>Grantee shall maintain documentation for all approved Operating costs included in the Appendix B, Budget(s). Each time an invoice is submitted, Grantee shall upload documentation for all Subcontractor and Consultant costs, and documentation for any Operating line items that exceed \$10,000.</p> <p>Documentation may include, but is not limited to, receipts of purchases or paid invoices of recurring expenditures, such as lease payments; copies of current leases; subcontractor payments; equipment lease invoices; and utility payments.</p>
Capital and/or One-Time Funding	<p>Grantee shall maintain and provide documentation for all approved Capital and/or One-Time Funding costs included in the Appendix B, Budget(s) each time an invoice is submitted.</p> <p>Documentation may include receipts of purchases or paid invoices of non-recurring expenditures, such as repairs or one-time purchases.</p>

Encampment Resolution Funding/ General Fund	
Type	Instructions and Examples of Documentation
Revenue	Grantee shall maintain and provide documentation for all revenues that offset the costs in the Appendix B, Budget(s) covered by the Agreement each time an invoice is submitted.

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

III. Reserved. (Advances or Prepayments).

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

Appendix D - Interests in Other City Grants

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

City Department or Commission	Program Name	Dates of Grant Term	Not-To-Exceed Amount
Adult Probation Department	Rental Subsidies and Flexible Spending Funds for Step Up to Freedom	May 1, 2020 - June 30, 2024	\$2,335,382
Department of Homelessness and Supportive Housing	1064-68 Mission Street Housing	May 1, 2022 - June 30, 2025	\$6,300,824
Department of Homelessness and Supportive Housing	1180 4th Street Housing	July 1, 2014 - June 30, 2024	\$4,934,700
Department of Homelessness and Supportive Housing	455 Fell Street Housing	May 15, 2019 - June 30, 2026	\$2,929,622
Department of Homelessness and Supportive Housing	Adult Access Points	July 1, 2021 - June 30, 2024	\$9,816,708
Department of Homelessness and Supportive Housing	Adult Rapid Rehousing & Mainstream Voucher	July 1, 2020 - June 30, 2024	\$8,586,482
Department of Homelessness and Supportive Housing	Adult Rapid Rehousing (Prop C)	February 15, 2021 - June 30, 2024	\$9,749,200
Department of Homelessness and Supportive Housing	Auburn Hotel	July 1, 2021 - June 30, 2026	\$7,555,534
Department of Homelessness and Supportive Housing	Bishop Swing	July 1, 2020 - March 31, 2024	\$4,384,783
Department of Homelessness and Supportive Housing	Bryant Homeless Storage	December 1, 2020 - February 29, 2024	\$2,663,002
Department of Homelessness and Supportive Housing	Canon Barcus RA & SS	July 1, 2020 - June 30, 2024	\$5,792,831
Department of Homelessness and Supportive Housing	Canon Kip Community House	December 1, 2021 - January 30, 2024	\$7,085,148
Department of Homelessness and Supportive Housing	Flexible Housing Subsidy Pool	February 15, 2021 - June 30, 2024	\$9,900,000
Department of Homelessness and Supportive Housing	Granada Hotel	November 1, 2020 - June 30, 2025	\$7,489,776
Department of Homelessness and Supportive Housing	Henry Hotel	July 1, 2019 - October 31, 2023	\$9,738,512
Department of Homelessness and Supportive Housing	Henry Hotel Rental Assistance	August 1, 2021 - July 31, 2024	\$3,649,750
Department of Homelessness and Supportive Housing	Hotel Diva Hotel	August 1, 2021 - June 30, 2024	\$3,063,465
Department of Homelessness and Supportive Housing	Housing First	January 1, 2021 - February 29, 2024	\$26,329,610

Department of Homelessness and Supportive Housing	Housing Navigation	July 1, 2021 - June 30, 2024	\$9,956,824
Department of Homelessness and Supportive Housing	Interfaith Winter Shelter	July 1, 2021 - June 30, 2024	\$2,333,326
Department of Homelessness and Supportive Housing	Minna Lee Hotel	May 1, 2018 - June 30, 2026	\$3,418,795
Department of Homelessness and Supportive Housing	Post Hotel	September 1, 2020 - June 30, 2024	\$9,996,278
Department of Homelessness and Supportive Housing	Rose Hotel & Canon Kip	July 1, 2020 - December 31, 2023	\$2,405,468
Department of Homelessness and Supportive Housing	Sanctuary Shelter	July 1, 2021 - June 30, 2026	\$25,755,271
Department of Homelessness and Supportive Housing	Tahanan Housing	August 1, 2021 - June 30, 2024	\$3,074,403
Department of Public Health	Adult MH OP -SF Start	July 3, 2018 - June 30, 2025	\$9,351,483
Human Services Agency	Congregate Meals for Adults with Disabilities	July 1, 2021 - June 30, 2025	\$471,940
Human Services Agency	Congregate Meals for Older Adults (with NCQA)	July 1, 2021 - June 30, 2025	\$2,420,484
Human Services Agency	HES FY24-27	July 1, 2023- June 30, 2027	\$2,134,557
Human Services Agency - Department of Disability and Aging Services	Senior Services - Community Services	January 1, 2021 - June 30, 2027	\$1,388,891
Human Services Agency - Department of Disability and Aging Services	Case Management	July 1, 2023 - June 30, 2027	\$1,593,557
Office of Economic and Workforce Development	Pilot Occupational Skills Training	July 1, 2021 - August 31, 2023	\$1,250,000



DEPARTMENT OF
HOMELESSNESS AND
SUPPORTIVE HOUSING

Episcopal Community Services: Cova Non- Congregate Shelter Grant Agreement Third Amendment

Homelessness and Behavioral Health Select Committee | October 13, 2023



Proposed Amendment Details

- **Resolution:** Approve the **third amendment** to the grant agreement between HSH and **Episcopal Community Services** for operations and services at **Cova Non-Congregate Shelter** located at 655 Ellis Street.
- **Term:**
 - Current Term: December 18, 2021 – October 31, 2023
 - Amended Term: **December 18, 2021 – August 31, 2024**
- **Amount:** Increases not-to-exceed amount by **\$5,150,877** for a total not-to-exceed amount of **\$15,091,353**.

Grant Agreement Overview

Description	Cost per Night: FY2023-24
Services Agreement*	\$144 per guest per night <i>(Includes \$24/guest/night for meals)</i>
Booking Agreement Cost	\$75 per unit per night <i>(includes tax)</i>

**This agreement does not include the booking agreement cost or other associated costs such as shelter transport and shelter health.*

- Capacity to serve **109 adult guests** across **89 rooms**.
- **Shelter operations:** building operations including janitorial and cleaning, laundry and meals.
- **Support services:** includes intake, case management, referral and coordination to services like benefits and medical care, wellness checks, and activities.

Program Context

- **89 units** of HSH's **2,460 shelter beds/units for adults**.
 - 568 shelter beds (including Cova) are non-congregate
- Cova is one of three non-congregate sites opened as **SIP Hotels** and transitioned to non-congregate shelter.
- As of October 2023, **95% occupancy** at this site.
- **255 people** served at the Cova between site opening (Dec. 2021) and the end of FY 2022-23.

Clients Served

25% Black

17% Latine

19% older adults 55+



DEPARTMENT OF
HOMELESSNESS AND
SUPPORTIVE HOUSING

Questions?

Thank you!

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

**SECOND AMENDMENT
TO GRANT AGREEMENT
between
CITY AND COUNTY OF SAN FRANCISCO
and
EPISCOPAL COMMUNITY SERVICES**

THIS AMENDMENT of the **December 18, 2021** Grant Agreement (the "Agreement") is dated as of **August 1, 2023** and is made in the City and County of San Francisco, State of California, by and between **EPISCOPAL COMMUNITY SERVICES** ("Grantee") and the CITY AND COUNTY OF SAN FRANCISCO, a municipal corporation ("City") acting by and through The Department of Homelessness and Supportive Housing ("Department").

RECITALS

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

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

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

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

(a) Agreement. The term "Agreement" shall mean the Agreement dated **December 18, 2021** between Grantee and City; and **First Amendment**, dated **April 1, 2022**.

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

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

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

3.2 Duration of Term.

- (a) The term of this Agreement shall commence on **December 18, 2021** and expire on **July 31, 2023**, unless earlier terminated as otherwise provided herein. Grantee shall not begin performance of its obligations under this Agreement until it receives written notice from City to proceed.

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

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

3.2 Duration of Term.

- (a) The term of this Agreement shall commence on **December 18, 2021** and expire on **October 31, 2023**, unless earlier terminated as otherwise provided herein. Grantee shall not begin performance of its obligations under this Agreement until it receives written notice from City to proceed.

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

- (a) In no event shall the amount of Grant Funds disbursed hereunder exceed **Nine Million Three Hundred Forty Thousand Four Hundred Seventy Six Dollars (\$9,340,476)**.
- (b) Grantee understands that, of the Maximum Amount of Grant Funds listed under Article 5.1 (a) of this Agreement, **Four Hundred Forty Four Thousand Seven Hundred Eighty Five Dollars (\$444,785)** is included as a contingency amount and is neither to be used in Budget(s) attached to this Agreement or available to Grantee without a modification to the Appendix B, Budget, which has been approved by the Department of Homelessness and Supportive Housing. Grantee further understands that no payment for any portion of this contingency amount will be made unless and until a modification or revision has been fully approved and executed in accordance with applicable City and Department laws, regulations, policies/procedures, and certification as to the availability of funds by Controller. Grantee agrees to fully comply with these laws, regulations, and policies/procedures.

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

5.1 Maximum Amount of Grant Funds.

- (a) In no event shall the amount of Grant Funds disbursed hereunder exceed **Nine Million Nine Hundred Forty Thousand Four Hundred Seventy Six Dollars (\$9,940,476)**.
- (b) Grantee understands that, of the Maximum Amount of Grant Funds listed under Article 5.1 (a) of this Agreement, **Four Hundred Seventeen Thousand Three Hundred Forty Dollars (\$417,340)** is included as a contingency amount and is neither to be used in Budget(s) attached to this Agreement or available to Grantee without a modification to the Appendix B, Budget, which has been approved by the Department of Homelessness and Supportive Housing. Grantee further understands that no payment for any portion of this contingency amount will be made unless and until a modification or revision has been fully approved and executed in accordance with applicable City and Department laws, regulations, policies/procedures and certification as to the availability of funds by Controller. Grantee agrees to fully comply with these laws, regulations, and policies/procedures.

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

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

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

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

Appendix A, Services to be Provided (dated August 1, 2023)
Appendix B, Budget (dated August 1, 2023)

Appendix C, Method of Payment (dated August 1, 2023)
Appendix D, Interests in Other City Grants (dated August 1, 2023)

- 2.5 Appendix A, Services to be Provided** (dated April 1, 2022), of the Agreement is hereby replaced in its entirety by **Appendix A, Services to be Provided** (dated August 1, 2023), for the period of August 1, 2023 to October 31, 2023.
- 2.6 Appendix B, Budget** (dated April 1, 2022), of the Agreement is hereby replaced in its entirety by the modified **Appendix B, Budget** (dated August 1, 2023), for the period of December 18, 2021 to October 31, 2023.
- 2.7 Appendix C, Method of Payment** (dated April 1, 2022), of the Agreement is hereby replaced in its entirety by the modified **Appendix C, Method of Payment** (dated August 1, 2023).
- 2.8 Appendix D, Interests in Other City Grants** (dated April 1, 2022), of the Agreement is hereby replaced in its entirety by the modified **Appendix D, Interests in Other City Grants** (dated August 1, 2023)

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

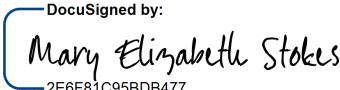
CITY

GRANTEE

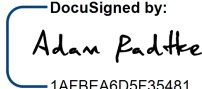
**DEPARTMENT OF HOMELESSNESS
AND SUPPORTIVE HOUSING**

EPISCOPAL COMMUNITY SERVICES

By: 
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By: 
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**Appendix A, Services to be Provided
by
Episcopal Community Services
Cova Non-Congregate Shelter**

I. Purpose of Grant

The purpose of the grant is to provide operations and services in a non-congregate shelter (NCS) site on a time-limited and as-needed basis to the served population.

II. Served Population

Non-congregate Shelter Program participants (also referred to as “guests”) are adults, without custody of minor children, experiencing homelessness. NCS Program Participants have no fixed, regular, and adequate nighttime residence, are unsheltered and have a need for adequate emergency nighttime sleeping accommodations.

III. Referral and Prioritization

Grantee shall provide services to individuals who meet the Department of Homelessness and Supportive Housing (HSH) established eligibility requirements for the served population and are referred to the program by the City-approved referral systems and processes.

IV. Description of Services

Grantee shall provide operations and services to ensure the health and safety of participants and the security, cleanliness, and maintenance of the site(s), in accordance with the HSH [Temporary Shelter Operations Manual](#) ¹ which may be revised from time to time, and which is incorporated herein and made part of this Agreement by reference.

Grantee shall adhere to the Shelter Standards of Care Legislation² unless otherwise directed by the City in cases of public health emergencies or other emergency situations.

- A. Reservations: Grantee shall accept and facilitate reservations, in accordance with the City-approved policies and procedures within the noted program hours of operation.
- B. Accommodations: Grantee shall provide clean bedding according to the Shelter Standards of Care.
- C. Meals: Grantee shall coordinate and facilitate ordering, receipt, and tracking meal use by guests.
- D. Storage: Grantee shall provide space for secure and pest-free storage of guest belongings, as appropriate for the facility.

1 HSH Providers Connect: <https://sfgov1.sharepoint.com/sites/HOM-Ext-Providers>

2 Including, but not limited to Shelter Standards of Care, as applicable:
[http://library.amlegal.com/nxt/gateway.dll/California/administrative/chapter20socialservices?f=templates\\$fn=default.htm\\$3.0\\$vid=amlegal:sanfrancisco_ca\\$anc=JD_20.404](http://library.amlegal.com/nxt/gateway.dll/California/administrative/chapter20socialservices?f=templates$fn=default.htm$3.0$vid=amlegal:sanfrancisco_ca$anc=JD_20.404).

- E. Safety and De-Escalation: Grantee shall ensure the general safety of the served population, staff, visitors, and property by providing staff trained in safety and de-escalation or through a security services provider during peak operational days and hours, as determined by Grantee and approved by HSH. Days and hours of coverage shall be on record with the HSH Program Manager. Safety and de-escalation shall include, but is not limited to:
1. Greeting the served population, staff, visitors, and conducting search of persons and property prior to entering sites for potentially dangerous items;
 2. Guests must turn in all weapons to safety and de-escalation personnel at intake. Firearms will be turned over immediately to the San Francisco Police Department. Other weapons will be stored by safety and de-escalation personnel in a safe and secure lockbox and will be returned when guests upon the end of their stay in the program;
 3. Utilization of a system by which possessions may be checked and safely and securely stored, as directed;
 4. Regular patrol of the site and surrounding program area, to ensure compliance with HSH's Good Neighbor Policy as described in the Good Neighbor Policies section;
 5. Utilization of a system with written documentation to ensure that the perimeter and other areas are checked on a scheduled and regular basis; and
 6. Assistance with conflict de-escalation and crisis management.
- F. Guest Referral and Intake Services: Grantee shall use the City approved system and methods to provide daily updates to the guest roster and number of available units. Only individuals referred via the City approved referral protocols will be placed into an available unit at the site. Grantee shall intake, register and update the City approved database or guest tracking system throughout each individual guest's stay at the program.
- G. Shelter Support Services: Grantee shall serve all shelter participants with a low barrier, harm reduction model, with limited rules, focused on specific participant actions rather than functional addictions or problems, to participants at any given time, unless the City requires Grantee to serve fewer guests in order to maintain the health and safety of guests in accordance with City requirements. Support Services shall include, but are not limited, to the following:
1. Intake: Grantee shall engage, inform, and assist guests to complete the program intake process to collect information needed to identify options and link guests to various services for which they may be eligible. The intake shall also include established consent forms that support exchange of participant information with program partners, including the data tracking partners for purposes of program analysis;
 2. Grantee shall provide exit planning to participants preparing to leave the shelter for any number of reasons, including but not limited to participants moving into

permanent supportive housing, participants about to be issued a Denial of Service (DOS), and participants who are talking about leaving the program;

3. Grantee shall provide a program that is pet-friendly, as well as accommodating to companion, service and support animals;
4. Grantee shall provide a method to control access, track participants and manage/document participation by collaborating with services partners who are at the program site;
5. Grantee shall provide written notice or warning to participants related to any issue that may affect ongoing stay, including, but not limited to, violations of program rules and actions that are in violation of the rules of agreement. All written notice or warnings shall be shared with support services staff;
6. Orientation: Grantee shall provide new guests information and program parameters, including rules, upon entry and weekly orientation group meetings;
7. Engagement: Grantee shall actively engage with participants to support their connection to needed services and end participant homelessness. Grantee shall provide outreach to and offer onsite services and/or referrals to all participants who display indications of placement instability. This includes but is not limited to discontinuance from benefits, services, rule violations or warnings, and conflicts with staff or other shelter participants;
8. Referrals and Coordination of Services: Grantee shall work with guests to encourage and support their application for and assessment regarding local benefits and services, including, but not limited to:
 - a. Coordinated Entry and Housing Navigation services: Grantee shall assist guests in obtaining Coordinated Entry problem-solving and housing assessment interventions through the Access Point locations or mobile Access Point services. Grantee shall engage the Coordinated Entry Housing Navigation staff in discussion and/or case conferencing when participants show signs of difficulty or lack of progress in acquiring necessary documentation for housing.
 - b. Benefits Advocacy and Assistance: Grantee shall assist guests to obtain and/or maintain public benefits as appropriate (e.g., County Adult Assistance Program (CAAP), CalWORKs, CalFresh, Social Security Income (SSI), Veterans Benefits). Benefit advocates and program representatives may be on site at times. In such cases, Grantee shall support guests to meet with these programs and keep scheduled appointments;
 - c. Mental health, behavioral health and treatment services;
 - d. Supportive programs to support an individual's independence (e.g., In-Home Support Services); and

- e. Employment and job-related services (e.g., Human Services Agency (HSA), Department of Public Works (DPW) and nonprofits specializing in these services).
- 9. Support Groups, Social Events and Organized Activities: Grantee shall provide guests with opportunities to take part in organized gatherings for peer support, as appropriate. These functions may be provided by outside individuals or groups that the Grantee has approved, who understand and adhere to confidentiality and equal access for all guests. These events may be planned with or based on input from guests and shall be held onsite.
- 10. Wellness Checks: Grantee shall conduct Wellness Checks in accordance to HSH policy to assess participant safety when there is reason to believe the participant is in immediate and substantial risk due to a medical and/or psychiatric emergency.
- 11. Reasonable Accommodations, transfers and other supports: Grantee shall provide guests reasonable accommodations, transfers, and other supports.
- 12. Exit planning:
 - a. Grantee shall provide exit planning including, but not limited to communication and coordination with outside service providers to support a participant's transition to a more permanent setting.
 - b. Grantee shall provide exit planning to participants preparing to leave the shelter for any number of reasons, including but not limited to participants moving into permanent supportive housing, participants about to be issued a Denial of Service (DOS), and participants who are talking about leaving the program.

V. Location of Services

Grantee shall provide services at 655 Ellis St, San Francisco, CA 94109. Additional locations may be added as mutually agreed upon by Grantee and HSH.

VI. Service Requirements

- A. Program Support: Grantee shall provide programmatic support, including, but not limited to:
 - 1. Hiring and supervision of on-site staff and any subcontractors;
 - 2. Onboarding and orienting on-site staff (e.g., Grantee staff, subcontractors, other service providers) to program documents, policies, and procedures; and
 - 3. Data entry and reporting.
- B. Staffing and Volunteers:
 - 1. Grantee shall staff the site 24 hours per day, 7 days per week.

2. Grantee shall employ at least one staff member on each shift who has at least one year of experience in providing services to people experiencing homelessness, or comparable experience.
3. Grantee shall employ at least one staff member on each shift who is identified as the American with Disabilities Act (ADA) Liaison and post the name of the staff on duty near the front desk.
4. Grantee shall ensure that any volunteers welcomed into the site follow the same guidelines as required of staff as it relates to the roles or projects being handled by the volunteers.

C. Meals and Food Safety:

Grantee shall meet the following meal-related requirements:

1. Offer guests meals and track usage by guest, as well as overall meal distribution;
2. Manage the means to heat or maintain refrigeration of food as appropriate for distribution; and
3. Grantee shall ensure that at least one staff person responsible for food handling and service has a valid Food Safety Certification.

D. Building Operations:

1. Grantee shall maintain and create site logs, records of entry and exit, and manage key access for participants, partner agencies and on-site staff.
2. Laundry: Grantee shall ensure guest laundry service is available.
3. Cleaning and Janitorial Services:
 - a. Grantee shall develop, maintain, and document janitorial schedules per shift for the facility and its systems, as applicable, including, but not limited to cleaning floors; restrooms (e.g., floors, tile, showers, toilets, urinals, sinks); laundry machines (e.g., dryer vents); elevators (e.g., buttons, floors, walls); kitchens (e.g., floors, sinks, counters, appliances); water fountains; and heating and air conditioning systems vents.
 - b. Biohazard Cleaning: Grantee shall coordinate with City cleaning vendor(s) to ensure that sites receive deep cleaning when a room or unit that is housing a in the event of a death on site.
 - c. Guest Room Transition Cleaning: Grantee shall provide cleaning services upon guest room transition.
 - d. Room Cleaning: Before the end of the Term, City shall, at its sole expense, clean any Guest rooms occupied by City, as deemed appropriate by the City acting in its sole discretion, but in accordance with public health requirements. City will certify to Hotel in writing or email that such cleaning has occurred.
4. Personal Protective Equipment (PPE): Grantee shall also be responsible for monitoring PPE utilization and maintaining supply of PPE.
5. Storage: Grantee shall provide space for secure and pest-free storage of participant belongings, as appropriate for the site(s).
6. Walk-through: Grantee shall conduct a Walkthrough and Confirmation of Current Baseline Conditions (Attachment 1 of this Agreement) of each room prior to participant occupancy and upon exit.

E. Guest Services:

1. Grantee shall post the shelter rules as required by S.F. Administrative Code Sec. 20.18-4(a).
2. Program Participant Agreement Enforcement, Written Notices and Exit Prevention:
 - a. Grantee shall provide written notice to participants regarding issues that may impact housing stability including, but not limited to, program violations or warnings in accordance with the Shelter Grievance Policy, S.F. Administrative Code Chapter 20, Article XVIII.
 - b. Grantee shall notify participants when the Participant Agreement ends.

F. Communications, Trainings, and Meetings:

Grantee shall keep the City informed of program operations and comply with applicable City policies and requirements including, but not limited to:

1. Grantee shall report Critical Incidents in accordance with City instructions and any published policies/procedures and use the City provided [forms](#). Examples of Critical Incidents include death, fire, acts of violence, or any other incidents which require the involvement of emergency services or Child or Adult Protective Services (APS and CPS, respectively);
2. Regular communication to the City and assigned Program Manager about the implementation of the program;
3. Media requests;
4. Data or documentation requests;
5. Attendance of meetings, as needed;
6. Attendance of trainings, as requested;
7. Grantee shall promote and support staff training and development, including but not limited to training on de-escalation and safety, participant engagement, professionalism, ethics, harm-reduction, trauma-informed care, cultural competency, health, overdose prevention and response, respect for participants and fellow staff, mental health and substance abuse issues, and trainings required under the Shelter Standards of Care (Section 16.22 of the Agreement). Grantee shall also provide training on the Shelter Training Manual;
8. Attendance at the Shelter Monitoring Committee meetings;
9. Adherence to the Shelter Grievance Policy, including the processes regarding denials of service³ unless Grantee is otherwise dictated by City emergency requirements;
10. Adherence to the City service/companion/support animal policy;
11. When applicable, as confirmed with HSH, adherence to the Tuberculosis (TB) Infection Control Guidelines for Homeless. This includes cooperation with the San Francisco TB Prevention and Control Program of the Department of Public Health (DPH); and

³ HSH Shelter Grievance Policy: <http://hsh.sfgov.org/wp-content/uploads/2018/08/Shelter-Grievance-Policy-Final-8-25-16-4.pdf>.

12. When applicable, adherence to all State and local COVID safety mandates and guidelines.
- G. Language and Interpretation Services: Grantee shall ensure that translation and interpreter services are available, as needed. Grantee shall address the needs of and provide services to the served population who primarily speak language(s) other than English. Additional information on Language Access standards can be found on the HSH Providers Connect website: <https://sfgov1.sharepoint.com/sites/HOM-Ext-Providers>.
- H. Case Conferences: As needed and when the conference involves a current or former guest of the program, Grantee shall participate in individual case conferences and team coordination meetings with HSH-approved programs, as needed, to coordinate and collaborate regarding participants' progress.
- I. Admission Policy: Grantee admission policies for services shall be in writing and available to the public. Except to the extent that the services are to be rendered to a specific population as described in the programs listed herein, such policies must include a provision that the served population is accepted for care without discrimination on the basis of race, color, creed, religion, sex, age, national origin, ancestry, sexual orientation, gender identification, disability, or HIV status.
- J. Feedback, Complaint and Follow-up Policies:
Grantee shall provide means for the served population to provide input into the program. Feedback methods shall include:
1. Shelter Community Meetings: Grantee shall conduct monthly community meetings where guests may discuss building/program concerns and program ideas. Grantee should set up the means to provide feedback at future community meetings or by other means;
 2. Complaint Process: Grantee shall provide a written and posted complaint/concern process that includes various methods for guests to submit an issue (e.g., verbal to staff, written, email) and clear protocols about when and how the guest will get a response;
 3. Grantee shall offer and promote a written quarterly survey that has been pre-approved by HSH to the served population to gather feedback, satisfaction and assess the effectiveness of services and systems within the program. Grantee shall offer assistance to the served population regarding completion of the survey in a confidential way if the written format presents any problem; and
 4. Grantee shall respond to complaints from other City entities, such as the Mayor's Office on Disability and the Shelter Monitoring Committee, in coordination with HSH and in accordance with the timelines required by the City entity.
- K. City Communications and Policies
Grantee shall keep HSH informed and comply with City policies to minimize harm and risk, including:
1. Regular communication to HSH about the implementation of the program;

2. Attendance of quarterly HSH meetings, as needed, such as, but not limited to: hearings on issues related to homelessness⁴; SGAC meetings; Attendance of the Shelter Monitoring Committee Meetings⁵; Local Homeless Coordinating Board⁶; Stakeholder Meeting; and Shelter Access Workshops;
 3. Attendance of trainings, as requested;
 4. Adherence to the Shelter Standards of Care requirements;
 5. Adherence to the Shelter Guest Advocate Agreement;
 6. Adherence to the HSH Shelter Grievance Policy; and
 7. Adherence to the Tuberculosis (TB) Infection Control Guidelines for Homeless.
- L. Critical Incident: Grantee shall adhere to the HSH Critical Incident policies, including reports to HSH, within 24 hours, regarding any deaths, serious violence or emergencies involving police, fire or ambulance calls using the Critical Incident Report (CIR) form. Grantee shall also submit CIR forms for any maintenance requests that are submitted to Property Management. Grantee shall call the HSH Program Manager within two hours of any death or serious injury. A Critical Incident is defined as when emergency responders are called to the shelter by staff or guests. The shelter must also send reports for incidents in which there were no emergency responders. An example is a domestic violence incident.
- M. Disaster and Emergency Response Plan: Grantee shall develop and maintain an Agency Disaster and Emergency Response Plan containing Site Specific Emergency Response Plan(s) for each service site per HSH requirements. The Agency Disaster and Emergency Response Plan shall address disaster coordination between and among service sites. Grantee shall update the site plan as needed and Grantee shall train all employees regarding the provisions of the plan for their sites.
- N. Good Neighbor Policies:
Grantee shall maintain a good relationship with the neighborhood in which the shelter is located, including:
1. Grantee shall collaborate with HSH, SFPD, Department of Public Works (DPW), Department of Public Health (DPH), other relevant City agencies, and the neighborhood to ensure that neighborhood concerns about the facility are heard and addressed;
 2. Grantee shall assign a director, manager, or representative to participate in and attend appropriate neighborhood and community meetings;
 3. Grantee shall provide a means for neighbors to raise issues and concerns. Grantee shall provide consistent and timely responses;

⁴ If the Grantee supervisor has questions about whether or not attending the meeting/hearing in question is within the scope of services, the supervisor shall contact the HSH Family Emergency Services Manager or a designee for clarification.

⁵ The Shelter Monitoring Committee has the option of inviting the Client Advocates to attend meetings. If the Client Advocate is a member of the Shelter Monitoring Committee, then that Client Advocate may attend.

⁶ The Board has the option of inviting the Client Advocates to the meeting. If the Client Advocate is a member of the Board, then that advocate may attend. If there is an agenda item that pertains to the grievance process, then the Client Advocates may attend.

4. That Grantee management staff is available to respond to neighbors within 24 hours, if reasonable;
5. Grantee shall minimize the impact of guests entering, exiting, or waiting for services on the neighborhood of . The shelter will do this by limiting referrals, not allowing walk-ins, and having 24/7 access to the site for registered guests;
6. Grantee shall actively discourage and address excessive noise from program guests and others who may be just outside the program site;
7. Grantee shall actively discourage loitering in the area immediately surrounding the program. Coordinate with other service providers and City agencies, as necessary, to address this issue;
8. Grantee shall, in conjunction with the HSH and other City agencies, inform neighborhood businesses and residents of the services available at the shelter and how individuals are referred; and
9. Summon law enforcement, San Francisco Homeless Outreach Team (SFHOT), Healthy Streets Operations Center (HSOC), and/or Department of Public Works (DPW), as needed to address safety, cleanliness, and/or encampment issues on the block.

O. Data Standards:

1. Grantee shall ensure compliance with the HMIS Participation Agreement and Continuous Data Quality Improvement (CDQI) Process⁷, including but not limited to:
 - a. Entering all client data within three working days (unless specifically requested to do so sooner);
 - b. Ensuring accurate dates for client enrollment, client exit, and client move in (if appropriate); and
 - c. Running monthly data quality reports and correcting errors.
2. Records entered into the ONE system shall meet or exceed the ONE System Continuous Data Quality Improvement Process standards: <https://onesf.clarityhs.help/hc/en-us/articles/360001145547-ONE-System-Continuous-Data-Quality-Improvement-Process>.
3. Grantee shall enter data into the ONE System, but may be required to report certain measures or conduct interim reporting in CARBON, via secure email, or through uploads to a File Transfer Protocol (FTP) site. When required by HSH, Grantee shall submit the monthly, quarterly and/or annual metrics into either the CARBON database, via secure email, or through uploads to an FTP site. HSH will provide clear instructions to all Grantees regarding the correct mechanism for sharing data. Changes to data collection or reporting requirements shall be communicated to Grantees via written notice at least one month prior to expected implementation.
4. Any information shared between Grantee, HSH, and other providers about the served population shall be communicated in a secure manner, with appropriate release of consent forms and in compliance with 24 C.F.R. Part 578, Continuum of

⁷ HMIS Participation Agreement and Continuous Data Quality Improvement Process, available here: <https://hsh.sfgov.org/get-information/one-system/>

Care; 45 C.F.R. Parts 160 and 164, the Health Insurance Portability and Accountability Act (HIPAA) and federal and state data privacy and security guidelines.

5. Failure to comply with data security, storage and access requirements may result in loss of access to the HMIS and other data systems.

P. Record Keeping and Files:

1. Grantee shall maintain confidential guest files, active and previously active, and support service usage.
2. Grantee shall maintain confidential files regarding complaints, grievances, warnings and exits/denials of service for shelter rule infractions including written notices, warnings, exit paperwork and related communications with guests.
3. Grantee shall maintain appropriate documentation to validate the approval of the shelter extensions to shelter guests according to HSH policies.
4. Grantee shall upload copies of participant documents, release of information, and any records that support securing housing (e.g., birth certificate, identification, social security card) into the ONE System.
5. Grantee shall document outcomes related to every participant exit. Grantee shall collect data on the reason for exit, location upon exit, and other information related to exit tracking, and report this data to HSH upon request.

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

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

VII. Wellness Checks

Wellness checks shall be performed at least twice a day for every guest. Ideally, guests work with providers to set the wellness check cadence that feels right to them, within these parameters.

Wellness checks shall be conducted in a way that is sensitive to the likelihood of a guest's history of trauma and sense of violation or loss of dignity. All activities must be documented and specify a plan for following up on any identified facilities or supportive service needs.

VIII. Room Inspections

Room inspections involve staff entering the guest's room specifically to assess the condition of the room and its furniture and fixtures, and to identify and resolve any concerns regarding safety or habitability.

