

File No. 241041

Committee Item No. 28

Board Item No. \_\_\_\_\_

## COMMITTEE/BOARD OF SUPERVISORS

### AGENDA PACKET CONTENTS LIST

Committee: Budget and Finance Committee Date December 4, 2024

Board of Supervisors Meeting Date \_\_\_\_\_

#### Cmte Board

<input type="checkbox"/>	<input type="checkbox"/>	Motion
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Resolution
<input type="checkbox"/>	<input type="checkbox"/>	Ordinance
<input type="checkbox"/>	<input type="checkbox"/>	Legislative Digest
<input checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	Department/Agency Cover Letter and/or Report
<input type="checkbox"/>	<input type="checkbox"/>	MOU
<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 checked="" type="checkbox"/>	<input type="checkbox"/>	Contract/Agreement
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Form 126 – Ethics Commission
<input type="checkbox"/>	<input type="checkbox"/>	Award Letter
<input type="checkbox"/>	<input type="checkbox"/>	Application
<input type="checkbox"/>	<input type="checkbox"/>	Public Correspondence

**OTHER** (Use back side if additional space is needed)

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Original Agreement 5/20/2019</u>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Amendment No. 1 7/1/2022</u>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Amendment No. 2 7/1/2023</u>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Amendment No. 3 7/1/2024</u>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Request for Proposals No. 113 1/29/2019</u>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>HSH Presentation 12/4/2024</u>
<input type="checkbox"/>	<input type="checkbox"/>	_____
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Completed by: Brent Jalipa Date November 26, 2024

Completed by: Brent Jalipa Date \_\_\_\_\_

1 [Grant Agreement Amendment - HomeRise - Transitional Housing - Not to Exceed  
2 \$12,942,074]

3 **Resolution approving the fourth amendment to the grant agreement between**  
4 **Community Housing Partnership DBA HomeRise and the Department of Homelessness**  
5 **and Supportive Housing (“HSH”) for the 5th and Harrison Transitional Living Program**  
6 **for Transitional Aged Youth; extending the grant term by six months from June 30,**  
7 **2025, for a total term of July 1, 2019, through December 31, 2025; increasing the**  
8 **agreement amount by \$2,948,804 for a total amount not to exceed \$12,942,074; and**  
9 **authorizing HSH to enter into any amendments or other modifications to the agreement**  
10 **that do not materially increase the obligations or liabilities, or materially decrease the**  
11 **benefits to the City and are necessary or advisable to effectuate the purposes of the**  
12 **agreement.**

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

18 WHEREAS, Transitional housing provides people with significant barriers to housing  
19 stability with a place to live and intensive social services for up to two years while they work  
20 toward ending their homelessness; and

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

1           WHEREAS, As of the 2024 Point-in-Time Count, there were approximately 1,137  
2   young adults aged 18 to 24 experiencing homelessness in San Francisco on any given night,  
3   68% of whom were unsheltered; and

4           WHEREAS, The City is committed to expanding and diversifying shelter services for  
5   people living unsheltered in our community; and

6           WHEREAS, Community Housing Partnership DBA HomeRise (“HomeRise”) has  
7   operated the 5<sup>th</sup> and Harrison Transitional Living Program since it opened in 2013; and

8           WHEREAS, In 2019, HSH selected HomeRise through RFP #113 to provide  
9   transitional housing and support services at the 5<sup>th</sup> and Harrison Transitional Living Program  
10   (the “Program”) that serves up to 44 young adults ages 18 to 24 who are experiencing  
11   homelessness, marginally housed or at imminent risk of homelessness, a copy of the RFP  
12   #113 is on file with the Clerk of the Board of Supervisors (“Clerk”) in File No. 241041; and

13           WHEREAS, In May 2019, HSH entered into a grant agreement (“Agreement”) for the  
14   term July 1, 2019, through June 30, 2022, in an amount not to exceed \$5,671,303 with  
15   HomeRise, a copy of which is on file with the Clerk in File No. 241041; and

16           WHEREAS, HSH executed the first amendment to the Agreement in June 2022, which  
17   extended the Agreement term for HomeRise to continue providing these services by 12  
18   months to June 30, 2023, and increased the not to exceed amount by \$3,327,983 for a total  
19   amount not to exceed \$8,999,286, a copy of which is on file with the Clerk in File No. 241041  
20   and

21           WHEREAS, HSH executed the second amendment to the Agreement in June 2023,  
22   which extended the Agreement term for HomeRise to continue providing these services by 12  
23   months to June 30, 2024, and increased the not to exceed amount by \$993,984 for a total  
24   amount not to exceed \$9,993,270, a copy of which is on file with the Clerk in File No. 241041;  
25   and

1 WHEREAS, HSH executed a no-cost third amendment to the Agreement in June 2024,  
2 which extended the Agreement term for HomeRise to continue providing these services by 12  
3 months to June 30, 2025, a copy of which is on file with the Clerk in File No. 241041; and

4 WHEREAS, The proposed fourth amendment (“Amendment”) to the Agreement would  
5 extend the Agreement for HomeRise to continue to provide these services by six months to  
6 December 31, 2025, and increase the not to exceed amount by \$2,948,804 for a total amount  
7 not to exceed \$12,942,074; and

8 WHEREAS, A copy of the Amendment is on file with the Clerk in File No. 241041,  
9 substantially in final form, with all material terms and conditions included, and only remains to  
10 be executed by the parties upon approval of this Resolution; and

11 WHEREAS, The Amendment requires Board of Supervisors approval under Section  
12 9.118 of the Charter; now, therefore, be it

13 RESOLVED, That the Board of Supervisors hereby authorizes the Executive Director  
14 of HSH (“Director”) or their designee to execute the Amendment to extend the current term of  
15 July 1, 2019, through June 30, 2025, to July 1, 2019, through December 31, 2025, and to  
16 increase the not to exceed amount by \$2,948,804 for a total amount not to exceed  
17 \$12,942,074; and, be it

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

24 FURTHER RESOLVED, That within 30 days of the Amendment being executed by all  
25 parties, HSH shall submit to the Clerk a completely executed copy for inclusion in File



No. 241041; this requirement and obligation resides with HSH, and is for the purposes of having a complete file only, and in no manner affects the validity of the approved agreement.

Recommended:

/s/\_\_\_\_\_

Shireen McSpadden

Executive Director

Department of Homelessness and Supportive Housing

<b>Item 28</b> <b>File 24-1041</b>	<b>Department:</b> Department of Homelessness and Supportive Housing (HSH)
<b>EXECUTIVE SUMMARY</b>	
<p style="text-align: center;"><b>Legislative Objectives</b></p> <ul style="list-style-type: none"> <li>The proposed resolution would approve the Fourth Amendment to the grant agreement for the 5<sup>th</sup> and Harrison Transitional Living Program for Transitional Aged Youth (TAY) between the Department of Homelessness and Supportive Housing (HSH) and Community Housing Partnership dba HomeRise, extending the term by six months through December 2025, and increasing the not-to-exceed amount by \$2,948,804, for a total not to exceed \$12,942,074.</li> </ul> <p style="text-align: center;"><b>Key Points</b></p> <ul style="list-style-type: none"> <li>In 2013, the City opened the 5th and Harrison Transitional Living Program for Transitional Aged Youth (TAY, ages 18-24). The building includes 44 units and provides transitional housing to young adults who are homeless or at risk of becoming homeless with supportive services linking them to employment, education, and independent living skills. In 2019, after a competitive solicitation, HSH issued a grant agreement to HomeRise to continue operating the program.</li> <li>Under the grant agreement, HomeRise provides transitional housing and supportive services at the 5<sup>th</sup> and Harrison location. The grant agreement funds approximately 12.05 full-time equivalent (FTE) employees.</li> </ul> <p style="text-align: center;"><b>Fiscal Impact</b></p> <ul style="list-style-type: none"> <li>The proposed Fourth Amendment would increase the not-to-exceed amount of the grant agreement by \$2,948,804, for a total not to exceed \$12,942,074. The Budget and Legislative Analyst recommends reducing the not-to-exceed amount of the grant agreement by \$242,074, for a total not to exceed \$12,700,000, to reduce unallocated expenses that are unnecessary and can be covered by contingency funds.</li> </ul> <p style="text-align: center;"><b>Policy Consideration</b></p> <ul style="list-style-type: none"> <li>HomeRise has not been in compliance with the City's financial and governance standards, which led the Controller's Office to place it in "Elevated Concern" status, which was escalated to "Red Flag" status after an audit was released in April 2024. HSH is planning to issue a competitive solicitation in Spring 2025 for TAY services, which may result in a new provider for this program.</li> </ul> <p style="text-align: center;"><b>Recommendations</b></p> <ul style="list-style-type: none"> <li>(1) Amend the proposed resolution to reduce the not-to-exceed amount of the grant agreement by \$242,074, for a total not to exceed \$12,700,000. (2) Amend the proposed resolution to state that the grant agreement will not be extended beyond December 2025. (3) Approval of the resolution, as amended, is a policy matter for the Board of Supervisors.</li> </ul>	

## MANDATE STATEMENT

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

## BACKGROUND

In 2013, the City opened the 5<sup>th</sup> and Harrison Transitional Living Program for Transitional Aged Youth (TAY, ages 18-24). The building includes 44 units and provides transitional housing to young adults who are homeless or at risk of becoming homeless with supportive services linking them to employment, education, and independent living skills. HomeRise has operated the program since it started.

In January 2019, the Department of Homelessness and Supportive Housing (HSH) issued a Request for Proposals (RFP) for homeless youth housing and services for multiple sites. The RFP included five service categories, including transitional housing. Within that category, HSH received two proposals and an evaluation panel scored them, as shown in Exhibit 1 below.<sup>1</sup>

### Exhibit 1: Proposals and Scores from RFP

Proposer	Organizational Capability & Experience (out of 48 Points)	Program Plan (out of 40 Points)	Budget & Budget Narrative (out of 12 points)	Total Score (out of 100 points)
Larkin Street Youth Services	42.3	31.3	7.7	<b>81.3</b>
Community Housing Partnership dba HomeRise	27.7	25.3	9.0	<b>62.0</b>

Source: HSH. Scores shown are the averages across three panelists.

Larkin Street Youth Services and HomeRise were both deemed to meet the minimum requirements of the RFP and were awarded grant agreements. Due to HomeRise's experience operating the 5<sup>th</sup> and Harrison Transitional Living Program, HSH awarded HomeRise a grant agreement to continue operating the program.

In May 2019, HSH executed a grant agreement with HomeRise to operate the 5<sup>th</sup> and Harrison Transitional Housing Program for a term of three years from July 2019 through June 2022 and an amount not to exceed \$5,671,303. In July 2022, HSH executed the First Amendment to the grant agreement, extending the term by one year through June 2023 and increasing the not-to exceed amount by \$3,327,983, for a total not to exceed \$8,999,286. In July 2023, HSH executed the Second Amendment to the grant agreement, extending the term by one year through June 2024, and increasing the not-to-exceed amount by \$993,984, for a total not to exceed \$9,993,270. In

<sup>1</sup> The evaluation panel included a Program Manager from HSH, a Supervisor from the Human Services Agency (HSA), and a Program Coordinator from the San Francisco State University (SFSU) Guardian Scholars Program.

July 2024, HSH executed the Third Amendment to the grant agreement, extending the term by one year through June 2025, with no change to the not-to-exceed amount.

### **DETAILS OF PROPOSED LEGISLATION**

The proposed resolution would approve the Fourth Amendment to the grant agreement for the TAY 5<sup>th</sup> and Harrison Transitional Living Program between HSH and HomeRise, extending the term by six months through December 2025, and increasing the not-to-exceed amount by \$2,948,804, for a total not to exceed \$12,942,074. The proposed resolution would also authorize HSH to enter into further immaterial amendments to the grant agreement.

HSH plans to release a procurement for TAY transitional housing services in spring of 2025, that includes standardized service objectives to better measure performance and align with Home by the Bay, the City's 5-year strategic plan to prevent and end homelessness. The short-term extension will allow HSH to continue services at the site until the procurement process is completed.

#### **Scope of Services**

Under the grant agreement, HomeRise provides transitional housing and supportive services at the 5<sup>th</sup> and Harrison location. Transitional housing services include operating the 44-unit facility, such as providing janitorial services in common areas, and maintenance and repairs. Supportive services include outreach, intake and assessment, individualized service plans, case management, document readiness, employment, transitional housing stability support, life skills training, benefits advocacy and assistance, referrals and coordination of services, transportation, accommodations and transfers, de-escalation and conflict resolution, room checks, wellness checks, and/or emergency safety checks, support groups, social events, and activities, and exit planning and after-care services. The hours of service are not specified, although the grant agreement, however HSH reports that nonprofit staff is onsite 24/7, with support services and residential services being provided 40 hours a week.

The grant agreement funds approximately 12.05 full-time equivalent (FTE) employees.

#### **Performance Monitoring**

FY 2023-24 performance monitoring showed that HomeRise generally met its service objectives and five out of seven outcome objectives, including placing clients into longer term housing when they exit the program. However, only 66 percent of participants were engaged in education or employment activities in the program (short of the 90 percent goal), and only 41 percent of participants were employed or enrolled in post-secondary education upon exiting the program, short of the 80 percent goal. An HSH site visit identified five findings and recommendations related to comprehensive service plans for each guest, comprehensive case notes for each guest, timely updating the computer system with client information, minimizing vacant rooms, and reducing room turnover time. The HomeRise Leadership Team submitted a response letter to HSH for FY 23-24 Program Monitoring by the due date of November 10, 2024. In the letter, HomeRise confirmed they had carefully reviewed all findings and provided a summary of proposed and ongoing action steps to address all findings in a timely manner.

**Red Flag Status**

HSH and the Mayor's Office of Housing and Community Development (MOHCD) both had concerns about HomeRise's organizational management and financial operations. In 2022, HSH and MOHCD requested the City Services Auditor to audit HomeRise due to many noted deficiencies and concerns. In June 2022, MOHCD issued a notice of default on one of HomeRise's properties, and in December 2022, the Controller's Office placed HomeRise in "Elevated Concern" status due to risk of instability.

In April 2024, the Controller's Office issued an audit of HomeRise with the following findings:

1. HomeRise mismanaged some of its property financial activities, which led to reduced revenues and improper costs that may have adversely affected subsidies from the City and loan repayment to the City;
2. HomeRise did not comply with City grant fiscal provisions given its wasteful, uncontrolled, and questionable spending;
3. HomeRise's inadequate financial environment and controls contributed to its noncompliance with City agreements;
4. Certain HomeRise financial decisions and practices exacerbated its cash flow problems and impacted its adherence to City agreements; and
5. Insufficient oversight by past executive leadership and the board amplified HomeRise's noncompliance and fiscal issues.

Following this audit, the Controller's Office placed HomeRise on "Red Flag" status, now referred to Tier 3 status. The Controller's Office, HSH, and MOHCD have developed an action plan for HomeRise to address the findings and get into compliance. According to Wendy Lee, Controller's Office City Performance Unit Project Manager, HomeRise has implemented some audit recommendations and is receiving technical assistance from City departments. HSH, MOHCD, and Controller's Office staff meets every other week with HomeRise leadership to review the status of the action plan items. HSH is now requesting a six-month extension of the grant agreement to allow services to continue while HomeRise works to reach compliance.

**FISCAL IMPACT**

The proposed Fourth Amendment would increase the not-to-exceed amount of the grant agreement by \$2,948,804, for a total not to exceed \$12,942,074. Actual and projected grant expenditures by year are shown in Exhibit 2 below.

**Exhibit 2: Actual and Projected Expenditures by Year**

<b>Year</b>	<b>Expenditures</b>
FY 2019-20 (Actual)	\$1,689,994
FY 2020-21 (Actual)	1,566,676
FY 2021-22 (Actual)	1,942,344
FY 2022-23 (Actual)	1,829,863
FY 2023-24 (Actual)	1,865,007
FY 2024-25 (Projected)	2,346,776
FY 2025-26 (Projected, 6 Months)	1,173,388
<i>Subtotal, Actual &amp; Projected Expenditures</i>	<i>\$12,414,049</i>
Contingency (15% of Projected Expenditures)	528,025
<b>Total Not-to-Exceed</b>	<b>\$12,942,074</b>

Source: Proposed grant amendment

A 15 percent contingency is included to account for escalation, new services, and/or expansions of services. The breakdown of FY 2024-25 expenditures is shown in Exhibit 3 below.

**Exhibit 3: Breakdown of FY 2024-25 Grant Expenditures**

<b>Expenditures</b>	<b>Amount</b>
Salaries & Benefits	\$984,159
Operating Expenses <sup>2</sup>	245,146
<i>Subtotal</i>	<i>\$1,229,305</i>
Indirect Cost (15%)	184,396
Other Expenses <sup>3</sup>	933,075
<b>Total Expenditures</b>	<b>\$2,346,776</b>

Source: Proposed grant agreement

The “Other Expenses” category includes \$326,480 in FY 2024-25 and \$163,240 in unallocated expenses, totaling \$489,720. According to HSH staff, this amount still has not been allocated, but is intended to cover cost of doing business (CODB) increases, as well as funds recaptured from Indirect Costs when rent was moved from Operating Costs to Other Expenses. Due to the availability of contingency funds, as well as HomeRise generally underspending its budget in each of the first five years of the grant agreement, we believe this amount is unnecessary. The Budget and Legislative Analyst recommends reducing the not-to-exceed amount of the grant agreement by \$242,074, for a total not to exceed \$12,700,000.

The grant is fully funded by the City’s General Fund.

**POLICY CONSIDERATION**

As noted above, HomeRise has not been in compliance with the City’s financial and governance standards that led the Controller’s Office to place it in “Elevated Concern” status, which was

<sup>2</sup> Operating expenses include utilities, office supplies and IT, building maintenance and repair, insurance, staff training, equipment rentals, tenant program supplies, dues and subscriptions, pest control, temporary desk clerks and security, and janitorial services.

<sup>3</sup> Other expenses include property rent and unallocated funds.

escalated to “Red Flag” status after an audit was released in April 2024. City departments are working with HomeRise to address the audit findings and reach compliance. Given the severity of the audit findings and the fact that very few City nonprofits are placed under Red Flag status, we believe that other service providers could operate this program as effectively as HomeRise with less risk to HSH. As noted above, HSH plans to release a procurement for TAY transitional housing services in spring of 2025, with a new grant agreement in place by January 1, 2026. To ensure that this occurs, and to allow services to continue uninterrupted, we recommend that the Board of Supervisors amend the proposed resolution to state that the grant agreement will not be extended beyond December 31, 2025.

### RECOMMENDATIONS

1. Amend the proposed resolution to reduce the not-to-exceed amount of the grant agreement by \$242,074, for a total not to exceed \$12,700,000.
2. Amend the proposed resolution to state that the grant agreement will not be extended beyond December 31, 2025.
3. Approval of the proposed resolution, as amended, is a policy matter for the Board of Supervisors.

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

**FOURTH AMENDMENT  
TO GRANT AGREEMENT**

**between**

**CITY AND COUNTY OF SAN FRANCISCO**

**and**

**COMMUNITY HOUSING PARTNERSHIP DBA HOMERISE**

THIS AMENDMENT of the **May 20, 2019** Grant Agreement (the "Agreement") is dated as of **January 1, 2025** and is made in the City and County of San Francisco, State of California, by and between **COMMUNITY HOUSING PARTNERSHIP DBA HOMERISE** ("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, the Agreement was competitively procured as required through Request for Proposals (RFP) #113, issued January 29, 2019, and this Amendment is consistent therewith; and

WHEREAS, City and Grantee desire to execute this Amendment to update the Agreement in order to fully fund FY24-25 and extend the term for six months; and

WHEREAS, the City's Homelessness Oversight Commission approved this Amendment by Resolution No. 24-088 on November 7, 2024, and

WHEREAS, the Board of Supervisors approved this Amendment under San Francisco Charter Section 9.118 by Resolution No. **<insert Resolution number> on <Month Date, Year>;**

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

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

- (a) "Agreement" shall mean the Agreement dated **May 20, 2019** between Grantee and City; and **First Amendment**, dated **July 1, 2022**, and **Second Amendment**, dated **July 1, 2023**; and **Third Amendment**, dated **July 1, 2024**.

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

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



**3.2 Duration of Term.** The term of this Agreement shall commence on **July 1, 2019** and expire on **June 30, 2025**, 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 replaced in its entirety to read as follows:

**3.2 Duration of Term.** The term of this Agreement shall commence on **July 1, 2019** and expire on **December 31, 2025** 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 Ninety Three Thousand Two Hundred Seventy Dollars (\$9,993,270).**

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

**5.1 Maximum Amount of Grant Funds.**

- (a) In no event shall the amount of Grant Funds disbursed hereunder exceed **Twelve Million Nine Hundred Forty Two Thousand Seventy Four Dollars (\$12,942,074).**
- (b) Grantee understands that, of the Maximum Amount of Grant Funds listed under Article 5.1 (a) of this Agreement, **Five Hundred Twenty Eight Thousand Twenty Five Dollars (\$528,025)** is included as a contingency amount and is neither to be used in the Budget attached to this Agreement or available to Grantee without a modification to the 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 16.19 Distribution of Beverages and Water** of the Agreement is hereby deleted and replaced in its entirety to read as follows:

**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) **Packaged Water Prohibition.** Grantee agrees that it shall not sell, provide, or otherwise distribute Packaged Water, as defined by San Francisco Environment Code Chapter 24 as part of its performance 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 January 1, 2025)

Appendix B, Budget (dated January 1, 2025)

Appendix C, Method of Payment (dated January 1, 2025)

Appendix D, Interests in Other City Grants (dated January 1, 2025)

**2.5 Appendix A, Services to be Provided,** of the Agreement is hereby replaced in its entirety by the modified **Appendix A, Services to be Provided** (dated January 1, 2025) for the period of January 1, 2025 to December 31, 2025.

**2.6 Appendix B, Budget,** of the Agreement is hereby replaced in its entirety by the modified **Appendix B, Budget** (dated January 1, 2025) for the period of July 1, 2019 to December 31, 2025.

**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 January 1, 2025).

**2.8 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 January 1, 2025).

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**

**COMMUNITY HOUSING  
PARTNERSHIP DBA HOMERISE**

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

By: \_\_\_\_\_  
Janéa Jackson  
Executive Director  
City Supplier Number: 0000022473

Approved as to Form:  
David Chiu  
City Attorney

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

**Appendix A, Services to be Provided  
by  
Community Housing Partnership dba HomeRise  
5<sup>th</sup> & Harrison Transitional Living Program**

**I. Purpose of Grant**

The purpose of this grant is to provide transitional housing and support services to the served population. The goals of these services are to stabilize participants' living situations, improve their mental and physical health, and increase their independence, in order to support them in transitioning to permanent housing.

**II. Served Population**

Grantee shall serve Transitional Age Youth (TAY), ages 18 to 24, who are:

- A. Experiencing homelessness; and/or
- B. Marginally housed; and/or
- C. At imminent risk of homelessness.

**III. Referral and Prioritization**

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

**IV. Description of Services**

Grantee shall provide the total number of participants as described in the Appendix B, Budget ("Number Served" tab) at any given time with transitional housing and support services for up to 24 months or until the participant reaches the age of 25, whichever occurs first. Grantee shall provide the following services, including, but not limited to:

- A. Transitional Housing: Grantee shall provide transitional housing. Grantee shall provide services at facilities for which they have site control, meaning a site they own or lease, provided that the site conforms to City requirements. Grantee shall also provide operations services, including, but not limited to, janitorial services in common areas and maintenance and repair of the facility and its systems to maintain a clean and safe environment.
- B. Supportive Services: Grantee shall utilize youth development programming to build strengths and promote resiliency. Support services shall include, but are not limited to, the following:
  - 1. Outreach: Grantee shall actively engage with participants to provide information about available support services and invite participants to take part. Outreach methods shall include in-person interactions, written messages, phone calls, voice mail, and emails, as available and appropriate to reach participants. Grantee shall document all outreach and attempts.
  - 2. Intake and Assessment: Grantee shall provide one or more meetings or interviews with each participant to gather required information, identify strengths, skills and needs and to set goals. The assessment shall focus on housing, employment, and education and shall occur within 30 days of placement.

3. Individualized Service Plans: Grantee shall provide Individualized Service Plans to establish and support achievement of goals. Grantee shall document interactions, engagement, and status of participants at least two or more times per month to ensure they are doing well and are receiving the support they need. Participants must actively participate in the development of their Individualized Service Plan.

Grantee shall attempt meaningful engagement with each participant two or more times per month, to assess strengths, skills and needs and match participants with program services most appropriate to help them transition into permanent housing and maximize their well-being.

4. Case Management: Grantee shall provide in-person case management, which includes ongoing meetings and counseling services to support the achievement of Individualized Service Plan goals. Grantee shall document interactions, engagement, and status of participants.
5. Document Readiness: Grantee shall assist guests to become document ready, to obtain needed documentation to support housing options and placement, including, but not limited to uploading/providing the Online Navigation and Entry (ONE) system with copies of the documents to avoid documents being lost or damaged.
6. Employment: Grantee shall provide supervised job search for employment that is subsidized or unsubsidized. Grantee shall assist participants with placement in subsidized employment, such as on-the-job training programs, workshops, or positions subsidized through other government or private funding sources; or unsubsidized jobs.
7. Transitional Housing Stability Support: Grantee shall offer on-site services and/or referrals to all participants who display indications of placement instability. Such indications include, but are not limited to, discontinuance from county, state and federal benefits, rule violations or behavior that puts the participant at risk of a denial of services, conflicts with staff or other participants, and if applicable, warnings from property/program management. Grantee shall assist with the de-escalation and resolution of conflicts as needed.
8. Life Skills Training: Grantee shall provide basic life skills training, which may include, but is not limited to, topics such as budgeting, household finances, conducting a housing search, nutrition, working with landlords, participants' rights, health awareness, and healthcare navigation, and parenting, if applicable.
9. Benefits Advocacy and Assistance: Grantee shall assist participants with obtaining or maintaining benefits. Grantee shall provide referrals for and solve problems preventing participants' enrollment in county, state and federal benefits

programs. Grantee may help participants identify, apply for and establish appointments for available services, such as cash aid, food programs, medical clinics and/or in-home support.

10. Referrals and Coordination of Services: Grantee shall help participants identify and access services available within the community that meet specific needs or support progress toward identified goals, especially those related to education and employment. For example, Grantee shall connect participants with Adult Basic Education, High School Diploma, General Education Degree (GED) preparation, and/or assistance with college preparation, enrollment, and financial aid support and with vocational training and workshops, job development, and job search assistance. This may include providing information about services, calling to help establish appointments, assisting with applications, providing appointment reminders, following up/checking in with participants regarding progress, and, as necessary, re-referral. Grantee shall also communicate and coordinate with outside service providers to support existing linkages that participants may have. Grantee shall refer any participant to an Access Point who has not been assessed by Coordinated Entry.
11. Transportation: Grantee shall provide resources needed to ensure transportation is not a barrier to participant self-sufficiency.
12. Grantee shall assist participants with reasonable accommodations, transfers, and other supports in accordance with HSH policy.
13. De-Escalation and Conflict Resolution: Grantee shall provide support service staff who shall be equipped to respond to emergency situations and are able to provide on-call de-escalation and conflict resolution 24 hours per day, seven days a week.
14. Grantee shall conduct Room Checks, Wellness Checks and/or Emergency Safety Checks regularly to ensure participant health and safety.
15. Support Groups, Social Events and Organized Activities:
  - a. Grantee shall develop a monthly calendar of events and activities with input from tenants to build community engagement, develop peer support, share information, form social connections or to celebrate significant events for approval by HSH. Grantee shall post and provide to tenants the approved monthly calendar of events.
  - b. Grantee shall conduct monthly community meetings for participants.
16. Exit Planning and After-Care Services: Grantee shall start engaging participants in exit planning within 6 months of intake and support successful transitions from the program. This plan shall be created based on the participant's needs and preferences and shall include a plan for the participant's entry into permanent and independent housing. Housing Plans may also include establishing a link to case

management as well as access to services in the community. Grantee shall assist participants in housing searches and applications.

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

Grantee shall provide support services and transitional housing at 374 5th Street, San Francisco, CA. Grantee shall provide service times when necessary to best serve participants using the staffing outlined in the Appendix B, Budget.

Grantee shall implement policies and procedures pertaining to emergency backup and will train staff accordingly.

## **VI. Service Requirements**

### **A. Facilities**

1. Grantee shall maintain facilities in full compliance with requirements of the law and local standards. Grantee shall ensure that facilities are well maintained, clean, and free of pests per the City Integrated Pest Management Code and Environmentally Preferable Purchasing Ordinance. Maintenance shall occur regularly, as required, and janitorial services shall occur regularly, per shift, and as required.
  - a. Grantee shall respond to all facility related requests and complaints promptly and in a manner that ensures the safety of participants and Provider staff. Providers shall note in writing and post in a common area when a maintenance problem of a common area will be repaired and the status of repair.
  - b. Grantee shall develop, maintain, and document maintenance schedules for the facility and its systems, as applicable per facility, including, but not limited to, maintaining light fixtures; heating and air conditioning systems (e.g. fan blades, air registers, vents, filters); plumbing (e.g. drains of showers, toilets, sinks); appliances (e.g. hand dryers, refrigerators, microwaves, fans, etc.); elevators; security systems (e.g. metal detectors, security cameras); fire extinguishers; emergency exits; electrical systems; mold, leak, and pest checks (e.g. roof, walls, bathrooms, kitchen, etc.); and supply checks (e.g. toilet paper, towels, soap, etc.).
  - c. Grantee shall develop, maintain, and document janitorial schedules 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. 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 participants will participate in annual trainings on harm reduction, overdose recognition and response.