Grantee must conduct room inspections for each guest at least once weekly and include documentation and follow-up on identified needs for repairs or other interventions.

IX. Emergency safety checks

Staff may enter a guest's room when there is reason to believe a guest is at immediate and substantial risk due to a medical, psychiatric, or facilities-related emergency. Staff performing an Emergency Safety Check will announce themselves and state the purpose of their visit, wait a few minutes for a response, and unlock the door if the guest does not do so themselves.

X. Service Objectives

Grantee shall achieve the following services objectives:

- A. Grantee shall provide intake and program orientation to 100 percent of all initial guests and updates for returning guests in a new stay within 24 hours of arrival to the site.
- B. Grantee shall ensure that each unit, upon turnover, is clean within 14 days.
- C. 90 percent of participants shall be offered referral for problem-solving and/or assessment via Adult Coordinated Entry within one week of placement.
- D. Grantee shall meet or exceed 95 percent data quality in Get Care (RTZ) as measured through data input into the RTZ System.
- E. Grantee shall conduct quarterly meal satisfaction surveys with at least 70 percent of participants using this survey: <https://forms.gle/qjjPd2TAP9gc9jrP6> . Grantee shall complete the first survey within six weeks of beginning operations under this Agreement.
- F. Grantee shall conduct weekly room inspections for 100 percent of rooms and maintain detailed documentation of room condition and repairs needed.

XI. Outcome Objectives

Grantee shall achieve the following outcome objectives:

- A. Grantee shall actively refer 75 percent of participants to Problem Solving and Coordinated Entry within 15 business days of move in.
- B. 100 percent of all staff will have completed the required annual trainings.
- C. 75 percent of those completing the quarterly satisfaction survey will Strongly Agree or Agree that they are satisfied with the services on site.

XII. Reporting Requirements

Grantee shall input required data, such as when applicable, but not limited to the Online Navigation and Entry (ONE) system, CHANGES, RTZ and CARBON, as directed by the City.

- A. Census and Exits: Grantee shall maintain daily census information and shall notify the City of any unplanned participant exits within 24 hours in the format, method and frequency specified by the City.
- B. Evaluative Studies: Grantee shall participate, as requested by the City, in evaluative studies designed to show the effectiveness of Grantee's services. The City agrees that any final reports generated through the evaluation program shall be made available to Grantee or within 30 working days of receipt of any evaluation report and such response will become part of the official report.
- C. Grantee shall report to HSH Program Manager any unit that will be off-line due to turnover or damage for more than seven days.
- D. Grantee shall report vacancies to HSH in a timely fashion according to established procedures and process all participant referrals in the pre-established timeframe. When required by HSH, Grantee shall enter participant data in the ONE System.
- E. On a monthly basis, Grantee shall enter the required metrics, including any required templates to be uploaded, into the CARBON database by the 15th of the month following the month of service.
 - 1. Referencing the tasks as described in the Service and Outcome Objectives sections;
 - 2. The occupancy rate; and
 - 3. The number of new placements.
- F. On a quarterly basis, Grantee shall enter the required metrics, including any required templates to be uploaded, into the CARBON database by the 15th of the month following the end of each quarter:
 - 1. Average number of days to turn over units; and
 - 2. Report of activities, referencing the tasks as described in the Service Objectives and Outcome Objectives sections. This should include the Quarterly Satisfaction Survey data.
- G. On an annual basis, Grantee shall enter the required metrics, including any required templates to be uploaded, into the CARBON database by the 15th of the month following the end of each year:

1. 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; and
 2. The number of program exits.
- H. Grantee shall submit Facility Inventory data to the Department of Homelessness and Supportive Housing during the last week of January. Data will include unit/bed inventory, point in time population count of residents, and general characteristic data of residents. Data is used for reporting mandated by the Federal Government under the US Department of Housing and Urban Development's Continuum of Care program.
- I. Grantee shall participate, as required by Department, with City, State and/or Federal government evaluative studies designed to show the effectiveness of Grantee's services. Grantee agrees to meet the requirements of and participate in the evaluation program and management information systems of the City. The City agrees that any final reports generated through the evaluation program shall be made available to Grantee within thirty working days of receipt of any evaluation report and any Grantee response will become part of the official report.
- J. Grantee shall adhere to the Department's Critical Incident Report Policy and report critical incidents to the Department 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
- K. Grantee shall provide Ad Hoc reports as required by HSH and respond to requests by HSH in a timely manner.

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

XIII. Monitoring Activities

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

Monitoring of program participation in the ONE system may include, but is not limited to, data quality reports from the ONE system, records of timeliness of data entry, and attendance records at required trainings and agency lead meetings.

- B. Fiscal Compliance and Contract Monitoring: Grantee is subject to fiscal monitoring, such as, but not limited to, the following: 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 (ADA), subcontracts, and Memorandums of Understanding (MOUs), and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

Attachment 1
HOTEL WALKTHROUGH
AND CONFIRMATION OF CURRENT BASELINE CONDITIONS

Instructions

Complete this **Hotel Walkthrough and Confirmation of Current Baseline Conditions** before occupying the Hotel. Do not permit guests to enter the hotel until you have completed the “Current Condition” column, documenting any observed damage. Take time-stamped pictures of all damage identified. Both the City and the Hotel must sign this form twice: This form is designed for use upon both guest arrival and upon guest departure.

1. **Current Inventory Date:** _____ **Departure Inventory Date:** _____
2. **Guest Room Number:** _____
3. **Public Space Description:** _____

Location	Current Condition Check Box if Damage Observed, Briefly Describe Damage, And Attach Photograph	Condition upon Departure Check Box if Damage Observed, Briefly Describe Damage, And Attach Photograph
a. <input type="checkbox"/> Guest Room	<input type="checkbox"/> Carpet (identify stains / damage): _____ <input type="checkbox"/> Night Stand(s): _____ <input type="checkbox"/> Dresser: _____ <input type="checkbox"/> Desk: _____ <input type="checkbox"/> Upholstered Chair(s) _____ <input type="checkbox"/> Other Chair(s) _____ <input type="checkbox"/> Television	<input type="checkbox"/> Carpet (identify stains / damage): _____ <input type="checkbox"/> Night Stand(s): _____ <input type="checkbox"/> Dresser: _____ <input type="checkbox"/> Desk: _____ <input type="checkbox"/> Upholstered Chair(s) _____ <input type="checkbox"/> Other Chair(s) _____ <input type="checkbox"/> Television

<input type="checkbox"/> Bed(s)	<input type="checkbox"/> Bed(s)
<input type="checkbox"/> Bed Linen(s)	<input type="checkbox"/> Bed Linen(s)
<input type="checkbox"/> Mattress / Box Spring	<input type="checkbox"/> Mattress / Box Spring
<input type="checkbox"/> Door(s)	<input type="checkbox"/> Door(s)
<input type="checkbox"/> Wall(s)/Ceiling(s)(paint/wall paper/drywall)	<input type="checkbox"/> Wall(s)/Ceiling(s) (paint/wall paper/drywall)
<input type="checkbox"/> Lamps / Light Fixture(s)	Lamps / Light Fixture(s)
<input type="checkbox"/> Floor Covering	<input type="checkbox"/> Floor Covering
<input type="checkbox"/> Windows (glass, curtains, etc.)	<input type="checkbox"/> Windows (glass, curtains, etc.)
<input type="checkbox"/> Baseboard(s)/Molding(s)	<input type="checkbox"/> Baseboard(s)/Molding(s)
<input type="checkbox"/> Other	<input type="checkbox"/> Other
<input type="checkbox"/> Other	<input type="checkbox"/> Other
<input type="checkbox"/> Other	<input type="checkbox"/> Other
<input type="checkbox"/> Other	<input type="checkbox"/> Other

b. <input type="checkbox"/> Bath	<input type="checkbox"/> Sink/faucet (damage / in working condition?) _____	<input type="checkbox"/> Sink/faucet (damage / in working condition?) _____
	<input type="checkbox"/> Toilet _____	<input type="checkbox"/> Toilet _____
	<input type="checkbox"/> Tub/Shower (damage / in working condition?) _____	<input type="checkbox"/> Tub/Shower (damage / in working condition?) _____
	<input type="checkbox"/> Floor _____	<input type="checkbox"/> Floor _____
	<input type="checkbox"/> Bathroom Door _____	<input type="checkbox"/> Bathroom Door _____
	<input type="checkbox"/> Shower Door _____	<input type="checkbox"/> Shower Door _____
	<input type="checkbox"/> Shower Shelf _____	<input type="checkbox"/> Shower Shelf _____
	<input type="checkbox"/> Walls /Ceilings (paint/drywall repair) _____	<input type="checkbox"/> Walls / Ceilings (paint /drywall repair) _____
	<input type="checkbox"/> Countertop _____	<input type="checkbox"/> Countertop _____
	<input type="checkbox"/> Towel Rack(s) _____	<input type="checkbox"/> Towel Rack(s) _____
	<input type="checkbox"/> Exhaust Fan / Light _____	<input type="checkbox"/> Exhaust Fan / Light _____
	<input type="checkbox"/> Mirror / Cabinet _____	<input type="checkbox"/> Mirror / Cabinet _____
	<input type="checkbox"/> Other _____	<input type="checkbox"/> Other _____
	<input type="checkbox"/> Other _____	<input type="checkbox"/> Other _____

	<input type="checkbox"/> Other <hr/> <input type="checkbox"/> Other <hr/>	<input type="checkbox"/> Other <hr/> <input type="checkbox"/> Other <hr/>
<p>c. <input type="checkbox"/> Closet</p>	<input type="checkbox"/> Door: <hr/> <input type="checkbox"/> Wall <hr/> <input type="checkbox"/> Other <hr/>	<input type="checkbox"/> Door: <hr/> <input type="checkbox"/> Wall <hr/> <input type="checkbox"/> Other <hr/>
<p>d. <input type="checkbox"/> Public Space</p>	<input type="checkbox"/> Seating: <hr/> <input type="checkbox"/> Floor Covering(s): <hr/> <input type="checkbox"/> Window (glass, curtains, etc.): <hr/> <input type="checkbox"/> Table(s)/Desk(s): <hr/> <input type="checkbox"/> Light Fixture(s) <hr/> <input type="checkbox"/> Counter Surface(s) <hr/> <input type="checkbox"/> Kitchen Equipment <hr/> <input type="checkbox"/> Laundry Equipment <hr/> <input type="checkbox"/> Door(s) <hr/> <input type="checkbox"/> Wall(s)/Ceiling(s) <hr/>	<input type="checkbox"/> Seating: <hr/> <input type="checkbox"/> Floor Covering(s): <hr/> <input type="checkbox"/> Window (glass, curtains, etc.): <hr/> <input type="checkbox"/> Table(s)/Desk(s): <hr/> <input type="checkbox"/> Light Fixture(s) <hr/> <input type="checkbox"/> Counter Surface(s) <hr/> <input type="checkbox"/> Kitchen Equipment <hr/> <input type="checkbox"/> Laundry Equipment <hr/> <input type="checkbox"/> Door(s) <hr/> <input type="checkbox"/> Wall(s)/Ceiling(s) <hr/>

	<input type="checkbox"/> Baseboard(s)/Molding(s) _____ <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____ _____	<input type="checkbox"/> Baseboard(s)/Molding(s) _____ <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____ _____
e. <input type="checkbox"/> All Other Identified Damage	<input type="checkbox"/> Other: _____	<input type="checkbox"/> Other: _____

CURRENT CONDITION DOCUMENTED

CITY

CITY AND COUNTY OF SAN FRANCISCO,
a municipal corporation

HOTEL (Name)

By: _____

By: _____

Date: _____

Date: _____

#####

#####

DEPARTURE CONDITION DOCUMENTED

CITY

CITY AND COUNTY OF SAN FRANCISCO,
a municipal corporation

HOTEL

By: _____

By: _____

Date: _____

Date: _____

	A	B	C	D
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING			
2	APPENDIX B, BUDGET			
3	Document Date	8/1/2023		
4	Contract Term	Begin Date	End Date	Duration (Years)
5	Current Term	12/18/2021	7/31/2023	2
6	Amended Term	12/18/2021	10/31/2023	2
7	Program	Cova Non-Congregate Shelter		
8	F\$P Contract ID#	1000024312		
9				
10	Approved Subcontractors			
11	VIP Security Specialist, Inc.			

	A	B	C	D	E	F	G	H	I	J	K	L	M	
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING													
2	APPENDIX B, BUDGET													
3	Document Date	8/1/2023												
4	Contract Term	Begin Date	End Date	Duration (Years)										
5	Current Term	12/18/2021	7/31/2023	2										
6	Amended Term	12/18/2021	10/31/2023	3										
7	Program	Cova Non-Congregate Shelter												
8	F\$P Contract ID#	1000024312												
9														
10	Number Served (# of Guests)				Year 1	Year 2	Year 3 (4 months)							
11	Service Component:				12/18/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 10/31/2023							
12	Shelter				95	109	109							

	A	B	C	D	E	H	K	L	M	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING											
2	APPENDIX B, BUDGET											
3	Document Date	8/1/2023										
4	Contract Term	Begin Date	End Date	Duration (Years)								
5	Current Term	12/18/2021	7/31/2023	2								
6	Amended Term	12/18/2021	10/31/2023	3								
7	Provider Name	Episcopal Community Services										
8	Program	Cova Non-Congregate Shelter										
9	F&P Contract ID#	1000024312										
10	Action (select)	Amendment										
11	Effective Date	8/1/2023										
12	Budget Name	ERF - Shelter										
13		Current	New									
14	Term Budget	\$ 8,123,789	\$ 9,523,136	4%								
15	Contingency	\$ 1,216,687	\$ 417,340									
16	Not-To-Exceed	\$ 9,340,476	\$ 9,940,476									
17	EXTENSION YEAR											
18		Year 1	Year 2	Year 3 (4 months)			All Years					
19		12/18/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 7/31/2023	7/1/2023 - 10/31/2023	7/1/2023 - 10/31/2023	12/18/2021 - 7/31/2023	12/18/2021 - 10/31/2023	12/18/2021 - 10/31/2023			
20		Actuals	Actuals	Current	Amendment	New	Current	Amendment	New			
21	Expenditures											
22	Salaries & Benefits	\$ 2,206,876	\$ 3,614,379	\$ 314,274	\$ 962,736	\$ 1,277,010	\$ 6,135,529	\$ 962,736	\$ 7,098,265			
23	Operating Expense	\$ 96,523	\$ 220,468	\$ 50,683	\$ 35,569	\$ 86,252	\$ 367,674	\$ 35,569	\$ 403,243			
24	Subtotal	\$ 2,303,398	\$ 3,834,847	\$ 364,957	\$ 998,305	\$ 1,363,262	\$ 6,503,203	\$ 998,305	\$ 7,501,507			
25	Indirect Percentage	15.00%	15.00%	15.00%		15.00%						
26	Indirect Cost (Line 24 X Line 25)	\$ 345,510	\$ 575,227	\$ 54,744	\$ 149,746	\$ 204,490	\$ 975,481	\$ 149,746	\$ 1,125,227			
27	Other Expenses (Not subject to indirect %)	\$ (567,976)	\$ 1,091,113	\$ 121,969	\$ 251,296	\$ 373,265	\$ 645,106	\$ 251,296	\$ 896,402			
30	Total Expenditures	\$ 2,080,932	\$ 5,501,187	\$ 541,670	\$ 1,399,347	\$ 1,941,017	\$ 8,123,789	\$ 1,399,347	\$ 9,523,136			
32	HSH Revenues*											
33	State Project Roomkey	\$ 3,159,028	\$ 5,597,389			\$ -	\$ 8,756,417	\$ -	\$ 8,756,417			
34	Adjustment to Actuals	\$ (1,078,096)	\$ (96,202)			\$ -	\$ (1,174,298)	\$ -	\$ (1,174,298)			
35	Encampment Resolution Funding (ERF) - One-Time			\$ 466,449	\$ 1,399,347	\$ 1,865,796	\$ 466,449	\$ 1,399,347	\$ 1,865,796			
36	Encampment Resolution Funding (ERF) - Closeout Costs			\$ 75,221		\$ 75,221	\$ 75,221	\$ -	\$ 75,221			
42	Total HSH Revenues	\$ 2,080,932	\$ 5,501,187	\$ 541,670	\$ 1,399,347	\$ 1,941,017	\$ 8,123,789	\$ 1,399,347	\$ 9,523,136			
49	Total Other Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
51	Total HSH + Other Revenues	\$ 2,080,932	\$ 5,501,187	\$ 541,670	\$ 1,399,347	\$ 1,941,017	\$ 8,123,789	\$ 1,399,347	\$ 9,523,136			
55	Prepared by	Tiffany Luong										
56	Phone	(415) 487-3300 x1219										
57	Email	lluong@ecs-sf.org										
59	* NOTE: HSH budgets typically project out revenue levels across multiple years, strictly for budget-planning purposes. All program budgets at any given year are subject to Mayoral / Board of Supervisors discretion and funding availability, and are not guaranteed. For further information, please see Article 2 of the G-100 Grant Agreement document.											

	A	B	C	F	G	J	M	N
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING							
2	SALARY & BENEFIT DETAIL							
3	Document Date	8/1/2023						
4	Provider Name	Episcopal Community Services						
5	Program	Cova Non-Congregate Shelter						
6	FSP Contract ID#	1000024312						
7	Budget Name	ERF - Shelter						
8								
9								
10								
11								
12	POSITION TITLE	Year 1		Year 2				
13	Supervisor - Day	Agency Totals	For HSH Funded Program	12/18/2021 - 6/30/2022 Current	Agency Totals	For HSH Funded Program	7/1/2022 - 6/30/2023 Current	
14	Supervisor - Swing	Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary	
15	Supervisor - Night	\$ 59,384	0.82	\$ 48,650	\$ 59,384	1.40	\$ 83,138	
16	Counselor - Day	\$ 63,544	0.82	\$ 52,058	\$ 63,544	1.40	\$ 88,962	
17	Counselor - Swing	\$ 67,704	0.82	\$ 55,467	\$ 67,704	1.40	\$ 94,786	
18	Counselor - Night	\$ 49,920	6.55	\$ 327,176	\$ 49,920	10.93	\$ 545,564	
19	Counselor - Swing	\$ 54,080	6.55	\$ 354,439	\$ 54,080	10.63	\$ 574,708	
20	Counselor - Night	\$ 58,240	6.55	\$ 381,705	\$ 58,240	10.58	\$ 616,103	
21	Care Coordinator - Day	\$ 76,253	0.59	\$ 44,622	\$ 76,253	0.79	\$ 59,859	
22	Lead Janitor	\$ 64,226	0.29	\$ 18,792	\$ 64,226	0.50	\$ 32,113	
23	Janitor	\$ 42,931	1.76	\$ 75,367	\$ 42,931	2.65	\$ 113,824	
24	Emergency Response Ambassador - Day	\$ 56,774	0.82	\$ 46,512	\$ 56,774	1.40	\$ 79,483	
25	Emergency Response Ambassador - Swing	\$ 61,183	0.82	\$ 50,124	\$ 61,183	1.40	\$ 85,656	
26	Emergency Response Ambassador - Night	\$ 65,593	0.82	\$ 53,737	\$ 65,593	1.40	\$ 91,830	
27	Site Manager	\$ 95,272	0.59	\$ 55,751	\$ 95,272	1.00	\$ 95,272	
28	Associate Director of Interim Housing	\$ 102,013	0.12	\$ 11,939	\$ 102,013	0.20	\$ 20,403	
29		TOTAL SALARIES		\$ 1,576,340	TOTAL SALARIES		\$ 2,581,699	
30		TOTAL FTE	27.91		TOTAL FTE	45.67		
31		FRINGE BENEFIT RATE		40.00%	FRINGE BENEFIT RATE		40.00%	
32		EMPLOYEE FRINGE BENEFITS		\$ 630,536	EMPLOYEE FRINGE BENEFITS		\$ 1,032,680	
33		TOTAL SALARIES & BENEFITS		\$ 2,206,876	TOTAL SALARIES & BENEFITS		\$ 3,614,379	

	A	B	Q	T	U	V	W	BU	BV	BW
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING									
2	SALARY & BENEFIT DETAIL									
3	Document Date	8/1/2023								
4	Provider Name	Episcopal Community Services								
5	Program	Cova Non-Congregate Shelter								
6	F\$P Contract ID#	1000024312								
7	Budget Name	ERF - Shelter								
8	EXTENSION YEAR									
9	Year 3 (4 months)						All Years			
10	Agency Totals		For HSH	7/1/2023 -	7/1/2023 -	7/1/2023 -	12/18/2021 -	12/18/2021 -	12/18/2021 -	
11			Funded	7/31/2023	10/31/2023	10/31/2023	7/31/2023	10/31/2023	10/31/2023	
			Program	Current	Amendment	New	Current	Amendment	New	
12	POSITION TITLE	Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary	Change	Budgeted Salary	Budgeted Salary	Change	Budgeted Salary	
13	Supervisor - Day	\$ 70,953	0.47	\$ 6,928	\$ 26,183	\$ 33,111	\$ 138,716	\$ 26,183	\$ 164,899	
14	Supervisor - Swing	\$ 66,555	0.47	\$ 7,413	\$ 23,646	\$ 31,059	\$ 148,434	\$ 23,646	\$ 172,079	
15	Supervisor - Night	\$ 66,555	0.47	\$ 7,899	\$ 23,160	\$ 31,059	\$ 158,151	\$ 23,160	\$ 181,311	
16	Counselor - Day	\$ 58,930	3.64	\$ 46,592	\$ 168,085	\$ 214,677	\$ 919,332	\$ 168,085	\$ 1,087,417	
17	Counselor - Swing	\$ 55,629	3.54	\$ 50,475	\$ 146,581	\$ 197,056	\$ 979,622	\$ 146,581	\$ 1,126,203	
18	Counselor - Night	\$ 57,269	3.53	\$ 54,357	\$ 147,587	\$ 201,944	\$ 1,052,166	\$ 147,587	\$ 1,199,752	
19	Care Coordinator - Day	\$ 93,610	0.31	\$ 6,354	\$ 22,665	\$ 29,019	\$ 110,835	\$ 22,665	\$ 133,500	
20	Lead Janitor	\$ 70,112	0.28	\$ 2,676	\$ 17,189	\$ 19,865	\$ 53,581	\$ 17,189	\$ 70,770	
21	Janitor	\$ 58,590	1.00	\$ 10,733	\$ 47,857	\$ 58,590	\$ 199,924	\$ 47,857	\$ 247,781	
22	Emergency Response Ambassador - Day	\$ 66,555	0.27	\$ 6,624	\$ 11,124	\$ 17,748	\$ 132,618	\$ 11,124	\$ 143,743	
23	Emergency Response Ambassador - Swing	\$ 64,958	0.20	\$ 7,138	\$ 5,854	\$ 12,992	\$ 142,919	\$ 5,854	\$ 148,773	
24	Emergency Response Ambassador - Night	\$ 65,277	0.47	\$ 7,652	\$ 22,811	\$ 30,463	\$ 153,219	\$ 22,811	\$ 176,030	
25	Site Manager	\$ 103,701	0.33	\$ 7,939	\$ 26,628	\$ 34,567	\$ 158,962	\$ 26,628	\$ 185,590	
26	Associate Director of Interim Housing	\$ -		\$ 1,700	\$ (1,700)	\$ -	\$ 34,042	\$ (1,700)	\$ 32,342	
56	TOTAL SALARIES			\$ 224,481	\$ 687,669	\$ 912,150	\$ 4,382,520	\$ 687,669	\$ 5,070,189	
57	TOTAL FTE		14.97							
58	FRINGE BENEFIT RATE		40.00%							
59	EMPLOYEE FRINGE BENEFITS		\$ 89,793	\$ 275,067	\$ 364,860	\$ 1,753,009	\$ 275,067	\$ 2,028,076		
60	TOTAL SALARIES & BENEFITS		\$ 314,274	\$ 962,736	\$ 1,277,010	\$ 6,135,529	\$ 962,736	\$ 7,098,265		

	A	B	C	F	I	J	K	AG	AH	AI
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING									
2	OPERATING DETAIL									
3	Document Date	8/1/2023								
4	Provider Name	Episcopal Community Services								
5	Program	Cova Non-Congregate Shelter								
6	FSP Contract ID#	1000024312								
7	Budget Name	ERF - Shelter								
8	EXTENSION YEAR									
9		Year 1	Year 2	Year 3 (4 months)			All Years			
10		12/18/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 7/31/2023	7/1/2023 - 10/31/2023	7/1/2023 - 10/31/2023	12/18/2021 - 7/31/2023	12/18/2021 - 10/31/2023	12/18/2021 - 10/31/2023	
11		Actuals	Actuals	Current	Amendment	New	Current	Amendment	New	
12	Operating Expenses	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	
15	Office Supplies, Postage	\$ 6,672	\$ 11,439	\$ 1,430	\$ 2,446	3,876	\$ 19,541	\$ 2,446	\$ 21,987	
16	Building Maintenance Supplies and Repair	\$ 13,313	\$ 22,822	\$ 2,853	\$ 3,697	6,550	\$ 38,988	\$ 3,697	\$ 42,685	
18	Insurance	\$ 13,727	\$ 23,532	\$ 2,941	\$ 11,732	14,673	\$ 40,200	\$ 11,732	\$ 51,932	
19	Staff Training	\$ 2,128	\$ 3,648	\$ 456	\$ (206)	250	\$ 6,232	\$ (206)	\$ 6,026	
22	Program/Client Supplies	\$ 6,563	\$ 11,251	\$ 1,406	\$ 1,794	3,200	\$ 19,220	\$ 1,794	\$ 21,014	
23	Telecommunications	\$ 4,125	\$ 7,071	\$ 884	\$ (384)	500	\$ 12,080	\$ (384)	\$ 11,696	
24	Staff Recruitment	\$ 1,875	\$ 3,214	\$ 402	\$ (202)	200	\$ 5,491	\$ (202)	\$ 5,289	
25	Linens	\$ 46,379	\$ 79,508	\$ 9,938	\$ 13,565	23,503	\$ 135,825	\$ 13,565	\$ 149,390	
26	Parking	\$ 1,740	\$ 2,983	\$ 373	\$ 127	500	\$ 5,096	\$ 127	\$ 5,223	
27	Laundry Services		\$ 30,000	\$ 5,000	\$ 3,000	8,000	\$ 35,000	\$ 3,000	\$ 38,000	
54	<i>Subcontractors (First \$25k Only)</i>									
55	Security Services - VIP Security Specialist, Inc.		\$ 25,000	\$ 25,000	\$ -	\$ 25,000	\$ 50,000	\$ -	\$ 50,000	
68	TOTAL OPERATING EXPENSES	\$ 96,523	\$ 220,468	\$ 50,683	\$ 35,569	\$ 86,252	\$ 367,674	\$ 35,569	\$ 403,243	
69										
70	Other Expenses (not subject to indirect cost %)									
71	CHEFS Kitchens : 2 Hot Meals x \$12 x 109 Guests x Number of Days x Occupancy Rate	\$ 510,120	\$ 954,840	\$ 119,355	\$ 193,085	\$ 312,440	\$ 1,584,315	\$ 193,085	\$ 1,777,400	
72	Security Services - VIP Security Specialist, Inc.		\$ 232,475	\$ 2,614	\$ 58,211	\$ 60,825	\$ 235,089	\$ 58,211	\$ 293,300	
73	Adjustment to Actuals	\$ (1,078,096)	\$ (96,202)		\$ -	\$ -	\$ (1,174,298)	\$ -	\$ (1,174,298)	
79	TOTAL OTHER EXPENSES	\$ (567,976)	\$ 1,091,113	\$ 121,969	\$ 251,296	\$ 373,265	\$ 645,106	\$ 251,296	\$ 896,402	

BUDGET NARRATIVE		Fiscal Year		
ERF - Shelter		FY23-24		
<u>Salaries & Benefits</u>	<u>Adjusted Budgeted FTE</u>	<u>Budgeted Salary</u>	<u>Justification</u>	<u>Calculation</u>
Supervisor - Day	0.47	\$ 33,111	Responsible for day to day site activity including guest escalation intervention and other guest needs. Maintain shift compliance, and counselor support.	\$70,952 annual x 1.4 FTE x 4 months
Supervisor - Swing	0.47	\$ 31,059	Responsible for day to day site activity including guest escalation intervention and other guest needs. Maintain shift compliance, and counselor support.	\$66,555 annual x 1.4 FTE x 4 months
Supervisor - Night	0.47	\$ 31,059	Responsible for day to day site activity including guest escalation intervention and other guest needs. Maintain shift compliance, and counselor support.	\$66,555 annual x 1.4 FTE x 4 months
Counselor - Day	3.64	\$ 214,677	Provide guest services including meal delivery. Engage with guests to make sure needs are met. Escalate critical needs to Management & Coordinator.	\$58,930 annual x 11.2 FTE x 4 months
Counselor - Swing	3.54	\$ 197,056	Provide guest services including meal delivery. Engage with guests to make sure needs are met. Escalate critical needs to management & Coordinator.	\$55,629 annual x 11.2 FTE x 4 months
Counselor - Night	3.53	\$ 201,944	Provide guest services including meal delivery. Engage with guests to make sure needs are met. Escalate critical needs to management & Coordinator.	\$57,269 annual x 11.2 FTE x 4 months
Care Coordinator - Day	0.31	\$ 29,019	Responsible for guest services, including assessments, referrals, guest intervention, and emergency response.	\$93,610 annual x 1 FTE x 4 months
Lead Janitor	0.28	\$ 19,865	Lead and coordinate the work of the janitorial team. Make sure all rooms are up to standard and maintained daily. Make sure all duties are completed on schedule.	\$70,112 annual x 0.85 FTE x 4 months
Janitor	1.00	\$ 58,590	Responsible for daily upkeep of guest rooms. Trash removal, bathroom cleaning and vacuuming.	\$58,590 annual x 3 FTE x 4 months
Emergency Response Ambassador - Day	0.27	\$ 17,748	Responsible for safety intervention Including: wellness checks, behavioral health, emergency response (911 CPR & AED), and incident report submission.	\$66,555 annual x 0.80 FTE x 4 months
Emergency Response Ambassador - Swing	0.20	\$ 12,992	Responsible for safety intervention Including: wellness checks, behavioral health, emergency response (911 CPR & AED), and incident report submission.	\$64,960 annual x 0.60 FTE x 4 months
Emergency Response Ambassador - Night	0.47	\$ 30,463	Responsible for safety intervention Including: wellness checks, behavioral health, emergency response (911 CPR & AED), and incident report submission.	\$65,278 annual x 1.4 FTE x 4 months
Site Manager	0.33	\$ 34,567	Responsible for site operations, including staff training, scheduling, staffing	\$103,701 annual x 1 FTE x 4 months
TOTAL	14.97	\$ 912,150		
<u>Employee Fringe Benefits</u>	<u>40.0%</u>	<u>\$ 364,860</u>	<u>Includes FICA, SSUI, Workers Compensation and Medical calculated at 40% of total salaries.</u>	
Salaries & Benefits Total		\$ 1,277,010		

BUDGET NARRATIVE

Fiscal Year

ERF - Shelter

FY23-24

<u>Operating Expenses</u>	<u>Budgeted Expense</u>	<u>Justification</u>	<u>Calculation</u>
Office Supplies, Postage	\$ 3,876	Includes office supplies and postage expenses	\$968 x 4 months
Building Maintenance Supplies and Repair	\$ 6,550	Covers cleaning supplies, site repairs, and maintenance expenses	\$1,638 x 4 months
Insurance	\$ 14,673	Covers site liability insurance	\$3,668 x 4 months
Staff Training	\$ 250	Covers training expenses for staff	\$63 x 4 months
Program/Client Supplies	\$ 3,200	Includes program and client supplies expenses	\$800 x 4 months
Telecommunications	\$ 500	Covers cellphone usage expenses	\$125 x 4 months
Staff Recruitment	\$ 200	Includes staff recruitment expenses	\$50 x 4 months
Linens	\$ 23,503	Linens	\$5,876 x 4 months
Parking	\$ 500	Covers parking	\$125 x 4 months
Laundry Services	\$ 8,000	Covers personal laundry service in compliance with shelter standards of care	\$2,000 x 4 months
Subcontractors (First \$25k Only)			
Security Services - VIP Security Specialist, Inc.	\$ 25,000	First \$25k of security services eligible for indirect cost rate	\$21,456 x 4 months
TOTAL OPERATING EXPENSES	\$ 86,252		
Indirect Cost	15%	\$ 204,490	

<u>Other Expenses (not subject to indirect cost %)</u>	<u>Amount</u>	<u>Justification</u>	<u>Calculation</u>
CHEFS Kitchens : 2 Hot Meals x \$12 x 109 Guests x Number of Days x Occupancy Rate	\$ 312,440	Covers expenses for hot meals for guests/clients	109 guests x 2 meals x \$12 x 4 months x 98% Occupancy Rate
Security Services - VIP Security Specialist, Inc.	\$ 60,825	Covers security services for 4 months	\$21,456 x 4 months
TOTAL OTHER EXPENSES	\$ 373,265		

Appendix C, Method of Payment

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

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

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

3. Grantee acknowledges that submittal of the invoice by Grantee's designated authorized personnel with proper login credentials constitutes Grantee's electronic signature and certification of the invoice.
 4. Grantee's authorized personnel with CARBON login credentials shall not share or internally reassign logins.
 5. Grantee's Executive Director or Chief Financial Officer shall immediately notify the assigned HSH Contract Manager, as listed in CARBON, via email or letter regarding any need for the restriction or termination of previously authorized CARBON users and include the name(s), email(s) and phone number(s) of those previously authorized CARBON users.
 6. Grantee may invoice and submit related documentation in the format specified by HSH via paper or email only upon special, written approval from the HSH Contracts Manager.
- B. Line Item Variance There shall be no variance from the line item budget submitted, which adversely affects Grantee's ability to provide services specified in the Appendix A(s), Services to be Provided of the Agreement; however, Grantee may invoice up to 110 percent of an ongoing General Fund or Prop C line item, provided that total expenditures do not exceed the total budget amount, per the HSH Budget Revision Policy and Procedure: <http://hsh.sfgov.org/overview/provider-updates/>.
- C. Reserved. (Spend Down)
- D. Documentation and Record Keeping:
1. In accordance with Article 5 Use and Disbursement of Grant Funds; Article 6 Reporting Requirements; Audits; Penalties for False Claims; and the Appendix A(s), Services to be Provided of the Agreement, Grantee shall keep electronic or hard copy records and documentation of all HSH invoiced costs, including, but not limited to, payroll records; paid invoices; receipts; and payments made for a period not fewer than five years after final payment under this Agreement, and shall provide to the City upon request.
 - a. HSH reserves the right to modify the terms of this Appendix in cases where Grantee has demonstrated issues with spend down, accuracy, and timeliness of invoices.
 - b. In addition to the instructions below, HSH will request and review supporting documentation on the following occasions without modification to this Appendix:
 - 1) Program Monitoring;
 - 2) Fiscal and Compliance Monitoring;
 - 3) Year End Invoice Review;
 - 4) Monthly Invoice Review;
 - 5) As needed per HSH request; and/or
 - 6) As needed to fulfill audit and other monitoring requirements.