- C. Housing First: Grantee services and operations shall align with the Core Components of Housing First as defined in California Welfare and Institutions Code, section 8255. This includes integrating policies and procedures to provide participant-centered, low-barrier access to housing and services
- D. 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>.
- E. Case Conferences: Grantee shall participate in individual case conferences and team coordination meetings with HSH-approved programs, as needed, to coordinate and collaborate regarding participants' progress.
- F. Supervision and Training: Grantee shall provide support services staff with supervision, training and case conferencing, as needed, to ensure appropriate case management, counseling and referral services are provided to tenants. Grantee shall prepare a staff training and budget for approval by HSH.
- G. Admission Policy: Grantee admission policies for services shall be in writing and available to the public. Except to the extent that the services are to be rendered to a specific population as described in the programs listed herein, such policies must include a provision that the served population is accepted for care without discrimination on the basis of race, color, creed, religion, sex, age, national origin, ancestry, sexual orientation, gender identification, disability, or HIV status.
- H. Good Neighbor Policies: Grantee shall maintain a good relationship with the neighborhood, including:
1. Grantee shall work with neighbors, HSH, San Francisco Police Department (SFPD), Department of Public Works (DPW), Department of Public Health (DPH), DEM/Healthy Streets Operations Center (HSOC), and other relevant city agencies to ensure that neighborhood concerns about the facility, site, and perimeter are heard and addressed.
  2. Grantee shall work with neighbors, HSH, SFPD, DPW, DPH, and other relevant city agencies to ensure that neighborhood concerns about the facility are heard and addressed.
  3. Grantee shall assign a director, manager, or representative to participate in and attend relevant neighborhood and community meetings.
  4. Grantee shall provide a phone number to all interested neighbors that will be answered 24 hours a day by a manager or other responsible person who has the authority to respond to complaints and issues at the site as they arise.
  5. Grantee shall minimize the impact on the neighborhood of program guests entering, exiting, or waiting for services. Grantee will do this by limiting referrals



to specified referral partners, 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 participants. Grantee will coordinate with other service providers and City agencies, as necessary, to address excessive noise from program participants, including coordination to address excessive noise occurring outside and near the program site.
7. Grantee shall actively discourage loitering and public drug use in the area immediately surrounding the program. Grantee will coordinate with other service providers and City agencies, as necessary, to address this issue.
8. Grantee shall implement management practices necessary to ensure that staff and participants maintain the safety and cleanliness of the area immediately surrounding the facility and do not block driveways of neighboring participant or businesses.
9. Grantee shall take all reasonable measures to ensure the sidewalks adjacent to the facility are not blocked.
10. Grantee will conduct at minimum 3 daily perimeter inspections, collect litter and contact the appropriate city department for assistance when needed.
11. Grantee shall immediately report to SFHOT or HSOC if encampments emerge along the perimeter of the site or immediately across the street.
12. Grantee will actively discourage guests from keeping tents outside of the site on the sidewalk and will follow HSH protocols on the issue.
13. Grantee will abate any graffiti on the site within 24 hours, weather permitting.
14. Grantee will report graffiti in the immediate area to 311.

I. Feedback, Complaint and Follow-up Policies:

Grantee shall provide means for the served population to provide input into the program, including the planning, design, and satisfaction. Feedback methods shall include:

1. 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.
2. Grantee shall offer and promote a written quarterly survey that has been pre-approved by HSH to the served population to gather feedback, gauge 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.

J. Grievance Procedure:

1. Grantee shall establish and maintain a written Grievance Procedure for participant, which shall include, at minimum, the following elements:
  - a. The name or title of the person or persons authorized to make a determination regarding the grievance;
  - b. The opportunity for the aggrieved party to discuss the grievance with those who will be making the determination;

- c. The amount of time required for each step, including when a participant can expect a response; and
    - d. In accordance with published HSH policies/procedures, the HSH Grievances email address ([hshgrievances@sfgov.org](mailto:hshgrievances@sfgov.org)) and mailing address for the household to contact after the household has exhausted Grantee's internal Grievance Procedure.
  - 2. Grantee shall, at program entry, review and provide a copy of this procedure, and any amendments, to each participant and obtain a signed copy of the form from the participant, which must be maintained in the participant's file. Additionally, Grantee shall post the policy at all times in a location visible to participants and provide a copy of the procedure and any amendments to the assigned HSH Program Manager.
- 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 HSH meetings and trainings, as requested;
  - 3. Adherence to the HSH Shelter Grievance Policy;
  - 4. Attendance at required ADA and access for persons with disabilities trainings;
  - 5. Adherence to the City service/companion/support animal policy; and
  - 6. 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).
- L. Critical Incidents: Grantee shall report critical incidents, as defined in the Critical Incident Policy, to HSH, within 24 hours of the incident according to Department policy. Critical incidents shall be reported using the online Critical Incident Report (CIR) form. In addition, critical incidents that involve life endangerment events or major service disruptions should be reported immediately to the HSH program manager. Please refer to the CIR Policy and procedures on the HSH Providers Connect website.
- M. Coordination with Other Service Providers: Grantee shall establish a Memorandum of Understanding (MOU) between all onsite service providers to outline their commitment to collaboration and services provided in the service of participants.
- N. 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.

O. Record Keeping and Files:

1. Grantee shall maintain confidential files on the served population, including developed plans, notes, guest agreement, Release of Information (ROI) and progress notes.
2. Grantee shall maintain confidential files for active and previously active guests, and document support service usage.
3. Grantee shall maintain confidential files regarding complaints, grievances, warnings and exits/denials of service for rule infractions including written notices, warnings, exit paperwork and related communications with guests.
4. Grantee shall maintain appropriate documentation to validate the approval of extensions to guests according to HSH policies.
5. Grantee shall maintain all eligibility documentation in the ONE System, including homelessness verification documents and/or ONE system enrollment.

P. Data Standards:

1. Grantee shall ensure compliance with the Homeless Management Information System (HMIS) Participation Agreement and Continuous Data Quality Improvement (CDQI) Process<sup>1</sup>, including but not limited to:
  - a. Entering all 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 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, HSH, and other providers about program participants shall be communicated in a secure manner, with appropriate release of consent forms and in compliance with 24 C.F.R. Part 578, Continuum of Care; 45 C.F.R. Parts 160 and 164, the Health Insurance Portability and Accountability Act (HIPAA) and federal and state data privacy and security guidelines.

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

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

## **VI. Service Objectives**

Grantee shall achieve the Service Objectives listed below.

- A. Grantee shall actively outreach to 100 percent of households at least once every month.
- B. Grantee shall offer assessment to 100 percent of households for primary medical care, mental health and substance use treatment needs within 60 days of move-in.
- C. Grantee shall offer assessment to 100 percent of households for benefits within 60 days of move-in, and shall assist residents to apply for benefits for which they are eligible.
- D. Grantee shall offer Support Services to 100 percent of all households who showed housing instability (e.g., non-payment of rent, lease violations) at least once per incident.
- E. Grantee shall outreach to 100 percent of households with planned exits from the program to engage in comprehensive discharge planning, which includes referrals for case management, housing, food, clothing, medical treatment, detox, and/or other services as necessary and appropriate.
- F. Grantee shall outreach to 100 percent of program participants participating in Support Services to create/engage in Service Plans, as needed, on an ongoing basis.
- G. Grantee shall review Service Plans at least once every six months and update as appropriate at this time.
- H. Grantee shall administer an annual written anonymous survey of households to obtain feedback on the type and quality of program services. Grantee shall offer all households the opportunity to take this survey.

## **VII. Outcome Objectives**

Grantee shall achieve the Outcome Objectives listed below.

- A. 90 percent of households will maintain their housing for a minimum of 12 months, move to other permanent housing, or be provided with more appropriate placements.
- B. 80 percent of individualized service plans will be reviewed at least once every six months and updated as appropriate at this time.
- C. 85 percent of participants have at least one positive relationship and/or permanent connection with an adult to whom they can go for support, advice, and guidance;
- D. 90 percent of participants will be engaged in education or employment activities while in the program;

- E. 80 percent of participants who exit will be employed or enrolled in post-secondary education; and
  - 1. 70 percent of participants exiting the program will exit to stable housing.
  - 2. 80 percent of households completing an annual tenant satisfaction survey will be satisfied or very satisfied with program services (based on a four-point scale: 1 = very dissatisfied, 2 = dissatisfied, 3 = satisfied, 4 = very satisfied).

## **VIII. Reporting Requirements**

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

- A. For any quarter that maintains less than 90 percent of the total agreed upon units of service for any mode of service hereunder, Grantee shall immediately notify the Department in writing and shall specify the number of underutilized units of service.
- B. Grantee shall report vacancy and referral information to HSH weekly in the form specified by HSH until such a time that an inventory tracker is available in ONE.
- C. Reporting via HSH designated method the current pool of active guests, the number of occupied beds, the number of beds temporarily offline and the number of beds currently available for placement.
- D. Grantee shall provide a monthly, quarterly, and annual report of activities, referencing the tasks as described in the Service and Outcome Objectives sections. Grantee shall enter the monthly metrics in the CARBON database by the 15<sup>th</sup> of the following month, including:
  - 1. Occupancy;
  - 2. New move-ins;
  - 3. Exits; and
  - 4. The number of unduplicated case manager contacts.
- E. Grantee shall provide an annual report summarizing the contract activities, referencing the tasks as described in the Service and Outcome Objectives sections. This report shall also include accomplishments and challenges encountered by the Grantee. Grantee will enter the annual metrics in the CARBON database by the 15<sup>th</sup> of the month following the end of the program year.
- F. Grantee shall provide Ad Hoc reports as required by the Department and respond to requests by the Department in a timely manner.
- G. 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

Contractor within thirty working days of receipt of any evaluation report and such response will become part of the official report.

- H. Grantee shall submit Project Descriptor data elements as described in the U.S. Department of Housing and Urban Development (HUD)'s latest HMIS Data Standards Manual (<https://files.hudexchange.info/resources/documents/HMIS-Data-Standards-Manual.pdf>) to HSH at the following intervals: 1) at the point of project setup; 2) when project information changes; 3) at least annually or as requested by HSH. Data is used for reporting mandated by HUD and California's Interagency Council on Homelessness, and to ensure HSH's ongoing accurate representation of program and inventory information for various reporting needs, including monitoring of occupancy and vacancy rates.

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

## **IX. 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, the Grantee's administrative records, staff training documentation, postings, program policies and procedures, data reported on Annual Performance Reports (APR), documentation of funding match sources, Disaster and Emergency Response Plan and training, personnel and activity reports, proper accounting for funds and other operational and administrative activities, and back-up documentation for reporting progress towards meeting service and outcome objectives.

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 training and agency lead meetings.

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

1

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING

2

APPENDIX B, BUDGET

3

Document Date

1/1/2025

4

Contract Term

Begin Date

End Date

Duration (Years)

5

Current Term

7/1/2019

6/30/2025

6

6

Amended Term

7/1/2019

12/31/2025

7

7

Provider Name

Community Housing Partnership (dba HomeRise)

8

Program

5th & Harrison Transitional Living Program

9

FSP Contract ID#

1000013599

10

Action (select)

Amendment

11

Effective Date

1/1/2025

12

Budget Name

General Fund - Transitional Housing and Support Services

13

Current

New

14

Term Budget

\$ 9,993,270

\$ 12,414,049

15%

15

Contingency

\$ 0

\$ 528,025

16

Not-To-Exceed

\$ 9,993,270

\$ 12,942,074

17

18

19

20

21

Expenditures

22

Salaries & Benefits

\$ 708,408

\$ 704,152

\$ 841,139

\$ 902,426

\$ 1,013,943

\$ 1,025,924

\$ (41,765)

\$ 984,159

\$ -

\$ 492,080

\$ 492,080

\$ 5,195,992

\$ 450,315

\$ 5,646,307

23

Operating Expense

\$ 795,350

\$ 799,606

\$ 744,857

\$ 980,598

\$ 902,405

\$ 890,426

\$ (645,280)

\$ 245,146

\$ -

\$ 122,573

\$ 122,573

\$ 5,113,241

\$ (522,707)

\$ 4,590,534

24

Subtotal

\$ 1,503,757

\$ 1,503,757

\$ 1,585,996

\$ 1,883,024

\$ 1,916,348

\$ 1,916,350

\$ (687,045)

\$ 1,229,305

\$ -

\$ 614,653

\$ 614,653

\$ 10,309,233

\$ (72,392)

\$ 10,236,841

25

Indirect Percentage

15.00%

15.00%

15.00%

15.00%

15.00%

15.00%

15.00%

15.00%

15.00%

15.00%

15.00%

15.00%

15.00%

15.00%

26

Indirect Cost (Line 24 X Line 25)

\$ 225,563

\$ 225,563

\$ 237,899

\$ 282,457

\$ 287,452

\$ 287,452

\$ (103,057)

\$ 184,396

\$ -

\$ 92,198

\$ 92,198

\$ 1,546,386

\$ (10,859)

\$ 1,535,527

27

Other Expenses (Not subject to indirect %)

\$ (39,326)

\$ (162,644)

\$ 118,448

\$ (335,617)

\$ (338,794)

\$ (1,104,417)

\$ 2,037,492

\$ 933,075

\$ -

\$ 466,538

\$ 466,538

\$ (1,862,350)

\$ 2,504,030

\$ 641,680

28

Capital Expenditure

\$ -

\$ -

\$ -

\$ -

\$ -

\$ -

\$ -

\$ -

\$ -

\$ -

\$ -

\$ -

\$ -

\$ -

30

Total Expenditures

\$ 1,689,994

\$ 1,566,676

\$ 1,942,344

\$ 1,829,863

\$ 1,865,007

\$ 1,099,385

\$ 1,247,391

\$ 2,346,776

\$ -

\$ 1,173,388

\$ 1,173,388

\$ 9,993,270

\$ 2,420,779

\$ 12,414,049

31

32

HSH Revenues (select)

33

General Fund - Ongoing

\$ 1,729,320

\$ 1,734,552

\$ 1,843,874

\$ 2,180,480

\$ 2,304,333

\$ 2,346,776

\$ 2,346,776

\$ 1,173,388

\$ 1,173,388

\$ 12,139,335

\$ 1,173,388

\$ 13,312,723

35

General Fund - One-Time

\$ -

\$ 51,880

\$ -

\$ -

\$ 51,880

\$ -

\$ 51,880

36

Prop C - One-Time COVID-19 Bonus Pay

\$ -

\$ 100,993

\$ -

\$ -

\$ 100,993

\$ -

\$ 100,993

37

COVID-19 Time-Limited Funding

\$ 12,000

\$ -

\$ -

\$ 12,000

\$ -

\$ 12,000

38

Adjustment to Actuals

\$ (51,326)

\$ (167,876)

\$ (54,403)

\$ (350,617)

\$ (439,325)

\$ -

\$ -

\$ (1,063,547)

\$ -

\$ (1,063,547)

39

Pending Amendment - Above NTE

\$ -

\$ (1,247,391)

\$ 1,247,391

\$ -

\$ -

\$ (1,247,391)

\$ 1,247,391

\$ -

40

\$ -

\$ -

\$ -

\$ -

\$ -

\$ -

\$ -

42

Total HSH Revenues

\$ 1,689,994

\$ 1,566,676

\$ 1,942,344

\$ 1,829,863

\$ 1,865,008

\$ 1,099,385

\$ 1,247,391

\$ 2,346,776

\$ -

\$ 1,173,388

\$ 1,173,388

\$ 9,993,270

\$ 2,420,779

\$ 12,414,049

52

Rev-Exp (Budget Match Check)

\$ -

\$ -

\$ -

\$ -

\$ -

\$ -

\$ -

\$ -

\$ -

\$ -

\$ -

\$ -

\$ -

\$ -

53

54

55

Prepared by

Karen Erickson

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Template last modified

5/13/2022

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\*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 Mayor / 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	H	O	V	AC	AH	AK	AL	AM	AN	AO	AP	AQ	AX	BT	BU	BV	
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																	Page 2 of 6
2	SALARY & BENEFIT DETAIL																	
3	Document Date	1/1/2025																
4	Provider Name	Community Housing Partnership (dba HomeRise)																
5	Program	5th & Harrison Transitional Living Program																
6	F&P Contract ID#	1000013599																
7	Budget Name	General Fund - Transitional Housing and Support Services																
8		EXTENSION YEAR																
9	POSITION TITLE	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6					Year 7	All Years					
10		7/1/2019 - 6/30/2020 Actuals	7/1/2020 - 6/30/2021 Actuals	7/1/2021 - 6/30/2022 Actuals	7/1/2022 - 6/30/2023 Actuals	7/1/2023 - 6/30/2024 Actuals	Agency Totals		For HSH Funded Program		7/1/2024 - 6/30/2025 Current	7/1/2024 - 6/30/2025 Amendment	7/1/2024 - 6/30/2025 New	7/1/2025 - 12/31/2025 New	7/1/2019 - 6/30/2025 Current/Actuals	7/1/2019 - 12/31/2025 Amendment	7/1/2019 - 12/31/2025 New	
11		Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Change	Budgeted Salary	Budgeted Salary	Budgeted Salary	Change	Budgeted Salary	
12	Program Director	\$ -	\$ -	\$ 23,513	\$ 53,000	\$ 46,400	\$ 106,000	1.00	50%	0.50	\$ 53,000	\$ -	\$ 53,000	\$ 26,500	\$ 175,913	\$ 26,500	\$ 202,413	
13	Site Manager	\$ 21,294	\$ 23,052	\$ 61,981	\$ 59,775	\$ 79,700	\$ 79,700	1.00	100%	1.00	\$ 79,700	\$ -	\$ 79,700	\$ 39,850	\$ 325,502	\$ 39,850	\$ 365,352	
14	Clinical Case Manager	\$ 45,256	\$ 60,766	\$ 41,350	\$ 7,696	\$ 65,955	\$ 76,960	1.00	10%	0.10	\$ 7,696	\$ -	\$ 7,696	\$ 3,848	\$ 228,719	\$ 3,848	\$ 232,567	
15	Clinical Services Manager	\$ 26,918	\$ 19,678	\$ -	\$ -	\$ -	\$ -	-	-	-	\$ -	\$ -	\$ -	\$ -	\$ 46,596	\$ -	\$ 46,596	
16	Clinical Services Manager	\$ 1,423	\$ -	\$ 7,104	\$ 932	\$ -	\$ -	-	-	-	\$ -	\$ -	\$ -	\$ -	\$ 9,459	\$ -	\$ 9,459	
17	Senior Case Manager	\$ 49,495	\$ 58,250	\$ 62,400	\$ 10,321	\$ -	\$ -	-	-	-	\$ -	\$ -	\$ -	\$ -	\$ 180,466	\$ -	\$ 180,466	
18	Senior Case Manager	\$ 37,998	\$ 40,541	\$ 41,766	\$ 550	\$ -	\$ -	-	-	-	\$ -	\$ -	\$ -	\$ -	\$ 120,855	\$ -	\$ 120,855	
19	Compliance Specialist	\$ 2,961	\$ -	\$ -	\$ -	\$ -	\$ -	-	-	-	\$ -	\$ -	\$ -	\$ -	\$ 2,961	\$ -	\$ 2,961	
20	Front Desk Clerk	\$ 123,853	\$ 141,860	\$ 126,610	\$ 160,160	\$ 188,780	\$ 45,760	3.50	100%	3.50	\$ 160,160	\$ -	\$ 160,160	\$ 80,080	\$ 901,423	\$ 80,080	\$ 981,503	
21	Senior Front Desk Clerk	\$ 42,594	\$ 37,504	\$ 38,254	\$ 60,200	\$ 58,780	\$ 60,200	1.00	100%	1.00	\$ 60,200	\$ -	\$ 60,200	\$ 30,100	\$ 297,532	\$ 30,100	\$ 327,632	
22	Maintenance Operations Manager	\$ 4,249	\$ 4,354	\$ -	\$ -	\$ 15,640	\$ -	-	-	-	\$ -	\$ -	\$ -	\$ -	\$ 24,243	\$ -	\$ 24,243	
23	Maintenance Supervisor	\$ 59,306	\$ 38,523	\$ 40,477	\$ 52,000	\$ 11,241	\$ 63,400	1.00	100%	1.00	\$ 63,400	\$ -	\$ 63,400	\$ 31,700	\$ 264,947	\$ 31,700	\$ 296,647	
24	Janitor	\$ 53,995	\$ 49,651	\$ 36,171	\$ 47,840	\$ 125,270	\$ 47,840	1.00	140%	1.40	\$ 66,976	\$ -	\$ 66,976	\$ 33,488	\$ 379,903	\$ 33,488	\$ 413,391	
25	Resident Services Manager	\$ 3,385	\$ 59,404	\$ 66,140	\$ 71,500	\$ -	\$ 71,500	1.00	100%	1.00	\$ 71,500	\$ -	\$ 71,500	\$ 35,750	\$ 271,929	\$ 35,750	\$ 307,679	
26	Director of Contracts and Compliance	\$ -	\$ -	\$ 15,000	\$ 6,265	\$ 9,880	\$ 122,000	1.00	15%	0.15	\$ 18,300	\$ -	\$ 18,300	\$ 9,150	\$ 49,445	\$ 9,150	\$ 58,595	
27	Director of Resident Services	\$ 9,251	\$ 8,542	\$ 18,000	\$ 19,200	\$ 9,904	\$ 128,000	1.00	15%	0.15	\$ 19,200	\$ -	\$ 19,200	\$ 9,600	\$ 84,097	\$ 9,600	\$ 93,697	
28	VP of Impact	\$ -	\$ 10,500	\$ 1,965	\$ 23,250	\$ -	\$ -	-	-	-	\$ -	\$ -	\$ -	\$ -	\$ 35,715	\$ -	\$ 35,715	
29	Learning and Evaluation Manager	\$ -	\$ 3,300	\$ 665	\$ 6,136	\$ -	\$ -	-	-	-	\$ 6,136	\$ (6,136)	\$ -	\$ -	\$ 16,237	\$ (6,136)	\$ 10,101	
30	Chief Of Staff	\$ 6,556	\$ 18,870	\$ 12,000	\$ 11,100	\$ 15,280	\$ -	-	-	-	\$ -	\$ -	\$ -	\$ -	\$ 63,806	\$ -	\$ 63,806	
31	Resident Services Program Associate	\$ 15,713	\$ 5,768	\$ 17,000	\$ 9,672	\$ 5,990	\$ 64,480	1.00	15%	0.15	\$ 9,672	\$ -	\$ 9,672	\$ 4,836	\$ 63,815	\$ 4,836	\$ 68,651	
32	Public Funding Associate	\$ 39,448	\$ -	\$ 15,145	\$ 1,248	\$ -	\$ -	-	-	-	\$ 3,120	\$ (3,120)	\$ -	\$ -	\$ 58,961	\$ (3,120)	\$ 55,841	
33	L & E Programs Associate (Data)	\$ -	\$ 5,939	\$ -	\$ 3,500	\$ -	\$ -	-	-	-	\$ 3,500	\$ (3,500)	\$ -	\$ -	\$ 12,939	\$ (3,500)	\$ 9,439	
34	Resident Services Training Manager	\$ -	\$ 8,736	\$ 6,650	\$ 6,970	\$ 6,273	\$ 69,700	1.00	10%	0.10	\$ 6,970	\$ -	\$ 6,970	\$ 3,485	\$ 35,599	\$ 3,485	\$ 39,084	
35	VP of Programs	\$ -	\$ -	\$ 9,900	\$ 11,400	\$ -	\$ -	-	-	-	\$ 11,400	\$ (11,400)	\$ -	\$ -	\$ 32,700	\$ (11,400)	\$ 21,300	
36	Senior Case Manager	\$ -	\$ -	\$ -	\$ 21,123	\$ 60,350	\$ 60,350	1.00	100%	1.00	\$ 60,350	\$ -	\$ 60,350	\$ 30,175	\$ 141,823	\$ 30,175	\$ 171,998	
37	Case Manager	\$ -	\$ -	\$ -	\$ 24,140	\$ 60,350	\$ 60,350	1.00	100%	1.00	\$ 60,350	\$ -	\$ 60,350	\$ 30,175	\$ 144,840	\$ 30,175	\$ 175,015	
38	Strategic Initiatives Director	\$ -	\$ -	\$ -	\$ 8,250	\$ -	\$ -	-	-	-	\$ 7,140	\$ (7,140)	\$ -	\$ -	\$ 15,390	\$ (7,140)	\$ 8,250	
39		\$ -	\$ -	\$ -	\$ -	\$ -					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
40		\$ -	\$ -	\$ -	\$ -	\$ -					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
54		\$ -	\$ -	\$ -	\$ -	\$ -					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
55		\$ 543,695	\$ 595,238	\$ 642,091	\$ 676,228	\$ 759,793	TOTAL SALARIES					\$ 768,770	\$ (31,296)	\$ 737,474	\$ 368,737	\$ 3,985,815	\$ 337,441	\$ 4,323,256
56							TOTAL FTE					12.05						
57							FRINGE BENEFIT RATE											
58		\$ 164,713	\$ 108,914	\$ 199,048	\$ 226,198	\$ 254,151	EMPLOYEE FRINGE BENEFITS					\$ 257,154	\$ (10,469)	\$ 246,685	\$ 123,343	\$ 1,210,177	\$ 112,874	\$ 1,323,051
59		\$ 708,408	\$ 704,152	\$ 841,139	\$ 902,426	\$ 1,013,943	TOTAL SALARIES & BENEFITS					\$ 1,025,924	\$ (41,765)	\$ 984,159	\$ 492,080	\$ 5,195,992	\$ 450,315	\$ 5,646,307
60																		



	A	B	E	H	K	N	Q	R	S	V	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING												Page 3 of 6
2	OPERATING DETAIL												
3	Document Date	1/1/2025											
4	Provider Name	Community Housing Partnership (dba HomeRise)											
5	Program	5th & Harrison Transitional Living Program											
6	FSP Contract ID#	1000013599											
7	Budget Name	General Fund - Transitional Housing and Support Services											
8		EXTENSION											
9		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6			Year 7	All Years		
10		7/1/2019 - 6/30/2020	7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	7/1/2025 - 12/31/2025	7/1/2019 - 6/30/2025	7/1/2019 - 12/31/2025	7/1/2019 - 12/31/2025
11		Actuals	Actuals	Actuals	Actuals	Actuals	Current	Amendment	New	New	Current/Actuals	Amendment	New
12	Operating Expenses	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
13	Rental of Property	\$ 580,434	\$ 598,036	\$ 609,977	\$ 710,396	\$ 606,595	\$ 645,280	\$ (645,280)	\$ -	\$ -	\$ 3,750,718	\$ (645,280)	\$ 3,105,438
14	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 76,405	\$ 59,133	\$ 24,652	\$ 51,406	\$ 76,000	\$ 48,000	\$ -	\$ 48,000	\$ 24,000	\$ 335,596	\$ 24,000	\$ 359,596
15	Office Supplies, Postage	\$ 9,215	\$ 33,478	\$ 4,521	\$ 6,200	\$ 6,200	\$ 6,200	\$ -	\$ 6,200	\$ 3,100	\$ 65,814	\$ 3,100	\$ 68,914
16	Building Maintenance Supplies and Repair	\$ 22,016	\$ 7,522	\$ 27,000	\$ 49,600	\$ 80,000	\$ 72,336	\$ -	\$ 72,336	\$ 36,168	\$ 258,474	\$ 36,168	\$ 294,642
18	Insurance	\$ 26,142	\$ 550	\$ 25,685	\$ 19,120	\$ 22,185	\$ 22,185	\$ -	\$ 22,185	\$ 11,093	\$ 115,867	\$ 11,093	\$ 126,960
19	Staff Training	\$ 11,841	\$ 22,623	\$ 6,382	\$ 18,600	\$ 12,500	\$ 12,500	\$ -	\$ 12,500	\$ 6,250	\$ 84,446	\$ 6,250	\$ 90,696
20	Staff Travel-(Local & Out of Town)	\$ 800	\$ 800	\$ 575	\$ 775	\$ 775	\$ 775	\$ -	\$ 775	\$ 388	\$ 4,500	\$ 388	\$ 4,888
21	Rental of Equipment	\$ 3,146	\$ 3,725	\$ 3,500	\$ 3,240	\$ 3,240	\$ 3,240	\$ -	\$ 3,240	\$ 1,620	\$ 20,091	\$ 1,620	\$ 21,711
24	Office Equipment	\$ 15,770	\$ 19,000	\$ -	\$ -	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ 39,770	\$ -	\$ 39,770
25	IT and Small Office Purchase	\$ 5,859	\$ 6,000	\$ 4,000	\$ 8,500	\$ 6,000	\$ 6,000	\$ -	\$ 6,000	\$ 3,000	\$ 36,358	\$ 3,000	\$ 39,358
26	Organizational Activities (Staff)	\$ 3,577	\$ 1,969	\$ 100	\$ 2,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,646	\$ -	\$ 7,646
27	Tenant/Program projects/activity supplies	\$ 10,450	\$ 16,450	\$ 10,465	\$ 21,525	\$ 15,200	\$ 10,200	\$ -	\$ 10,200	\$ 5,100	\$ 84,290	\$ 5,100	\$ 89,390
29	Dues and Subscriptions	\$ -	\$ 6,000	\$ 3,000	\$ 6,500	\$ 6,500	\$ 6,500	\$ -	\$ 6,500	\$ 3,250	\$ 28,500	\$ 3,250	\$ 31,750
32						\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
42	Consultants						\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
43						\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
54	Subcontractors (First \$25k Only)						\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
55	Maintenance Contractors	\$ 7,532	\$ 2,000	\$ -	\$ 8,736	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 18,268	\$ -	\$ 18,268
56	Extermination Contract	\$ 6,000	\$ 7,320	\$ -	\$ 10,000	\$ 10,000	\$ 10,000	\$ -	\$ 10,000	\$ 5,000	\$ 43,320	\$ 5,000	\$ 48,320
57	Temp Desk Clerk/Lobby Security	\$ 13,000	\$ 15,000	\$ -	\$ 25,000	\$ 30,000	\$ 25,000	\$ -	\$ 25,000	\$ 12,500	\$ 108,000	\$ 12,500	\$ 120,500
58	Professional Services	\$ -	\$ -	\$ 25,000	\$ 14,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 39,000	\$ -	\$ 39,000
59	Contractors Janitorial				\$ 25,000	\$ 22,210	\$ 22,210	\$ -	\$ 22,210	\$ 11,105	\$ 69,420	\$ 11,105	\$ 80,525
67										\$ -			
68	TOTAL OPERATING EXPENSES	\$ 795,350	\$ 799,606	\$ 744,857	\$ 980,598	\$ 902,405	\$ 890,426	\$ (645,280)	\$ 245,146	\$ 122,573	\$ 5,113,241	\$ (522,707)	\$ 4,590,534
69													
70	Other Expenses (not subject to indirect cost %)												
71	Unallocated funds - must be allocated before billing		\$ 5,232	\$ 2,605		\$ 100,531	\$ 142,974	\$ 183,506	\$ 326,480	\$ 163,240	\$ 251,342	\$ 346,746	\$ 598,088
72	One-Time FY20-21 General Fund Carryforward			\$ 51,880			\$ -	\$ -	\$ -	\$ -	\$ 51,880	\$ -	\$ 51,880
73	Prop C One-Time COVID-19 Bonus Pay			\$ 100,994			\$ -	\$ -	\$ -	\$ -	\$ 100,994	\$ -	\$ 100,994
74	Professional Services - see similar line above in Subcontractor section			\$ 17,372			\$ -	\$ -	\$ -	\$ -	\$ 17,372	\$ -	\$ 17,372
75	Temp Desk Clerk/Lobby Security				\$ 10,000		\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ -	\$ 10,000
76	Contractors Janitorial				\$ 5,000		\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ -	\$ 5,000
77	Adjustment to Actuals	\$ (51,326)	\$ (167,876)	\$ (54,403)	\$ (350,617)	\$ (439,325)	\$ -	\$ -	\$ -	\$ -	\$ (1,063,547)	\$ -	\$ (1,063,547)
78	COVID-19 Time-Limited Funding	\$ 12,000					\$ -	\$ -	\$ -	\$ -	\$ 12,000	\$ -	\$ 12,000
79	Hold Pending Amendment - Above NTE						\$ (1,247,391)	\$ 1,247,391	\$ -	\$ -	\$ (1,247,391)	\$ 1,247,391	\$ -
80	Rental of Site (master lease)							\$ 606,595	\$ 606,595	\$ 303,298	\$ -	\$ 909,893	\$ 909,893
81								\$ -			\$ -	\$ -	\$ -
82													
83	TOTAL OTHER EXPENSES	\$ (39,326)	\$ (162,644)	\$ 118,448	\$ (335,617)	\$ (338,794)	\$ (1,104,417)	\$ 2,037,492	\$ 933,075	\$ 466,538	\$ (1,862,350)	\$ 2,504,030	\$ 641,680
93													
94	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
95													
96	HSH #3										Template last modified 5/13/2022		