2. All documentation requested by and submitted to HSH must:
 - a. Be easily searchable (e.g., PDF) or summarized;
 - b. Clearly match the Appendix B, Budget(s) line items and eligible activities;
 - c. Not include identifiable served population information (e.g., tenant, client, Protected Health Information (PHI), Personally Identifiable Information (PII)); and
 - d. Include only subcontracted costs that are reflected in the Appendix B, Budget(s). HSH will not pay for subcontractor costs that are not reflected in the Appendix B, Budget(s). All subcontractors must also be listed as Approved Subcontractors.

3. Grantee shall follow HSH instructions per funding source and ensure that all documentation clearly matches the approved Appendix B, Budget(s) line items and eligible activities.

Encampment Resolution Funding	
Type	Instructions and Examples of Documentation
Salaries & Benefits	<p>Grantee shall maintain and provide documentation for all approved payroll expenses paid to any personnel included in the Appendix B, Budget(s) covered by the Agreement and invoice period each time an invoice is submitted.</p> <p>Documentation shall include, but is not limited to, historical and current payroll information from a payroll service or a payroll ledger from Grantee’s accounting system and must include employee name, title, rate, and hours worked for each pay period.</p>
Operating	<p>Grantee shall maintain documentation for all approved Operating costs included in the Appendix B, Budget(s). Each time an invoice is submitted, Grantee shall upload documentation for all Subcontractor and Consultant costs, and documentation for any Operating line items that exceed \$10,000.</p> <p>Documentation may include, but is not limited to, receipts of purchases or paid invoices of recurring expenditures, such as lease payments; copies of current leases; subcontractor payments; equipment lease invoices; and utility payments.</p>
Capital and/or One-Time Funding	<p>Grantee shall maintain and provide documentation for all approved Capital and/or One-Time Funding costs included in the Appendix B, Budget(s) each time an invoice is submitted.</p> <p>Documentation may include receipts of purchases or paid invoices of non-recurring expenditures, such as repairs or one-time purchases.</p>

Encampment Resolution Funding	
Type	Instructions and Examples of Documentation
Revenue	Grantee shall maintain and provide documentation for all revenues that offset the costs in the Appendix B, Budget(s) covered by the Agreement each time an invoice is submitted.

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

III. Reserved. Advances or Prepayments:

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

Appendix D - Interests in Other City Grants

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

City Department or Commission	Program Name	Dates of Grant Term	Not -To - Exceed Amount
Adult Probation Department	Rental Subsidies and Flexible Spending Funds for Step Up to Freedom	May 1, 2020 - July 31, 2023	\$1,750,602
Department of Homelessness and Supportive Housing	1064 -68 Mission Street Housing	May 1, 2022 - June 30, 2025	\$6,300,824
Department of Homelessness and Supportive Housing	1180 4th Street Housing	July 1, 2014 - June 3, 2024	\$4,934,700
Department of Homelessness and Supportive Housing	455 Fell Street Housing	May 15, 2019 - June 30, 2026	\$2,929,622
Department of Homelessness and Supportive Housing	Adult Access Points	July 1, 2021 - June 30, 2024	\$9,816,708
Department of Homelessness and Supportive Housing	Adult Rapid Rehousing & Mainstream Voucher	July 1, 2020 - June 30, 2024	\$8,586,482
Department of Homelessness and Supportive Housing	Adult Rapid Rehousing (Prop C)	February 15, 2021 - June 30, 2024	\$9,749,200
Department of Homelessness and Supportive Housing	Auburn Hotel	July 1, 2021 - June 30, 2026	\$7,555,534
Department of Homelessness and Supportive Housing	Bishop Swing	July 1, 2020 - March 31, 2024	\$4,384,783
Department of Homelessness and Supportive Housing	Bryant Homeless Storage	December 1, 2020 - February 29, 2024	\$2,663,002
Department of Homelessness and Supportive Housing	Canon Barcus RA & SS	July 1, 2020 - June 30, 2024	\$5,792,831
Department of Homelessness and Supportive Housing	Canon Kip Community House	December 1, 2021 - January 30, 2024	\$7,085,148
Department of Homelessness and Supportive Housing	Flexible Housing Subsidy Pool	February 15, 2021 - June 30, 2024	\$9,900,000
Department of Homelessness and Supportive Housing	Granada Hotel	November 1, 2020 - June 30, 2025	\$7,489,776
Department of Homelessness and Supportive Housing	Henry Hotel	July 1, 2019 - October 31, 2023	\$9,738,512
Department of Homelessness and Supportive Housing	Henry Hotel Rental Assistance	August 1, 2021 - July 31, 2024	\$3,649,750
Department of Homelessness and Supportive Housing	Hotel Diva Hotel	August 1, 2021 - June 30, 2024	\$3,063,465
Department of Homelessness and Supportive Housing	Housing First	January 1, 2021 - February 29, 2024	\$26,329,610

Department of Homelessness and Supportive Housing	Housing Navigation	July 1, 2021 - June 30, 2024	\$9,956,824
Department of Homelessness and Supportive Housing	Interfaith Winter Shelter	July 1, 2021 - June 30, 2024	\$2,333,326
Department of Homelessness and Supportive Housing	Minna Lee Hotel	May 1, 2018 - June 30, 2026	\$3,418,795
Department of Homelessness and Supportive Housing	Post Hotel	September 1, 2020 - June 30, 2023	\$9,996,278
Department of Homelessness and Supportive Housing	Rose Hotel & Canon Kip	July 1, 2020 - December 31, 2023	\$2,405,468
Department of Homelessness and Supportive Housing	Sanctuary Shelter	July 1, 2021 - June 30, 2026	\$25,755,271
Department of Homelessness and Supportive Housing	Tahanan Housing	August 1, 2021 - June 30, 2024	\$3,074,403
Department of Public Health	Adult MH OP -SF Start	July 3, 2018 - June 30, 2025	\$9,351,483
Human Services Agency	Congregate Meals for Adults with Disabilities	July 1, 2021 - June 30, 2025	\$471,940
Human Services Agency	Congregate Meals for Older Adults (with NCQA)	July 1, 2021 - June 30, 2025	\$1,814,852
Human Services Agency	HES FY24 -27	July 1, 2023 - June 30, 2027	\$2,134,557
Human Services Agency	Employment Services	July 1, 2021 - June 30, 2027	\$1,764,096
Human Services Agency - Department of Disability and Aging Services	Senior Services - Community Services	January 1, 2021 - June 30, 2027	\$700,759
Human Services Agency - Department of Disability and Aging Services	Case Management	July 1, 2021 - June 30, 2027	\$679,550
Human Services Agency - Department of Disability and Aging Services	Case Management	July 1, 2023 - June 30, 2027	\$1,593,557
Human Services Agency - Department of Disability and Aging Services	Case Management	July 1, 2023 - June 30, 2027	\$1,388,891
Mayor's Office of Housing and Community Development	Next Steps Center (NSC) Job Center \$80K Bruce Ito	July 1, 2021 - June 30, 2025	\$209,560
Office of Economic and Workforce Development	Pilot Occupational Skills Training	July 1, 2022 - August 31, 2023	\$1,250,000

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

**FIRST AMENDMENT
TO GRANT AGREEMENT
between
CITY AND COUNTY OF SAN FRANCISCO
and
EPISCOPAL COMMUNITY SERVICES**

THIS AMENDMENT of the **December 18, 2021** Grant Agreement (the "Agreement") is dated as of **April 1, 2022** and is made in the City and County of San Francisco, State of California, by and between **EPISCOPAL COMMUNITY SERVICES** ("Grantee") and the CITY AND COUNTY OF SAN FRANCISCO, a municipal corporation ("City") acting by and through The Department of Homelessness and Supportive Housing ("Department").

RECITALS

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

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

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

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

(a) **Agreement.** The term "Agreement" shall mean the Agreement dated **December 18, 2021** between Grantee and City.

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

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

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

3.2 **Duration of Term.**

(a) The term of this Agreement shall commence on **December 18, 2021** and expire on **June 30, 2022**, unless earlier terminated as otherwise provided herein. Grantee shall not begin performance of its obligations under this Agreement until it receives written notice from City to proceed.

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

ARTICLE 3 TERM

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

3.2 Duration of Term.

(a) The term of this Agreement shall commence on **December 18, 2021** and expire on **July 31, 2023**, unless earlier terminated as otherwise provided herein. Grantee shall not begin performance of its obligations under this Agreement until it receives written notice from City to proceed.

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

4.2 Grantee's Personnel.

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

(b) Grantor Vaccination Policy.

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

(2) A Contract or Grant subject to the Emergency Declaration is an agreement between the City and any other entity or individual and any subcontract under such agreement, where Covered Employees of the Contractor/Grantee or Subcontractor work in-person with City employees in connection with the work or services performed under

the agreement at a City owned, leased, or controlled facility. Such agreements include, but are not limited to, professional services contracts, general services contracts, public works contracts, and grants. Contract or Grant includes such agreements currently in place or entered into during the term of the Emergency Declaration. Contract or Grant does not include an agreement with a state or federal governmental entity or agreements that do not involve the City paying or receiving funds.

(3) In accordance with the Contractor Vaccination Policy, Grantee agrees that:

A. Where applicable, Grantee shall ensure it complies with the requirements of the [Contractor Vaccination Policy](#) pertaining to Covered Employees, as they are defined under the Emergency Declaration and the Contractor Vaccination Policy, and insure such Covered Employees are either fully vaccinated for COVID-19 or obtain from Grantee an exemption based on medical or religious grounds; and

B. If Grantee grants Covered Employees an exemption based on medical or religious grounds, Grantee will promptly notify City by completing and submitting the Covered Employees Granted Exemptions Form (“Exemptions Form”), which can be found at <https://sf.gov/confirm-vaccine-status-your-employees-and-subcontractors> (navigate to “Exemptions” to download the form).

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

5.1 Maximum Amount of Grant Funds.

(a) In no event shall the amount of Grant Funds disbursed hereunder exceed **Two Million Five Hundred Twenty Five Thousand Two Hundred Forty Four Dollars (\$2,525,244)**.

(b) Grantee understands that, of the Maximum Amount Of Grant Funds listed under Article 5.1 (a) of this Agreement, **Eight Hundred Forty One Thousand Seven Hundred Forty Eight Dollars (\$841,748)** is included as a contingency amount and is neither to be used in Budget(s) attached to this Agreement or available to Grantee without a modification to the Appendix B, Budget, which has been approved by the Department of Homelessness and Supportive Housing. Grantee further understands that no payment for any portion of this contingency amount will be made unless and until a modification or revision has been fully approved and executed in accordance with applicable City and Department laws, regulations, policies/procedures

and certification as to the availability of funds by Controller. Grantee agrees to fully comply with these laws, regulations, and policies/procedures.

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

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

(a) Grantee shall submit to the Department for approval, in the manner specified for notices pursuant to Article 15, a document (a "Funding Request") substantially in the form attached as Appendix C, Method of Payment. Any unapproved Funding Requests shall be returned by the Department to Grantee with a brief explanation why the Funding Request was rejected. If any such rejection relates only to a portion of Eligible Expenses itemized in a Funding Request, the Department shall have no obligation to disburse any Grant Funds for any other Eligible Expenses itemized in such Funding Request unless and until Grantee submits a Funding Request that is in all respects acceptable to the Department.

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

5.4 State or Federal Funds.

(a) Disallowance. 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 all or any portion of the disallowed amount against any other payment due to Grantee hereunder or under any other Agreement. Any such offset with respect to a portion of the disallowed amount shall not release Grantee from Grantee's obligation hereunder to refund the remainder of the disallowed amount.

(a) Grant Terms. The funding for this Agreement is provided in full or in part by a federal or state grant to the City. As part of the terms of receiving the funds, the City is required to incorporate some of the terms into this Agreement and include certain reporting requirements.

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

ARTICLE 5 USE AND DISBURSEMENT OF GRANT FUNDS

5.1 Maximum Amount of Grant Funds.

(a) In no event shall the amount of Grant Funds disbursed hereunder exceed **Nine Million Three Hundred Forty Thousand Four Hundred Seventy Six Dollars (\$9,340,476)**.

(b) Grantee understands that, of the Maximum Amount of Grant Funds listed under Article 5.1 (a) of this Agreement, **Four Hundred Forty Four Thousand Seven Hundred Eighty Five Dollars (\$444,785)** is included as a contingency amount and is neither to be used in Budget(s) attached to this Agreement or available to Grantee without a modification to the Appendix B, Budget, which has been approved by the Department of Homelessness and Supportive Housing. Grantee further understands that no payment for any portion of this contingency amount will be made unless and until a modification or revision has been fully approved and executed in accordance with applicable City and Department laws, regulations, policies/procedures, and certification as to the availability of funds by Controller. Grantee agrees to fully comply with these laws, regulations, and policies/procedures.

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

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

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

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

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

5.4 State or Federal Funds.

- (a) **Disallowance.** 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 all or any portion of the disallowed amount against any other payment due to Grantee hereunder or under any other Agreement. Any such offset with respect to a portion of the disallowed amount shall not release Grantee from Grantee's obligation hereunder to refund the remainder of the disallowed amount.
- (b) **Grant Terms.** The funding for this Agreement is provided in full or in part by a federal or state Grant to the City. As part of the terms of receiving the funds, the City is required to incorporate some of the terms into this Agreement and include certain reporting requirements.

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

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

If to the Department or City: Department of Homelessness and Supportive Housing
Contracts Unit
440 Turk Street

San Francisco, CA 94102
hshcontracts@sfgov.org

If to Grantee: Episcopal Community Services
165 Eighth Street, 3rd Floor
San Francisco, CA 94103
Attn: Mary Elizabeth Stokes
bstokes@ecs-sf.org

Any notice of default must be sent by registered mail.

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

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

Appendix A, Services to be Provided
Appendix B, Budget
Appendix C, Method of Payment
Appendix D, Interests in Other City Grants

- 2.5** **Appendix A, Services to be Provided**, of the Agreement is hereby replaced in its entirety by **Appendix A, Services to be Provided** (dated April 1, 2022, for the period of December 18, 2021 to July 31, 2023).
- 2.6** **Appendix B, Budget**, of the Agreement is hereby replaced in its entirety by the modified **Appendix B, Budget** (dated April 1, 2022, for the period of December 18, 2021 to July 31, 2023).
- 2.7** **Appendix C, Method of Payment**, of the Agreement is hereby replaced in its entirety by the modified **Appendix C, Method of Payment** (dated April 1, 2022).
- 2.8** **Appendix D, Interest in Other City Grants**, of the Agreement is hereby replaced in its entirety by the modified **Appendix D, Interest in Other City Grants** (dated April 1, 2022).

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

CITY

GRANTEE

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING

EPISCOPAL COMMUNITY SERVICES

DocuSigned by:
Shireen McSpadden
By: _____
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Shireen McSpadden
Executive Director

DocuSigned by:
Mary Elizabeth Stokes
By: _____
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Mary Elizabeth Stokes
Executive Director
City Supplier Number: 20568

Approved as to Form:
David Chiu
City Attorney

DocuSigned by:
Virginia Dario Elizondo
By: _____
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Virginia Dario Elizondo
Deputy City Attorney

**Appendix A, Services to be Provided
by
Episcopal Community Services
Cova Winter Shelter**

I. Purpose of Grant

The purpose of the grant is to provide operations and services in a non-congregate winter shelter site on a time-limited and as-needed basis to the served population.

II. Served Population

Grantee shall serve adults experiencing homelessness and do not have a fixed, regular, or adequate nighttime residence.

III. Referral and Prioritization

Grantee shall provide services to individuals identified and assessed by the Department of Homelessness and Supportive Housing Homeless Outreach Team (SF HOT) in coordination with the Department of Public Health Street Medicine Team. Participation in the site(s) is voluntary.

IV. Description of Services

Grantee shall provide services to ensure the health and safety of participants and the security, cleanliness, and maintenance of the site(s), in accordance with Department of Public Health (DPH) requirements and guidelines.

1. Participant Support: Grantee shall provide participant supports, including, but not limited to:
 - a. Participant intake, including completion of forms and acknowledgement of the Participant Agreement/Site Rules, bed assignment, and orientation to the site;
 - b. Operations, such as entry and exits, mail, phone, and technology coordination;
 - c. Wellness checks and connection to care for anyone demonstrating symptoms of physical or behavioral health needs;
 - d. Coordination of supportive service providers (e.g. In-Home Supportive Services, behavioral health, harm reduction, nursing/medical, other wellness support, Problem Solving, Coordinated Entry assessment and housing navigation and benefits linkage);
 - e. Referrals and linkages to Access Points, and eliminate barriers to connect participants to Access Points;
 - f. Care Coordination, including assisting participants who are not enrolled in public benefits to connect with the City's roving application assistance team/Assisting participants in obtaining and maintaining public benefits, including post-public benefits application support to complete the public benefits enrollment process;
 - g. Maintenance and distribution of operational and participant supplies;
 - h. Reasonable accommodations, transfers, and other supports; and
 - i. Exit planning, including, but not limited to communication and coordination with outside service providers to support in a participant's transition to a more permanent setting.

V. Location and Time of Services

Grantee shall provide services at 655 Ellis St, San Francisco, CA 94109. Additional locations may be added as mutually agreed upon by Grantee and HSH.

VI. Service Requirements

A. Program Support: Grantee shall provide programmatic support, including, but not limited to:

- a. Onboarding and orienting onsite staff (e.g. Grantee staff, subcontractors, other service providers) to program documents, policies, and procedures;
- b. Hiring and supervision of onsite staff and any subcontractors; and
- c. Data entry and reporting.

B. Building Operations:

- a. Grantee shall coordinate with the City to maintain the health and safety of participants and staff.
- b. Grantee shall maintain and create site logs, records of entry and exit, and manage key access for participants, partner agencies and on-site staff.
- c. Laundry: Grantee shall coordinate with the City to ensure laundry is available for participant use.
- d. Janitorial/Facilities: Grantee shall collaborate with the City to provide janitorial services that meet or exceed the DPH and the City's requirements and standards.
- e. Furnishings and Participant Supplies: Grantee shall maintain and provide furnishings (e.g. towels/linens) and supplies (e.g. menstrual and oral hygiene products; soap) for participants.
- f. Personal Protective Equipment (PPE): Grantee shall also be responsible for monitoring PPE utilization and supply of PPE, and for placing restocking orders from the City.
- g. Security/De-Escalation: Grantee shall coordinate with site or City provided security, per City instructions to ensure the safety of participants and staff and protection of property.
- h. Biohazard Cleaning: Grantee shall coordinate with City cleaning vendor(s) to ensure that sites receive deep cleaning when a room or unit that is housing a COVID-19 positive participant turns over; when a participant becomes symptomatic; or in the event of a death on site.
- i. Meals: Grantee shall provide two meals per day to participants in accordance with all DPH and City guidelines.
- j. Storage: Grantee shall provide space for secure and pest-free storage of participant belongings, as appropriate for the site(s).

C. Interpretation and Translation Services: Grantee shall ensure that interpreter and translation services are available to address the needs of those within the served population who primarily speak language(s) other than English.

D. Feedback, Complaint and Follow-up Policies:

1. Grantee shall provide means for the served population to provide feedback about the program in accordance with City guidelines. Grantee shall share the methods of feedback with the served population upon intake and orientation and per City instructions.
 2. Grantee shall follow City Complaint or Grievance Procedures and shall cooperate with City efforts to resolve complaints and grievances.
- E. Communications, Trainings and Meetings: Grantee shall keep the City informed of program operations and comply with applicable City policies and requirements including, but not limited to:
1. Grantee shall report Critical Incidents in accordance with City instructions and any published policies/procedures and use the City provided forms. Examples of Critical Incidents include death, fire, acts of violence, or any other incidents which require the involvement of emergency services or Child or Adult Protective Services (APS and CPS, respectively).
 2. Regular communication to the City and assigned Program Manager about the implementation of the program;
 3. Media requests;
 4. Data or documentation requests;
 5. Attendance of meetings, as needed; and
 6. Attendance of trainings, as requested
- F. Data Standards:
1. Grantee shall ensure compliance with the HMIS Participation Agreement, including but not limited to:
 - A. Entering all client data within three working days (unless specifically requested to do so sooner)
 - B. Ensuring accurate dates for client enrollment, client exit, and client move in (if appropriate)
 - C. Running monthly data quality reports and correcting any errors
 2. Grantee shall conduct daily data entry into the San Francisco COVID-19 Response Placement System, a web-based care coordination software hosted by RTZ Systems, to track information including but not limited to, referrals, intakes and discharges, transfers between sites, accessibility attributes of sites and rooms/beds, and information related to room/bed status and site status. Other data reporting may also be required by the City. Grantee shall be responsible for complying with all privacy-related trainings and ensuring the safekeeping of potentially protected information in the system.
 3. Grantee may be required to report certain measures or conduct interim reporting in CARBON, via secure email, or through uploads to a File Transfer Protocol (FTP) site. When required, Grantee shall submit the monthly, quarterly and/or annual metrics into either the HSH CARBON database, via secure email, or through uploads to an FTP site. The City will provide clear instructions to all Grantee re-

garding the correct mechanism for sharing data. Changes to data collection or reporting requirements shall be communicated to Grantee via written notice at least one month prior to expected implementation.

4. Any information shared between Grantee, the City, and other providers about the served population shall be communicated in a secure manner, with appropriate release of consent forms and in compliance with applicable privacy requirements. Grantee shall take all appropriate measure to protect and maintain the confidentiality of personally identifying information about participants, as well as the site name and address, and any other confidential information about the program or the City's emergency response.

G. Record Keeping, Documentation, and Files: Grantee shall maintain Occupancy Logs; participant files, and other documentation in accordance with City requirements and instructions.

H. Good Neighbor Policies: Grantee shall adhere to applicable City good neighbor policies, and per City instructions.

I. Grantee shall follow City policies and procedures established for the COVID-19 response, as instructed by the City.

VII. Service Objectives

- A. Grantee shall meet or exceed 95 percent data quality in Get Care (RTZ) as measured through data input into the RTZ System.
- B. Grantee shall conduct quarterly meal satisfaction surveys with at least 70 percent of participants using this survey: <https://forms.gle/qijPd2TAP9gc9jrP6>. Grantee shall complete the first survey within six weeks of beginning operations under this Agreement.

VIII. Outcome Objectives

- A. Grantee shall actively refer 100 percent of participants to Problem Solving and Coordinated Entry within 15 business days of move in.

IX. Reporting Requirements

- A. Census and Exits: Grantee shall maintain daily census information and shall notify the City of any unplanned participant exits within 24 hours in the format, method and frequency specified by the City.
- B. Evaluative Studies: Grantee shall participate, as requested by the City, in evaluative studies designed to show the effectiveness of Grantee's services. The City agrees that any final reports generated through the evaluation program shall be made available to

Grantee or within 30 working days of receipt of any evaluation report and such response will become part of the official report.

- C. Ad Hoc Reports, Data and Information: Grantee shall provide Ad Hoc reports, data and information, as required by the City in the format, method and frequency specified by the City.

X. Monitoring Activities

- A. Program Monitoring: Grantee is subject to program monitoring and/or audits, such as, but not limited to, the following: participant files, review of the Grantee's administrative records, staff training documentation, postings, program policies and procedures, Disaster and Emergency Response Plan and training, personnel and activity reports, proper accounting for funds and other operational and administrative activities, and back-up documentation for reporting progress towards meeting service and outcome objectives.
 - i. Monitoring of program participation in the ONE system may include, but not be limited to, data quality reports from the ONE system, records of timeliness of data entry, and attendance records at required trainings and agency lead meetings.
- B. Fiscal Compliance and Contract Monitoring: Grantee is subject to fiscal monitoring, such as, but not limited to, the following: 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 (ADA), subcontracts, and Memorandums of Understanding (MOUs), and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

	A	B	C	D
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING			
2	APPENDIX B, BUDGET			
3	Document Date	7/1/2021		
4	Contract Term	Begin Date	End Date	Duration (Years)
5	Current Term	12/18/2021	3/31/2022	1
6	Amended Term	12/18/2021	7/31/2023	2
7				
8	Approved Subcontractors			
10	None.			
11				
12				
13				
14				
15				
16				
17				
18				
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21				
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25				

	A	B	C	D	E	F	G
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING						
2	APPENDIX B, BUDGET						
3	Document Date	7/1/2021					
4	Contract Term	Begin Date	End Date	Duration (Years)			
5	Current Term	12/18/2021	3/31/2022	1			
6	Amended Term	12/18/2021	7/31/2023	2			
7					Year 1		
8	Service Component				12/18/2021 - 6/30/2022		
10	Shelter				95		
11							
12							
13							
14							
15							
16							
17							
18							

	A	B	C	D	E	F	G	H	I	J	K	L	M	AI	AJ	AK	
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																
2	APPENDIX B, BUDGET																
3	Document Date	6/8/2022															
4	Contract Term	Begin Date	End Date	Duration (Years)													
5	Current Term	12/18/2021	3/31/2022	1													
6	Amended Term	12/18/2021	7/31/2023	3													
7	Provider Name	Episcopal Community Services															
8	Program	Cova Winter Shelter															
9	FSP Contract ID#	1000024312															
10	Action (select)	Amendment															
11	Effective Date	4/1/2022															
12	Budget Name	State Project Roomkey															
13		Current	New														
14	Term Budget	\$ 1,683,496	\$ 8,895,692														
15	Contingency	\$ 841,748	\$ 444,785	5%													
16	Not-To-Exceed	\$ 2,525,244	\$ 9,340,476														
					EXTENSION YEAR			EXTENSION YEAR									
		Year 1			Year 2			Year 3			All Years						
		12/18/2021 - 6/30/2022	12/18/2021 - 6/30/2022	12/18/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2022 - 6/30/2023	7/1/2022 - 6/30/2023	7/1/2023 - 7/31/2023	7/1/2023 - 7/31/2023	7/1/2023 - 7/31/2023	12/18/2021 - 3/31/2022	12/18/2021 - 7/31/2023	12/18/2021 - 7/31/2023				
		Current/Actuals	Amendment	New	Current/Actuals	Amendment	New	Current/Actuals	Amendment	New	Current/Actuals	Amendment	New				
19	Expenditures																
20	Salaries & Benefits	\$ 1,176,999	\$ 1,029,876	\$ 2,206,876	\$ -	\$ 3,771,287	\$ 3,771,287	\$ -	\$ 314,274	\$ 314,274	\$ 1,176,999	\$ 5,115,437	\$ 6,292,436				
21	Operating Expense	\$ 51,470	\$ 45,052	\$ 96,523	\$ -	\$ 165,468	\$ 165,468	\$ -	\$ 20,683	\$ 20,683	\$ 51,470	\$ 231,204	\$ 282,674				
22	Subtotal	\$ 1,228,470	\$ 1,074,929	\$ 2,303,398	\$ -	\$ 3,936,755	\$ 3,936,755	\$ -	\$ 334,957	\$ 334,957	\$ 1,228,470	\$ 5,346,641	\$ 6,575,110				
23	Indirect Percentage	15.00%		15.00%	15.00%		15.00%	15.00%		15.00%							
24	Indirect Cost (Line 21 X Line 22)	\$ 184,270	\$ 161,239	\$ 345,510	\$ -	\$ 590,513	\$ 590,513	\$ -	\$ 50,244	\$ 50,244	\$ 184,270	\$ 801,996	\$ 986,267				
25	Other Expenses (Not subject to indirect %)	\$ 270,756	\$ (10,636)	\$ 260,120	\$ -	\$ 954,840	\$ 954,840	\$ -	\$ 119,355	\$ 119,355	\$ 270,756	\$ 1,063,559	\$ 1,334,315				
26	Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
28	Total Expenditures	\$ 1,683,496.21	\$ 1,225,532.06	\$ 2,909,028.27	\$ -	\$ 5,482,107.79	\$ 5,482,107.79	\$ -	\$ 504,555.98	\$ 504,555.98	\$ 1,683,496.21	\$ 7,212,195.83	\$ 8,895,692.04				
29																	
30	HSH Revenues (select)																
31	State Project Roomkey	\$ 1,683,496	\$ 1,475,532	\$ 3,159,028	\$ -	\$ 5,482,108	\$ 5,482,108	\$ -	\$ 504,556	\$ 504,556	\$ 1,683,496	\$ 7,462,196	\$ 9,145,692				
33		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
34	Adjustment to Actuals	\$ -	\$ (250,000)	\$ (250,000)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (250,000)	\$ (250,000)				
35		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
40	Total HSH Revenues	\$ 1,683,496.00	\$ 1,225,532.00	\$ 2,909,028.00	\$ -	\$ 5,482,107.79	\$ 5,482,107.79	\$ -	\$ 504,555.98	\$ 504,555.98	\$ 1,683,496.00	\$ 7,212,195.77	\$ 8,895,691.77				
41	Other Revenues (to offset Total Expenditures & Reduce HSH Revenues)																
42		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
43		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
47	Total Other Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
48																	
49	Total HSH + Other Revenues	\$ 1,683,496.00	\$ 1,225,532.00	\$ 2,909,028.00	\$ -	\$ 5,482,107.79	\$ 5,482,107.79	\$ -	\$ 504,555.98	\$ 504,555.98	\$ 1,683,496.00	\$ 7,212,195.77	\$ 8,895,691.77				
50	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
52																	
53	Prepared by	Tiffany Luong															
54	Phone	(415) 487-3300 x1219															
55	Email	luong@eccs-sf.org															

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																										
SALARIES & BENEFIT DETAIL																										
6/8/2022																										
Ecclesial Community Services																										
Covey Winter Shelter																										
HSH Contract ID# 100020312																										
State Project #																										
Year 1											EXTENSION YEAR						EXTENSION YEAR						All Years			
POSITION TITLE	Agency Totals		For HSH Funded Program		12/18/2021-6/30/2022	12/18/2021-6/30/2022	12/18/2021-6/30/2022	Agency Totals		For HSH Funded Program		7/1/2022-6/30/2023	7/1/2022-6/30/2023	Agency Totals		For HSH Funded Program		7/1/2023-7/31/2023	7/1/2023-7/31/2023	7/1/2023-7/31/2023	12/18/2021-3/31/2022	12/18/2021-7/31/2023	12/18/2021-7/31/2023			
	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this Budget	Adjusted Budgeted FTE	Budgeted Salary	Change	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this Budget	Adjusted Budgeted FTE	Budgeted Salary	Change	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this Budget	Adjusted Budgeted FTE	Budgeted Salary	Change	Budgeted Salary	Budgeted Salary	Change	Budgeted Salary		
Supervisor Day	\$ 59,384	1.40	58.52%	0.82	\$ 25,947	\$ 22,703	\$ 48,650	\$ 59,384	1.40	100%	1.40	\$ 83,138	\$ 83,138	\$ 59,384	1.40	8%	0.12	\$ 6,928	\$ 6,928	\$ 25,947	\$ 112,769	\$ 138,716				
Supervisor Swing	\$ 63,544	1.40	58.52%	0.82	\$ 27,764	\$ 24,294	\$ 52,058	\$ 63,544	1.40	100%	1.40	\$ 88,962	\$ 88,962	\$ 63,544	1.40	8%	0.12	\$ 7,413	\$ 7,413	\$ 27,764	\$ 120,669	\$ 148,034				
Supervisor Night	\$ 67,704	1.40	58.52%	0.82	\$ 29,582	\$ 25,884	\$ 55,467	\$ 67,704	1.40	100%	1.40	\$ 94,786	\$ 94,786	\$ 67,704	1.40	8%	0.12	\$ 7,889	\$ 7,889	\$ 29,582	\$ 128,569	\$ 158,151				
Counselor Day	\$ 49,920	11.20	58.52%	6.55	\$ 174,493	\$ 152,682	\$ 327,176	\$ 49,920	11.20	100%	11.20	\$ 559,104	\$ 559,104	\$ 49,920	11.20	8%	0.93	\$ 46,592	\$ 46,592	\$ 174,493	\$ 798,378	\$ 932,872				
Counselor Swing	\$ 54,080	11.20	58.52%	6.55	\$ 189,035	\$ 165,405	\$ 354,439	\$ 54,080	11.20	100%	11.20	\$ 605,696	\$ 605,696	\$ 54,080	11.20	8%	0.93	\$ 50,475	\$ 50,475	\$ 189,035	\$ 821,575	\$ 1,010,610				
Counselor Night	\$ 58,240	11.20	58.52%	6.55	\$ 203,576	\$ 178,129	\$ 381,705	\$ 58,240	11.20	100%	11.20	\$ 652,288	\$ 652,288	\$ 58,240	11.20	8%	0.93	\$ 54,357	\$ 54,357	\$ 203,576	\$ 884,775	\$ 1,088,351				
Care Coordinator Day	\$ 76,253	1.00	58.52%	0.59	\$ 23,798	\$ 20,823	\$ 44,622	\$ 76,253	1.00	100%	1.00	\$ 76,253	\$ 76,253	\$ 76,253	1.00	8%	0.08	\$ 6,354	\$ 6,354	\$ 23,798	\$ 103,431	\$ 127,229				
Lead Janitor	\$ 64,226	0.50	58.52%	0.29	\$ 10,022	\$ 8,769	\$ 18,792	\$ 64,226	0.50	100%	0.50	\$ 32,113	\$ 32,113	\$ 64,226	0.50	8%	0.04	\$ 2,676	\$ 2,676	\$ 10,022	\$ 43,558	\$ 53,581				
Janitor	\$ 42,931	3.00	58.52%	1.76	\$ 40,196	\$ 35,171	\$ 75,367	\$ 42,931	3.00	100%	3.00	\$ 128,794	\$ 128,794	\$ 42,931	3.00	8%	0.25	\$ 10,733	\$ 10,733	\$ 40,196	\$ 174,698	\$ 214,894				
Emergency Response Ambassador Day	\$ 56,774	1.40	58.52%	0.82	\$ 24,806	\$ 21,795	\$ 46,512	\$ 56,774	1.40	100%	1.40	\$ 79,483	\$ 79,483	\$ 56,774	1.40	8%	0.12	\$ 6,624	\$ 6,624	\$ 24,806	\$ 107,812	\$ 132,618				
Emergency Response Ambassador Swing	\$ 61,183	1.40	58.52%	0.82	\$ 26,783	\$ 23,381	\$ 50,134	\$ 61,183	1.40	100%	1.40	\$ 85,656	\$ 85,656	\$ 61,183	1.40	8%	0.12	\$ 7,138	\$ 7,138	\$ 26,783	\$ 116,386	\$ 142,919				
Emergency Response Ambassador Night	\$ 65,593	1.40	58.52%	0.82	\$ 28,660	\$ 25,077	\$ 51,737	\$ 65,593	1.40	100%	1.40	\$ 91,830	\$ 91,830	\$ 65,593	1.40	8%	0.12	\$ 7,652	\$ 7,652	\$ 28,660	\$ 124,560	\$ 153,219				
Site Manager	\$ 95,272	1.00	58.52%	0.59	\$ 29,734	\$ 26,017	\$ 55,751	\$ 95,272	1.00	100%	1.00	\$ 95,272	\$ 95,272	\$ 95,272	1.00	8%	0.08	\$ 7,939	\$ 7,939	\$ 29,734	\$ 125,229	\$ 158,962				
Associate Director of Interim Housing	\$ 102,013	0.20	58.52%	0.12	\$ 6,368	\$ 5,572	\$ 11,939	\$ 102,013	0.20	100%	0.20	\$ 20,403	\$ 20,403	\$ 102,013	0.20	8%	0.02	\$ 1,700	\$ 1,700	\$ 6,368	\$ 27,674	\$ 34,042				
TOTAL SALARIES				\$ 840,714	\$ 735,626	\$ 1,576,340	TOTAL SALARIES				\$ -	\$ 2,693,776	\$ 2,693,776	TOTAL SALARIES				\$ -	\$ 224,481	\$ 224,481	\$ 840,714	\$ 3,653,684	\$ 4,494,597			
TOTAL FTE				27.91	TOTAL FTE				47.70	TOTAL FTE				3.98	TOTAL FTE				40.00%	TOTAL FTE				40.00%		
FRINGE BENEFIT RATE				40.00%	FRINGE BENEFIT RATE				40.00%	FRINGE BENEFIT RATE				40.00%	FRINGE BENEFIT RATE				40.00%	FRINGE BENEFIT RATE				40.00%		
EMPLOYEE FRINGE BENEFITS				\$ 336,286	\$ 294,250	\$ 630,536	EMPLOYEE FRINGE BENEFITS				\$ -	\$ 1,077,511	\$ 1,077,511	EMPLOYEE FRINGE BENEFITS				\$ -	\$ 89,793	\$ 89,793	\$ 336,286	\$ 1,461,553	\$ 1,797,839			
TOTAL SALARIES & BENEFITS				\$ 1,176,999	\$ 1,029,876	\$ 2,206,876	TOTAL SALARIES & BENEFITS				\$ -	\$ 3,771,287	\$ 3,771,287	TOTAL SALARIES & BENEFITS				\$ -	\$ 314,274	\$ 314,274	\$ 1,176,999	\$ 5,115,437	\$ 6,292,436			

	A	B	C	D	E	F	G	H	I	J	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING												
2	OPERATING DETAIL												
3	Document Date	6/8/2022											
4	Provider Name	Episcopal Community Services											
5	Program	Cova Winter Shelter											
6	FSP Contract ID#	1000024312											
7	Budget Name	State Project Roomkey											
8		EXTENSION YEAR						EXTENSION YEAR					
9		Year 1			Year 2			Year 3			All Years		
10		12/18/2021 - 6/30/2022	12/18/2021 - 6/30/2022	12/18/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2022 - 6/30/2023	7/1/2022 - 6/30/2023	7/1/2023 - 7/31/2023	7/1/2023 - 7/31/2023	7/1/2023 - 7/31/2023	12/18/2021 - 3/31/2022	12/18/2021 - 7/31/2023	12/18/2021 - 7/31/2023
11		Current/Actuals	Amendment	New	Current/Actuals	Amendment	New	Current/Actuals	Amendment	New	Current/Actuals	Modification	New
12	Operating Expenses	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
13	Rental of Property	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
14	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
15	Office Supplies, Postage	\$ 3,558	\$ 3,114	\$ 6,672	\$ 11,439	\$ 11,439	\$ 11,439	\$ 1,430	\$ 1,430	\$ 1,430	\$ 3,558	\$ 15,982	\$ 19,541
16	Building Maintenance Supplies and Repair	\$ 7,100	\$ 6,213	\$ 13,313	\$ 22,822	\$ 22,822	\$ 22,822	\$ 2,853	\$ 2,853	\$ 2,853	\$ 7,100	\$ 31,888	\$ 38,988
17	Printing and Reproduction	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
18	Insurance	\$ 7,321	\$ 6,406	\$ 13,727	\$ 23,532	\$ 23,532	\$ 23,532	\$ 2,941	\$ 2,941	\$ 2,941	\$ 7,321	\$ 32,879	\$ 40,200
19	Staff Training	\$ 1,135	\$ 993	\$ 2,128	\$ 3,648	\$ 3,648	\$ 3,648	\$ 456	\$ 456	\$ 456	\$ 1,135	\$ 5,097	\$ 6,232
20	Staff Travel-Local & Out of Town)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
21	Rental of Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
22	Program/Client Supplies	\$ 3,500	\$ 3,063	\$ 6,563	\$ 11,251	\$ 11,251	\$ 11,251	\$ 1,406	\$ 1,406	\$ 1,406	\$ 3,500	\$ 15,720	\$ 19,220
23	Telecommunications	\$ 2,200	\$ 1,925	\$ 4,125	\$ 7,071	\$ 7,071	\$ 7,071	\$ 884	\$ 884	\$ 884	\$ 2,200	\$ 9,880	\$ 12,080
24	Staff Recruitment	\$ 1,000	\$ 875	\$ 1,875	\$ 3,214	\$ 3,214	\$ 3,214	\$ 402	\$ 402	\$ 402	\$ 1,000	\$ 4,491	\$ 5,491
25	Linens	\$ 24,756	\$ 21,623	\$ 46,379	\$ 79,508	\$ 79,508	\$ 79,508	\$ 9,938	\$ 9,938	\$ 9,938	\$ 24,756	\$ 111,070	\$ 135,826
26	Parking	\$ 900	\$ 840	\$ 1,740	\$ 2,983	\$ 2,983	\$ 2,983	\$ 373	\$ 373	\$ 373	\$ 900	\$ 4,196	\$ 5,096
27		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
42	Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
43		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
54	Subcontractors (First \$25k Only)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
55		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
67													
68	TOTAL OPERATING EXPENSES	\$ 51,470	\$ 45,052	\$ 96,523	\$ -	\$ 165,468	\$ 165,468	\$ -	\$ 20,683	\$ 20,683	\$ 51,470	\$ 231,204	\$ 282,674
69													
70	Other Expenses (not subject to indirect cost %)												
71	CHEFS Kitchens - 365 days X 2 hot meals X 109 clients @ \$12/meal, plus 1 day breakfast	\$ 270,756	\$ 239,364	\$ 510,120	\$ -	\$ 954,840	\$ 954,840	\$ -	\$ 119,355	\$ 119,355	\$ 270,756	\$ 1,313,559	\$ 1,584,315
72		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
73	Adjustment to Actuals 4/8/22	\$ -	\$ (250,000)	\$ (250,000)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (250,000)	\$ (250,000)
74		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
83													
84	TOTAL OTHER EXPENSES	\$ 270,756	\$ (10,636)	\$ 260,120	\$ -	\$ 954,840	\$ 954,840	\$ -	\$ 119,355	\$ 119,355	\$ 270,756	\$ 1,063,559	\$ 1,334,315
85													
86	Capital Expenses												
87		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
94													
95	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
96													
97	HSH #3										Template last modified	9/1/2021	

BUDGET NARRATIVE

Fiscal Year

State Project Roomkey

FY22-23

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

Salaries & Benefits	Adjusted		Justification	Calculation	Employee Name
	Budgeted	Budgeted			
FTE	FTE	Salary			
Supervisor Day	0.82	\$ 48,650	Responsible for day to day site activity including guest escalation intervention and other guest needs. Maintain shift compliance, and counselor support.	\$59384 annual x 195/365 days x 1.09533 for coverage x 1.4 FTE	TBD
Supervisor Swing	0.82	\$ 52,058	Responsible for day to day site activity including guest escalation intervention and other guest needs. Maintain shift compliance, and counselor support.	\$63544 annual x 195/365 days x 1.09533 for coverage x 1.4 FTE	TBD
Supervisor Night	0.82	\$ 55,467	Responsible for day to day site activity including guest escalation intervention and other guest needs. Maintain shift compliance, and counselor support.	\$67704 annual x 195/365 days x 1.09533 for coverage x 1.4 FTE	TBD
Counselor Day	6.55	\$ 327,176	Provide guest services including meal delivery. Engage with guests to make sure needs are met. Escalate critical needs to management & Coordinator.	\$49920 annual x 195/365 days x 1.09533 for coverage x 11.2 FTE	TBD
Counselor Swing	6.55	\$ 354,439	Provide guest services including meal delivery. Engage with guests to make sure needs are met. Escalate critical needs to management & Coordinator.	\$54080 annual x 195/365 days x 1.09533 for coverage x 11.2 FTE	TBD
Counselor Night	6.55	\$ 381,705	Provide guest services including meal delivery. Engage with guests to make sure needs are met. Escalate critical needs to management & Coordinator.	\$58240 annual x 195/365 days x 1.09533 for coverage x 11.2 FTE	TBD
Care Coordinator Day	0.59	\$ 44,622	Responsible for guest services, including assessments, referrals, guest intervention, and emergency response.	\$76253 annual x 195/365 days x 1.09533 for coverage x 1 FTE	TBD
Lead Janitor	0.29	\$ 18,792	Lead and Coordinate the work of the janitorial team. Make sure all rooms are up to standard and maintained daily. Make sure all duties are completed on schedule.	\$64225.824 annual x 195/365 days x 1.09533 for coverage x 0.5 FTE	TBD
Janitor	1.76	\$ 75,367	Responsible for daily upkeep of guest rooms. Trash removal, bathroom cleaning and vacuuming.	\$42931.2 annual x 195/365 days x 1.09533 for coverage x 3 FTE	TBD
Emergency Response Ambassador Day	0.82	\$ 46,512	Responsible for safety intervention including: wellness checks, behavioral health, emergency response (911 cpr & aed), and incident report submission.	\$56773.6 annual x 195/365 days x 1.09533 for coverage x 2.8 FTE	TBD
Emergency Response Ambassador Swing	0.82	\$ 50,124	Responsible for safety intervention including: wellness checks, behavioral health, emergency response (911 cpr & aed), and incident report submission.	\$61183.2 annual x 195/365 days x 1.09533 for coverage x 2.8 FTE	TBD
Emergency Response Ambassador Night	0.82	\$ 53,737	Responsible for safety intervention including: wellness checks, behavioral health, emergency response (911 cpr & aed), and incident report submission.	\$65592.8 annual x 195/365 days x 1.09533 for coverage x 1.4 FTE	TBD
Site Manager	0.59	\$ 55,751	Responsible for site operations. Including staff training, scheduling, staffing	\$95272 annual x 195/365 days x 1.09533 for coverage x 1 FTE	TBD
Associate Director of Interim Housing	0.12	\$ 11,939	Responsible for maintaining department effectiveness. Provide training and support to site leads (Managers). Maintain policies and procedures.	\$102013 annual x 195/365 days x 1.09533 for coverage x 0.2 FTE	TBD
TOTAL	27.91	\$ 1,576,340			
Employee Fringe Benefits		\$ 1,077,511	Includes FICA, SSUI, Workers Compensation and Medical calculated at XX% of total salaries.		
Salaries & Benefits Total		\$ 2,653,850			

Operating Expenses	Budgeted Expense	Justification	Calculation
Rental of Property	\$ -		
Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ -		
Office Supplies, Postage	\$ 3,558	includes office supplies and postage expenses	\$239 per week X 14.83 weeks
Building Maintenance Supplies and Repair	\$ 8,000	covers cleaning supplies, site repairs and maintenance expenses	\$538 per week X 14.83 weeks
Printing and Reproduction	\$ -		
Insurance	\$ 7,321	covers site liability insurance	\$493 per week X 14.83 weeks
Staff Training	\$ 1,135	covers training expenses for staff	\$76 per week X 14.83 weeks
Staff Travel-Local & Out of Town)	\$ -		
Rental of Equipment	\$ -		
Program/Client Supplies	\$ 3,500	includes program and client supplies expenses	\$236 per week X 14.83 weeks
Telecommunications	\$ -	host stipend	
Staff Recruitment	\$ 2,200	covers cellphone usage expenses	\$148 per week X 14.83 weeks
Linens	\$ 1,000	includes staff recruitment expenses	\$67 per week X 14.83 weeks
Parking	\$ 24,756	covers laundry services	\$2.18 per guest per day x 109 guests x 104 days
TOTAL OPERATING EXPENSES	\$ 51,470		
Indirect Cost	15.0%	\$ 90,513	

Other Expenses (not subject to indirect cost %)	Amount	Justification	Calculation
CHEFS Kitchens - 365 days X 2 hot meals X 109 clients @ :	\$ 510,120	covers expenses for hot meals for guests/clients	(109 guests x 103 days x 2 meals @ \$12) + (109 guests x 1 day x 1 breakfast on 3/31 closing day)
TOTAL OTHER EXPENSES	\$ 510,120		

Appendix C, Method of Payment

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

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

B. Invoicing System:

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

3. Grantee acknowledges that submittal of the invoice by Grantee's designated authorized personnel with proper login credentials constitutes Grantee's electronic signature and certification of the invoice.
 4. Grantee's authorized personnel with CARBON login credentials shall not share or internally reassign logins.
 5. Grantee's Executive Director or Chief Financial Officer shall immediately notify the assigned HSH Contract Manager, as listed in CARBON, via email or letter regarding any need for the restriction or termination of previously authorized CARBON users and include the name(s), email(s) and phone number(s) of those previously authorized CARBON users.
 6. Grantee may invoice and submit related documentation in the format specified by HSH via paper or email only upon special, written approval from the HSH Contracts Manager.
- C. Line Item Variance: There shall be no variance from the line item budget submitted, which adversely affects Grantee's ability to provide services specified in the Appendix A(s), Services to be Provided of the Agreement; however, Grantee may invoice up to 110 percent of an ongoing General Fund or Prop C line item, provided that total expenditures do not exceed the total budget amount, per the HSH Budget Revision Policy and Procedure: <http://hsh.sfgov.org/overview/provider-updates/>.
- D. Reserved. (Spend Down).
- E. Documentation and Record Keeping:
1. In accordance with Article 5 Use and Disbursement of Grant Funds; Article 6 Reporting Requirements; Audits; Penalties for False Claims; and the Appendix A(s), Services to be Provided of the Agreement, Grantee shall keep electronic or hard copy records and documentation of all HSH invoiced costs, including, but not limited to, payroll records; paid invoices; receipts; and payments made for a period not fewer than five years after final payment under this Agreement, and shall provide to the City upon request.
 - a. HSH reserves the right to modify the terms of this Appendix in cases where Grantee has demonstrated issues with spend down, accuracy, and timeliness of invoices.
 - b. In addition to the instructions below, HSH will request and review supporting documentation on the following occasions without modification to this Appendix:
 - 1) Program Monitoring;
 - 2) Fiscal and Compliance Monitoring;
 - 3) Year End Invoice Review;
 - 4) Monthly Invoice Review;
 - 5) As needed per HSH request; and/or
 - 6) As needed to fulfill audit and other monitoring requirements.

2. All documentation requested by and submitted to HSH must:
 - a. Be easily searchable (e.g., PDF) or summarized;
 - b. Clearly match the Appendix B, Budget(s) line items and eligible activities;
 - c. Not include identifiable served population information (e.g., tenant, client, Protected Health Information (PHI), Personally Identifiable Information (PII)); and
 - d. Include only subcontracted costs that are reflected in the Appendix B, Budget(s). HSH will not pay for subcontractor costs that are not reflected in the Appendix B, Budget(s). All subcontractors must also be listed in the Permitted Subcontractors Appendix.

3. Grantee shall follow HSH instructions per funding source and ensure that all documentation clearly matches the approved Appendix B, Budget(s) line items and eligible activities.

State Project Roomkey	
Type	Instructions and Examples of Documentation
Salaries & Benefits	<p>Grantee shall maintain and provide documentation for all approved payroll expenses paid to any personnel included in the Appendix B, Budget(s) covered by the Agreement and invoice period each time an invoice is submitted.</p> <p>Documentation shall include, but is not limited to, historical and current payroll information from a payroll service or a payroll ledger from Grantee’s accounting system and must include employee name, title, rate, and hours worked for each pay period.</p>
Operating	<p>Grantee shall maintain documentation for all approved Operating costs included in the Appendix B, Budget(s). Each time an invoice is submitted, Grantee shall upload documentation for all Subcontractor and Consultant costs, and documentation for any Operating line items that exceed \$10,000.</p> <p>Documentation may include, but is not limited to, receipts of purchases or paid invoices of recurring expenditures, such as lease payments; copies of current leases; subcontractor payments; equipment lease invoices; and utility payments.</p>
Operating - Direct Assistance	<p>Grantee shall maintain and provide documentation for all approved Direct Assistance costs included in the Appendix B, Budget(s) each time an invoice is submitted.</p> <p>Documentation shall include a General Ledger or receipts of purchases, showing proof of Direct Assistance expenditures,</p>

State Project Roomkey	
Type	Instructions and Examples of Documentation
	and any other information specifically requested by HSH to confirm appropriate use of Direct Assistance funds.
Capital and/or One-Time Funding	Grantee shall maintain and provide documentation for all approved Capital and/or One-Time Funding costs included in the Appendix B, Budget(s) each time an invoice is submitted. Documentation may include receipts of purchases or paid invoices of non-recurring expenditures, such as repairs or one-time purchases.
Revenue	Grantee shall maintain and provide documentation for all revenues that offset the costs in the Appendix B, Budget(s) covered by the Agreement each time an invoice is submitted.

III. Reserved. (Advances or Prepayments)

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

Appendix D – Interests In Other City Grants

CITY DEPARTMENT OR COMMISSION	Date of Grant	Amount of Grant
DAS – Senior Services – Case Management	7/1/18 - 6/30/21	891,026
DAS – Senior Services – Community Services	1/1/21-6/30/23	648,308
DAS – Senior Services – Congregate Meals (AWD)	7/1/17-6/30/21	114,738
DAS – Senior Services – Congregate Meals (Seniors/ENP)	7/1/17-6/30/21	935,815
DHSH – Coordinated Entry – Access Points	7/1/20–6/30/21	3,849,574
DHSH - Housing - 1180 4th Street Housing	7/1/14 – 6/30/24	4,112,250
DHSH – Housing – 455 Fell Street	5/15/19 – 6/30/22	840,179
DHSH – Housing – Auburn	7/1/17 – 6/30/21	4,249,484
DHSH - Housing – Bishop Swing	7/1/20 – 6/30/23	2,143,395
DHSH – Housing – Bishop Swing/CoC Rental Assistance	4/1/18-3/31/21	1,198,503
DHSH – Housing – Bishop Swing/CoC Rental Assistance	4/1/21-3/31/24	1,229,514
DHSH - Housing - Canon Barcus	7/1/20 - 6/30/23	1,499,118
DHSH – Housing – Canon Barcus/CoC Rental Assistance	7/1/20-6/30/23	1,999,193
DHSH – Housing – Canon Kip Community House	7/1/20– 6/30/23	964,332
DHSH – Housing – Canon Kip/CoC Rental Assistance	12/1/18-11/30/21	4,648,341
DHSH - Housing - Canon Kip/SHP	1/1/21-12/31/23	339,420
DHSH - Housing - CNC - Alder	1/1/21 - 2/29/24	5,853,153
DHSH - Housing - CNC - Crosby	1/1/21-2/29/24	5,507,768
DHSH - Housing - CNC - Elm	1/1/21-2/29/24	4,215,324
DHSH - Housing - CNC - Hillsdale	1/1/21-2/29/24	3,850,311
DHSH - Housing - CNC - Mentone	1/1/21-2/29/24	4,081,690
DHSH - Housing - Granada Hotel	1/1/21-1/31/23	2,558,643
DHSH - Housing - Henry Hotel	7/1/19 – 6/30/22	6,408,789
DHSH – Housing – Henry Hotel/CoC Rental Assistance	8/1/18-7/31/21	2,901,702
DHSH – Housing – Minna Lee	4/1/18 – 6/30/23	1,846,060
DHSH – Housing – Post Hotel	9/1/20-6/30/23	7,677,850
DHSH – Housing – The Rose Hotel	7/1/20 – 6/30/23	188,778
DHSH - Housing - The Rose/SHP	1/1/21-12/31/23	357,830
DHSH – Interim Housing – Bryant Storage	12/1/18–11/30/20	1,113,896
DHSH – Interim Housing – Bryant Storage	12/1/20 – 2/29/24	2,219,168
DHSH – Interim Housing – Sanctuary	7/1/19 – 6/30/21	7,353,238
DHSH – Interim Housing – SIP Hotel/Americania Hotel	9/1/20-3/31/22	8,486,947
DHSH – Interim Housing – SIP Hotel/Civic Center Motor Inn	9/1/20-6/30/22	4,098,229
DHSH – Interim Housing – SIP Hotel/Cova Hotel	9/1/20-6/30/22	7,361,013
DHSH – Interim Housing – SIP Hotel/Diva Hotel	9/1/20-6/30/22	8,473,540
DHSH – Interim Housing – SIP Hotel/Good Hotel	9/1/20-12/31/21	6,774,266
DHSH – Interim Housing – SIP Hotel/Tilden Hotel	9/1/20-6/30/22	8,257,513
DHSH – Interim Housing – SIP Hotel/Union Square Hotel	9/1/20-3/31/22	6,993,913
DHSH – Interim Housing – SIP Hotel/Vintage Court Hotel	9/1/20-6/30/22	5,801,343
DHSH – Interim Housing – Winter InterFaith	11/1/14 – 6/30/21	2,023,146
DHSH – Rapid Rehousing (CESH)	7/1/20-6/30/21	275,902
DHSH – Rapid Rehousing (GF)	7/1/20-6/30/21	119,855

DHSH - Rapid Rehousing (HEAP)	7/1/20-6/30/21	1,169,319
DHSH – Rapid Rehousing (HUD/ESG)	7/1/20-6/30/21	53,943
DPH – Behavioral Health Services	7/1/18 – 12/31/22	5,153,712
DPH – COVID19 – Site Y and Site 37	12/1/20-11/30/21	7,250,044
HSA – Employment Services	2/1/18 – 6/30/21	1,227,839
MOHCD – Adult Education Center – CDBG/GF	7/1/20 – 6/30/21	80,000
MOHCD – OEWD – Culinary Training	7/1/20- 6/30/21	175,000

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

**GRANT AGREEMENT
between
CITY AND COUNTY OF SAN FRANCISCO
and
EPISCOPAL COMMUNITY SERVICES**

THIS GRANT AGREEMENT (“Agreement”) is made as of **December 18, 2021**, in the City and County of San Francisco, State of California, by and between **EPISCOPAL COMMUNITY SERVICES** (“Grantee”) and the CITY AND COUNTY OF SAN FRANCISCO, a municipal corporation (“City”) acting by and through The Department of Homelessness and Supportive Housing (“Department”),

RECITALS

WHEREAS, Grantee has applied to the Department to fund the matters set forth in a grant plan; and summarized briefly as follows: Non-Congregate Winter Shelter; and

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

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

**ARTICLE 1
DEFINITIONS**

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

- (a) “ADA” shall mean the Americans with Disabilities Act (including all rules and regulations thereunder) and all other applicable federal, state and local disability rights legislation, as the same may be amended, modified or supplemented from time to time.
- (b) “Application Documents” shall mean collectively: (i) the grant application submitted by Grantee, including all exhibits, schedules, appendices and attachments thereto; (ii) all documents, correspondence and other written materials submitted with respect to the grant application; and (iii) all amendments, modifications or

supplements to any of the foregoing approved in writing by City.

- (c) "Budget" shall mean the budget attached hereto as part of Appendix B, Budget.
- (d) "Charter" shall mean the Charter of City.
- (e) "Contractor" shall have the meaning as "Grantee" if used in this Agreement, as certain City contracting requirements also apply to grants of the City of San Francisco.
- (f) "Controller" shall mean the Controller of City.
- (g) "Eligible Expenses" shall have the meaning set forth in Appendix A, Services to be Provided and Appendix B, Budget.
- (h) "Event of Default" shall have the meaning set forth in Section 11.1.
- (i) "Fiscal Quarter" shall mean each period of three (3) calendar months commencing on July 1, October 1, January 1 and April 1, respectively.
- (j) "Fiscal Year" shall mean each period of twelve (12) calendar months commencing on July 1 and ending on June 30 during which all or any portion of this Agreement is in effect.
- (k) "Funding Request" shall have the meaning set forth in Section 5.3(a).
- (l) "Grant" means this document, including all attached appendices, and all applicable City Ordinances and Mandatory City Requirements specifically incorporated into this Agreement by reference as provided herein.
- (m) "Grant Funds" shall mean any and all funds allocated or disbursed to Grantee under this Agreement.
- (n) "Grant Plan" shall have the meaning set forth in Appendix A, Services to be Provided and Appendix B, Budget.
- (o) "Indemnified Parties" shall mean: (i) City, including the Department and all commissions, departments, agencies and other subdivisions of City; (ii) City's elected officials, directors, officers, employees, agents, successors and assigns; and (iii) all persons or entities acting on behalf of any of the foregoing.
- (p) "Losses" shall mean any and all liabilities, obligations, losses, damages, penalties, claims, actions, suits, judgments, fees, expenses and costs of whatsoever kind and nature (including legal fees and expenses and costs of investigation, of prosecuting or defending any Loss described above) whether or not such Loss be founded or

unfounded, of whatsoever kind and nature.

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

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

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

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

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

2.2 Certification of Controller. Charges will accrue only after prior written authorization certified by the Controller, and the amount of City's obligation shall not at any time exceed the amount certified for the purpose and period stated in such advance

authorization.

2.3 Automatic Termination for Non-Appropriation of Funds. This Agreement shall automatically terminate, without penalty, liability or expense of any kind to City, at the end of any Fiscal Year if funds are not appropriated for the next succeeding Fiscal Year. If funds are appropriated for a portion of any Fiscal Year, this Agreement shall terminate, without penalty, liability or expense of any kind to City, at the end of such portion of the Fiscal Year.

2.4 SUPERSEDURE OF CONFLICTING PROVISIONS. IN THE EVENT OF ANY CONFLICT BETWEEN ANY OF THE PROVISIONS OF THIS ARTICLE 2 AND ANY OTHER PROVISION OF THIS AGREEMENT, THE APPLICATION DOCUMENTS OR ANY OTHER DOCUMENT OR COMMUNICATION RELATING TO THIS AGREEMENT, THE TERMS OF THIS ARTICLE 2 SHALL GOVERN.

2.5 Maximum Costs. Except as may be provided by City ordinances governing emergency conditions, City and its employees and officers are not authorized to request Grantee to perform services or to provide materials, equipment and supplies that would result in Grantee performing services or providing materials, equipment and supplies that are beyond the scope of the services, materials, equipment and supplies specified in this Agreement unless this Agreement is amended in writing and approved as required by law to authorize the additional services, materials, equipment or supplies. City is not required to pay Grantee for services, materials, equipment or supplies provided by Grantee that are beyond the scope of the services, materials, equipment and supplies agreed upon herein and not approved by a written amendment to this Agreement lawfully executed by City. City and its employees and officers are not authorized to offer or promise to Grantee additional funding for this Agreement that exceeds the maximum amount of funding provided for herein. Additional funding for this Agreement in excess of the maximum provided herein shall require lawful approval and certification by the Controller. City is not required to honor any offered or promised additional funding which exceeds the maximum provided in this Agreement which requires lawful approval and certification of the Controller when the lawful approval and certification by the Controller has not been obtained. The Controller is not authorized to make payments on any agreement for which funds have not been certified as available in the budget or by supplemental appropriation.

ARTICLE 3 TERM

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

3.2 Duration of Term.

(a) The term of this Agreement shall commence on **December 18, 2021** and expire on

June 30, 2022, unless earlier terminated as otherwise provided herein. Grantee shall not begin performance of its obligations under this Agreement until it receives written notice from City to proceed.

ARTICLE 4 IMPLEMENTATION OF GRANT PLAN

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

persons or entities implementing the Grant Plan to ensure that City obtains the rights set forth in this Grant.

4.5 Publications and Work Product.

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

parties, Grantee shall immediately cease using the materials and terminate the activities or services and shall, at City's request, require that Grantee obtain the return of materials from recipients or deliver such materials to City or destroy them.