## BUDGET NARRATIVE

Fiscal Year

General Fund - Transitional Housing and Support Services

FY24-25

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

	<u>Adjusted</u>		<u>Budgeted</u>		<u>Justification</u>	<u>Calculation</u>	<u>Employee Name</u>
	<u>FTE</u>	<u>\$</u>	<u>Salary</u>	<u></u>			
<b>Salaries &amp; Benefits</b>							
Program Director	0.50	\$	53,000	Directly supervises all APDs/Resident Services Managers to ensure high levels of program service and contract compliance.	Annualized Salary * Adjusted FTE	Vacant	
Site Manager	1.00	\$	79,700	The Site Manager maintains an environment of respect and service, while ensuring that residents abide by the house rules and program terms. Responsible for monitoring the physical integrity of the building and working with maintenance staff to address any deficiencies. Works in close coordination with Resident Services to collect program participant fees and savings contribution and collect tenant rent. The SM alternates on-call responsibilities during non-scheduled hours to respond to building and/or resident emergencies.	Annualized Salary * Adjusted FTE	Jackson, Deborah	
Clinical Case Manager	0.10	\$	7,696	Master's Level clinician provides mental health treatment, crisis intervention and consultation; facilitates 5150s; and supports achievement of agency-wide housing retention and Resident Services Department goals.	Annualized Salary * Adjusted FTE	Vacant	
Front Desk Clerk	3.50	\$	160,160	Monitor daily building activities, provide 24-hour security, and respond to building and resident emergencies.	Annualized Salary * Adjusted FTE	Trocki, Robert; Page, Marquita; Byrd, Annie; Yaqueline Hernandez	
Senior Front Desk Clerk	1.00	\$	60,200	Responsible for the operations of the building's desk station, including oversight and scheduling of the front desk clerk staff, training of staff on all emergency, and non-emergency procedures, and compliance with all departmental, and agency policies (high school diploma or GED required).	Annualized Salary * Adjusted FTE	Robin Antoinette Boyer	
Maintenance Supervisor	1.00	\$	63,400	Responsible for ongoing maintenance and turnovers, oversight of all vendor repairs, and development and implementation of Preventive Maintenance Plans	Annualized Salary * Adjusted FTE	Vacant	
Janitor	1.40	\$	66,976	Responsible for maintaining the cleanliness and janitorial standards at the site.	Annualized Salary * Adjusted FTE	Rita Zamora-Fee, Mark Collins	
Resident Services Manager	1.00	\$	71,500	Provides program oversight and supervises on-site staff (Note: our program model requires that there is coverage for crisis intervention and cross training across the portfolios ensuring consistency within the department leadership and preventing gaps in coverage.)	Annualized Salary * Adjusted FTE	Vacant	
Director of Contracts and Compliance	0.15	\$	18,300	Supports the site-level staff to ensure that contract compliance is met, including all funder reporting. Identifies training opportunities for staff to ensure high level documentation and data collection of services provided. Leads Town Hall planning and implementation, including site level report outs of resident experience shared; supports staff follow up to ensure resident voice is centered in programmatic CQI.	Annualized Salary * Adjusted FTE	Spiker, Kat	
Director of Resident Services	0.15	\$	19,200	Directs and guides the overall delivery of building-based services for tenants at supportive housing sites, including case management, community-building, and on-site behavioral health services to over 1,300 tenants; ensures compliance with funder requirements, including fiscal oversight and reporting; provides clinical supervision, crisis intervention and facilitates 5150's as needed.	Annualized Salary * Adjusted FTE	Davis Sr., Marcel	
Resident Services Program Associate	0.15	\$	9,672	Provides administrative support directly to sites (including soliciting and distributing in kind donations offered to residents (i.e. new bedding, clothing, personal care items) and coordinates all staff training (identifies and vets new trainers for fit with PSH/HomeRise, coordinates logistics, ensures training space and time meet staff needs).	Annualized Salary * Adjusted FTE	Ballard, Brittany (Shrag)	
Resident Services Training Manager	0.10	\$	6,970	Provides onboarding, coaching, and mentoring to new RSTL and RSC staff; provides direct service coverage during scheduled PTO of regular staff.	Annualized Salary * Adjusted FTE	Scannell, Alex	
Senior Case Manager	1.00	\$	60,350	Provides case management services to residents, supports achievement of agency-wide housing retention and Resident Services Department goals, supports staff to ensure they have the support needed to carry out the work. Staffing pattern is 1.0 FTE, however was adjusted to .75 due to staff vacancies. Adjusted again in March to .35 due to continued vacancy.	Annualized Salary * Adjusted FTE	Rice, Scott	
Case Manager	1.00	\$	60,350	Provides case management services to residents, supports achievement of agency-wide housing retention and Resident Services Department goals, supports staff to ensure they have the support needed to carry out the work. Staffing pattern is 1.0 FTE, however was adjusted to .9 due to staff vacancies. Adjusted again in March to .4 due to continued vacancy.	Annualized Salary * Adjusted FTE	Vacant; position to be posted	
TOTAL	12.05	\$	737,474				
Employee Fringe Benefits		\$	246,685	Includes FICA, SSUI, Workers Compensation and Medical calculated at 33.45% of total salaries.			
Salaries & Benefits Total		\$	984,159				

<u>Operating Expenses</u>	<u>Budgeted Expense</u>	<u>Justification</u>	<u>Calculation</u>
Rental of Property	\$		
Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 48,000	Utilities (gas, water, electric), including telecommunications	
Office Supplies, Postage	\$ 6,200	Office supplies & postage	
Building Maintenance Supplies and Repair	\$ 72,336	Includes costs for ongoing building maintenance and repair work, including unit turnover expenses, security alarm maintenance, cameras, fire sprinkler and fire system maintenance	
Insurance	\$ 22,185	For insurance expense - property and allocated	
Staff Training	\$ 12,500	For direct program staff training, recruitment, background checks, and retention activities. Trainings focus on annual trainings required for all RSD staff, individual development opportunities based on staff need and interest, leadership development opportunities as staff move into supervisory or mentorship roles, and department off-site opportunities for team building and learning outside of their regular site. Please see the HSH approved HomeRise Staff Development plan 7.22 for further details.	
Staff Travel-(Local & Out of Town)	\$ 775	For travel expense to meetings, trainings, etc.	
Rental of Equipment	\$ 3,240	For copier lease and maintenance of copier rental, including allocated expense.	
IT and Small Office Purchase	\$ 6,000	For IT direct expenses, including purchase of computer, printers, as well as allocated expenses for IT support.	
Tenant/Program projects/activity supplies	\$ 10,200	Supports monthly groups events, and celebrations, including resident determined programming through the Resident Association. Each building has its own calendar that meets the building's needs and includes community building events (coffee hour and community meetings), skill building/wellness events (harm reduction groups, parenting groups, cooking groups), and seasonal and cultural celebrations (Black History Month, Pride, Cesar Chavez day, Thanksgiving, Winter holidays). In addition to programming, this line items covers items that support housing retention and wellness such as backpacks and school supplies for school-aged youth, covers emergency resources if a tenant needed to be temporarily displaced from their unit, as well as provides cleaning supplies for tenants addressing habitability issues or pest infestations. Welcome baskets for new move-ins and new home supplies for residents who move into less supported housing are included in this budget, as well as food and supplies for pets/service animals.	
Dues and Subscriptions	\$ 6,500	For license fees associated with the ECM case management system used by the resident service department to document resident data, as well as fees for the Property Management software (Yardi).	
<b>Subcontractors (First \$25k Only)</b>	\$ -		
Extermination Contract	\$ 10,000	Previously included in Professional Services: Monthly pest inspection and extermination costs	
Temp Desk Clerk/Lobby Security	\$ 25,000	Previously included in Professional Services; Shift coverage provided to Front Desk Clerk staff during times of staff vacation or shift called outs	
Contractors Janitorial	\$ 22,210	Previously included in Professional Services; Shift coverage provided for janitorial staff during times of staff vacation or shift called outs	
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 245,146</b>		
<b>Indirect Cost</b>	<b>15.0% \$ 184,396</b>		

<u>Other Expenses (not subject to indirect cost %)</u>	<u>Amount</u>	<u>Justification</u>	<u>Calculation</u>
Unallocated funds - must be allocated before billing	\$ 326,480	Unallocated cost of doing business (CODB) increase and funds released from indirect and previous staff positions (see calculation note at right). Not available for billing until allocated to budget lines and approved by the HSH Program Manager.	Annual percentage approved by the SF Board of Supervisors - includes 4.75% increase in FY23-24 (\$100,531) and 2.5% increase on eligible costs (excluding rent) in FY24-25 (\$42,443). Also includes \$135,447 released from indirect when the rent was moved from operating to other costs, and \$48,029 from positions removed from the budget.
Rental of Site (master lease)	\$ 606,595	Annual master lease cost to rent the 5th and Harrison property - previously included under operating costs above; moved here for consistency with treatment of master leasing costs in City budgets	\$50,549.58 monthly cost per lease
	\$ -		
<b>TOTAL OTHER EXPENSES</b>	<b>\$ 933,075</b>		

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y						
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																						Page 5 of 6								
2	APPENDIX B, BUDGET																														
3	Document Date	1/1/2025																													
4	Contract Term	Begin Date																						End Date	Duration (Years)						
5	Current Term	7/1/2019																						6/30/2025	6						
6	Amended Term	7/1/2019																						12/31/2025	7						
7	Program	5th & Harrison Transitional Living Program																													
8	Service Component																														
9																									Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7
10																									7/1/2019 - 6/30/2020	7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2025 - 12/31/2025
11	Transitional Housing & Support Services				41	41	41	41	41	41	43	43																			
12	Support Services only (legacy non-TH tenants)				3	3	3	3	3	3	1	1																			
13																															
14																															
15																															
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17																															
18																															
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	A	B	C	D	E
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING				Page 6 of 6
2	APPENDIX B, BUDGET				
3	Document Date	1/1/2025			
4	Contract Term	Begin Date	End Date	Duration (Years)	
5	Current Term	7/1/2019	6/30/2025	6	
6	Amended Term	7/1/2019	12/31/2025	7	
7	Program	5th & Harrison Transitional Living Program			
8					
9	Approved Subcontractors				
10	Pacific Coast Staffing				
11	Janitorial Contractor				
12	Extermination service				
13					
14					
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## Appendix C, Method of Payment

- I. Reimbursement for 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, paid by the Grantee, 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 the Appendix B, Budget(s) of the Agreement. Grantee will only be reimbursed for charges on agency credit cards for expenditures directly related to budget line items.
- II. General Instructions for Invoice Submittal:** Grantee invoices shall include actual detailed expenditures for eligible activities incurred during the month and paid by the Grantee; averaged costs will not be accepted.
- A. Grantee shall submit all invoices and any related required documentation in the format specified below, after costs have been incurred and paid by the Grantee, and within 15 days after the month the service has occurred.
- B. Expenditures must be paid by the Grantee prior to invoicing HSH for grant expenditures.
- C. Grantee shall ensure all final invoices are submitted 15 days after the close of the fiscal year or project period. HSH does not allow supplemental invoicing for expenses that have not been billed after the close of the fiscal year or project period. Failure to submit invoices and documentation within these timeframes will result in payment delays. HSH will not advance payment to cover cash flow problems related to untimely and/or not adequately documented invoices.
- D. Failure to consistently invoice within the required timelines shall result in a Corrective Action Plan issued by HSH which may impact Grantee's ability to apply for future funding or requests for additional funding.

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

E. 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.

- F. 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 more than 100 percent of an ongoing General Fund or Our City, Our Home Fund (Prop C) line item, provided that total expenditures do not exceed the budget category amount (i.e., Salary, Operating, and/or Capital), per the HSH Budget Revision Policy and Procedure: <http://hsh.sfgov.org/overview/provider-updates/>.

G. Spend Down:

1. Grantee shall direct questions regarding spend down and funding source prioritization to the assigned HSH Contract and Program Managers, as listed in CARBON.
2. Generally, Grantee is expected to spend down ongoing funding proportionally to the fiscal year or project period. Grantee shall report unexpected delays and challenges to spending funds, as well as any lower than expected spending to the assigned Contract

and Program Managers, as listed in CARBON prior to, or in conjunction with the invoicing period.