- (e) City has the right to monitor from time to time the administration by Grantee or any of its subcontractors of any programs or other work, including, without limitation, educational programs or trainings, funded in whole or part by the Grant Funds, to ensure that Grantee is performing such element of the Grant Plan, or causing such element of the Grant Plan to be performed, consistent with the terms and conditions of this Agreement.
- (f) Grantee shall acknowledge City's funding under this Agreement in all Publications. Such acknowledgment shall conspicuously state that the activities are sponsored in whole or in part through a grant from the Department. Except as set forth in this subsection, Grantee shall not use the name of the Department or City (as a reference to the municipal corporation as opposed to location) in any Publication without prior written approval of City.

ARTICLE 5 USE AND DISBURSEMENT OF GRANT FUNDS

5.1 Maximum Amount of Grant Funds.

- (a) In no event shall the amount of Grant Funds disbursed hereunder exceed **Two Million Five Hundred Twenty Five Thousand Two Hundred Forty Four Dollars (\$2,525,244)**.
- (b) Grantee understands that, of the Maximum Amount Of Grant Funds listed under Article 5.1 (a) of this Agreement, **Eight Hundred Forty One Thousand Seven Hundred Forty Eight Dollars (\$841,748)** is included as a contingency amount and is neither to be used in Budget(s) attached to this Agreement or available to Grantee without a modification to the Appendix B, Budget, which has been approved by the Department of Homelessness and Supportive Housing. Grantee further understands that no payment for any portion of this contingency amount will be made unless and until a modification or revision has been fully approved and executed in accordance with applicable City and Department laws, regulations, policies/procedures and certification as to the availability of funds by Controller. Grantee agrees to fully comply with these laws, regulations, and policies/procedures.

5.2 Use of Grant Funds. Grantee shall use the Grant Funds only for Eligible Expenses as set forth in Appendix A, Services to be Provided and Appendix B, Budget and for no other purpose. Grantee shall expend the Grant Funds in accordance with the Budget and shall

obtain the prior approval of City before transferring expenditures from one line item to another within the Budget.

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

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

5.4 State or Federal Funds.

- (a) **Disallowance.** 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 all or any portion of the disallowed amount against any other payment due to Grantee hereunder or under any other Agreement. Any such offset with respect to a portion of the disallowed amount shall not release Grantee from Grantee's obligation hereunder to refund the remainder of the disallowed amount.
- (a) **Grant Terms.** The funding for this Agreement is provided in full or in part by a federal or state grant to the City. As part of the terms of receiving the funds, the City is required to incorporate some of the terms into this Agreement and include certain reporting requirements.

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

- 6.1 Regular Reports.** Grantee shall provide, in a prompt and timely manner, financial, operational and other reports, as requested by the Department, in form and substance satisfactory to the Department. Such reports, including any copies, shall be submitted on recycled paper and printed on double-sided pages, to the maximum extent possible.
- 6.2 Organizational Documents.** If requested by City, Grantee shall provide to City the names of its current officers and directors and certified copies of its Articles of Incorporation and Bylaws as well as satisfactory evidence of the valid nonprofit status described in Section 8.1.
- 6.3 Notification of Defaults or Changes in Circumstances.** Grantee shall notify City immediately of (a) any Event of Default or event that, with the passage of time, would constitute an Event of Default; and (b) any change of circumstances that would cause any of the representations and warranties contained in Article 8 to be false or misleading at any time during the term of this Agreement.
- 6.4 Financial Statements.** Pursuant to San Francisco Administrative Code Section 67.32 and Controller requirements, if requested, within sixty (60) days following the end of each Fiscal Year, Grantee shall deliver to City an unaudited balance sheet and the related statement of income and cash flows for such Fiscal Year, all in reasonable detail acceptable to City, certified by an appropriate financial officer of Grantee as accurately presenting the financial position of Grantee. If requested by City, Grantee shall also deliver to City, no later than one hundred twenty (120) days following the end of any Fiscal Year, an audited balance sheet and the related statement of income and cash flows for such Fiscal Year, certified by a reputable accounting firm as accurately presenting the financial position of Grantee.
- 6.5 Books and Records.** Grantee shall establish and maintain accurate files and records of all aspects of the Grant Plan and the matters funded in whole or in part with Grant Funds during the term of this Agreement. Without limiting the scope of the foregoing, Grantee shall establish and maintain accurate financial books and accounting records relating to Eligible Expenses incurred and Grant Funds received and expended under this Agreement, together with all invoices, documents, payrolls, time records and other data related to the matters covered by this Agreement, whether funded in whole or in part with Grant Funds. Grantee shall maintain all of the files, records, books, invoices, documents, payrolls and other data required to be maintained under this Section in a readily accessible location and condition for a period of not less than five (5) years after final payment under this Agreement or until any final audit has been fully completed, whichever is later.
- 6.6 Inspection and Audit.** Grantee shall make available to City, its employees and authorized representatives, during regular business hours all of the files, records, books, invoices, documents, payrolls and other data required to be established and maintained by Grantee under Section 6.5. Grantee shall permit City, its employees and authorized representatives to inspect, audit, examine and make excerpts and transcripts from any of

the foregoing. The rights of City pursuant to this Section shall remain in effect so long as Grantee has the obligation to maintain such files, records, books, invoices, documents, payrolls and other data under this Article 6.

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

6.8 Grantee's Board of Directors. Grantee shall at all times be governed by a legally constituted and fiscally responsible board of directors. Such board of directors shall meet regularly and maintain appropriate membership, as established in Grantee's bylaws and other governing documents and shall adhere to applicable provisions of federal, state and local laws governing nonprofit corporations. Grantee's board of directors shall exercise such oversight responsibility with regard to this Agreement as is necessary to ensure full and prompt performance by Grantee of its obligations under this Agreement.

ARTICLE 7 TAXES

7.1 Grantee to Pay All Taxes. Grantee shall pay to the appropriate governmental authority, as and when due, any and all taxes, fees, assessments or other governmental charges, including possessory interest taxes and California sales and use taxes, levied upon or in connection with this Agreement, the Grant Plan, the Grant Funds or any of the activities contemplated by this Agreement.

7.2 Use of City Real Property. If at any time this Agreement entitles Grantee to the possession, occupancy or use of City real property for private gain, the following provisions shall apply:

(a) Grantee, on behalf of itself and any subgrantees, successors and assigns, recognizes and understands that this Agreement may create a possessory interest subject to property taxation and Grantee, and any subgrantee, successor or assign, may be subject to the payment of such taxes.

(b) Grantee, on behalf of itself and any subgrantees, successors and assigns, further recognizes and understands that any assignment permitted hereunder and any exercise of any option to renew or other extension of this Agreement may constitute a change in ownership for purposes of property taxation and therefore may result in a revaluation of any possessory interest created hereunder. Grantee shall report any assignment or other transfer of any interest in this Agreement or any renewal or extension thereof to the County Assessor within sixty (60) days after such assignment, transfer, renewal or extension.

(c) Grantee shall provide such other information as may be requested by City to enable City to comply with any reporting requirements under applicable law with respect to possessory interests.

7.3 Withholding. Grantee agrees that it is obligated to pay all amounts due to the City under the San Francisco Business and Tax Regulations Code during the term of this Agreement. Pursuant to Section 6.10-2 of the San Francisco Business and Tax Regulations Code, Grantee further acknowledges and agrees that City may withhold any payments due to Grantee under this Agreement if Grantee is delinquent in the payment of any amount required to be paid to the City under the San Francisco Business and Tax Regulations Code. Any payments withheld under this paragraph shall be made to Grantee, without interest, upon Grantee coming back into compliance with its obligations.

ARTICLE 8 REPRESENTATIONS AND WARRANTIES

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

8.1 Organization; Authorization. Grantee is a nonprofit corporation, duly organized and validly existing and in good standing under the laws of the jurisdiction in which it was formed. Grantee has established and maintains valid nonprofit status under Section 501(c)(3) of the United States Internal Revenue Code of 1986, as amended, and all rules and regulations promulgated under such Section. Grantee has duly authorized by all necessary action the execution, delivery and performance of this Agreement. Grantee has duly executed and delivered this Agreement and this Agreement constitutes a legal, valid and binding obligation of Grantee, enforceable against Grantee in accordance with the terms hereof.

8.2 Location. Grantee's operations, offices and headquarters are located at the address for notices set forth in Section 15. All aspects of the Grant Plan will be implemented at the geographic location(s), if any, specified in the Grant Plan.

8.3 No Misstatements. No document furnished or to be furnished by Grantee to City in connection with the Application Documents, this Agreement, any Funding Request or any other document relating to any of the foregoing, contains or will contain any untrue statement of material fact or omits or will omit a material fact necessary to make the

statements contained therein not misleading, under the circumstances under which any such statement shall have been made.

8.4 Conflict of Interest.

- (a) Through its execution of this Agreement, Grantee acknowledges that it is familiar with the provision of Section 15.103 of the City's Charter, Article III, Chapter 2 of the City's Campaign and Governmental Conduct Code, and Section 87100 et seq. and Section 1090 et seq. of the Government Code of the State of California, and certifies that it does not know of any facts which constitutes a violation of said provisions and agrees that it will immediately notify the City if it becomes aware of any such fact during the term of this Agreement.
- (b) Not more than one member of an immediate family serves or will serve as an officer, director or employee of Grantee, without the prior written consent of City. For purposes of this subsection, "immediate family" shall include husband, wife, domestic partners, brothers, sisters, children and parents (both legal parents and stepparents).

8.5 No Other Agreements with City. Except as expressly itemized in Appendix D, Interests in Other City Grants, neither Grantee nor any of Grantee's affiliates, officers, directors or employees has any interest, however remote, in any other agreement with City including any commission, department or other subdivision thereof.

8.6 Subcontracts. Except as may be permitted under Section 13.3, Grantee has not entered into any agreement, arrangement or understanding with any other person or entity pursuant to which such person or entity will implement or assist in implementing all or any portion of the Grant Plan.

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

**ARTICLE 9
INDEMNIFICATION AND GENERAL LIABILITY**

9.1 Indemnification. Grantee shall indemnify, protect, defend and hold harmless each of the Indemnified Parties from and against any and all Losses arising from, in connection with or caused by: (a) a material breach of this Agreement by Grantee; (b) a material breach of any representation or warranty of Grantee contained in this Agreement; (c) any personal injury caused, directly or indirectly, by any act or omission of Grantee or its employees, subgrantees or agents; (d) any property damage caused, directly or indirectly by any act or omission of Grantee or its employees, subgrantees or agents; (e) the use, misuse or failure of any equipment or facility used by Grantee, or by any of its employees, subgrantees or agents, regardless of whether such equipment or facility is

furnished, rented or loaned to Grantee by an Indemnified Party; (f) any tax, fee, assessment or other charge for which Grantee is responsible under Article 7; or (g) any infringement of patent rights, copyright, trade secret or any other proprietary right or trademark of any person or entity in consequence of the use by any Indemnified Party of any goods or services furnished to such Indemnified Party in connection with this Agreement. Grantee's obligations under the immediately preceding sentence shall apply to any Loss that is caused in whole or in part by the active or passive negligence of any Indemnified Party, but shall exclude any Loss caused solely by the willful misconduct of the Indemnified Party. The foregoing indemnity shall include, without limitation, consultants and experts and related costs and City's costs of investigating any claims against the City.

- 9.2 Duty to Defend; Notice of Loss.** Grantee acknowledges and agrees that its obligation to defend the Indemnified Parties under Section 9.1: (a) is an immediate obligation, independent of its other obligations hereunder; (b) applies to any Loss which actually or potentially falls within the scope of Section 9.1, regardless of whether the allegations asserted in connection with such Loss are or may be groundless, false or fraudulent; and (c) arises at the time the Loss is tendered to Grantee by the Indemnified Party and continues at all times thereafter. The Indemnified Party shall give Grantee prompt notice of any Loss under Section 9.1 and Grantee shall have the right to defend, settle and compromise any such Loss; provided, however, that the Indemnified Party shall have the right to retain its own counsel at the expense of Grantee if representation of such Indemnified Party by the counsel retained by Grantee would be inappropriate due to conflicts of interest between such Indemnified Party and Grantee. An Indemnified Party's failure to notify Grantee promptly of any Loss shall not relieve Grantee of any liability to such Indemnified Party pursuant to Section 9.1, unless such failure materially impairs Grantee's ability to defend such Loss. Grantee shall seek the Indemnified Party's prior written consent to settle or compromise any Loss if Grantee contends that such Indemnified Party shares in liability with respect thereto.
- 9.3 Incidental and Consequential Damages.** Losses covered under this Article 9 shall include any and all incidental and consequential damages resulting in whole or in part from Grantee's acts or omissions. Nothing in this Agreement shall constitute a waiver or limitation of any rights that any Indemnified Party may have under applicable law with respect to such damages.
- 9.4 LIMITATION ON LIABILITY OF CITY.** CITY'S OBLIGATIONS UNDER THIS AGREEMENT SHALL BE LIMITED TO THE AGGREGATE AMOUNT OF GRANT FUNDS ACTUALLY DISBURSED HEREUNDER. NOTWITHSTANDING ANY OTHER PROVISION CONTAINED IN THIS AGREEMENT, THE APPLICATION DOCUMENTS OR ANY OTHER DOCUMENT OR COMMUNICATION RELATING TO THIS AGREEMENT, IN NO EVENT SHALL CITY BE LIABLE, REGARDLESS OF WHETHER ANY CLAIM IS BASED ON CONTRACT OR TORT, FOR ANY SPECIAL, CONSEQUENTIAL, INDIRECT OR INCIDENTAL DAMAGES, INCLUDING LOST PROFITS, ARISING OUT OF OR IN CONNECTION WITH THIS AGREEMENT, THE GRANT FUNDS, THE GRANT PLAN OR ANY ACTIVITIES

PERFORMED IN CONNECTION WITH THIS AGREEMENT.

**ARTICLE 10
INSURANCE**

10.1 Types and Amounts of Coverage. Without limiting Grantee's liability pursuant to Article 9, Grantee shall maintain in force, during the full term of this Agreement, insurance in the following amounts and coverages:

- (a) Workers' Compensation, in statutory amounts, with Employers' Liability Limits not less than one million dollars (\$1,000,000) each accident, injury, or illness.
- (b) Commercial General Liability Insurance with limits not less than one million dollars (\$1,000,000) each occurrence and two million dollars (\$2,000,000) general aggregate for Bodily Injury and Property Damage, including Contractual Liability, Personal Injury, Products and Completed Operations; policy must include Abuse and Molestation coverage.
- (c) Commercial Automobile Liability Insurance with limits not less than one million dollars (\$1,000,000) each occurrence Combined Single Limit for Bodily Injury and Property Damage, including Owned, Non-Owned and Hired auto coverage, as applicable.

10.2 Additional Requirements for General and Automobile Coverage. Commercial General Liability and Commercial Automobile Liability insurance policies shall:

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

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

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

- 10.5 General Annual Aggregate Limit/Inclusion of Claims Investigation or Legal Defense Costs.** Should any of the insurance required hereunder be provided under a form of coverage that includes a general annual aggregate limit or provides that claims investigation or legal defense costs be included in such general annual aggregate limit, such general annual aggregate limit shall be double the occurrence or claims limits specified above.
- 10.6 Evidence of Insurance.** Before commencing any operations under this Agreement, Grantee shall furnish to City certificates of insurance and additional insured policy endorsements with insurers with ratings comparable to A-, VIII or higher, that are authorized to do business in the State of California, and that are satisfactory to City, in form evidencing all coverages set forth above. Failure to maintain insurance shall constitute a material breach of this Agreement.
- 10.7 Effect of Approval.** Approval of any insurance by City shall not relieve or decrease the liability of Grantee hereunder.
- 10.8 Insurance for Subcontractors and Evidence of this Insurance.** If a subcontractor will be used to complete any portion of this agreement, Grantee shall ensure that the subcontractor shall provide all necessary insurance and shall name the City and County of San Francisco, its officers, agents, and employees and Grantee listed as additional insureds.

ARTICLE 11 EVENTS OF DEFAULT AND REMEDIES

- 11.1 Events of Default.** The occurrence of any one or more of the following events shall constitute an “Event of Default” under this Agreement:
- (a) **False Statement.** Any statement, representation or warranty contained in this Agreement, in the Application Documents, in any Funding Request or in any other document submitted to City under this Agreement is found by City to be false or misleading.
 - (b) **Failure to Provide Insurance.** Grantee fails to provide or maintain in effect any policy of insurance required in Article 10.
 - (c) **Failure to Comply with Representations and Warranties or Applicable Laws.** Grantee fails to perform or breaches any of the terms or provisions of Article 8 or 16.
 - (d) **Failure to Perform Other Covenants.** Grantee fails to perform or breaches any other agreement or covenant of this Agreement to be performed or observed by Grantee as and when performance or observance is due and such failure or breach continues for a period of ten (10) days after the date on which such performance or observance is due.

- (e) **Cross Default.** Grantee defaults under any other agreement between Grantee and City (after expiration of any grace period expressly stated in such agreement).
- (f) **Voluntary Insolvency.** Grantee (i) is generally not paying its debts as they become due, (ii) files, or consents by answer or otherwise to the filing against it of, a petition for relief or reorganization or arrangement or any other petition in bankruptcy or for liquidation or to take advantage of any bankruptcy, insolvency or other debtors' relief law of any jurisdiction, (iii) makes an assignment for the benefit of its creditors, (iv) consents to the appointment of a custodian, receiver, trustee or other officer with similar powers of Grantee or of any substantial part of Grantee's property or (v) takes action for the purpose of any of the foregoing.
- (g) **Involuntary Insolvency.** Without consent by Grantee, a court or government authority enters an order, and such order is not vacated within ten (10) days, (i) appointing a custodian, receiver, trustee or other officer with similar powers with respect to Grantee or with respect to any substantial part of Grantee's property, (ii) constituting an order for relief or approving a petition for relief or reorganization or arrangement or any other petition in bankruptcy or for liquidation or to take advantage of any bankruptcy, insolvency or other debtors' relief law of any jurisdiction or (iii) ordering the dissolution, winding-up or liquidation of Grantee.

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

- (a) **Termination.** City may terminate this Agreement by giving a written termination notice to Grantee of the Event of Default and that, on the date specified in the notice, this Agreement shall terminate, and all rights of Grantee hereunder shall be extinguished. In the sole discretion of the City, Grantee may be allowed ten (10) days to cure the default. In the event of termination for default, Grantee will be paid for Eligible Expenses in any Funding Request that was submitted and approved by City prior to the date of termination specified in such notice.
- (b) **Withholding of Grant Funds.** City may withhold all or any portion of Grant Funds not yet disbursed hereunder, regardless of whether Grantee has previously submitted a Funding Request or whether City has approved the disbursement of the Grant Funds requested in any Funding Request. Any Grant Funds withheld pursuant to this Section and subsequently disbursed to Grantee after cure of applicable Events of Default, if granted by the City in its sole discretion, shall be disbursed without interest.
- (c) **Offset.** City may offset against all or any portion of undisbursed Grant Funds hereunder or against any payments due to Grantee under any other agreement between Grantee and City the amount of any outstanding Loss incurred by any Indemnified Party, including any Loss incurred as a result of the Event of Default.

(d) **Return of Grant Funds.** City may demand the immediate return of any previously disbursed Grant Funds that have been claimed or expended by Grantee in breach of the terms of this Agreement, together with interest thereon from the date of disbursement at the maximum rate permitted under applicable law.

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

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

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

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

ARTICLE 12 DISCLOSURE OF INFORMATION AND DOCUMENTS

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

- 12.2 Sunshine Ordinance.** Grantee acknowledges and agrees that this Agreement and the Application Documents are subject to Section 67.24(e) of the San Francisco Administrative Code, which provides that contracts, including this Agreement, grantee's bids, responses to Requests for Proposals and all other records of communications between City and persons or entities seeking contracts, shall be open to inspection immediately after a contract has been awarded. Nothing in Section 67.24(e) (as it exists on the date hereof) requires the disclosure of a private person's or organization's net worth or other proprietary financial data submitted for qualification for a contract or other benefit until and unless that person or organization is awarded the contract or benefit. All information provided by Grantee covered by Section 67.24(e) (as it may be amended from time to time) will be made available to the public upon request.
- 12.3 Financial Projections.** Pursuant to San Francisco Administrative Code Section 67.32, Grantee agrees upon request to provide City with financial projections (including profit and loss figures) for the activities and/or projects contemplated by this Grant ("Project") and annual audited financial statements thereafter. Grantee agrees that all such projections and financial statements shall be public records that must be disclosed.

ARTICLE 13 ASSIGNMENTS AND SUBCONTRACTING

- 13.1 No Assignment by Grantee.** Grantee shall not, either directly or indirectly, assign, transfer, hypothecate, subcontract or delegate all or any portion of this Agreement or any rights, duties or obligations of Grantee hereunder without the prior written consent of City. This Agreement shall not, nor shall any interest herein, be assignable as to the interest of Grantee involuntarily or by operation of law without the prior written consent of City. A change of ownership or control of Grantee or a sale or transfer of substantially all of the assets of Grantee shall be deemed an assignment for purposes of this Agreement.
- 13.2 Agreement Made in Violation of this Article.** Any agreement made in violation of Section 13.1 shall confer no rights on any person or entity and shall automatically be null and void.
- 13.3 Subcontracting.** If Appendix B, Budget, lists any permitted subgrantees, then notwithstanding any other provision of this Agreement to the contrary, Grantee shall have the right to subcontract on the terms set forth in this Section. If Appendix B, Budget, is blank or specifies that there are no permitted subgrantees, then Grantee shall have no rights under this Section.
- (a) **Limitations.** In no event shall Grantee subcontract or delegate the whole of the Grant Plan. Grantee may subcontract with any of the permitted subgrantees set forth on Appendix B, Budget without the prior consent of City; provided, however, that Grantee shall not thereby be relieved from any liability or obligation under this Agreement and, as between City and Grantee, Grantee shall be responsible for the acts, defaults and omissions of any subgrantee or its agents or employees as fully as if

they were the acts, defaults or omissions of Grantee. Grantee shall ensure that its subgrantees comply with all of the terms of this Agreement, insofar as they apply to the subcontracted portion of the Grant Plan. All references herein to duties and obligations of Grantee shall be deemed to pertain also to all subgrantees to the extent applicable. A default by any subgrantee shall be deemed to be an Event of Default hereunder. Nothing contained in this Agreement shall create any contractual relationship between any subgrantee and City.

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

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

ARTICLE 14 INDEPENDENT CONTRACTOR STATUS

- 14.1 Nature of Agreement.** Grantee shall be deemed at all times to be an independent contractor and is solely responsible for the manner in which Grantee implements the Grant Plan and uses the Grant Funds. Grantee shall at all times remain solely liable for the acts and omissions of Grantee, its officers and directors, employees and agents. Nothing in this Agreement shall be construed as creating a partnership, joint venture, employment or agency relationship between City and Grantee.
- 14.2 Direction.** Any terms in this Agreement referring to direction or instruction from the Department or City shall be construed as providing for direction as to policy and the result of Grantee's work only, and not as to the means by which such a result is obtained.
- 14.3 Consequences of Recharacterization.**
 - (a) Should City, in its discretion, or a relevant taxing authority such as the Internal Revenue Service or the State Employment Development Division, or both, determine that Grantee is an employee for purposes of collection of any employment taxes, the amounts payable under this Agreement shall be reduced by amounts equal to both the employee and employer portions of the tax due (and offsetting any credits for amounts already paid by Grantee which can be applied against this liability). City shall subsequently forward such amounts to the relevant taxing authority.
 - (b) Should a relevant taxing authority determine a liability for past services performed by

Grantee for City, upon notification of such fact by City, Grantee shall promptly remit such amount due or arrange with City to have the amount due withheld from future payments to Grantee under this Agreement (again, offsetting any amounts already paid by Grantee which can be applied as a credit against such liability).

- (c) A determination of employment status pursuant to either subsection (a) or (b) of this Section 14.3 shall be solely for the purposes of the particular tax in question, and for all other purposes of this Agreement, Grantee shall not be considered an employee of City. Notwithstanding the foregoing, if any court, arbitrator, or administrative authority determine that Grantee is an employee for any other purpose, Grantee agrees to a reduction in City's financial liability hereunder such that the aggregate amount of Grant Funds under this Agreement does not exceed what would have been the amount of such Grant Funds had the court, arbitrator, or administrative authority had not determined that Grantee was an employee.

ARTICLE 15 NOTICES AND OTHER COMMUNICATIONS

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

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

If to Grantee: Episcopal Community Services
165 Eighth Street, 3rd Floor
San Francisco, CA 94103
Attn: Mary Elizabeth Stokes
bstokes@ecs-sf.org

Any notice of default must be sent by registered mail.

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

ARTICLE 16 COMPLIANCE

16.1 Reserved.**16.2 Nondiscrimination; Penalties.**

- (a) **Grantee Shall Not Discriminate.** In the performance of this Agreement, Grantee agrees not to discriminate against any employee, City and County employee working with such grantee or subgrantee, applicant for employment with such grantee or subgrantee, or against any person seeking accommodations, advantages, facilities, privileges, services, or membership in all business, social, or other establishments or organizations, on the basis of the fact or perception of a person's race, color, creed, religion, national origin, ancestry, age, height, weight, sex, sexual orientation, gender identity, domestic partner status, marital status, disability or Acquired Immune Deficiency Syndrome or HIV status (AIDS/HIV status), or association with members of such protected classes, or in retaliation for opposition to discrimination against such classes.
- (b) **Subcontracts.** Grantee shall incorporate by reference in all subcontracts the provisions of Sections 12B.2(a), 12B.2(c)-(k), and 12C.3 of the San Francisco Administrative Code and shall require all subgrantees to comply with such provisions. Grantee's failure to comply with the obligations in this subsection shall constitute a material breach of this Agreement.
- (c) **Non-Discrimination in Benefits.** Grantee does not as of the date of this Agreement and will not during the term of this Agreement, in any of its operations in San Francisco or where the work is being performed for the City or elsewhere within the United States, discriminate in the provision of bereavement leave, family medical leave, health benefits, membership or membership discounts, moving expenses, pension and retirement benefits or travel benefits, as well as any benefits other than the benefits specified above, between employees with domestic partners and employees with spouses, and/or between the domestic partners and spouses of such employees, where the domestic partnership has been registered with a governmental entity pursuant to state or local law authorizing such registration, subject to the conditions set forth in Section 12B.2(b) of the San Francisco Administrative Code.
- (d) **Condition to Contract.** As a condition to this Agreement, Grantee shall execute the "Chapter 12B Declaration: Nondiscrimination in Contracts and Benefits" form (Form CMD-12B-101) with supporting documentation and secure the approval of the form by the San Francisco Contract Monitoring Division.
- (e) **Incorporation of Administrative Code Provisions by Reference.** The provisions of Chapters 12B and 12C of the San Francisco Administrative Code are incorporated in this Section by reference and made a part of this Agreement as though fully set forth herein. Grantee shall comply fully with and be bound by all of the provisions that apply to this Agreement under such Chapters of the Administrative Code, including the remedies provided in such Chapters. Without limiting the foregoing, Grantee understands that pursuant to Sections 12B.2(h) and 12C.3(g) of the San

Francisco Administrative Code, a penalty of fifty dollars (\$50) for each person for each calendar day during which such person was discriminated against in violation of the provisions of this Agreement may be assessed against Grantee and/or deducted from any payments due Grantee.

16.3 Reserved.

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

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

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

16.7 Compliance with ADA. Grantee acknowledges that, pursuant to the ADA, programs, services and other activities provided by a public entity to the public, whether directly or through a grantee or contractor, must be accessible to the disabled public. Grantee shall not discriminate against any person protected under the ADA in connection with all or any portion of the Grant Plan and shall comply at all times with the provisions of the ADA.

16.8 Requiring Minimum Compensation for Employees. Grantee shall pay covered employees no less than the minimum compensation required by San Francisco Administrative Code Chapter 12P, including a minimum hourly gross compensation, compensated time off, and uncompensated time off. Grantee is subject to the enforcement and penalty provisions in Chapter 12P. Information about and the text of the Chapter 12P is available on the web at <http://sfgov.org/olse/mco>. Grantee is required to comply with all of the applicable provisions of 12P, irrespective of the listing of obligations in this Section. By signing and executing this Agreement, Grantee certifies that it complies with Chapter 12P.

16.9 Limitations on Contributions. By executing this Agreement, Grantee acknowledges

its obligations under section 1.126 of the City's Campaign and Governmental Conduct Code, which prohibits any person who contracts with, or is seeking a contract with, any department of the City for the rendition of personal services, for the furnishing of any material, supplies or equipment, for the sale or lease of any land or building, for a grant, loan or loan guarantee, or for a development agreement, from making any campaign contribution to (i) a City elected official if the contract must be approved by that official, a board on which that official serves, or the board of a state agency on which an appointee of that official serves, (ii) a candidate for that City elective office, or (iii) a committee controlled by such elected official or a candidate for that office, at any time from the submission of a proposal for the contract until the later of either the termination of negotiations for such contract or twelve months after the date the City approves the contract. The prohibition on contributions applies to each prospective party to the contract; each member of Grantee's board of directors; Grantee's chairperson, chief executive officer, chief financial officer and chief operating officer; any person with an ownership interest of more than 10 percent in Grantee; any subcontractor listed in the bid or contract; and any committee that is sponsored or controlled by Grantee. Grantee certifies that it has informed each such person of the limitation on contributions imposed by Section 1.126 by the time it submitted a proposal for the grant, and has provided the names of the persons required to be informed to the City department with whom it is contracting.

16.10 First Source Hiring Program. Contractor must comply with all of the provisions of the First Source Hiring Program, Chapter 83 of the San Francisco Administrative Code, that apply to this Agreement, and Contractor is subject to the enforcement and penalty provisions in Chapter 83.

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

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

16.13 Reserved. (Working with Minors).

16.14 Protection of Private Information. Grantee has read and agrees to the terms set forth in San Francisco Administrative Code Sections 12M.2, “Nondisclosure of Private Information,” and 12M.3, “Enforcement” of Administrative Code Chapter 12M, “Protection of Private Information,” which are incorporated herein as if fully set forth. Grantee agrees that any failure of Grantee to comply with the requirements of Section 12M.2 of this Chapter shall be a material breach of the Agreement. In such an event, in addition to any other remedies available to it under equity or law, the City may terminate the Agreement, bring a false claim action against Grantee pursuant to Chapter 6 or Chapter 21 of the Administrative Code, or debar Grantee.

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

16.16 Consideration of Criminal History in Hiring and Employment Decisions.

- (a) Contractor agrees to comply fully with and be bound by all of the provisions of Chapter 12T, “City Contractor/Subcontractor Consideration of Criminal History in

Hiring and Employment Decisions,” of the San Francisco Administrative Code (“Chapter 12T”), including the remedies provided, and implementing regulations, as may be amended from time to time. The provisions of Chapter 12T are incorporated by reference and made a part of this Agreement as though fully set forth herein. The text of the Chapter 12T is available on the web at <http://sfgov.org/olse/fco>. Contractor is required to comply with all of the applicable provisions of 12T, irrespective of the listing of obligations in this Section. Capitalized terms used in this Section and not defined in this Agreement shall have the meanings assigned to such terms in Chapter 12T.

- (b) The requirements of Chapter 12T shall only apply to a Contractor’s or subcontractor’s operations to the extent those operations are in furtherance of the performance of this Agreement, shall apply only to applicants and employees who would be or are performing work in furtherance of this Agreement, and shall apply when the physical location of the employment or prospective employment of an individual is wholly or substantially within the City of San Francisco. Chapter 12T shall not apply when the application in a particular context would conflict with federal or state law or with a requirement of a government agency implementing federal or state law.

16.17 Food Service Waste Reduction Requirements. Grantee agrees to comply fully with and be bound by all of the provisions of the Food Service Waste Reduction Ordinance, as set forth in San Francisco Environment Code Chapter 16, including the remedies provided, and implementing guidelines and rules. The provisions of Chapter 16 are incorporated herein by reference and made a part of this Agreement as though fully set forth. This provision is a material term of this Agreement. By entering into this Agreement, Grantee agrees that if it breaches this provision, City will suffer actual damages that will be impractical or extremely difficult to determine; further, Grantee agrees that the sum of one hundred dollars (\$100) liquidated damages for the first breach, two hundred dollars (\$200) liquidated damages for the second breach in the same year, and five hundred dollars (\$500) liquidated damages for subsequent breaches in the same year is reasonable estimate of the damage that City will incur based on the violation, established in light of the circumstances existing at the time this Agreement was made. Such amount shall not be considered a penalty, but rather agreed monetary damages sustained by City because of Grantee’s failure to comply with this provision.

16.18 Reserved. (Slavery Era Disclosure).

16.19 Distribution of Beverages and Water.

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

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

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

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

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

16.22 Additional Provisions for Shelter and Resource Center Grants – Standard of Care.

(a) As required by Administrative Code Sec. 20.404, Grantee agrees to:

- (1) Treat all shelter clients equally, with respect and dignity;
- (2) Provide shelter services in an environment that is safe and free of physical violence by ensuring that safety protocols are in place that include training to shelter staff regarding de-escalation techniques;
- (3) Provide soap, paper towels or hand towels, hand sanitizers, and at least one bath-size (24" × 48") towel to shelter clients and staff in each bathroom: if hand dryers are currently installed they shall be maintained in proper working condition; in

addition, shelters shall provide toilet paper in each bathroom stall and hire janitorial staff to clean the shelters on a daily basis;

- (4) Provide feminine hygiene and incontinence supplies upon request;
- (5) Comply with current City policy set forth in the San Francisco Environment Code, including the requirements set forth in Chapter 3 (the Integrated Pest Management Code) and Chapter 2 (the Environmentally Preferable Purchasing Ordinance) to ensure that shelter operators use products that are least harmful to shelter clients, staff, and the environment;
- (6) Ensure that first aid kits, CPR masks, and disposable gloves are available to staff at all times and make Automatic External Defibrillators (AED) available to staff in compliance with all regulatory requirements of state and local law relating to the use and maintenance of AEDs;
- (7) Supply shelter clients with fresh cold or room temperature drinking water at all times during normal operating hours;
- (8) Provide shelter services in compliance with the Americans with Disabilities Act (ADA), including but not limited to:
 - A. Appropriate and secure storage of medication;
 - B. The provision of accessible sleeping, bathing and toileting facilities in previously designated ADA compliant shelters. Sleeping areas designated as accessible shall comply with federal and state law requiring a minimum of 36 inches between sleeping units and a sleeping surface height between 17-19 inches above the finished floor. In consultation with the contracting City department, and based on a history of previous usage, shelter operators shall designate an adequate number of accessible sleeping units to meet the needs of shelter clients requiring such facilities due to a mobility disability; and
 - C. Reasonable modifications to shelter policies, practices, and procedures.
- (9) Engage a nutritionist, who shall develop all meal plans, including meal plans for children and pregnant women and post menus on a daily basis;
- (10) Make dietary modifications to accommodate requests from clients based on religious beliefs and practices, health, or disability reasons;
- (11) Provide a smoke-free environment for all shelter clients and prohibit smoking within 20 feet of a children's play area;
- (12) Provide shelter clients with one clean blanket, two clean sheets, and one pillow enclosed in a plastic or vinyl sleeve with a clean pillowcase; sheets shall be

- cleaned at least once per week and upon client turnover;
- (13) Make the shelter facility available to shelter clients for sleeping at least 8 hours per night;
 - (14) Provide daytime access to beds in all 24-hour shelters;
 - (15) Provide shelter clients with pest-free, secure property storage inside each shelter. Shelter staff shall provide closable plastic bags to clients for storage purposes. If storage inside a shelter is unavailable, the shelter operator may provide free, pest-free storage off-site as long as the off-site storage is available to the shelter client up until the time of evening bed check;
 - (16) Provide shelter clients with access to electricity for charging their cell phones and other durable medical equipment for clients with disabilities;
 - (17) Note in writing and post in a common area in the shelter when a maintenance problem will be repaired and note the status of the repair;
 - (18) Provide access to free local calls during non-sleeping hours, including TTY access and amplified phones for clients who are deaf or hearing-impaired;
 - (19) Provide a minimum of 22 inches between the sides of sleeping units, excluding designated ADA-accessible sleeping units and sleeping units separated by a wall;
 - (20) Provide all printed materials produced by the City and shelters in English and Spanish and other languages upon request and ensure that all written communications are provided to clients with sensory disabilities in alternate formats such as large print, Braille, etc. upon request;
 - (21) Communicate with each client in the client's primary language or provide professional translation services, including but not limited to American Sign Language interpretation; however, children or other clients may be asked to translate in emergency situations;
 - (22) Provide at least one front line staff at each site that is bilingual in English and Spanish;
 - (23) Ensure that each shelter has an emergency disaster plan that requires drills on a monthly basis and that, in consultation with the Mayor's Office on Disability, includes specific evacuation devices and procedures for people with disabilities;
 - (24) Locate an alternative sleeping unit for a client who has been immediately denied shelter services after 5:00 p.m., unless the denial of service was for acts or threats of violence;

- (25) Require all shelter staff to wear a badge that identifies the staff person by name and position;
- (26) Ensure that all clients receive appropriate and ADA-compliant transportation services, to attend medical appointments, permanent housing appointments, substance abuse treatment, job-search appointments and job interviews, mental health services, and shelter services;
- (27) Provide public notification at least 24 hours in advance of on-site, community meetings;
- (28) Provide clients with access to free laundry services with hot water and a dryer that reaches a temperature between 120-130 degrees Fahrenheit, on or off site;
- (29) To the extent not inconsistent with Proposition N. passed by the voters on November 5, 2002, ensure that all single adult shelter reservations be for a minimum of 7 nights;
- (30) Comply with the California Department of Industrial Relations, Division of Occupational Safety and Health (Cal-OSHA) General Industry Safety Orders regarding Bloodborne Pathogens (8 CCR 5193) and its Injury and Illness Prevention Program (8 CCR 3203), including but not limited to applicable requirements regarding personal protective equipment, universal precautions, and the development of an exposure control plan, as defined therein, and
- (31) In consultation with the San Francisco Department of Public Health, provide annual all-staff mandatory trainings, appropriate for each shelter position, that address Cal-OSHA regulatory requirements listed in subsection (30), above, as well as the following topics:
 - A. Hand washing requirements and other communicable disease prevention;
 - B. Proper food handling and storage;
 - C. Emergency procedures in case of disaster, fire, or other urgent health or safety risk, including but not limited to CPR requirements;
 - D. Safe and appropriate intervention with violent or aggressive shelter clients, including training on the harm reduction model in dealing with substance abuse;
 - E. Safe and appropriate interaction with shelter clients who suffer from mental illness or substance abuse;
 - F. On-the-job burn-out prevention;

G. Requirements under the ADA;

H. Policies and procedures explained in shelter training manuals; and

I. Cultural humility, including sensitivity training regarding homelessness, the lesbian, bisexual, gay, and transgender communities, people with visible and invisible disabilities, youth, women, and trauma victims.

(b) In addition, Contractor agrees:

- (1) To be liable to the City for liquidated damages as provided below;
- (2) To be subject to the procedures governing enforcement of breaches of contracts based on violations of contract provisions as set forth in this section;
- (3) That the contractor's commitment to comply with the contractual obligations of Admin Code Section 20.404 is a material element of the City's consideration for this Agreement; that the failure of the contractor to comply with such obligations will cause harm to the City and the public that is significant and substantial but extremely difficult to quantify; and that the assessment of liquidated damages of up to \$1.250 made pursuant to the liquidated damages schedule referred to in section 20.406(b)(1) for every unmitigated failure to comply with such obligations is a reasonable amount of damages to redress the harm to the City caused by such obligations;
- (4) That the failure of contractor to comply with contract provisions that this Article requires may result in 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 contract or at law; and
- (5) That in the event the City brings a civil action to recover liquidated damages for breach of a contract provision required by this Article and prevails, the contractor shall be liable for the City's costs and reasonable attorney's fees.

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

**ARTICLE 17
MISCELLANEOUS**

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

The consent or approval by the Department or City of any action requiring further consent or approval shall not be deemed to waive or render unnecessary the consent or approval to or of any subsequent similar act.

- 17.2 Modification.** This Agreement may not be modified, nor may compliance with any of its terms be waived, except by written instrument executed and approved in the same manner as this Agreement.
- 17.3 Administrative Remedy for Agreement Interpretation.** Should any question arise as to the meaning or intent of this Agreement, the question shall, prior to any other action or resort to any other legal remedy, be referred to Department Head, as the case may be, of the Department who shall decide the true meaning and intent of the Agreement. Such decision shall be final and conclusive.
- 17.4 Governing Law; Venue.** The formation, interpretation and performance of this Agreement shall be governed by the laws of the State of California, without regard to its conflict of laws principles. Venue for all litigation relative to the formation, interpretation and performance of this Agreement shall be in San Francisco.
- 17.5 Headings.** All article and section headings and captions contained in this Agreement are for reference only and shall not be considered in construing this Agreement.
- 17.6 Entire Agreement.** This Agreement and the Application Documents set forth the entire Agreement between the parties, and supersede all other oral or written provisions. If there is any conflict between the terms of this Agreement and the Application Documents, the terms of this Agreement shall govern. The following appendices are attached to and a part of this Agreement:
- Appendix A, Services to be Provided
 - Appendix B, Budget
 - Appendix C, Method of Payment
 - Appendix D, Interests in Other City Grants
- 17.7 Certified Resolution of Signatory Authority.** Upon request of City, Grantee shall deliver to City a copy of the corporate resolution(s) authorizing the execution, delivery and performance of this Agreement, certified as true, accurate and complete by the secretary or assistant secretary of Grantee.
- 17.8 Severability.** Should the application of any provision of this Agreement to any particular facts or circumstances be found by a court of competent jurisdiction to be invalid or unenforceable, then (a) the validity of other provisions of this Agreement shall not be affected or impaired thereby, and (b) such provision shall be enforced to the maximum extent possible so as to effect the intent of the parties and shall be reformed without further action by the parties to the extent necessary to make such provision valid and enforceable.

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

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

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

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

17.12 Dispute Resolution Procedure.

(a) The City Nonprofit Contracting Task Force submitted its final report to the Board of Supervisors in June 2003. The report contains thirteen recommendations to streamline the City's contracting and monitoring process with health and human services nonprofits. These recommendations include: (1) consolidate contracts, (2) streamline contract approvals, (3) make timely payment, (4) create review/appellate process, (5) eliminate unnecessary requirements, (6) develop electronic processing, (7) create standardized and simplified forms, (8) establish accounting standards, (9) coordinate joint program monitoring, (10) develop standard monitoring protocols, (11) provide training for personnel, (12) conduct tiered assessments, and (13) fund cost of living increases. The report is available on the Task Force's website at https://sfgov.org/ccsfgsa/sites/default/files/City%20Nonprofit%20Contracting%20Task%20Force/CNPCTF_BOS_RPT_06-26-03%281%29_3adc.PDF. The Board

adopted the recommendations in February 2004. The Office of Contract Administration created a Review/Appellate Panel (“Panel”) to oversee implementation of the report recommendations in January 2005.

- (b) The Board of Supervisors strongly recommends that departments establish a Dispute Resolution Procedure to address issues that have not been resolved administratively by other departmental remedies. The Panel has adopted the following procedure for City departments that have professional service grants and contracts with nonprofit health and human service providers. The Panel recommends that departments adopt this procedure as written (modified if necessary to reflect each department’s structure and titles) and include it or make a reference to it in the contract. The Panel also recommends that departments distribute the finalized procedure to their nonprofit Grantees. Any questions or concerns about this Dispute Resolution Procedure should be addressed to purchasing@sfgov.org.
- (c) The following Dispute Resolution Procedure provides a process to resolve any disputes or concerns relating to the administration of an awarded professional services grant or contract between the City and County of San Francisco and nonprofit health and human services Grantees. Grantees and City staff should first attempt to come to resolution informally through discussion and negotiation with the designated contact person in the department. If informal discussion has failed to resolve the problem, Grantees and departments should employ the following steps:
- (1) Grantee will submit a written statement of the concern or dispute addressed to the Contract/Program Manager who oversees the agreement in question. The writing should describe the nature of the concern or dispute, i.e., program, reporting, monitoring, budget, compliance or other concern. The Contract/Program Manager will investigate the concern with the appropriate department staff that are involved with the nonprofit agency’s program, and will either convene a meeting with Grantee or provide a written response to Grantee within 10 working days.
 - (2) Should the dispute or concern remain unresolved after the completion of Step 1, Grantee may request review by the Division or Department Head who supervises the Contract/Program Manager. This request shall be in writing and should describe why the concern is still unresolved and propose a solution that is satisfactory to Grantee. The Division or Department Head will consult with other Department and City staff as appropriate, and will provide a written determination of the resolution to the dispute or concern within 10 working days.
 - (3) Should Steps 1 and 2 above not result in a determination of mutual agreement, Grantee may forward the dispute to the Executive Director of the Department or their designee. This dispute shall be in writing and describe both the nature of the dispute or concern and why the steps taken to date are not satisfactory to Grantee. The Department will respond in writing within 10 working days.

- (d) In addition to the above process, Grantees have an additional forum available only for disputes that concern implementation of the thirteen policies and procedures recommended by the Nonprofit Contracting Task Force and adopted by the Board of Supervisors. These recommendations are designed to improve and streamline contracting, invoicing and monitoring procedures. For more information about the Task Force's recommendations, see the June 2003 report at https://sfgov.org/ccsfgsa/sites/default/files/City%20Nonprofit%20Contracting%20Task%20Force/CNPCTF_BOS_RPT_06-26-03%281%29_3adc.PDF.
- (e) The Review/Appellate Panel oversees the implementation of the Task Force report. The Panel is composed of both City and nonprofit representatives. The Panel invites Grantees to submit concerns about a department's implementation of the policies and procedures. Grantees can notify the Panel after Step 2. However, the Panel will not review the request until all three steps are exhausted. This review is limited to a concern regarding a department's implementation of the policies and procedures in a manner which does not improve and streamline the contracting process. This review is not intended to resolve substantive disputes under the contract such as change orders, scope, term, etc. Grantee must submit the request in writing to purchasing@sfgov.org. This request shall describe both the nature of the concern and why the process to date is not satisfactory to Grantee. Once all steps are exhausted and upon receipt of the written request, the Panel will review and make recommendations regarding any necessary changes to the policies and procedures or to a department's administration of policies and procedures.

17.13 Cooperative Drafting. This Agreement has been drafted through a cooperative effort of both parties, and both parties have had an opportunity to have the Agreement reviewed and revised by legal counsel. No party shall be considered the drafter of this Agreement, and no presumption or rule that an ambiguity shall be construed against the party drafting the clause shall apply to the interpretation or enforcement of this Agreement.

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

17.15 MacBride Principles--Northern Ireland. Pursuant to San Francisco Administrative Code Section 12F.5, City urges companies doing business in Northern Ireland to move towards resolving employment inequities, and encourages such companies to abide by the MacBride Principles. City urges San Francisco companies to do business with corporations that abide by the MacBride Principles. By signing below, the person executing this agreement on behalf of Grantee acknowledges and agrees that he or she has read and understood this section.

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

CITY

GRANTEE

**DEPARTMENT OF HOMELESSNESS
AND SUPPORTIVE HOUSING**

EPISCOPAL COMMUNITY SERVICES

By: DocuSigned by:
Shireen McSpadden
CAD7B781896B449...
Shireen McSpadden
Executive Director

By: DocuSigned by:
Mary Elizabeth Stokes
2E6F84C95BD477...
Mary Elizabeth Stokes
Executive Director
City Supplier Number: 20568

Approved as to Form:
David Chiu
City Attorney

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

**Appendix A, Services to be Provided
by
Episcopal Community Services
Cova Winter Shelter**

I. Purpose of Grant

The purpose of the grant is to provide operations and services in a non-congregate winter shelter site on a time-limited and as-needed basis to the served population.

II. Served Population

Grantee shall serve adults experiencing homelessness and do not have a fixed, regular, or adequate nighttime residence.

III. Referral and Prioritization

Grantee shall provide services to individuals identified and assessed by the Department of Homelessness and Supportive Housing Homeless Outreach Team (SF HOT) in coordination with the Department of Public Health Street Medicine Team. Participation in the site(s) is voluntary.

IV. Description of Services

Grantee shall provide services to ensure the health and safety of participants and the security, cleanliness, and maintenance of the site(s), in accordance with Department of Public Health (DPH) requirements and guidelines.

1. Participant Support: Grantee shall provide participant supports, including, but not limited to:
 - a. Participant intake, including completion of forms and acknowledgement of the Participant Agreement/Site Rules, bed assignment, and orientation to the site;
 - b. Operations, such as entry and exits, mail, phone, and technology coordination;
 - c. Wellness checks and connection to care for anyone demonstrating symptoms of physical or behavioral health needs;
 - d. Coordination of supportive service providers (e.g. In-Home Supportive Services, behavioral health, harm reduction, nursing/medical, other wellness support, Problem Solving, Coordinated Entry assessment and housing navigation and benefits linkage);
 - e. Referrals and linkages to Access Points, and eliminate barriers to connect participants to Access Points;
 - f. Care Coordination, including assisting participants who are not enrolled in public benefits to connect with the City's roving application assistance team/Assisting participants in obtaining and maintaining public benefits, including post-public benefits application support to complete the public benefits enrollment process;
 - g. Maintenance and distribution of operational and participant supplies;
 - h. Reasonable accommodations, transfers, and other supports; and
 - i. Exit planning, including, but not limited to communication and coordination with outside service providers to support in a participant's transition to a more permanent setting.

V. Location and Time of Services

Grantee shall provide services at 655 Ellis St, San Francisco, CA 94109. Additional locations may be added as mutually agreed upon by Grantee and HSH.

VI. Service Requirements

A. Program Support: Grantee shall provide programmatic support, including, but not limited to:

- a. Onboarding and orienting onsite staff (e.g. Grantee staff, subcontractors, other service providers) to program documents, policies, and procedures;
- b. Hiring and supervision of onsite staff and any subcontractors; and
- c. Data entry and reporting.

B. Building Operations:

- a. Grantee shall coordinate with the City to maintain the health and safety of participants and staff.
- b. Grantee shall maintain and create site logs, records of entry and exit, and manage key access for participants, partner agencies and on-site staff.
- c. Laundry: Grantee shall coordinate with the City to ensure laundry is available for participant use.
- d. Janitorial/Facilities: Grantee shall collaborate with the City to provide janitorial services that meet or exceed the DPH and the City's requirements and standards.
- e. Furnishings and Participant Supplies: Grantee shall maintain and provide furnishings (e.g. towels/linens) and supplies (e.g. menstrual and oral hygiene products; soap) for participants.
- f. Personal Protective Equipment (PPE): Grantee shall also be responsible for monitoring PPE utilization and supply of PPE, and for placing restocking orders from the City.
- g. Security/De-Escalation: Grantee shall coordinate with site or City provided security, per City instructions to ensure the safety of participants and staff and protection of property.
- h. Biohazard Cleaning: Grantee shall coordinate with City cleaning vendor(s) to ensure that sites receive deep cleaning when a room or unit that is housing a COVID-19 positive participant turns over; when a participant becomes symptomatic; or in the event of a death on site.
- i. Meals: Grantee shall provide two meals per day to participants in accordance with all DPH and City guidelines.
- j. Storage: Grantee shall provide space for secure and pest-free storage of participant belongings, as appropriate for the site(s).

C. Interpretation and Translation Services: Grantee shall ensure that interpreter and translation services are available to address the needs of those within the served population who primarily speak language(s) other than English.

D. Feedback, Complaint and Follow-up Policies:

1. Grantee shall provide means for the served population to provide feedback about the program in accordance with City guidelines. Grantee shall share the methods of feedback with the served population upon intake and orientation and per City instructions.
 2. Grantee shall follow City Complaint or Grievance Procedures and shall cooperate with City efforts to resolve complaints and grievances.
- E. Communications, Trainings and Meetings: Grantee shall keep the City informed of program operations and comply with applicable City policies and requirements including, but not limited to:
1. Grantee shall report Critical Incidents in accordance with City instructions and any published policies/procedures and use the City provided forms. Examples of Critical Incidents include death, fire, acts of violence, or any other incidents which require the involvement of emergency services or Child or Adult Protective Services (APS and CPS, respectively).
 2. Regular communication to the City and assigned Program Manager about the implementation of the program;
 3. Media requests;
 4. Data or documentation requests;
 5. Attendance of meetings, as needed; and
 6. Attendance of trainings, as requested
- F. Data Standards:
1. Any records entered into the HSH Homeless Management Information System (HMIS) Online Navigation and Entry (ONE) System shall meet or exceed the ONE System Continuous Data Quality Improvement Process standards: <https://onesf.clarityhs.help/hc/en-us/articles/360001145547-ONE-System-Continuous-Data-Quality-Improvement-Process>.
 2. Grantee shall conduct daily data entry into the San Francisco COVID-19 Response Placement System, a web-based care coordination software hosted by RTZ Systems, to track information including but not limited to, referrals, intakes and discharges, transfers between sites, accessibility attributes of sites and rooms/beds, and information related to room/bed status and site status. Other data reporting may also be required by the City. Grantee shall be responsible for complying with all privacy-related trainings and ensuring the safekeeping of potentially protected information in the system.
 3. Grantee may be required to report certain measures or conduct interim reporting in CARBON, via secure email, or through uploads to a File Transfer Protocol (FTP) site. When required, Grantee shall submit the monthly, quarterly and/or annual metrics into either the HSH CARBON database, via secure email, or through uploads to an FTP site. The City will provide clear instructions to all Grantee regarding the correct mechanism for sharing data. Changes to data collection or reporting requirements shall be communicated to Grantee via written notice at least one month prior to expected implementation.

4. Any information shared between Grantee, the City, and other providers about the served population shall be communicated in a secure manner, with appropriate release of consent forms and in compliance with applicable privacy requirements. Grantee shall take all appropriate measure to protect and maintain the confidentiality of personally identifying information about participants, as well as the site name and address, and any other confidential information about the program or the City's emergency response.
- G. Record Keeping, Documentation, and Files: Grantee shall maintain Occupancy Logs; participant files, and other documentation in accordance with City requirements and instructions.
- H. Good Neighbor Policies: Grantee shall adhere to applicable City good neighbor policies, and per City instructions.
- I. Grantee shall follow City policies and procedures established for the COVID-19 response, as instructed by the City.

VII. Service Objectives

- A. Grantee shall meet or exceed 95 percent data quality in Get Care (RTZ) as measured through data input into the RTZ System.
- B. Grantee shall conduct quarterly meal satisfaction surveys with at least 70 percent of participants using this survey: <https://forms.gle/qijPd2TAP9gc9jrP6>. Grantee shall complete the first survey within six weeks of beginning operations under this Agreement.

VIII. Outcome Objectives

- A. Grantee shall actively refer 100 percent of participants to Problem Solving and Coordinated Entry within 15 business days of move in.

IX. Reporting Requirements

- A. Census and Exits: Grantee shall maintain daily census information and shall notify the City of any unplanned participant exits within 24 hours in the format, method and frequency specified by the City.
- B. Evaluative Studies: Grantee shall participate, as requested by the City, in evaluative studies designed to show the effectiveness of Grantee's services. The City agrees that any final reports generated through the evaluation program shall be made available to Grantee or within 30 working days of receipt of any evaluation report and such response will become part of the official report.

- C. Ad Hoc Reports, Data and Information: Grantee shall provide Ad Hoc reports, data and information, as required by the City in the format, method and frequency specified by the City.

X. Monitoring Activities

- A. Program Monitoring: Grantee is subject to program monitoring and/or audits, such as, but not limited to, the following: participant files, review of the Grantee's administrative records, staff training documentation, postings, program policies and procedures, Disaster and Emergency Response Plan and training, personnel and activity reports, proper accounting for funds and other operational and administrative activities, and back-up documentation for reporting progress towards meeting service and outcome objectives.
- B. Fiscal Compliance and Contract Monitoring: Grantee is subject to fiscal monitoring, such as, but not limited to, the following: 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 (ADA), subcontracts, and Memorandums of Understanding (MOUs), and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

	A	B	C	D
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING			
2	APPENDIX B, BUDGET			
3	Document Date	7/1/2021		
4	Contract Term	Begin Date	End Date	Duration (Years)
5	Current Term	12/18/2021	3/31/2022	1
6	Amended Term	12/18/2021	3/31/2022	1
7				
8	Approved Subcontractors			
10	None.			
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				

	A	B	C	D	E	F	G
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING						
2	APPENDIX B, BUDGET						
3	Document Date	7/1/2021					
4	Contract Term	Begin Date	End Date	Duration (Years)			
5	Current Term	12/18/2021	3/31/2022	1			
6	Amended Term	12/18/2021	3/31/2022	1			
7					Year 1		
8	Service Component				12/18/2021 - 3/31/2022		
10	Shelter				95		
11							
12							
13							
14							
15							
16							
17							
18							

	A	B	C	D	E	F	G	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING									
2	APPENDIX B, BUDGET									
3	Document Date	1/26/2022								
4	Contract Term	Begin Date	End Date	Duration (Years)						
5	Current Term	12/18/2021	3/31/2022	1						
6	Amended Term	12/18/2021	3/31/2022	1						
7	Provider Name	Episcopal Community Services								
8	Program	Cova Winter Shelter								
9	FSP Contract ID#	1000024312								
10	Action (select)	New Agreement								
11	Effective Date	12/18/2021								
12	Budget Name	General Fund								
13		Current	New							
14	Term Budget	\$ -	\$ 1,683,496							
15	Contingency	\$ -	\$ 841,748	50%						
16	Not-To-Exceed	\$ -	\$ 2,525,244		Year 1		All Years			
17		12/18/2021 - 3/31/2022	12/18/2021 - 3/31/2022		12/18/2021 - 3/31/2022	12/18/2021 - 3/31/2022	12/18/2021 - 3/31/2022	12/18/2021 - 3/31/2022	12/18/2021 - 3/31/2022	12/18/2021 - 3/31/2022
18					New		New			
19	Expenditures									
20	Salaries & Benefits	\$ -	\$ 1,176,999		\$ 1,176,999	\$ -	\$ 1,176,999	\$ 1,176,999	\$ -	\$ 1,176,999
21	Operating Expense	\$ -	\$ 51,470		\$ 51,470	\$ -	\$ 51,470	\$ 51,470	\$ -	\$ 51,470
22	Subtotal	\$ -	\$ 1,228,470		\$ 1,228,470	\$ -	\$ 1,228,470	\$ 1,228,470	\$ -	\$ 1,228,470
23	Indirect Percentage	15.00%			15.00%					
24	Indirect Cost (Line 21 X Line 22)	\$ -	\$ 184,270		\$ 184,270	\$ -	\$ 184,270	\$ 184,270	\$ -	\$ 184,270
25	Other Expenses (Not subject to indirect %)	\$ -	\$ 270,756		\$ 270,756	\$ -	\$ 270,756	\$ 270,756	\$ -	\$ 270,756
26	Capital Expenditure	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
28	Total Expenditures	\$ -	\$ 1,683,496.21		\$ 1,683,496.21	\$ -	\$ 1,683,496.21	\$ 1,683,496.21	\$ -	\$ 1,683,496.21
29										
30	HSH Revenues (select)									
31	State Project Roomkey		\$ 1,683,496		\$ 1,683,496	\$ -	\$ 1,683,496	\$ 1,683,496	\$ -	\$ 1,683,496
32					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
40	Total HSH Revenues	\$ -	\$ 1,683,496.21		\$ 1,683,496.21	\$ -	\$ 1,683,496.21	\$ 1,683,496.21	\$ -	\$ 1,683,496.21
41	Other Revenues (to offset Total Expenditures & Reduce HSH Revenues)									
42					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
43					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
47	Total Other Revenues	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
48										
49	Total HSH + Other Revenues	\$ -	\$ 1,683,496.21		\$ 1,683,496.21	\$ -	\$ 1,683,496.21	\$ 1,683,496.21	\$ -	\$ 1,683,496.21
50	Rev-Exp (Budget Match Check)	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
52										
53	Prepared by	Tiffany Luong								
54	Phone	(415) 487-3300 x1219								
55	Email	tluong@ecs-sf.org								

Please note: Funding amount is for December 18, 2021 to March 31, 2022 only. The grant agreement term end is June 30, 2022. Should site operations be extended beyond the initial March 31, 2022 end date, HSH will modify the budget accordingly.