3. Failure to spend Grant funding monthly and annually may result in reductions to future allocations and may impact future advance. HSH may set specific spend down targets and communicate those to Grantees.

#### H. 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) and summarized in Excel;
  - 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));
  - 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;
  - e. Include only documentation that pertains to the Grant budget that is being invoiced. Grantee shall not provide agency-wide supporting documentation for other agency costs or HSH Grants. (e.g., only payroll documentation for the personnel being charged to that invoice should be included); and
  - f. Include the Grantee's cost allocation plan.
3. Grantee shall follow HSH instructions per funding source and ensure that all documentation clearly matches the approved Appendix B, Budget(s) line items and eligible activities. HSH reserves the right to reject and/or deny invoices, in part or as a whole, that do not follow these instructions.



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, a personnel report in Excel format that itemizes all payroll costs included in the invoice, 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 single expense within the Operating budget category that exceed \$10,000.</p> <p>Documentation shall include, but is not limited to, a detailed summary report in Excel format that itemizes all costs included in each operating invoice line, 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 detailed summary report in Excel format, showing proof of Direct Assistance expenditures, and any other information specifically requested by HSH to confirm appropriate use of Direct Assistance funds per the established program policy.</p>

General Fund	
Type	Instructions and Examples of Documentation
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 shall include, but is not limited to, a detailed summary report in Excel format that itemizes all costs included in each capital/one-time invoice line, receipts of purchases or paid invoices of non-recurring expenditures, such as repairs or one-time purchases.</p>

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

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

**A. Advance Requirements:**

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

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

**B. Advance Request Process:**

1. Grantee shall submit a written request to the assigned HSH Contract Manager, as listed in CARBON, on an agency letterhead with a narrative justification that fully

describes the unique circumstances, for review and approval. Advance requests must be submitted by the Grantee's authorized staff only.

2. HSH, at its sole discretion, may make available to Grantee up to one month of the total ongoing annualized General Fund or Prop C budget amount, per the Appendix B, Budget(s) of this Agreement. Requests for greater than one month of the ongoing annualized budget amount may be considered on a case-by-case basis only.
3. Grantee is expected to maintain adequate cash reserves for multi-year Grant agreements and not rely on cash advances to cover expenses necessary to operate Grantee's core operations.

C. Advance Repayment Process:

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

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

## Appendix D - Interests In Other City Grants

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

City Department or Commission	Program Name	Dates of Grant Term	Not-To-Exceed Amount
Department of Homelessness & Supportive Housing	Support Services at 53 Colton	07/01/22 – 6/30/27	\$3,693,826
Department of Homelessness & Supportive Housing	Supportive Services at Mission Bay South Block 9	07/01/22 – 6/30/27	\$5,074,038
Department of Homelessness & Supportive Housing	Island Bay Homes Supportive Services	07/01/20 – 6/30/26	\$4,087,212
Department of Homelessness & Supportive Housing	Mental Health Services Act/Prop 63	07/01/20 – 06/30/26	\$5,296,720
Department of Homelessness & Supportive Housing	Essex and Zygmunt Arendt Supportive Services	07/01/20 – 06/30/26	\$5,466,198
Department of Homelessness & Supportive Housing	Arnett Watson Supportive Services	07/01/20 – 06/30/26	\$5,277,484
Department of Homelessness & Supportive Housing	Tenant Services & HUD ISN	07/01/21 – 06/30/25	\$9,732,603
Department of Homelessness & Supportive Housing	Rental Assistance at Scattered Sites	07/01/21 – 06/30/29	\$3,186,508
Human Services Agency	1750 McAllister – RAD Supportive Services	07/01/24 – 06/30/28	\$391,612
Human Services Agency	666 Ellis – RAD Supportive Services	07/01/24 – 06/30/28	\$395,999
Department of Public Health	BHS Mental Health and Substance Use Disorder	07/01/18 – 06/30/24 (currently in renewal process)	\$109,654



DEPARTMENT OF  
HOMELESSNESS AND  
SUPPORTIVE HOUSING

# HomeRise: 5th and Harrison Transitional Living Program for Transitional Aged Youth Grant Agreement 4th Amendment

Budget & Finance Committee | December 4, 2024



# Proposed Amendment Details

- **Resolution:** Approve the **4th amendment** to the grant agreement between HSH and **Community Housing Partnership dba HomeRise** for **5th and Harrison Transitional living Program** for young adults.
- **Term:**
  - Current Term: July 1, 2019 – June 30, 2025
  - Amended Term: **July 1, 2019 – December 31, 2025**
- **Amount:** Increases not-to-exceed amount by **\$2,948,804** for a total not-to-exceed amount of **\$12,942,074**.

# Program Context

- **HomeRise** provides transitional housing and support to achieve **employment, education** and **independent living** skills for young adults (ages 18-24)
- 44 units for young adults
- Average stay = 271 days
- Per client per night cost = **\$146.13**

FY 23-24

48 TAY clients

72% BIPOC

34% LGBTQ+

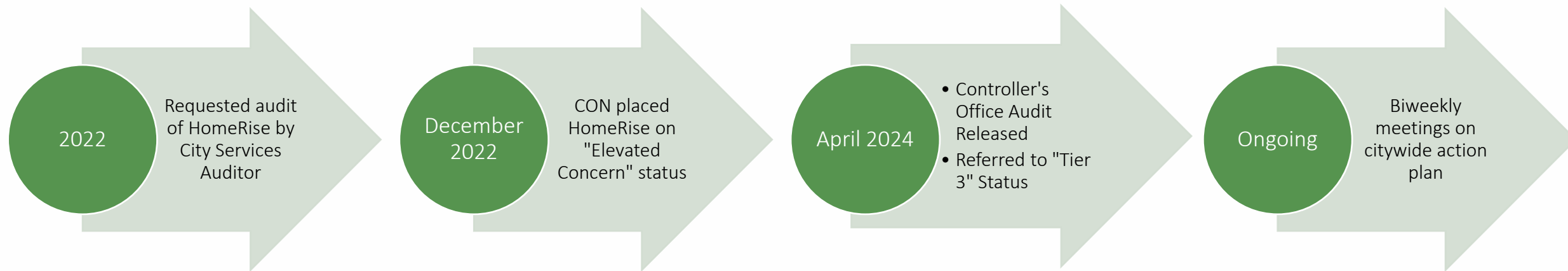
# Citywide Corrective Action Plan

• The proposed **short-term six-month extension** will:

- Align with the **HSH procurement schedule** for the TAY Transitional Housing portfolio; and
- Ensure **client stability** while the provider works with the City **to achieve compliance**.

• **Citywide action plan** identified 62 action items:

- HomeRise has **initiated progress** on action items and **meets biweekly** with city leadership from Controller's Office, HSH and MOHCD.







DEPARTMENT OF  
HOMELESSNESS AND  
SUPPORTIVE HOUSING

# Questions?

Thank you!

**CITY AND COUNTY OF SAN FRANCISCO**

**GRANT AGREEMENT**

between  
CITY AND COUNTY OF SAN FRANCISCO  
and  
**COMMUNITY HOUSING PARTNERSHIP**

**THIS GRANT AGREEMENT** (this “Agreement”) is made this **20<sup>th</sup>** day of **May, 2019**, in the City and County of San Francisco, State of California, by and between **COMMUNITY HOUSING PARTNERSHIP, 20 Jones Street, San Francisco, CA 94102** (“Grantee”) and the **CITY AND COUNTY OF SAN FRANCISCO**, a municipal corporation (“City”) acting by and through the Agency (as hereinafter defined),

**WITNESSETH:**

**WHEREAS**, Grantee has submitted to the Agency the Application Documents (as hereinafter defined) , for the purpose of funding the matters set forth in the Grant Plan (as hereinafter defined) and summarized briefly as follows: provide Transitional Housing and Support Services to Transition Age Youth; and

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

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

**ARTICLE 1**  
**DEFINITIONS**

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

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

- (d) “**Budget**” shall mean either the budget attached hereto as part of Appendix B, if any, or the budget included in the Application Documents, to the extent expressly approved by the Agency.
- (e) “**Charter**” shall mean the Charter of City.
- (f) “**Controller**” shall mean the Controller of City.
- (g) “**Eligible Expenses**” shall have the meaning set forth in Appendix A.
- (h) “**Event of Default**” shall have the meaning set forth in Section 11.1.
- (i) “**Fiscal Quarter**” shall mean each period of three (3) calendar months commencing on July 1, October 1, January 1 and April 1, respectively.
- (j) “**Fiscal Year**” shall mean each period of twelve (12) calendar months commencing on July 1 and ending on June 30 during all or any portion of which this Agreement is in effect.
- (k) “**Funding Request**” shall have the meaning set forth in Section 5.3(a).
- (l) “**Grant Funds**” shall mean any and all funds allocated or disbursed to Grantee under this Agreement.
- (m) “**Grant Plan**” shall have the meaning set forth in Appendices A and B, or shall mean the plans, performances, events, exhibitions, acquisitions or other activities or matter described in the Application documents; provided, however, that in the event of any inconsistency in such description, the most recent of the conflicting documents shall govern.
- (n) “**HRC**” shall mean the Human Rights Commission of City, or, in light of legal changes in the governing structure, shall mean “**CMD**” or the Contract Monitoring Division of the City.
- (o) “**Indemnified Parties**” shall mean: (i) City, including the Agency and all commissions, departments, agencies and other subdivisions of City; (ii) City's elected officials, directors, officers, employees, agents, successors and assigns; and (iii) all persons or entities acting on behalf of any of the foregoing.
- (p) “**Losses**” shall mean any and all liabilities, obligations, losses, damages, penalties, claims, actions, suits, judgments, fees, expenses and costs of whatsoever kind and nature (including legal fees and expenses and costs of investigation, of prosecuting or defending any Loss described above) whether or not such Loss be founded or unfounded, of whatsoever kind and nature.

(q) “**Publication**” shall mean any report, article, educational material, handbook, brochure, pamphlet, press release, public service announcement, web page, audio or visual material or other communication for public dissemination, which relates to all or any portion of the Grant Plan or is paid for in whole or in part using Grant Funds.

(r) “**Contractor**” shall mean “Grantee” as certain City Contracting requirements also apply to Grants of the City of San Francisco.

**1.2 Additional Terms.** The terms “as directed,” “as required” or “as permitted” and similar terms shall refer to the direction, requirement, or permission of the Agency. The terms “sufficient,” “necessary” or “proper” and similar terms shall mean sufficient, necessary or proper in the sole judgment of the Agency. The terms “approval,” “acceptable” or “satisfactory” or similar terms shall mean approved by, or acceptable to, or satisfactory to the Agency. The terms “include,” “included” or “including” and similar terms shall be deemed to be followed by the words “without limitation”. The use of the term “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; Guaranteed Maximum Costs.** No funds shall be available under this Agreement until prior written authorization certified by the Controller. In addition, as set forth in Section 21.19 of the San Francisco Administrative Code: City's obligations hereunder shall not at any time exceed the amount certified by the Controller for the purpose and period stated in such certification. Except as may be provided by City ordinances governing emergency conditions, City and its employees and officers are not authorized to request Grantee to perform services or to provide materials, equipment and supplies that would result in Grantee performing services or providing materials,

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

- 2.3 Automatic Termination for Nonappropriation of Funds.** This Agreement shall automatically terminate, without penalty, liability or expense of any kind to City, at the end of any Fiscal Year if funds are not appropriated for the next succeeding Fiscal Year. If funds are appropriated for a portion of any Fiscal Year, this Agreement shall terminate, without penalty, liability or expense of any kind to City, at the end of such portion of the Fiscal Year.
- 2.4 SUPERSEDURE OF CONFLICTING PROVISIONS.** IN THE EVENT OF ANY CONFLICT BETWEEN ANY OF THE PROVISIONS OF THIS ARTICLE 2 AND ANY OTHER PROVISION OF THIS AGREEMENT, THE APPLICATION DOCUMENTS OR ANY OTHER DOCUMENT OR COMMUNICATION RELATING TO THIS AGREEMENT, THE TERMS OF THIS ARTICLE 2 SHALL GOVERN.

### **ARTICLE 3 TERM**

- 3.1 Effective Date.** This Agreement shall become effective when the Controller has certified to the availability of funds as set forth in Section 2.2 and the Agency has notified Grantee thereof in writing.
- 3.2 Duration of Term.** The term of this Agreement shall commence on the later of (a) **July 1, 2019** and (b) the effective date specified in Section 3.1. Such term shall end at 11:59 p.m. San Francisco time on **June 30, 2022**.

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

- 4.1 Implementation of Grant Plan; Cooperation with Monitoring.** Grantee shall, in good faith and with diligence, implement the Grant Plan on the terms and conditions set forth in this Agreement and the Application Documents. Grantee shall not materially change the nature or scope of the Grant Plan during the term of this Agreement without the prior written consent of City. Grantee shall promptly comply with all standards, specifications and formats of City, as they may from time to time exist, related to evaluation, planning and monitoring of the Grant Plan and shall cooperate in good faith with City in any evaluation, planning or monitoring activities conducted or authorized by City.
- 4.2 Grantee's Personnel.** The Grant Plan shall be implemented only by competent personnel under the direction and supervision of Grantee.
- 4.3 Grantee's Board of Directors.** Grantee shall at all times be governed by a legally constituted and fiscally responsible board of directors. Such board of directors shall meet regularly and maintain appropriate membership, as established in Grantee's bylaws and other governing documents and shall adhere to applicable provisions of federal, state and local laws governing nonprofit corporations. Grantee's board of directors shall exercise such oversight responsibility with regard to this Agreement as is necessary to ensure full and prompt performance by Grantee of its obligations under this Agreement.
- 4.4 Publications and Work Product.**
- (a) Grantee understands and agrees that City has the right to review, approve, disapprove or conditionally approve, in its sole discretion, the work and property funded in whole or part with the Grant Funds, whether those elements are written, oral or in any other medium. Grantee has the burden of demonstrating to City that each element of work or property funded in whole or part with the Grant Funds is directly and integrally related to the Grant Plan as approved by City. City shall have the sole and final discretion to determine whether Grantee has met this burden.
  - (b) Without limiting the obligations of Grantee set forth in subsection (a) above, Grantee shall submit to City for City's prior written approval any Publication, and Grantee shall not disseminate any such Publication unless and until it receives City's consent. In addition, Grantee shall submit to City for approval, if City so requests, any other program material or form that Grantee uses or proposes to use in furtherance of the Grant Plan, and Grantee shall promptly provide to City one copy of all such materials or forms within two (2) days following City's request. The City's approval of any material hereunder shall not be deemed an endorsement of, or agreement with, the contents of such material, and the City shall have no liability or responsibility for any such contents. The City reserves the right to disapprove any material covered by this section at any time, notwithstanding a prior approval by the City of such material. Grantee shall not charge for the use or distribution of any Publication funded all or in part with the Grant Funds, without first obtaining City's written consent, which City may give or withhold in its sole discretion.