	A	B	C	D	E	F	G	H	BT	BU	BV
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING										
2	SALARY & BENEFIT DETAIL										
3	Document Date	1/26/2022									
4	Provider Name	Episcopal Community Services									
5	Program	Cova Winter Shelter									
6	FSP Contract ID#	1000024312									
7	Budget Name	General Fund									
8		Year 1						All Years			
9	POSITION TITLE	Agency Totals		For HSH Funded Program		12/18/2021 - 3/31/2022	12/18/2021 - 3/31/2022	12/18/2021 - 3/31/2022	12/18/2021 - 3/31/2022	12/18/2021 - 3/31/2022	12/18/2021 - 3/31/2022
10		Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Change	Budgeted Salary	New	Modification	New
11									Budgeted Salary	Change	Budgeted Salary
12	Supervisor Day	\$ 59,384	1.40	31%	0.44		\$ 25,947	\$ 25,947	\$ -	\$ 25,947	\$ 25,947
13	Supervisor Swing	\$ 63,544	1.40	31%	0.44		\$ 27,764	\$ 27,764	\$ -	\$ 27,764	\$ 27,764
14	Supervisor Night	\$ 67,704	1.40	31%	0.44		\$ 29,582	\$ 29,582	\$ -	\$ 29,582	\$ 29,582
15	Counselor Day	\$ 49,920	11.20	31%	3.50		\$ 174,493	\$ 174,493	\$ -	\$ 174,493	\$ 174,493
16	Counselor Swing	\$ 54,080	11.20	31%	3.50		\$ 189,035	\$ 189,035	\$ -	\$ 189,035	\$ 189,035
17	Counselor Night	\$ 58,240	11.20	31%	3.50		\$ 203,576	\$ 203,576	\$ -	\$ 203,576	\$ 203,576
18	Care Coordinator Day	\$ 76,253	1.00	31%	0.31		\$ 23,798	\$ 23,798	\$ -	\$ 23,798	\$ 23,798
19	Lead Janitor	\$ 64,226	0.50	31%	0.16		\$ 10,022	\$ 10,022	\$ -	\$ 10,022	\$ 10,022
20	Janitor	\$ 42,931	3.00	31%	0.94		\$ 40,196	\$ 40,196	\$ -	\$ 40,196	\$ 40,196
21	Emergency Response Ambassador Day	\$ 56,774	1.40	31%	0.44		\$ 24,806	\$ 24,806	\$ -	\$ 24,806	\$ 24,806
22	Emergency Response Ambassador Swing	\$ 61,183	1.40	31%	0.44		\$ 26,733	\$ 26,733	\$ -	\$ 26,733	\$ 26,733
23	Emergency Response Ambassador Night	\$ 65,593	1.40	31%	0.44		\$ 28,660	\$ 28,660	\$ -	\$ 28,660	\$ 28,660
24	Site Manager	\$ 95,272	1.00	31%	0.31		\$ 29,734	\$ 29,734	\$ -	\$ 29,734	\$ 29,734
25	Associate Director of Interim Housing	\$ 102,013	0.20	31%	0.06		\$ 6,368	\$ 6,368	\$ -	\$ 6,368	\$ 6,368
55		TOTAL SALARIES				\$ -	\$ 840,714	\$ 840,714	\$ -	\$ 840,714	\$ 840,714
56		TOTAL FTE				14.89					
57		FRINGE BENEFIT RATE				40.00%					
58		EMPLOYEE FRINGE BENEFITS				\$ -	\$ 336,286	\$ 336,286	\$ -	\$ 336,286	\$ 336,286
59		TOTAL SALARIES & BENEFITS				\$ -	\$ 1,176,999	\$ 1,176,999	\$ -	\$ 1,176,999	\$ 1,176,999
60											
61											
62											

	A	B	C	D	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING						
2	OPERATING DETAIL						
3	Document Date	1/26/2022					
4	Provider Name	Episcopal Community Services					
5	Program	Cova Winter Shelter					
6	FSP Contract ID#	1000024312					
7	Budget Name	General Fund					
8							
9		Year 1			All Years		
10		12/18/2021 - 3/31/2022	12/18/2021 - 3/31/2022	12/18/2021 - 3/31/2022	12/18/2021 - 3/31/2022	12/18/2021 - 3/31/2022	12/18/2021 - 3/31/2022
11				New	Modification	New	
12	Operating Expenses	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
13	Rental of Property	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
14	Utilities(Elec. Water, Gas, Phone, Scavenger)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
15	Office Supplies, Postage	\$ 3,558	\$ 3,558	\$ -	\$ 3,558	\$ 3,558	\$ 3,558
16	Building Maintenance Supplies and Repair	\$ 8,000	\$ 8,000	\$ -	\$ 8,000	\$ 8,000	\$ 8,000
17	Printing and Reproduction	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
18	Insurance	\$ 7,321	\$ 7,321	\$ -	\$ 7,321	\$ 7,321	\$ 7,321
19	Staff Training	\$ 1,135	\$ 1,135	\$ -	\$ 1,135	\$ 1,135	\$ 1,135
20	Staff Travel-(Local & Out of Town)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
21	Rental of Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
22	Program/Client Supplies	\$ 3,500	\$ 3,500	\$ -	\$ 3,500	\$ 3,500	\$ 3,500
23	Telecommunications	\$ 2,200	\$ 2,200	\$ -	\$ 2,200	\$ 2,200	\$ 2,200
24	Staff Recruitment	\$ 1,000	\$ 1,000	\$ -	\$ 1,000	\$ 1,000	\$ 1,000
25	Linens	\$ 24,756	\$ 24,756	\$ -	\$ 24,756	\$ 24,756	\$ 24,756
26		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
42	Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
43		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
54	Subcontractors (First \$25k Only)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
55		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
67							
68	TOTAL OPERATING EXPENSES	\$ -	\$ 51,470	\$ 51,470	\$ -	\$ 51,470	\$ 51,470
69							
70	Other Expenses (not subject to indirect cost %)						
71	CHEFS Kitchens - 104 days X 2 hot meals X 109 clients @ \$12/meal, plus 1 day breakfast.	\$ 270,756	\$ 270,756	\$ -	\$ 270,756	\$ 270,756	\$ 270,756
72		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
83							
84	TOTAL OTHER EXPENSES	\$ -	\$ 270,756	\$ 270,756	\$ -	\$ 270,756	\$ 270,756
85							
86	Capital Expenses						
87		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
94							
95	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
96							
97	HSH #3				Template last modified	9/1/2021	

BUDGET NARRATIVE

Fiscal Year

FY21-22

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

General Fund

Salaries & Benefits	Adjusted		Justification	Calculation	Employee Name
	Budgeted FTE	Budgeted Salary			
Supervisor Day	0.44	\$ 25,947	Responsible for day to day site activity including guest escalation intervention and other guest needs. Maintain shift compliance, and counselor support.	\$59384 annual x 104/365 days x 1.09533 for coverage x 1.4 FTE	TBD
Supervisor Swing	0.44	\$ 27,764	Responsible for day to day site activity including guest escalation intervention and other guest needs. Maintain shift compliance, and counselor support.	\$63544 annual x 104/365 days x 1.09533 for coverage x 1.4 FTE	TBD
Supervisor Night	0.44	\$ 29,582	Responsible for day to day site activity including guest escalation intervention and other guest needs. Maintain shift compliance, and counselor support.	\$67704 annual x 104/365 days x 1.09533 for coverage x 1.4 FTE	TBD
Counselor Day	3.50	\$ 174,493	Provide guest services including meal delivery. Engage with guests to make sure needs are met. Escalate critical needs to management & Coordinator.	\$49920 annual x 104/365 days x 1.09533 for coverage x 1.4 FTE	TBD
Counselor Swing	3.50	\$ 189,035	Provide guest services including meal delivery. Engage with guests to make sure needs are met. Escalate critical needs to management & Coordinator.	\$54080 annual x 104/365 days x 1.09533 for coverage x 1.4 FTE	TBD
Counselor Night	3.50	\$ 203,576	Provide guest services including meal delivery. Engage with guests to make sure needs are met. Escalate critical needs to management & Coordinator.	\$58240 annual x 104/365 days x 1.09533 for coverage x 1.4 FTE	TBD
Care Coordinator Day	0.31	\$ 23,798	Responsible for guest services, including assessments, referrals, guest intervention, and emergency response.	\$76253 annual x 104/365 days x 1.09533 for coverage x 1.4 FTE	TBD
Lead Janitor	0.16	\$ 10,022	Lead and Coordinate the work of the janitorial team. Make sure all rooms are up to standard and maintained daily. Make sure all duties are completed on schedule.	\$64225.824 annual x 104/365 days x 1.09533 for coverage x 1.4 FTE	TBD
Janitor	0.94	\$ 40,196	Responsible for daily upkeep of guest rooms. Trash removal, bathroom cleaning and vacuuming.	\$42931.2 annual x 104/365 days x 1.09533 for coverage x 1.4 FTE	TBD
Emergency Response Ambassador Day	0.44	\$ 24,806	Responsible for safety intervention Including: wellness checks, behavioral health, emergency response (911 cpr & aed), and incident report submission.	\$56773.6 annual x 104/365 days x 1.09533 for coverage x 1.4 FTE	TBD
Emergency Response Ambassador Swing	0.44	\$ 26,733	Responsible for safety intervention Including: wellness checks, behavioral health, emergency response (911 cpr & aed), and incident report submission.	\$61183.2 annual x 104/365 days x 1.09533 for coverage x 1.4 FTE	TBD
Emergency Response Ambassador Night	0.44	\$ 28,660	Responsible for safety intervention Including: wellness checks, behavioral health, emergency response (911 cpr & aed), and incident report submission.	\$65592.8 annual x 104/365 days x 1.09533 for coverage x 1.4 FTE	TBD
Site Manager	0.31	\$ 29,734	Responsible for site operations. Including staff training, scheduling, staffing	\$95272 annual x 104/365 days x 1.09533 for coverage x 1.4 FTE	TBD
Associate Director of Interim Housing	0.06	\$ 6,368	Responsible for maintaining department effectiveness. Provide training and support to site leads (Managers). Maintain policies and procedures.	\$102013 annual x 104/365 days x 1.09533 for coverage x 1.4 FTE	TBD
TOTAL	14.89	\$ 840,714			
Employee Fringe Benefits			Includes FICA, SSUI, Workers Compensation and Medical calculated at XX% of total salaries.		
Salaries & Benefits Total		\$ 840,714			

Operating Expenses	Budgeted Expense	Justification	Calculation
Rental of Property	\$ -		
Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ -		
Office Supplies, Postage	\$ 3,558	includes office supplies and postage expenses	\$239 per week X 14.83 weeks
Building Maintenance Supplies and Repair	\$ 8,000	covers cleaning supplies, site repairs and maintenance expenses	\$538 per week X 14.83 weeks
Printing and Reproduction	\$ -		
Insurance	\$ 7,321	covers site liability insurance	\$493 per week X 14.83 weeks
Staff Training	\$ 1,135	covers training expenses for staff	\$76 per week X 14.83 weeks
Staff Travel-(Local & Out of Town)	\$ -		
Rental of Equipment	\$ -		
Program/Client Supplies	\$ 3,500	includes program and client supplies expenses	\$236 per week X 14.83 weeks
Telecommunications	\$ -	host stipend	
Staff Recruitment	\$ 2,200	covers cellphone usage expenses	\$148 per week X 14.83 weeks
Linens	\$ 1,000	includes staff recruitment expenses	\$67 per week X 14.83 weeks
	\$ 24,756	covers laundry services	\$2.18 per guest per day x 109 guests x 104 days
TOTAL OPERATING EXPENSES	\$ 51,470		
Indirect Cost	\$ -		

Other Expenses (not subject to indirect cost %)	Amount	Justification	Calculation
CHEFS Kitchens - 104 days X 2 hot meals X 109 clients @	\$ 270,756	covers expenses for hot meals for guests/clients	(109 guests x 103 days x 2 meals @ \$12) + (109 guests x 1 day x 1 breakfast on 3/31 closing day)
TOTAL OTHER EXPENSES	\$ 270,756		

Appendix C, Method of Payment

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

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

B. Invoicing System:

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

3. Grantee acknowledges that submittal of the invoice by Grantee's designated authorized personnel with proper login credentials constitutes Grantee's electronic signature and certification of the invoice.
 4. Grantee's authorized personnel with CARBON login credentials shall not share or internally reassign logins.
 5. Grantee's Executive Director or Chief Financial Officer shall immediately notify the assigned HSH Contract Manager, as listed in CARBON, via email or letter regarding any need for the restriction or termination of previously authorized CARBON users and include the name(s), email(s) and phone number(s) of those previously authorized CARBON users.
 6. Grantee may invoice and submit related documentation in the format specified by HSH via paper or email only upon special, written approval from the HSH Contracts Manager.
- C. Line Item Variance: There shall be no variance from the line item budget submitted, which adversely affects Grantee's ability to provide services specified in the Appendix A(s), Services to be Provided of the Agreement; however, Grantee may invoice up to 110 percent of an ongoing General Fund or Prop C line item, provided that total expenditures do not exceed the total budget amount, per the HSH Budget Revision Policy and Procedure: <http://hsh.sfgov.org/overview/provider-updates/>.
- D. Reserved. (Spend Down).
- E. Documentation and Record Keeping:
1. In accordance with Article 5 Use and Disbursement of Grant Funds; Article 6 Reporting Requirements; Audits; Penalties for False Claims; and the Appendix A(s), Services to be Provided of the Agreement, Grantee shall keep electronic or hard copy records and documentation of all HSH invoiced costs, including, but not limited to, payroll records; paid invoices; receipts; and payments made for a period not fewer than five years after final payment under this Agreement, and shall provide to the City upon request.
 - a. HSH reserves the right to modify the terms of this Appendix in cases where Grantee has demonstrated issues with spend down, accuracy, and timeliness of invoices.
 - b. In addition to the instructions below, HSH will request and review supporting documentation on the following occasions without modification to this Appendix:
 - 1) Program Monitoring;
 - 2) Fiscal and Compliance Monitoring;
 - 3) Year End Invoice Review;
 - 4) Monthly Invoice Review;
 - 5) As needed per HSH request; and/or
 - 6) As needed to fulfill audit and other monitoring requirements.

2. All documentation requested by and submitted to HSH must:
 - a. Be easily searchable (e.g., PDF) or summarized;
 - b. Clearly match the Appendix B, Budget(s) line items and eligible activities;
 - c. Not include identifiable served population information (e.g., tenant, client, Protected Health Information (PHI), Personally Identifiable Information (PII)); and
 - d. Include only subcontracted costs that are reflected in the Appendix B, Budget(s). HSH will not pay for subcontractor costs that are not reflected in the Appendix B, Budget(s). All subcontractors must also be listed in the Permitted Subcontractors Appendix.

3. Grantee shall follow HSH instructions per funding source and ensure that all documentation clearly matches the approved Appendix B, Budget(s) line items and eligible activities.

State Project Roomkey	
Type	Instructions and Examples of Documentation
Salaries & Benefits	<p>Grantee shall maintain and provide documentation for all approved payroll expenses paid to any personnel included in the Appendix B, Budget(s) covered by the Agreement and invoice period each time an invoice is submitted.</p> <p>Documentation shall include, but is not limited to, historical and current payroll information from a payroll service or a payroll ledger from Grantee’s accounting system and must include employee name, title, rate, and hours worked for each pay period.</p>
Operating	<p>Grantee shall maintain documentation for all approved Operating costs included in the Appendix B, Budget(s). Each time an invoice is submitted, Grantee shall upload documentation for all Subcontractor and Consultant costs, and documentation for any Operating line items that exceed \$10,000.</p> <p>Documentation may include, but is not limited to, receipts of purchases or paid invoices of recurring expenditures, such as lease payments; copies of current leases; subcontractor payments; equipment lease invoices; and utility payments.</p>
Operating - Direct Assistance	<p>Grantee shall maintain and provide documentation for all approved Direct Assistance costs included in the Appendix B, Budget(s) each time an invoice is submitted.</p> <p>Documentation shall include a General Ledger or receipts of purchases, showing proof of Direct Assistance expenditures,</p>

State Project Roomkey	
Type	Instructions and Examples of Documentation
	and any other information specifically requested by HSH to confirm appropriate use of Direct Assistance funds.
Capital and/or One-Time Funding	Grantee shall maintain and provide documentation for all approved Capital and/or One-Time Funding costs included in the Appendix B, Budget(s) each time an invoice is submitted. Documentation may include receipts of purchases or paid invoices of non-recurring expenditures, such as repairs or one-time purchases.
Revenue	Grantee shall maintain and provide documentation for all revenues that offset the costs in the Appendix B, Budget(s) covered by the Agreement each time an invoice is submitted.

III. Reserved. (Advances or Prepayments)

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

Appendix D – Interests In Other City Grants

CITY DEPARTMENT OR COMMISSION	Date of Grant	Amount of Grant
DAS – Senior Services – Case Management	7/1/18 - 6/30/21	891,026
DAS – Senior Services – Community Services	1/1/21-6/30/23	648,308
DAS – Senior Services – Congregate Meals (AWD)	7/1/17-6/30/21	114,738
DAS – Senior Services – Congregate Meals (Seniors/ENP)	7/1/17-6/30/21	935,815
DHSH – Coordinated Entry – Access Points	7/1/20–6/30/21	3,849,574
DHSH - Housing - 1180 4th Street Housing	7/1/14 – 6/30/24	4,112,250
DHSH – Housing – 455 Fell Street	5/15/19 – 6/30/22	840,179
DHSH – Housing – Auburn	7/1/17 – 6/30/21	4,249,484
DHSH - Housing – Bishop Swing	7/1/20 – 6/30/23	2,143,395
DHSH – Housing – Bishop Swing/CoC Rental Assistance	4/1/18-3/31/21	1,198,503
DHSH – Housing – Bishop Swing/CoC Rental Assistance	4/1/21-3/31/24	1,229,514
DHSH - Housing - Canon Barcus	7/1/20 - 6/30/23	1,499,118
DHSH – Housing – Canon Barcus/CoC Rental Assistance	7/1/20-6/30/23	1,999,193
DHSH – Housing – Canon Kip Community House	7/1/20– 6/30/23	964,332
DHSH – Housing – Canon Kip/CoC Rental Assistance	12/1/18-11/30/21	4,648,341
DHSH - Housing - Canon Kip/SHP	1/1/21-12/31/23	339,420
DHSH - Housing - Canon Kip Expansion	12/1/21 - 11/30/24	5,904,290
DHSH - Housing - CNC - Alder	1/1/21-2/29/24	5,853,153
DHSH - Housing - CNC - Crosby	1/1/21-2/29/24	5,507,768
DHSH - Housing - CNC - Elm	1/1/21-2/29/24	4,215,324
DHSH - Housing - CNC - Hillsdale	1/1/21-2/29/24	3,850,311
DHSH - Housing - CNC - Mentone	1/1/21-2/29/24	4,081,690
DHSH - Housing - Granada Hotel	1/1/21-1/31/23	2,558,643
DHSH - Housing - Henry Hotel	7/1/19 – 6/30/22	6,408,789
DHSH – Housing – Henry Hotel/CoC Rental Assistance	8/1/18-7/31/21	2,901,702
DHSH – Housing – Minna Lee	4/1/18 – 6/30/23	1,846,060
DHSH – Housing – Post Hotel	9/1/20-6/30/23	7,677,850
DHSH – Housing – The Rose Hotel	7/1/20 – 6/30/23	188,778
DHSH - Housing - The Rose/SHP	1/1/21-12/31/23	357,830
DHSH – Interim Housing – Bryant Storage	12/1/18-11/30/20	1,113,896
DHSH – Interim Housing – Bryant Storage	12/1/20 - 2/29/24	2,219,168
DHSH – Interim Housing – Sanctuary	7/1/19 – 6/30/21	7,353,238
DHSH – Interim Housing – SIP Hotel/Americania Hotel	9/1/20-3/31/22	8,486,947
DHSH – Interim Housing – SIP Hotel/Civic Center Motor Inn	9/1/20-6/30/22	4,098,229
DHSH – Interim Housing – SIP Hotel/Cova Hotel	9/1/20-6/30/22	7,361,013
DHSH – Interim Housing – SIP Hotel/Diva Hotel	9/1/20-6/30/22	8,473,540
DHSH – Interim Housing – SIP Hotel/Good Hotel	9/1/20-12/31/21	6,774,266
DHSH – Interim Housing – SIP Hotel/Tilden Hotel	9/1/20-6/30/22	8,257,513
DHSH – Interim Housing – SIP Hotel/Union Square Hotel	9/1/20-3/31/22	6,993,913
DHSH – Interim Housing – SIP Hotel/Vintage Court Hotel	9/1/20-6/30/22	5,801,343
DHSH – Interim Housing – Winter InterFaith	11/1/14 – 6/30/21	2,023,146
DHSH – Rapid Rehousing (CESH)	7/1/20-6/30/21	275,902
DHSH – Rapid Rehousing (GF)	7/1/20-6/30/21	119,855

DHSH - Rapid Rehousing (HEAP)	7/1/20-6/30/21	1,169,319
DHSH – Rapid Rehousing (HUD/ESG)	7/1/20-6/30/21	53,943
DPH – Behavioral Health Services	7/1/18 – 12/31/22	5,153,712
DPH – COVID19 – Site Y and Site 37	12/1/20-11/30/21	7,250,044
HSA – Employment Services	2/1/18 – 6/30/21	1,227,839
MOHCD – Adult Education Center – CDBG/GF	7/1/20 – 6/30/21	80,000
MOHCD – OEWD – Culinary Training	7/1/20- 6/30/21	175,000



City and County of San Francisco

**Request For Qualifications (RFQ)
COVID-19 Response Services
RFQ#HSH2020-130 (RFQ# 130)
Contact: Gilda Kemper | HSHProcurements@sfgov.org**

Summary

The City and County of San Francisco (City) Department of Homelessness and Supportive Housing (HSH) and Department of Public Health (DPH) invite Applications from qualified Applicants to deliver time-limited and as-needed services in response to the public health emergency, COVID-19.

Schedule¹

RFQ issued	June 4, 2020
RFQ Questions Deadline	June 8, 2020 by 5:00 pm
RFQ Answers and Clarifications Published	June 10, 2020
Applications Due	June 16, 2020 by 5:00 pm
Intent to Award Notification	Rolling basis
Agreement Commences	Rolling basis

RFQ Questions and Communications

Interested parties are directed **not** to contact any employees, agents, or officials of the City other than those specifically designated in this RFQ. No questions will be accepted the RFQ Questions Deadline with the exception of Applicant specific City vendor compliance form questions. All questions must be submitted by email to HSHProcurements@sfgov.org by the RFQ Questions Deadline.

¹ Dates are subject to change. Check the HSH website for latest schedule at <http://hsh.sfgov.org/overview/procurements/>.

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I. Background

A. Intent

The City and County of San Francisco (City) Department of Homelessness and Supportive Housing (HSH) and Department of Public Health (DPH) invite Applications from qualified Applicants to provide time-limited and as-needed services in response to the public health situation, COVID-19 in one or more settings²:

1. Shelter In Place (SIP) Sites
2. Congregate Setting Sites
3. Isolation and Quarantine (I&Q) Sites

This RFQ will serve the following purposes:

1. To qualify Applicants whose responses conform to this RFQ and meet the City's requirements;
2. To make multiple awards to the Applicants selected as the most qualified on a rolling basis, with various start dates and terms; and
3. In the event that the City has the opportunity to convert these sites into more permanent settings or secure additional permanent sites, Applicants have the opportunity to qualify to provide such ongoing services, which may include Property Management, Support Services, and/or similar services³.

Any organization that wishes to be considered qualified for services must apply under this RFQ. This includes all organizations that are currently providing emergency services in response to COVID-19 and those that wish to do so in the future.

Awarded Providers are expected to provide all services described under each service component for which they applied, either directly or through a subcontractor, as listed in this RFQ, in compliance with the funding requirements. Applicants may apply for one or more service component.

Actual agreement terms and amounts may vary based on funding availability, Application contents, agreement negotiations, Awarded Provider performance, as well as future needs. The City may extend agreements for a total term not to exceed ten years and change and/or increase funding amounts in accordance with City rules and regulations.

B. Terms and Acronyms Used in this RFQ

Term	Definition
Access Points	Access Points are localized community gateways into San Francisco's Homelessness Response System (HRS), which is the overall system of programs and housing opportunities for those experiencing homelessness. The Access Point staff assess households for service needs and eligibility and provide Problem Solving, needs assessment, prioritization, and referrals to appropriate resources.
Applicant	Any entity submitting an Application in response to this RFQ.
Application	A response to this RFQ detailing how an Applicant will meet the requirements of this RFQ.
City	City refers to the City and County of San Francisco.
Congregate Setting Sites	Congregate Settings Sites serve COVID-negative, vulnerable individuals, which include post-COVID positive individuals or COVID-19 positive individuals, which include living in a shelter or other settings with shared amenities (e.g. shared

² All settings will comply with the latest Department of Public Health (DPH) guidance.

³ Ongoing services would be funded with non-FEMA dollars.

Term	Definition
	sleeping, dining, and socializing spaces) in accordance with DPH guidelines. These settings may require monthly COVID-19 testing, or other requirements set by DPH.
Coordinated Entry	Coordinated Entry organizes the Department of Homelessness and Supportive Housing (HSH) Homelessness Response System (HRS) with a common, population-specific assessment, centralized data system, and prioritization method that directs participants to the appropriate resources and allows for data-driven decision-making and performance-based accountability. Coordinated Entry in San Francisco is organized to serve three subpopulations through Access Points: Adults, Family, and Youth.
De-escalation	De-escalation is the ability to reduce the intensity of a conflict or potentially violent situation, learned through specific and repeated training and application. The goal of de-escalation is to resolve or prevent conflict.
Department of Homelessness and Supportive Housing (HSH)	The Department of Homelessness and Supportive Housing is the City and County of San Francisco’s department responsible for the Homelessness Response System (HRS), and is also referred to as HSH. The HRS is the overall network of services to address homelessness and serve individuals experiencing homelessness. The goal of this system is to prevent homelessness when possible and to make it rare, brief, and one-time. Core components of the HRS include: Coordinated Entry, Street Outreach, Problem Solving, Temporary Shelter, Housing, and Housing Ladder.
Department of Public Health (DPH)	The Department of Public Health is the City and County of San Francisco’s department responsible for public health, and is also referred to as DPH. DPH strives to protect and promote the health of all San Franciscans by providing a range of public health services and programs.
FEMA	FEMA is the Federal Emergency Management Agency that helps people before, during, and after disasters and determines the reimbursement activities and amounts in response to public emergencies.
Harm Reduction	Harm reduction consists of supporting individuals to set realistic goals that reduce high-risk substance use and other behaviors. Abstinence from drugs or alcohol is not a pre-requisite for access to services nor required for continued access or eligibility for services.
Health Insurance Portability and Accountability Act (HIPAA)	The Health Insurance Portability and Accountability Act of 1996 (HIPAA) established national standards for the protection of private health information.
Homeless	The U.S. Department of Housing and Urban Development (HUD) designates an individual or family household as homeless if it lacks a fixed, regular, and adequate nighttime residence. The definition also refers to an household who has a primary nighttime residence that is either a supervised publicly or privately operated shelter designed to provide temporary living accommodations; an institution that provides a temporary residence for individuals intended to be institutionalized; or a public or private place not designed for, or ordinarily used as a regular sleeping accommodation for human beings. HUD’s Homeless Definition Final Rule further establishes specific categories of homelessness.
Homelessness Response System (HRS)	The HRS is an overall system of services to address homelessness managed by HSH. The goal of this system is to prevent homelessness when possible and to make it rare, brief, and one-time. The system helps people exit homelessness. Core components of the HRS include Coordinated Entry, Problem Solving, Street Outreach, Temporary Shelter, Housing, and Housing Ladder programs.

Term	Definition
Housing	Housing provides permanent solutions to homelessness through subsidies and housing placements. This may include time-limited supports, such as Rapid Rehousing, and time-flexible programs, such as Rent Subsidies and Permanent Supportive Housing (e.g. subsidized housing with services).
Housing First	The Housing First strategy prioritizes providing housing to people experiencing homelessness, thus ending their homelessness. Housing First is guided by the belief that housing is the solution to homelessness. Additionally, Housing First is based on the theory that participant choice is valuable in housing selection and supportive services participation. While Permanent Supportive Housing is the most commonly known Housing First program model, many other approaches fall under the Housing First umbrella.
HSH Strategic Framework	The HSH Five-Year Strategic Framework outlines ambitious, yet achievable goals of the Department of Homelessness and Supportive Housing (HSH). It provides a roadmap for reducing homelessness in San Francisco and making it a rare, brief, and one-time occurrence: http://hsh.sfgov.org/research-reports/framework/ .
Isolation and Quarantine Site (I&Q Site)	I&Q Sites serve COVID-19 positive individuals and Persons Under Investigation (PUIs) by the Department of Public Health (DPH) as potentially infected with COVID-19 that have no other option to self-isolate due to homelessness or living in a shared household or congregate setting.
Online Navigation and Entry System (ONE System)	The ONE System is the Homeless Management Information System (HMIS) data platform used for all housing and services for people experiencing homelessness in San Francisco. Managed by HSH, the ONE System is a participant-level database that is used system-wide to track all HSH related services and housing placements.
Participant(s)	A participant is an individual or family/household that uses the services covered in this RFQ.
Personal Protective Equipment (PPE)	Personal Protective Equipment (PPE) is special protective gear intended to prevent the transmission of COVID-19. PPE includes face masks, eye covering/goggles, gloves and gowns.
Persons Under Investigation (PUI)	Persons Under Investigation (PUIs) are individuals under investigation by the Department of Public Health (DPH) as potentially infected with COVID-19.
Property Management (also known as Operations)	Property Management includes the oversight of building operations; including of the property's maintenance, janitorial and repair services; supervision of janitorial, and maintenance staff; coordination of intake of potential tenants/participants; execution of lease agreements and other tasks related to the placement process; receipt and response to complaints, emergencies, and lease violations; rent collection; tenancy records; evictions; and room preparations following move-outs; and collaboration with service providers, as applicable.
RFQ	RFQ is Request for Qualifications.
RTZ (also known as GetCare)	RTZ, also known as SF-GetCare, is a comprehensive information system that coordinates, tracks and manages adult service referral and utilization of City funded services. Providers selected for award from this RFQ will be required to enter data in the RTZ system.
Shelter Health Team	The Shelter Health Team is a team of Registered Nurses who assist with chronic disease management (e.g. screenings, medication assistance, teaching), tuberculosis (TB) testing, and provide short-term case management for the most medically complex individuals in shelter or other congregate settings.

Term	Definition
Shelter In Place (SIP) Site	Vulnerable individuals are placed in Shelter in Place Sites to reduce the risk that they will be infected with COVID-19. Vulnerable individuals are those who are at high risk for death or serious health outcomes if they become infected.
Street Homelessness	Street homelessness is defined as a person who is living outdoors, usually referring to those living on the streets or in encampments.
Trauma-Informed	Trauma-informed care is a strengths-based framework grounded in an understanding of and responsiveness to the impact of trauma, that emphasizes physical, psychological, and emotional safety for both providers and survivors, and that creates opportunities for survivors to rebuild a sense of control and empowerment.
Unsheltered	An unsheltered individual is a person who is living in a place not meant for human habitation, including those living outdoors, in vehicles, or in encampments.

C. Funding Sources

The sources of funding for services provided under this RFQ are General Fund and Federal Emergency Management Agency (FEMA) reimbursement.

Future sources for services provided under this RFQ may include other federal, state, local, or private funds. Payment for all services provided in accordance with provisions under this RFQ shall be contingent upon the availability of funds for providing these services. The City shall not be required to provide any definite units of service, nor does the City guarantee any minimum amount of funding for the services described in this RFQ.

II. Overview of the City’s Response to COVID-19

On February 25, 2020, San Francisco Mayor London Breed declared a Local Emergency; on March 4, 2020, California Governor Gavin Newsom declared a State of Emergency; and on March 13, 2020, the federal government declared a National Emergency in response to the pandemic, COVID-19.

In response to the Local Emergency, the City activated its Emergency Operations Centers (EOC) and Departmental Operation Centers (DOC) in order to:

1. Implement strategies to prevent infection in vulnerable populations - those who have the worst outcomes of the disease;
2. Protect healthcare workers from infection, prioritizing those who are at highest risk for treating the most infectious cases; and
3. Enact community mitigation efforts to slow transmission of the virus and prevent a medical surge that would overwhelm area hospitals.

As a result, City departments, including HSH, DPH, and the Human Services Agency (HSA), have developed several new services for the City’s most vulnerable residents that comprise a portion of the pandemic response.

Currently, the City has secured nearly 30, mostly motel style locations for COVID-19, and designated them as SIP, Congregate Setting, and I&Q Sites. Roughly 75 percent of the sites are active, and 25 percent are in the preparation stage. Most sites have the capacity for 50 to 150 units and are located throughout the City.

The City is currently transitioning departmental DOCs into a unified command structure under the EOC. This structure will continue to develop policies and procedures in response to COVID-19, and the SIP, Congregate Setting, and I&Q Sites. Awarded Providers must comply with the unified command structure’s directives, policies and procedures related to these sites.

III. **Scope of Work**

This section is a general guide to the work the City expects Awarded Providers to perform and is not a complete listing of all services or requirements.

A. Overview of Awarded Provider Scope of Work

SIP, Congregate Setting, and I&Q Sites are being operated as part of the City's response to COVID-19 through the use of City Disaster Service Workers (DSW), City staff, City contracted agencies and vendors. Awarded Providers will operate SIP, Congregate Setting, and/or I&Q Sites and provide a range of services and coordination to site participants.

Awarded Providers must comply with public health orders related to COVID-19 and other evolving DPH guidance, including, but not limited to staff and participant use of Personal Protective Equipment (PPE); participation in training, as required by the City; and adherence to social distancing protocols to reduce the spread of the COVID-19 virus.

Additionally, due to the developing nature of the situation, Awarded Providers must display flexibility, agility, and adaptability. For example, a new site may be established or an existing site may be repurposed to meet the needs of an anticipated surge in COVID-19 cases with less than 30 days' notice. Furthermore, new sites may be established with the assistance of DSWs and then transitioned to Awarded Providers. As sites ramp up or are repurposed, temporary staff may be provided through City partnered contractors on an interim basis, which may then be hired by the Awarded Provider operating the site.

B. Served Population, Eligibility and Referrals²

The SIP, Congregate Setting, and I&Q Site services help reduce the community spread of COVID-19 in vulnerable populations, including sheltered and unsheltered people experiencing homelessness, older, medically complex adults, those with existing health conditions that make them vulnerable to COVID-19, and people discharged from hospitals or medical respite. All participants will be referred by the City, and participation in the sites is voluntary.

1. SIP Sites

SIP Sites primarily serve vulnerable individuals who show no symptoms at program intake. Individuals in these sites are asymptomatic, are 60 years of age or older, and/or have a condition that makes them vulnerable to COVID-19.

2. Congregate Setting Sites

Congregate Setting Sites serve COVID-negative and post COVID-positive people experiencing homelessness in communal settings, which may include shared amenities and spaces in a way that complies with evolving public health guidance⁴.

3. I&Q Sites

I&Q Sites serve COVID-19 positive individuals and Persons Under Investigation (PUIs) by DPH that have no other option to self-isolate due to homelessness or living in a shared household or congregate setting.

C. Description of Time-Limited and As-Needed Services

Awarded Providers shall deliver a range of services to participants and coordinate with other service providers, and City staff, including, but not limited to, In Home Support Services (IHSS), the Shelter Health team, and medical professionals.

⁴ In the event of a surge, if necessary, the City may activate COVID-positive congregate sites.

Depending on the site type and needs, Awarded Providers may provide one or all of the below services, however, the City desires Awarded Providers with the capacity and capability to provide as many of these services as possible, either directly, or through City approved subcontracted partners.

1. **Property Management Type and Responsibilities:** Awarded Providers may deliver services in a variety of settings, such as hotels, motels, existing or new sites, recreational vehicle (RV) parks, or other structures. Awarded Providers may be in one of the following property management types:
 - i. Awarded Provider has site control of the property (e.g. through a lease between Awarded Provider and landlord or Memorandum of Understanding (MOU) for site use; or building ownership). In this setting, Awarded Providers shall provide Property Management services; or
 - ii. Awarded Provider is in a City leased hotel/motel site. In this setting, Awarded Provider shall coordinate with the City and hotel/motel management staff to ensure the safety of participants; or
 - iii. Awarded Provider is in a City owned, or leased site and Awarded Provider acts as the Property Manager.
2. **Staff Functionality:** Each site is currently staffed by some combination of City Disaster Service Workers (DSWs), hotel/motel management staff, City staff, City contracted service providers, and temporary employees of nonprofits who have partnered with the City to hire staff for the emergency housing sites.

It is the City's intent that Awarded Providers will hire their own staff to replace DSWs and temporary nonprofit employees. Awarded Providers will have the opportunity to hire existing temporary nonprofit employees should they wish to do so. The relationship between Awarded Providers and City staff, hotel/motel management staff, and other City-contracted service providers will be negotiated on a site-by-site basis.

Although staffing models currently vary across sites, the City expects Awarded Providers to staff each site to cover a substantially similar set of staff functions, either directly or through subcontractors. Additionally, the City will partner with Awarded Providers to provide ongoing participant support services in the following areas, if desired:

- IHSS;
- Harm reduction services;
- Behavioral health support; and
- Nursing and medical support.