- (c) Grantee shall distribute any Publication solely within San Francisco, unless City otherwise gives its prior written consent, which City may give or withhold in its sole discretion. In addition, Grantee shall furnish any services funded in whole or part with the Grant Funds under this Agreement solely within San Francisco, unless City otherwise gives its prior written consent, which City may give or withhold in its sole discretion.
- (d) City may disapprove any element of work or property funded in whole or part by the Grant Funds that City determines, in its sole discretion, has any of the following characteristics: is divisive or discriminatory; undermines the purpose of the Grant Plan; discourages otherwise qualified potential employees or volunteers or any clients from participating in activities covered under the Grant Plan; undermines the effective delivery of services to clients of Grantee; hinders the achievement of any other purpose of City in making the Grant under this Agreement; or violates any other provision of this Agreement or applicable law. If City disapproves any element of the Grant Plan as implemented, or requires any change to it, Grantee shall immediately eliminate the disapproved portions and make the required changes. If City disapproves any materials, activities or services provided by third parties, Grantee shall immediately cease using the materials and terminate the activities or services and shall, at City's request, require that Grantee obtain the return of materials from recipients or deliver such materials to City or destroy them.
- (e) City has the right to monitor from time to time the administration by Grantee or any of its 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 Agency. Except as set forth in this Section, Grantee shall not use the name of the Agency or City (as a reference to the municipal corporation as opposed to location) in any Publication without prior written approval of City.

## **ARTICLE 5**

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

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

The amount of the Grant Funds disbursed hereunder shall not exceed **Five Million One Hundred Fifty Five Thousand Seven Hundred Thirty Dollars (5,155,730)** for the period from **July 1, 2019 to June 30, 2022, plus any contingent amount authorized by City and certified as available by the Controller.**

**Contingent amount:** Up to Five Hundred Fifteen Thousand Five Hundred Seventy Three Dollars (515,573) for the period from July 1, 2021 to June 30, 2022, may be available, in the City's sole discretion as a contingency but only subject to written authorization by the City and if monies are certified as available by the Controller.

The maximum amount of Grant Funds disbursed hereunder shall not exceed Five Million Six Hundred Seventy One Thousand Three Hundred Three Dollars (5,671,303) for the period from July 1, 2019 to June 30, 2022.

Grantee understands that the maximum amount of Grant Funds disbursement identified above in Section 5.1 of this Agreement, includes the amount shown as the contingent amount and may not to be used in Program Budget(s) attached to this Agreement as Appendix B, and is not available to Grantee without a written revision to the Program Budgets of Appendix B approved by Agency. Grantee further understands that no payment of any portion of this contingency amount will be made unless and until such funds are certified as available by Controller. Grantee agrees to fully comply with these laws, regulations, and policies and procedures.

**5.2 Use of Grant Funds.** Grantee shall use the Grant Funds only for Eligible Expenses as set forth in Appendix A, Appendix B and defined as eligible expenses in 2 CFR Part 200 Subpart E, Cost Principles, if the source of funding for this program is Federal, and for no other purpose. Grantee shall expend the Grant Funds in accordance with the Budget, if any, and shall obtain the prior approval of City before transferring expenditures from one line item to another within the Budget.

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

- (a) Grantee shall submit to the Agency, in the manner specified for notices pursuant to Article 15, a document (a "Funding Request") substantially in the form attached as Appendix C. Any Funding Request that is submitted and is not approved by the Agency shall be returned by the Agency to Grantee with a brief statement of the reason for the Agency's rejection of such Funding Request. If any such rejection relates only to a portion of Eligible Expenses itemized in such Funding Request, the Agency shall have no obligation to disburse any Grant Funds for any other Eligible Expenses itemized in such Funding Request unless and until Grantee submits a Funding Request that is in all respects acceptable to the Agency.
- (b) The Agency shall make all disbursements of Grant Funds pursuant to this Section by check payable to Grantee, sent via U.S. mail or by Automated Clearing House (ACH) payments authorized by the City Controller's Office in accordance with Article 15, unless the Agency otherwise agrees in writing, in its sole discretion. The Agency shall make disbursements of Grant Funds no more than once during each month for the term of the grant.



#### **5.4 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 the amount disallowed from any payment due or to become due to Grantee under this Agreement or 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) **Single Audit Requirements.** Grantees that expend \$750,000 or more in a fiscal year that began after December 26, 2014 from any and all Federal awards shall have a single audit conducted in each of those fiscal years accordance with 2 CFR Part 200 Subpart F . Grantees that expend less than \$750,000 a year in Federal awards are exempt from the single audit requirements for that year, but records must be available for review or audit by appropriate officials of the Federal Agency, pass-through entity and General Accounting Office, and are still subject to other audit requirements as specified in 2 CFR Subpart F §200.501

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

- 6.1 Regular Reports.** Grantee shall provide, in a prompt and timely manner, financial, operational and other reports, as requested by the Agency, in form and substance satisfactory to the Agency. Such reports, including any copies, shall be submitted on recycled paper and printed on double-sided pages, to the maximum extent possible.
- 6.2 Organizational Documents.** If requested by City, on or before the date of this Agreement, Grantee shall provide to City the names of its current officers and directors and certified copies of its Articles of Incorporation and Bylaws as well as satisfactory evidence of the valid nonprofit status described in Section 8.1.
- 6.3 Notification of Defaults or Changes in Circumstances.** Grantee shall notify City immediately of (a) any Event of Default or event that, with the passage of time, would constitute an Event of Default; and (b) any change of circumstances that would cause any of the representations and warranties contained in Article 8 to be false or misleading at any time during the term of this Agreement.
- 6.4 Financial Statements.** Within 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, and in compliance with 2 CFR Part 200 Subpart F, as applicable.

- 6.5 Books and Records.** Grantee shall establish and maintain accurate files and records of all aspects of the Grant Plan and the matters funded in whole or in part with Grant Funds during the term of this Agreement. Without limiting the scope of the foregoing, Grantee shall establish and maintain accurate financial books and accounting records relating to Eligible Expenses incurred and Grant Funds received and expended under this Agreement, together with all invoices, documents, payrolls, time records and other data related to the matters covered by this Agreement, whether funded in whole or in part with Grant Funds. Grantee shall maintain all of the files, records, books, invoices, documents, payrolls and other data required to be maintained under this Section in a readily accessible location and condition for a period of not less than five (5) years after final payment under this Agreement or until any final audit has been fully completed, whichever is later.
- 6.6 Inspection and Audit.** Grantee shall make available to City, its employees and authorized representatives, and its Federal and State funders, during regular business hours all of the files, records, books, invoices, documents, payrolls and other data required to be established and maintained by Grantee under Section 6.5. Grantee shall permit City, its employees and authorized representatives to inspect, audit, examine and make excerpts and transcripts from any of the foregoing. The rights of City pursuant to this Section shall remain in effect so long as Grantee has the obligation to maintain such files, records, books, invoices, documents, payrolls and other data under this Article 6.
- 6.7 Submitting False Claims; Monetary Penalties.** Any contractor, subcontractor or consultant who submits a false claim shall be liable to the City for the statutory penalties set forth in that section. A contractor, subcontractor or consultant will be deemed to have submitted a false claim to the City if the contractor, subcontractor or consultant: (a) knowingly presents or causes to be presented to an officer or employee of the City a false claim or request for payment or approval; (b) knowingly makes, uses, or causes to be made or used a false record or statement to get a false claim paid or approved by the City; (c) conspires to defraud the City by getting a false claim allowed or paid by the City; (d) knowingly makes, uses, or causes to be made or used a false record or statement to conceal, avoid, or decrease an obligation to pay or transmit money or property to the City; or (e) is a beneficiary of an inadvertent submission of a false claim to the City, subsequently discovers the falsity of the claim, and fails to disclose the false claim to the City within a reasonable time after discovery of the false claim.
- 6.8 Ownership of Results.** Any interest of Grantee or any subgrantee, in drawings, plans, specifications, studies, reports, memoranda, computation sheets, the contents of computer diskettes, or other documents or Publications prepared by Grantee or any subgrantee in connection with this Agreement or the implementation of the Grant Plan or the services to be performed under this Agreement, shall become the property of and be promptly

transmitted to City. Notwithstanding the foregoing, Grantee may retain and use copies for reference and as documentation of its experience and capabilities.

- 6.9 Works for Hire.** If, in connection with this Agreement or the implementation of the Grant Plan, Grantee or any subgrantee creates artwork, copy, posters, billboards, photographs, videotapes, audiotapes, systems designs, software, reports, diagrams, surveys, source codes or any other original works of authorship or Publications, such creations shall be works for hire as defined under Title 17 of the United States Code, and all copyrights in such creations shall be the property of City. If it is ever determined that any such creations are not works for hire under applicable law, Grantee hereby assigns all copyrights thereto to City, and agrees to provide any material, execute such documents and take such other actions as may be necessary or desirable to effect such assignment. With the prior written approval of City, Grantee may retain and use copies of such creations for reference and as documentation of its experience and capabilities. Grantee shall obtain all releases, assignments or other agreements from subgrantees or other persons or entities implementing the Grant Plan to ensure that City obtains the rights set forth in this Article 6.

## **ARTICLE 7 TAXES**

- 7.1 Grantee to Pay All Taxes.** Grantee shall pay to the appropriate governmental authority, as and when due, any and all taxes, fees, assessments or other governmental charges, including possessory interest taxes and California sales and use taxes, levied upon or in connection with this Agreement, the Grant Plan, the Grant Funds or any of the activities contemplated by this Agreement.
- 7.2 Use of City Real Property.** If at any time this Agreement entitles Grantee to the possession, occupancy or use of City real property for private gain, the following provisions shall apply:
- (a) Grantee, on behalf of itself and any subgrantees, successors and assigns, recognizes and understands that this Agreement may create a possessory interest subject to property taxation and Grantee, and any subgrantee, successor or assign, may be subject to the payment of such taxes.
  - (b) Grantee, on behalf of itself and any subgrantees, successors and assigns, further recognizes and understands that any assignment permitted hereunder and any exercise of any option to renew or other extension of this Agreement may constitute a change in ownership for purposes of property taxation and therefore may result in a revaluation of any possessory interest created hereunder. Grantee shall report any assignment or other transfer of any interest in this Agreement or any renewal or extension thereof to the County Assessor within sixty (60) days after such assignment, transfer, renewal or extension.

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

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

**ARTICLE 8  
REPRESENTATIONS AND WARRANTIES**

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

- 8.1 Organization; Authorization.** Grantee is a nonprofit corporation, duly organized and validly existing and in good standing under the laws of the jurisdiction in which it was formed. Grantee has established and maintains valid nonprofit status under Section 501(c)(3) of the United States Internal Revenue Code of 1986, as amended, and all rules and regulations promulgated under such Section. Grantee has duly authorized by all necessary action the execution, delivery and performance of this Agreement. Grantee has duly executed and delivered this Agreement and this Agreement constitutes a legal, valid and binding obligation of Grantee, enforceable against Grantee in accordance with the terms hereof.
- 8.2 Location.** Grantee's operations, offices and headquarters are located at the address for notices set forth in Section 15. All aspects of the Grant Plan will be implemented at the geographic location(s), if any, specified in the Grant Plan.
- 8.3 No Misstatements.** No document furnished or to be furnished by Grantee to City or City in connection with the Application Documents, this Agreement, any Funding Request or any other document relating to any of the foregoing, contains or will contain any untrue statement of material fact or omits or will omit a material fact necessary to make the statements contained therein not misleading, under the circumstances under which any such statement shall have been made.
- 8.4 Conflict of Interest.**
- (a) Through its execution of this Agreement, Grantee acknowledges that it is familiar with the provision of Section 15.103 of the City's Charter, Article III, Chapter 2 of the City's Campaign and Governmental Conduct Code, and Section 87100 et seq. and Section 1090 et seq. of the Government Code of the State of California, and certifies that it does not know of any facts which constitutes a violation of said provisions and agrees that it will immediately notify the City if it becomes aware of any such fact during the term of this Agreement.
- (b) Not more than one member of an immediate family serves or will serve as an officer, director or employee of Grantee, without the prior written consent of City. For purposes of this subsection, "immediate family" shall include husband, wife,

domestic partners, brothers, sisters, children and parents (both legal parents and step-parents).

- 8.5 No Other Agreements with City.** Except as expressly itemized in Appendix D, neither Grantee nor any of Grantee's affiliates, officers, directors or employees has any interest, however remote, in any other Agreement with City including any commission, department or other subdivision thereof).
- 8.6 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, reasonable fees of attorneys, 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 GRANT OR TORT, FOR ANY SPECIAL, CONSEQUENTIAL, INDIRECT OR INCIDENTAL DAMAGES, INCLUDING LOST PROFITS, ARISING OUT OF OR IN CONNECTION WITH THIS AGREEMENT, THE GRANT FUNDS, THE GRANT PLAN OR ANY ACTIVITIES PERFORMED IN CONNECTION WITH THIS AGREEMENT.

## **ARTICLE 10 INSURANCE**

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

- (a) Workers' Compensation, in statutory amounts, with Employers' Liability Limits not less than one million dollars (\$1,000,000) each accident, injury, or illness.
- (b) Commercial General Liability Insurance with limits not less than one million dollars (\$1,000,000) each occurrence Combined Single Limit for Bodily Injury and Property Damage, including Contractual Liability, Personal Injury, Products and Completed Operations; and

- (c) Commercial Automobile Liability Insurance with limits not less than one million dollars (\$1,000,000) each occurrence Combined Single Limit for Bodily Injury and Property Damage, including Owned, Non-Owned and Hired auto coverage, as applicable.

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

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

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

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

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

**10.6 Evidence of Insurance.** Before commencing any operations under this Agreement, Grantee shall furnish to City certificates of insurance, and additional insured policy endorsements, in form and with insurers satisfactory to City, evidencing all coverages set forth above, and shall furnish complete copies of policies promptly upon City's request. Before commencing any operations under this Agreement, Grantee shall furnish to City certificates of insurance and additional insured policy endorsements with insurers with ratings comparable to A-, VIII or higher, that are authorized to do business in the State of

California, and that are satisfactory to City, in form evidencing all coverages set forth above. Failure to maintain insurance shall constitute a material breach of this Agreement.

- 10.7 Effect of Approval.** Approval of any insurance by City shall not relieve or decrease the liability of Grantee hereunder.
- 10.8 Insurance for Subcontractors and Evidence of this Insurance.** If a subcontractor will be used to complete any portion of this Agreement, the grantee shall ensure that the subcontractor shall provide all necessary insurance and shall name the City and County of San Francisco, its officers, agents, and employees and the grantee listed as additional insureds.
- 10.9** Regarding Workers' Compensation, Contractor hereby agrees to waive subrogation which any insurer of Contractor may acquire from Contractor by virtue of the payment of any loss. Contractor agrees to obtain any endorsement that may be necessary to effect this waiver of subrogation. The Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of the City for all work performed by the Contractor, its employees, agents and subcontractors on the City premises.
- 10.10** Should any required insurance lapse during the term of this Agreement, requests for payments originating after such lapse shall not be processed until the City receives satisfactory evidence of reinstated coverage as required by this Agreement, effective as of the lapse date. If insurance is not reinstated, the City may, at its sole option, terminate this Agreement effective on the date of such lapse of insurance.