Awarded Provider staff responsibilities or functions may be added or removed, and the number of staff may be changed based on the site type, and on evolving DPH requirements.

The following include descriptions of functions performed by current staff in all sites, unless otherwise specified. Awarded Providers may propose their own staffing structure and job titles upon award, but the functions must continue to be covered:

- a. **Direct Participant Support:** Awarded Providers shall provide participant support services, including, but not limited to:
 - Participant intake and orientation;
 - Coordinating intake and bed assignments;
 - Daily participant wellness checks;
 - Facilitating participant's ability to connect with outside providers and external support systems (e.g. ensuring participants can make and receive calls and send and receive mail);

- Temperature screenings and other checks in accordance with evolving DPH requirements;
 - Maintenance of daily participant wellness logs;
 - Coordination of supportive service providers;
 - Distribution of participant supplies (e.g. clothing, linens/towels);
 - Supporting participant compliance with site rules and participant agreements; and
 - Supporting room transfers for participants related to safety and habitability reasons.
- b. Behavioral Health: Awarded Providers shall provide necessary behavioral support services directly or through a subcontractor. DPH provided behavioral health support may also be negotiated if the Awarded Provider is unable to deliver such services. Services shall include, but are not limited to:
- Providing crisis management and de-escalation;
 - Implementing trauma informed, harm reduction, and motivational interviewing principles;
 - Collaborating with harm reduction efforts already established at the sites, including participating in online training and cooperating with DPH funded harm reduction efforts to establish and supply harm reduction stations;
 - Collaborating with DPH funded wellness and behavioral health support professionals as they establish and maintain relationships with participants;
 - Assessing the needs of participants;
 - Documenting participant interactions;
 - Collaborating with medical staff, as needed; and
 - For I&Q Sites, creating discharge plans and dispositions.
- c. Nursing and Medical Support: In I&Q sites, Awarded Providers shall provide a Registered Nurse and other medical support staff directly or through a subcontractor. DPH provided behavioral health support may also be negotiated if the Awarded Provider is unable to deliver such services. Services shall include, but are not limited to:
- Monitoring participant symptoms;
 - Performing rounds;
 - Medically clearing participants for discharge; and
 - Creating discharge plans.
- d. Program Support/Documentation/Reporting: Awarded Providers shall provide program support, including, but not limited to:
- 24/7 coverage to ensure that site logistical needs are met;
 - Onboarding and orienting site teams to program documents, policies, and procedures;
 - Supervision of onsite staff;
 - Reception coverage;
 - Data entry and reporting;
 - Stocking and maintaining supplies;
 - Reordering PPE supplies from the City's EOC.
- e. Janitorial/Facilities: Depending on the site type, Awarded Providers shall:
- Provide janitorial staff to ensure that regular cleanings are provided to participant rooms and common areas. Awarded Providers shall also ensure that there is infrastructure to support the janitorial team (e.g. scheduling, checklists, supervision); or
 - Coordinate with site provided janitorial/housekeeping and maintenance staff to ensure that regular cleanings are provided to participant rooms and common areas; and that the site is well maintained, and its systems are functioning.

- f. Depending on the site type, Awarded Providers shall:
 - Provide security directly or through a subcontractor to ensure the safety of participants and staff; or
 - Coordinate with site or City provided security and/or site front desk staff to ensure the safety of participants and staff.
3. Biohazard Cleaning: Awarded Providers shall coordinate with City cleaning vendor(s) to ensure that sites receive deep cleaning when a room that is housing a COVID-19 positive participant turns over; when a participant becomes symptomatic; or in the event of a death in a room.
4. Laundry: Depending on the site type, Awarded Providers shall:
 - i. Provide laundry services directly or through a subcontractor; or
 - ii. Coordinate to ensure laundry is available for participant use, which may include use of onsite laundry facilities.
5. Furnishings and Participant Supplies: Awarded Providers shall ensure the provision of furnishings (e.g. towels, which may be provided through a subcontracted service) and supplies (e.g. feminine hygiene products; toothbrushes; soap) for participants.
6. PPE: The City will continue to provide PPE for staff and participants at each emergency housing site. Awarded Providers shall be responsible for monitoring PPE utilization rates and supply, and for placing restocking orders.
7. Meals: Depending on the site type, Awarded Providers shall:
 - i. Provide three meals per day to participants directly or through a subcontractor in accordance with all public health requirements; or
 - ii. Coordinate the provision of three meals per day to participants by providing a daily census to a City meal vendor.

D. Other Services

In the event that the City has the opportunity to convert these sites into more permanent settings or secure more permanent sites, Awarded Providers will have the opportunity to provide such services. These services may include Property Management, Support Services, and/or Shelter Operations and Services.

E. Service Requirements

- A. Use of PPE: To prevent the spread of COVID-19, Awarded Providers shall ensure that all staff, subcontractors and others performing work onsite use appropriate PPE at all times in accordance with the most up to date public health guidance.
- B. Interpretation and Translation Services: Awarded Providers shall ensure that interpreter and translation services are available to address the needs of those within the served population who primarily speak language(s) other than English.
- C. Critical Incidents: Awarded Providers shall report critical incidents in accordance with City instructions and any published policies/procedures and use the City provided forms. Examples of critical incidents include death, fire, acts of violence, or any other incidents which require the involvement of emergency services or Child or Adult Protective Services (APS and CPS, respectively).

- D. Feedback, Complaint and Follow-up Policies: Awarded Providers shall provide means for the served population to provide feedback about the program in accordance with City guidelines. Awarded Providers shall share the methods of feedback with the served population upon intake and orientation per City instructions.
- E. Grievance Procedures: Awarded Providers shall follow any published City Grievance Procedures.
- F. City Communications, Trainings and Meetings: Awarded Providers shall keep the City informed of program operations and comply with applicable City policies and requirements including, but not limited to:
 - 1. Regular communication to the City about the implementation of the program;
 - 2. Any media requests;
 - 3. Any data or documentation requests;
 - 4. Attendance of meetings, as needed; and
 - 5. Attendance of trainings, as requested.
- G. Data Standards:
 - 1. Any records entered into the HSH Homeless Management Information System (HMIS) Online Navigation and Entry (ONE) System shall meet or exceed the ONE System Continuous Data Quality Improvement Process standards: <https://onesf.clarityhs.help/hc/en-us/articles/360001145547-ONE-System-Continuous-Data-Quality-Improvement-Process>.
 - 2. Awarded Providers may be required to report certain measures or conduct interim reporting in CARBON, via secure email, or through uploads to a File Transfer Protocol (FTP) site. When required, Awarded Providers shall submit the monthly, quarterly and/or annual metrics into either the HSH CARBON database, via secure email, or through uploads to an FTP site. The City will provide clear instructions to all Awarded Providers regarding the correct mechanism for sharing data. Changes to data collection or reporting requirements shall be communicated to Awarded Providers via written notice at least one month prior to expected implementation.
 - 3. Any information shared between Awarded Providers, the City, and other providers about the served population shall be communicated in a secure manner, with appropriate release of consent forms and in compliance with applicable privacy requirements.

Additional data standards may be imposed upon agreement award.

- H. Record Keeping, Documentation, and Files: Awarded Providers shall maintain Occupancy Logs; participant files, and other documentation in accordance with City requirements and instructions.
- 6. Good Neighbor Policies: Awarded Providers shall adhere to applicable City good neighbor policies.

F. Reporting Requirements

Awarded Providers shall submit all data and reports as required by the City, in a timely and accurate manner, including, but not limited to:

- A. RTZ Systems: Awarded Providers may be required to conduct daily data entry in the San Francisco COVID-19 Response Placement System, a web-based care coordination software hosted by RTZ Systems, to track information including but not limited to, referrals, intakes and discharges, transfers between sites, and information related to room/site status. Other data reporting may also be required by the City. Awarded Providers shall be responsible for complying with all privacy-related trainings and ensuring the safekeeping of potentially protected information in the system.

- B. FEMA Reimbursement: Awarded Providers shall complete and submit any and all required forms related to FEMA reimbursement, per City agreements, training, and/or instructions.
- C. Census and Exits: Awarded Providers shall maintain daily census information and shall notify the City of any unplanned participant exits within 24 hours in the format, method and frequency specified by the City.
- D. Evaluative Studies: Awarded Providers shall participate, as requested by the City, in evaluative studies designed to show the effectiveness of Awarded Provider's services. The City agrees that any final reports generated through the evaluation program shall be made available to Awarded Provider or within 30 working days of receipt of any evaluation report and such response will become part of the official report.
- E. Ad Hoc Reports, Data and Information: Awarded Providers shall provide Ad Hoc reports, data and information, as required by the City in the format, method and frequency specified by the City.

IV. Pre-Application Information

A. RFQ Questions Deadline

Due to social distancing requirements, there will be no in-person pre-Application conference. Applicants may submit questions via email to: HSHProcurements@sfgov.org until the RFQ Questions Deadline.

Applicant specific questions about compliance with the City's vendor requirements in section X. Standard City Vendor Forms, are not subject to the above deadline and may still be answered by the contact designated in this RFQ.

B. RFQ Answers and Clarifications

A summary of the clarifications, questions and answers pertaining to this RFQ will be posted on the HSH website: <http://hsh.sfgov.org/overview/procurements/>.

It is the responsibility of each Applicant to check for any RFQ Addenda, Question and Answer postings, and other updates posted regarding this RFQ.

V. Application Submission Requirements

A. Time and Place for Submission of Applications

Applications are due electronically in the format detailed below and must be received by the Applications Deadline.

Applicants shall submit the Appendix1: Application Template with requested attachments in **one** PDF to HSHProcurements@sfgov.org. The PDF file name and email subject should include the RFQ number (RFQ #130) and the Applicant organization's name as such: RFQ 130 – Applicant Organization Name.

Applications submitted by fax will not be accepted. Applicants must receive an email confirmation from the City to be considered submitted. Supplemental documents or revisions submitted after the Applications Deadline will not be accepted.

B. Application Submission Format

Applicants must submit one Appendix 1: Application Template and submit requested attachments in one combined PDF document. This is necessary so that all Applications can receive fair and consistent evaluation. Applications that do not follow the required format may not be considered. Information must be at a level of detail that enables effective evaluation.

C. Application Contents

Applicants must submit the Appendix 1: Application Template:

1. Cover Page:

- 1.1 Applicant Information: Organization Name, Federal ID Number, City Vendor ID, Mission, Address, Director and Contact Name, Email and Phone, Site Type, Available Applicant Service Capacity, Available Additional Functionality, Ongoing Services
- 1.2 Certifications

2. Minimum Qualifications:

Applicants must meet all of the Minimum Qualifications (MQs):

- 2.1 Applicant must demonstrate that they are not debarred or suspended on the federal SAMS⁵ database by attaching proof that the applicant is not debarred or suspended;
- 2.2 Applicant must have a minimum of two years of experience providing services to people experiencing homelessness or who are at imminent risk of homelessness or to individuals who are under or disproportionately served; and
- 2.3 Applicant must have at least two years of experience operating a Drop-in Center, Shelter, Navigation Center, Transitional Housing, Supportive Housing, Property Management, or other like service or must be currently participating in the City's COVID-19 response.

VI. Awarded Provider Selection

This section describes the guidelines used for determining qualified Applications. It is the City's intent to qualify Applicants for the services in this RFQ. Qualified Applicants that provide the best overall service package to the City may be selected for agreement negotiations.

Applicants who are qualified are not guaranteed an agreement. Applicants selected for negotiations are not guaranteed an agreement. This RFQ does not in any way limit the City's right to solicit similar or identical services. The City may at a future date elect to fund additional Applicants not originally selected for funding, or increase agreement amounts to Awarded Providers.

A. Additional Information

In some instances, the City may request additional information from Applicants prior to making a determination about qualification and/or agreement awards.

B. Minimum Qualifications

The Applicant must clearly demonstrate that it meets the Minimum Qualifications to be considered for qualification. The Applicant's responses to Minimum Qualifications in RFQ Appendix 1: Application Template and required attachments will be reviewed to determine qualification and eligibility for award.

The Minimum Qualifications determination will be solely based on the information submitted by the Applicant in Appendix 1: Application Template and required attachments. Insufficient or incomplete information may result in an Application being considered non-responsive. Responses of "To be provided

⁵ Applicants that do not have a SAMS account may create one here: <https://www.sam.gov/SAM/>.

upon request” or “To be determined” or “Confidential” or the like, or that do not otherwise provide the information requested (e.g. left blank) are not acceptable. Any Application that does not demonstrate that the Applicant meets the Minimum Qualifications will be issued a notice of non-responsiveness and will not be evaluated or eligible for award under this RFQ.

The City reserves the right to request clarifications from Applicants prior to rejecting an Application for failure to meet the Minimum Qualifications. Clarifications are limited exchanges between the City and Applicant and will not provide an Applicant the opportunity to revise or modify its Application.

VII. Terms and Conditions for Receipt of Applications

A. Errors and Omissions in RFQ

Applicants are responsible for reviewing all portions of this RFQ. Applicants are to promptly notify the City, in writing, if the Applicant discovers any ambiguity, discrepancy, omission, or other error in the RFQ. Any such notification should be directed to the City promptly after discovery, but in no event later than 72 hours prior to the Applications Deadline.

B. Inquiries Regarding RFQ

Applicants shall submit all questions concerning this RFQ, scope of services or requirements in writing by email only before the RFQ Questions Deadline and directed to: **HSHProcurements@sfgov.org**. All Applicant questions concerning the RFQ process shall be submitted no later than 72 hours prior to the Applications Deadline. Applicants who fail to do so will waive all further rights to protest based on these specifications and conditions.

C. Objections to RFQ Terms

Should an Applicant object on any ground to any provision or legal requirement set forth in this RFQ, the Applicant must, not less than 72 hours prior to the Applications Deadline, provide written notice to the City setting forth with specificity the grounds for the objection. The failure of an Applicant to object in the manner set forth in this paragraph shall constitute a complete and irrevocable waiver of any such objection.

D. Change Notices

The City may modify the RFQ, prior to the Applications Deadline, by issuing Addenda to the RFQ, which will be posted at <http://hsh.sfgov.org/overview/procurements/>. The Applicant shall be responsible for ensuring that its Application reflects any and all Addenda issued by the City prior to the Applications Deadline regardless of when the Application is submitted. Therefore, the City recommends that the Applicant consult the website frequently, including shortly before the Applications Deadline, to determine if the Applicant has downloaded all RFQ Addenda. It is the responsibility of the Applicant to check for any Addenda, Questions and Answers, and updates, which will be posted on the HSH website: <http://hsh.sfgov.org/overview/procurements/>.

E. Term of Application

Submission of an Application signifies that the proposed services and prices are valid for the duration of this RFQ and that the quoted prices are genuine and not the result of collusion or any other anti-competitive activity.

F. Revision of Application

An Applicant may revise an Application on the Applicant’s own initiative at any time before the Application Deadline. The Applicant must submit the revised Application in the same manner as the original. A revised Application must be received on or before, but no later than the Application Deadline.

In no case will a statement of intent to submit a revised Application, or commencement of a revision process, extend the Application Deadline for any Applicant. At any time during the Application evaluation process, the Department may require an Applicant to provide oral or written clarification of its Application. The Department reserves the right to make an award without further clarifications of Applications received.

G. Errors and Omissions in Application

Failure by the City to object to an error, omission, or deviation in the Application will in no way modify the RFQ or excuse the Awarded Provider from full compliance with the specifications of the RFQ or any agreement awarded pursuant to the RFQ.

H. Financial Responsibility

The City accepts no financial responsibility for any costs incurred by an Applicant in responding to this RFQ. Submissions of the RFQ will become the property of the City and may be used by the City in any way deemed appropriate.

I. Applicant's Obligations under the Campaign Reform Ordinance

Applicants must comply with Section 1.126 of the San Francisco Campaign and Governmental Conduct Code, which states:

No person who contracts with the City and County of San Francisco for the rendition of personal services, for the furnishing of any material, supplies or equipment to the City, or for selling any land or building to the City, whenever such transaction would require approval by a City elective officer, or the board on which that City elective officer serves, shall make any contribution to such an officer, or candidates for such an office, or committee controlled by such officer or candidate at any time between commencement of negotiations and the later of either (1) the termination of negotiations for such contract, or (2) three months have elapsed from the date the contract is approved by the City elective officer or the board on which that City elective officer serves.

If an Applicant is negotiating for a contract that must be approved by an elected local officer or the board on which that officer serves, during the negotiation period the Applicant is prohibited from making contributions to:

- The officer's re-election campaign
- A candidate for that officer's office
- A committee controlled by the officer or candidate.

The negotiation period begins with the first point of contact, either by telephone, in person, or in writing, when a contractor approaches any city officer or employee about a particular contract, or a city officer or employee initiates communication with a potential contractor about a contract. The negotiation period ends when a contract is awarded or not awarded to the contractor. Examples of initial contacts include: (1) a vendor contacts a city officer or employee to promote himself or herself as a candidate for a contract; and (2) a city officer or employee contacts a contractor to propose that the contractor apply for a contract. Inquiries for information about a particular contract, requests for documents relating to a Request for Qualification, and requests to be placed on a mailing list do not constitute negotiations.

Violation of Section 1.126 may result in the following criminal, civil, or administrative penalties:

- Criminal. Any person who knowingly or willfully violates section 1.126 is subject to a fine of up to \$5,000 and a jail term of not more than six months, or both.
- Civil. Any person who intentionally or negligently violates section 1.126 may be held liable in a civil action brought by the civil prosecutor for an amount up to \$5,000.

- Administrative. Any person who intentionally or negligently violates section 1.126 may be held liable in an administrative proceeding before the Ethics Commission held pursuant to the Charter for an amount up to \$5,000 for each violation.

For further information, Applicants should contact the San Francisco Ethics Commission at (415) 581-2300.

J. Sunshine Ordinance

In accordance with San Francisco Administrative Code Section 67.24(e), contractors' bids, responses to RFQs and all other records of communications between the City and persons or firms seeking contracts shall be open to inspection immediately after a contract has been awarded. Nothing in this provision requires the disclosure of a private person's or organization's net worth or other proprietary financial data submitted for qualification for a contract or other benefits until and unless that person or organization is awarded the contract or benefit. Information provided which is covered by this paragraph will be made available to the public upon request.

K. Public Access to Meetings and Records

If an Applicant is a non-profit entity that 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 Applicant must comply with Chapter 12L. The Applicant must include in its Application (1) a statement describing its efforts to comply with the Chapter 12L provisions regarding public access to Applicant's meetings and records, and (2) a summary of all complaints concerning the Applicant's compliance with Chapter 12L that were filed with the City in the last two years and deemed by the City to be substantiated. The summary shall also describe the disposition of each complaint. If no such complaints were filed, the Applicant shall include a statement to that effect. Failure to comply with the reporting requirements of Chapter 12L or material misrepresentation in Applicant's Chapter 12L submissions shall be grounds for rejection of the Application and/or termination of any subsequent Agreement reached on the basis of the Application.

L. Reservations of Rights by the City

The issuance of this RFQ does not constitute an agreement by the City that any agreement will actually be entered into by the City. The City expressly reserves the right at any time to:

1. Waive or correct any defect or informality in any response, Application, or Application procedure;
2. Reject any or all Applications;
3. Reissue or reopen the RFQ;
4. Prior to submission deadline for Applications, modify all or any portion of the selection procedures, including deadlines for accepting responses, the specifications or requirements for any materials, equipment or services to be provided under this RFQ, or the requirements for contents or format of the Applications;
5. Procure any materials, equipment or services specified in this RFQ by any other means; or
6. Determine that no award will be pursued.

M. No Waiver

No waiver by the City of any provision of this RFQ shall be implied from any failure by the City to recognize or take action on account of any failure by an Applicant to observe any provision of this RFQ.

N. Reserved. (Local Business Enterprise (LBE) Goals and Outreach).

O. Compliance with Previous Grant and Contract Requirements

Agencies submitting Applications that have previously been granted by the City and County of San Francisco and/or Federal agencies to provide goods and/or services must successfully demonstrate compliance with

performance/monitoring requirements specified in previous grants/contracts (e.g. corrective actions) in order to be considered responsive to this RFQ. Documented failure to correct performance/monitoring deficiencies identified in past City and County grants/contracts may result in agency disqualification to participate in this RFQ.

P. Other Terms and Conditions

The selection of any Applicant for agreement negotiations shall not imply acceptance by the City of all terms of any Application or response to this RFQ, which may be subject to further negotiation and approvals by the City.

If a satisfactory agreement cannot be negotiated in a reasonable time with the selected Applicant, then the City, in its sole discretion, may terminate negotiations and begin agreement negotiations with the next highest scoring Applicant or may continue competition among remaining Applicants without reinitiating the RFQ process.

The City reserves the right at any time to approve, disapprove, or modify proposed staffing, plans, timelines and deliverables, provided that all modifications are within the scope of services sought by this RFQ.

This RFQ does not in any way limit the City's right to solicit agreements for similar or identical services if, in the City's sole and absolute discretion, it determines the Applications submitted in response to this RFQ are inadequate to satisfy its needs.

VIII. City Agreement Requirements

A. Standard Agreement Provisions

Depending on the awarding department, Awarded Provider will be required to enter into a grant or contract agreement. Failure to timely execute and agreement, or to furnish any and all insurance certificates and policy endorsement, surety bonds or other materials required in the agreement, shall be deemed an abandonment of an award offer. The City, in its sole discretion, may select another Applicant.

Please see HSH's standard grant agreement here: <http://hsh.sfgov.org/wp-content/uploads/G-100-Grant-Template-4-19-for-posting.pdf>.

Please see the City's standard P-600 contract agreement here: <https://sfgov.org/oca/resources>.

B. Nondiscrimination in Contracts and Benefits

Awarded Provider will be required to agree to comply fully with and be bound by the provisions of Chapters 12B and 12C of the San Francisco Administrative Code. Generally, Chapter 12B prohibits the City and County of San Francisco from entering into contracts or leases with any entity that discriminates in the provision of benefits between employees with domestic partners and employees with spouses, and/or between the domestic partners and spouses of employees. The Chapter 12C requires nondiscrimination in contracts in public accommodation. Additional information on Chapters 12B and 12C is available at <http://sfgov.org/cmd/>.

C. Companies Headquartered in Certain States

This RFQ is subject to the requirements of Administrative Code Chapter 12X, which prohibits the City from entering into contracts with companies headquartered in states with laws that perpetuate discrimination against LGBT populations or where any or all of the work on the agreement will be performed in any of those states. Applicants are hereby advised that Applicants which have their United States headquarters in a state on the Covered State List, as that term is defined in Administrative Code Section 12X.3, or where any or all of

the work on the agreement will be performed in a state on the Covered State List may not enter into agreements with the City. A list of states on the Covered State List is available at the website of the City Administrator: <https://sfgsa.org/chapter-12x-state-ban-list>.

D. Minimum Compensation Ordinance (MCO)

Awarded Provider will be required to agree to comply fully with and be bound by the provisions of the Minimum Compensation Ordinance (MCO), as set forth in San Francisco Administrative Code Chapter 12P. Generally, this Ordinance requires contractors to provide employees covered by the Ordinance who do work funded under the contract with hourly gross compensation and paid and unpaid time off that meet certain minimum requirements. For the amount of hourly gross compensation currently required under the MCO, see www.sfgov.org/olse/mco. Note that this hourly rate may increase on January 1 of each year and that contractors will be required to pay any such increases to covered employees during the term of the contract. Additional information regarding the MCO is available on the web at www.sfgov.org/olse/mco.

E. Health Care Accountability Ordinance (HCAO)

Awarded Provider will be required to agree to comply fully with and be bound by the provisions of the Health Care Accountability Ordinance (HCAO), as set forth in San Francisco Administrative Code Chapter 12Q. Awarded Providers should consult the San Francisco Administrative Code to determine their compliance obligations under this chapter. Additional information regarding the HCAO is available on the web at www.sfgov.org/olse/hcao.

F. Reserved. (First Source Hiring Program (FSHP)).

G. Conflicts of Interest

The successful Applicant will be required to agree to comply fully with and be bound by the applicable provisions of state and local laws related to conflicts of interest, including Section 15.103 of the City's Charter, Article III, Chapter 2 of 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. The successful Applicant will be required to acknowledge that it is familiar with these laws; certify that it does not know of any facts that constitute a violation of said provisions; and agree to immediately notify the City if it becomes aware of any such fact during the term of the Agreement.

Individuals who will perform work for the City on behalf of the successful Applicant might be deemed consultants under state and local conflict of interest laws. If so, such individuals will be required to submit a Statement of Economic Interests, California Fair Political Practices Commission Form 700, to the City within ten calendar days of the City notifying the successful Applicant that the City has selected the Applicant.

H. Insurance Requirements

Upon award, Awarded Provider shall provide a copy of current insurance certificate naming the City as Additional Insured in a separate endorsement page, or submit evidence that it can obtain the following coverage and name the City as Additional Insured: (1) Workers' Compensation, in statutory amounts, with Employers' Liability Limits not less than \$1,000,000 each accident, injury or illness; (2) Commercial General Liability Insurance with limits not less than \$1,000,000 each occurrence Combined Single Limit for Bodily Injury and Property Damage, including Contractual Liability, Personal Injury, Products and Completed Operations; Policy must include Abuse and Molestation coverage (3) Commercial Automobile Liability Insurance with limits not less than \$1,000,000 each occurrence Combined Single Limit for Bodily Injury and Property Damage, including Owned, Non-Owned and Hired auto coverage, as applicable; and (4) Professional Liability Insurance for negligent acts, errors or omission with respect to professional or technical services with limits not less than \$1,000,000 for each claim; (5) Technology Errors and Omissions Liability coverage, with

limits of \$1,000,000 for each claim and each loss. The policy shall at a minimum cover professional misconduct or lack of the requisite skill required for the performance of services defined in the awarded agreement.

Additional or varying insurance requirements may be imposed and specified in the awarded agreement.

I. Compliance with Municipal Codes

Awarded Providers that do not comply with laws set forth in San Francisco's Municipal Codes may be unable to enter into an agreement with the City. Some of the laws are referenced in this RFQ.

J. Compliance with Laws and Regulations

Awarded Provider shall comply with all applicable federal, state, and local laws. In the event any governmental restrictions may be imposed which would necessitate alteration of the material, quality, workmanship or performance of the items offered on its Application prior to their delivery, it shall be the responsibility of the Awarded Provider to notify the City at once, indicating in its letter the specific regulation which required such alterations. The City reserves the right to accept any such alterations, including any price adjustments occasioned thereby, or to cancel the Agreement.

K. City's Approval Rights over Subcontractors and Subcontractor Payments

The City has approval rights over the use of all Subcontractors. Applicants must identify all current or planned subcontractors in their Application. All current and future subcontractors must conform to all City policies regarding subcontractors. Furthermore, each Applicant, and subsequent Awarded Provider, understands, acknowledges, and agrees that if it subcontracts with a third party for services, the Applicant accepts responsibility for full and prompt payment to the third party. Any dispute between the Applicant and the third party, including any payment dispute, will be promptly remedied by the Applicant. Failure to promptly remedy or to make prompt payment to a third party (subcontractor) may result in the City's withholding of payment to the Awarded Provider.

L. FEMA Emergency & Exigency Grant/Contract Requirements

The agreements awarded as a result of this RFQ may be eligible for FEMA reimbursement. FEMA requires inclusion of the particular provisions for procurement under exigent or emergency circumstances.

Please see the sample FEMA Appendix here: <https://sfgov.org/oca/resources>.

IX. Protest Procedures

The City reserves the right to proceed with its Awarded Provider selection and/or negotiation process during any protest period. The City will cease its Awarded Provider selection process only if and when it receives a notification of decision that is in favor of the protester.

A. Protest of Non-Responsiveness Determination

Within five business days of the City's issuance of a notice of non-responsiveness, any Applicant that has submitted an Application and believes that the City has incorrectly determined that its Application is non-responsive may submit a written notice of protest by email (fax is not acceptable). Such notice of protest must be received by the City on or before the fifth business day following the City's issuance of the notice of non-responsiveness. The notice of protest must include a written statement specifying in detail each and every one of the grounds asserted for the protest. The protest must be signed by an individual authorized to represent the Applicant, and must cite the law, rule, local ordinance, procedure or RFQ provision on which the protest is based. In addition, the protestor must specify facts and evidence sufficient for the City to determine the validity of the protest.

B. Protest of Award

Within five business days of the City's issuance of a notice of intent to award agreements under this RFQ, any Applicant that has submitted a responsive Application, and believes that the City has incorrectly selected another Applicant for award, may submit a written notice of protest by email. Protests or notice of protests made by mail, orally (e.g., by telephone) or by FAX will not be considered. Such notice of protest must be received by the City on or before the fifth business day after the City's issuance of the notice of intent to award an agreement.

C. Protest Submittal

The notice of protest must include a written statement specifying in detail each and every one of the grounds asserted for the protest. The protest must be signed by an individual authorized to represent the Applicant, and must cite the law, rule, local ordinance, procedure or RFQ provision on which the protest is based. In addition, the protestor must specify facts and evidence sufficient for the City to determine the validity of the protest.

All protests must be received by the due date. Protests **must** be submitted by email addressed to Gigi Whitley, Deputy Director for Administration and Finance for the Department of Homelessness and Supportive Housing at Gigi.Whitley@sfgov.org. Protests or notice of protests made by mail, orally (e.g., by telephone) or by FAX will not be considered.

X. Standard City Vendor Forms

A. How to Become Eligible to Do Business with the City

Applicants must fulfill the City's administrative requirements for doing business with the City and become a compliant supplier prior to agreement award. Fulfillment is defined as completion, submission and approval by applicable City agencies of the forms and requirements referenced below.

Before the City can award any agreement, all vendors must become a by meeting the requirements described below. There may be additional requirements placed upon a vendor depending on the type of good or service to be purchased.

B. Mandatory Forms

In order to become eligible to do business with the City, vendors must first become an Approved Supplier by following the instructions on the San Francisco City Partner Become a Supplier page: <https://sfcitypartner.sfgov.org/pages/become-a-supplier.aspx>.

At a minimum, vendors will be required to complete the following steps:

1. Register to become a "Registered Bidder"
2. Complete a San Francisco Business Tax Registration
3. Complete a 12B Equal Benefits Declaration

To view step-by-step directions on how to become an Approved Supplier, visit <https://sfcitypartnersupport.sfgov.org/support/solutions/articles/11000022936-bidder-a-step-by-step-guide-to-becoming-an-approved-supplier>.

Vendors must have:

1. A City-issued vendor/supplier number;
2. Have all compliance paperwork submitted and approved by the City; and
3. Have an executed agreement or purchase order before payments can be made.

Once a vendor/supplier number has been assigned, an email notification will be provided by the City's Vendor File Support Division. This notification will include instructions on how to sign up to receive payments through the City's vendor/supplier portal.

The City and County of San Francisco requires vendors/suppliers to comply with multiple ordinances and provide proof of insurance coverage, including compliance with the below. Please visit <https://sfgov.org/oca/qualify-do-business> for a list of the forms and when they are required.

- Minimum Compensation Ordinance
- Health Care Accountability Ordinance
- Insurance Requirements
- Payment (Labor and Material Bond)
- Performance Bond
- Local Business Enterprise Program
- Sweatfree Contracting Ordinance
- Nondiscrimination in Contracts

Member, Board of Supervisors
District 9



City and County of San Francisco

HILLARY RONEN

DATE: October 5, 2023

TO: Angela Calvillo
Clerk of the Board of Supervisors

FROM: Supervisor Hillary Ronen, Chair, Homelessness and Behavioral Health Select
Committee

RE: Homelessness and Behavioral Health Select Committee
COMMITTEE REPORT

A handwritten signature in black ink that reads "Hillary Ronen".

Pursuant to Board Rule 4.20, as Chair of the Homelessness and Behavioral Health Select Committee, I have deemed the following matters of an urgent nature and request they be considered by the full Board on Tuesday, October 17, 2023, as Committee Reports:

1. 230990 - Grant Agreement Amendment - Episcopal Community Services - Cova Non-Congregate Shelter - Not to Exceed \$15,091,353
2. 230991 - Grant Agreement Amendment - Episcopal Community Services - Henry Hotel - Not to Exceed \$14,591,945
3. 230992 - Grant Agreement Amendment - Episcopal Community Services - Housing First Permanent Supportive Housing - Not to Exceed \$47,159,399
4. 231010 - Temporary Shelter and Homeless Services - Behested Payment Waiver

These matters will be heard in the Homelessness and Behavioral Health Select Committee at a regular meeting on Friday, October 13, 2023, at 10:00 a.m.