## **ARTICLE 11 EVENTS OF DEFAULT AND REMEDIES**

- 11.1 Events of Default.** The occurrence of any one or more of the following events shall constitute an "Event of Default" under this Agreement:
- (a) **False Statement.** Any statement, representation or warranty contained in this Agreement, in the Application Documents, in any Funding Request or in any other document submitted to City under this Agreement is found by City to be false or misleading.
  - (b) **Failure to Provide Insurance.** Grantee fails to provide or maintain in effect any policy of insurance required in Article 10.
  - (c) **Failure to Comply with Applicable Laws.** Grantee fails to perform or breaches any of the terms or provisions of Article 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.
- (h) **Failure to Protect Private Information.** Grantee discloses information it is required to protect under Section 12.1.

## 11.2 Termination for Convenience

- (a) City shall have the option, in its sole discretion, to terminate this Agreement, at any time during the term hereof, for convenience and without cause. City shall exercise this option by giving Grantee 30 day written notice of termination. The notice shall specify the date on which termination shall become effective.
- (b) Upon receipt of the notice, Grantee shall commence and perform, with diligence, all actions necessary on the part of Grantee to effect the termination of this Agreement on the date specified by City and to minimize the liability of Grantee and City to third parties as a result of termination. All such actions shall be subject to the prior approval of City. Such actions shall include, without limitation:
  - (1) Halting the performance of all services and other work under this Agreement on the date(s) and in the manner specified by City.
  - (2) Not placing any further orders or subgrants for materials, services, equipment or other items.

- (3) Terminating all existing orders and subgrants.
  - (4) At City's direction, assigning to City any or all of Grantee's right, title, and interest under the orders and subgrants terminated. Upon such assignment, City shall have the right, in its sole discretion, to settle or pay any or all claims arising out of the termination of such orders and subgrants.
  - (5) Subject to City's approval, settling all outstanding liabilities and all claims arising out of the termination of orders and subgrants.
  - (6) Completing performance of any services or work that City designates to be completed prior to the date of termination specified by City.
  - (7) Taking such action as may be necessary, or as the City may direct, for the protection and preservation of any property related to this Agreement which is in the possession of Grantee and in which City has or may acquire an interest.
- (c) Within 30 days after the specified termination date, Grantee shall submit to City an invoice, which shall set forth each of the following as a separate line item:
- (1) The reasonable cost to Grantee, without profit, for all services and other work City directed Grantee to perform prior to the specified termination date, for which services or work City has not already tendered payment. Reasonable costs may include a reasonable allowance for actual overhead, not to exceed a total of 10 percent of Grantee's direct costs for services or other work. Any overhead allowance shall be separately itemized. Grantee may also recover the reasonable cost of preparing the invoice.
  - (2) A reasonable allowance for profit on the cost of the services and other work described in the immediately preceding subsection (1), provided that Grantee can establish, to the satisfaction of City, that Grantee would have made a profit had all services and other work under this Agreement been completed, and provided further, that the profit allowed shall in no event exceed 5 percent of such cost.
  - (3) The reasonable cost to Grantee of handling material or equipment returned to the vendor, delivered to the City or otherwise disposed of as directed by the City.
  - (4) A deduction for the cost of materials to be retained by Grantee, amounts realized from the sale of materials and not otherwise recovered by or credited to City, and any other appropriate credits to City against the cost of the services or other work.
- (d) In no event shall City be liable for costs incurred by Grantee or any of its subgrantees after the termination date specified by City, except for those costs specifically enumerated and described in the immediately preceding subsection (c). Such non-recoverable costs include, but are not limited to, anticipated profits on this Agreement, post-termination employee salaries, post-termination administrative

expenses, post-termination overhead or unabsorbed overhead, attorneys' fees or other costs relating to the prosecution of a claim or lawsuit, prejudgment interest, or any other expense which is not reasonable or authorized under such subsection (c).

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

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

- (a) **Termination.** City may terminate this Agreement by giving a written termination notice to Grantee and, on the date specified in such notice, this Agreement shall terminate and all rights of Grantee hereunder shall be extinguished. In the event of such termination, Grantee will be paid for Eligible Expenses in any Funding Request that was submitted and approved by City prior to the date of termination specified in such notice.
- (b) **Withholding of Grant Funds.** City may withhold all or any portion of Grant Funds not yet disbursed hereunder, regardless of whether Grantee has previously submitted a Funding Request or whether City has approved the disbursement of the Grant Funds requested in any Funding Request. Any Grant Funds withheld pursuant to this Section and subsequently disbursed to Grantee after cure of applicable Events of Default shall be disbursed without interest.
- (c) **Offset.** City may offset against all or any portion of undisbursed Grant Funds hereunder or against any payments due to Grantee under any other Agreement between Grantee and City the amount of any outstanding Loss incurred by any Indemnified Party, including any Loss incurred as a result of the Event of Default.
- (d) **Return of Grant Funds.** City may demand the immediate return of any previously disbursed Grant Funds that have been claimed or expended by Grantee in breach of the terms of this Agreement, together with interest thereon from the date of disbursement at the maximum rate permitted under applicable law.

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

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

### **12.1 Protection of Private Information.**

- (a) **Personal Information.** Contractor has read and agrees to the terms set forth in San Francisco Administrative Code Sections 12M.2, “Nondisclosure of Private Information,” and 12M.3, “Enforcement” of Administrative Code Chapter 12M, “Protection of Private Information,” which are incorporated herein as if fully set forth. Contractor agrees that any failure of Contractor to comply with the requirements of Section 12M.2 of this Chapter shall be a material breach of the 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 the Contractor pursuant to Chapter 6 or Chapter 21 of the Administrative Code, or debar the Contractor.
- (b) **Protected Social Service and Personal Health Information.** Contractor, all subgrantees, and all agents and employees of Contractor and any subgrantee shall comply with any and all privacy laws regarding social service recipient information and/or the transmission, storage and protection of all private health information disclosed to Contractor by City in the performance of this Agreement. Contractor agrees that any failure of Contractor to comply with the requirements of federal and/or state and/or local privacy laws shall be a material breach of the Agreement. In the event that City pays a regulatory fine, and/or is assessed civil penalties or damages through private rights of action, based on an impermissible use or disclosure of protected social service or protected health information given to Contractor or its subgrantees or agents by City, Contractor shall indemnify City for the amount of such fine or penalties or damages, including costs of notification. In such an event, in addition to any other remedies available to it under equity or law, the City may terminate the Agreement.
- (c) **Proprietary and Confidential Information of City.** Grantee understands and acknowledges that, in the performance of this Agreement or in contemplation thereof, Grantee may have access to private or confidential information that may be owned or controlled by City and that such information may contain proprietary or confidential information, the disclosure of which to third parties may be damaging to City. Grantee agrees that all information disclosed by City to Grantee shall be held in confidence and used only in the performance of this Agreement. Grantee shall

exercise the same standard of care to protect such information as a reasonably prudent nonprofit entity would use to protect its own proprietary or confidential data.

- 12.2 Sunshine Ordinance.** Grantee acknowledges and agrees that this Agreement and the Application Documents are subject to Section 67.24(e) of the San Francisco Administrative Code, which provides that grants, including this Agreement, grantee's bids, responses to Requests for Proposals (RFPs) and all other records of communications between City and persons or entities seeking grants, shall be open to inspection immediately after a grant has been awarded. Nothing in such Section 67.24(e) (as it exists on the date hereof) requires the disclosure of a private person's or organization's net worth or other proprietary financial data submitted for qualification for a grant or other benefit until and unless that person or organization is awarded the grant or benefit. All information provided by Grantee that is covered by such Section 67.24(e) (as it may be amended from time to time) will be made available to the public upon request.
- 12.3 Financial Projections.** Pursuant to San Francisco Administrative Code Section 67.32, Grantee has on or before the date hereof provided to City financial projections, including profit and loss figures, for the Project. For the term of the Agreement, Grantee shall within one hundred twenty (120) days after the end of Grantee's fiscal year end provide to City annual financial statements for the Project certified by the Grantee as complete and accurate and audited by an independent accounting firm. The Grantee acknowledges and agrees that the financial projections and audited financial statements shall be public records subject to disclosure upon request.

## **ARTICLE 13**

### **ASSIGNMENTS AND SUBCONTRACTING**

- 13.1 No Assignment by Grantee.** Grantee shall not, either directly or indirectly, assign, transfer, hypothecate, subcontract or delegate all or any portion of this Agreement or any rights, duties or obligations of Grantee hereunder without the prior written consent of City. This Agreement shall not, nor shall any interest herein, be assignable as to the interest of Grantee involuntarily or by operation of law without the prior written consent of City. A change of ownership or control of Grantee or a sale or transfer of substantially all of the assets of Grantee shall be deemed an assignment for purposes of this Agreement.
- 13.2 Agreement Made in Violation of this Article.** Any agreement made in violation of Section 13.1 shall confer no rights on any person or entity and shall automatically be null and void.
- 13.3 Subcontracting.** If Appendix E lists any permitted subgrantees, then notwithstanding any other provision of this Agreement to the contrary, Grantee shall have the right to subcontract on the terms set forth in this Section. If Appendix E is blank or specifies that there are no permitted subgrantees then Grantee shall have no rights under this Section.

- (a) **Limitations.** In no event shall Grantee subcontract or delegate the whole of the Grant Plan. Grantee may subcontract with any of the permitted subgrantees set forth on Appendix E 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 subgrantees 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 subcontractor 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 in all events remain liable for the performance by any assignee or subgrantee of all of the covenants terms and conditions contained in this Agreement.

## **ARTICLE 14 INDEPENDENT CONTRACTOR STATUS**

- 14.1 Nature of Agreement.** Grantee shall be deemed at all times to be an independent grantee and is solely responsible for the manner in which Grantee implements the Grant Plan and uses the Grant Funds. Grantee shall at all times remain solely liable for the acts and omissions of Grantee, its officers and directors, employees and agents. Nothing in this Agreement shall be construed as creating a partnership, joint venture, employment or agency relationship between City and Grantee.
- 14.2 Direction.** Any terms in this Agreement referring to direction or instruction from the Agency or City shall be construed as providing for direction as to policy and the result of Grantee's work only, and not as to the means by which such a result is obtained.
- 14.3 Consequences of Recharacterization.**
- (a) Should City, in its discretion, or a relevant taxing authority such as the Internal Revenue Service or the State Employment Development Division, or both, determine that Grantee is an employee for purposes of collection of any employment taxes, the

amounts payable under this Agreement shall be reduced by amounts equal to both the employee and employer portions of the tax due (and offsetting any credits for amounts already paid by Grantee which can be applied against this liability). City shall subsequently forward such amounts to the relevant taxing authority.

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

## **ARTICLE 15**

### **NOTICES AND OTHER COMMUNICATIONS**

**15.1 Requirements.** Unless otherwise specifically provided herein, all notices, consents, directions, approvals, instructions, requests and other communications hereunder shall be in writing, shall be addressed to the person and address set forth below and shall be (a) deposited in the U.S. mail, first class, certified with return receipt requested and with appropriate postage, (b) hand delivered or (c) sent via facsimile (if a facsimile number is provided below):

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

If to Grantee:                      Community Housing Partnership  
20 Jones Street  
San Francisco, CA 94102  
Attn: Eric Fischer  
Email: [efischer@chp-sf.org](mailto:efischer@chp-sf.org)

**15.2 Effective Date.** All communications sent in accordance with Section 15.1 shall become effective on the date of receipt. Such date of receipt shall be determined by: (a) if mailed, the return receipt, completed by the U.S. postal service; (b) if sent via hand

delivery, a receipt executed by a duly authorized agent of the party to whom the notice was sent; or (c) if sent via facsimile, the date of telephonic confirmation of receipt by a duly authorized agent of the party to whom the notice was sent or, if such confirmation is not reasonably practicable, the date indicated in the facsimile machine transmission report of the party giving such notice.

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

## **ARTICLE 16 COMPLIANCE**

- 16.1 Reserved (Local Business Enterprise Utilization; Liquidated Damages).**

- 16.2 Nondiscrimination; Penalties.**

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



(d) **Condition to Grant Agreement.** As a condition to this Agreement, Grantee shall execute the “Chapter 12B Declaration: Nondiscrimination in Grants and Benefits” form (Form CMD-12B-101) with supporting documentation and secure the approval of the form by the San Francisco Contract Monitoring Division.

(e) **Incorporation of Administrative Code Provisions by Reference.** The provisions of Chapters 12B and 12C of the San Francisco Administrative Code are incorporated in this Section by reference and made a part of this Agreement as though fully set forth herein. Grantee shall comply fully with and be bound by all of the provisions that apply to this Agreement under such Chapters of the Administrative Code, including the remedies provided in such Chapters. Without limiting the foregoing, Grantee understands that pursuant to Sections 12B.2(h) and 12C.3(g) of the San Francisco Administrative Code, a penalty of fifty dollars (\$50) for each person for each calendar day during which such person was discriminated against in violation of the provisions of this Agreement may be assessed against Grantee and/or deducted from any payments due Grantee.

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

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

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

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

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

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

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

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

- (a) Contractor agrees to comply fully with and be bound by all of the provisions of the Minimum Compensation Ordinance (MCO), as set forth in San Francisco Administrative Code Chapter 12P (Chapter 12P), including the remedies provided, and implementing guidelines and rules. The provisions of Sections 12P.5 and 12P.5.1 of Chapter 12P are incorporated herein by reference and made a part of this Agreement as though fully set forth. The text of the MCO is available on the web at [www.sfgov.org/olse/mco](http://www.sfgov.org/olse/mco). A partial listing of some of Contractor's obligations under the MCO is set forth in this Section. Contractor is required to comply with all the provisions of the MCO, irrespective of the listing of obligations in this Section.
- (b) The MCO requires Contractor to pay Contractor's employees a minimum hourly gross compensation wage rate and to provide minimum compensated and uncompensated time off. The minimum wage rate may change from year to year and Contractor is obligated to keep informed of the then-current requirements. Any subcontract entered into by Contractor shall require the subcontractor to comply with the requirements of the MCO and shall contain contractual obligations substantially the same as those set forth in this Section. It is Contractor's obligation to ensure that any subcontractors of any tier under this Agreement comply with the requirements of the MCO. If any

subcontractor under this Agreement fails to comply, City may pursue any of the remedies set forth in this Section against Contractor.

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

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

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

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

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

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

(5) If Contractor is exempt from the MCO when this Agreement is executed because the cumulative amount of Agreements with this department for the fiscal year is less than \$25,000, but Contractor later enters into an Agreement or Agreements that cause contractor to exceed that amount in a fiscal year, Contractor shall thereafter be required to comply with the MCO under this Agreement. This

obligation arises on the effective date of the Agreement that causes the cumulative amount of Agreements between the Contractor and this department to exceed \$25,000 in the fiscal year.

**16.9 Limitations on Contributions.** Through execution of this Agreement, Contractor acknowledges that it is familiar with section 1.126 of the City's Campaign and Governmental Conduct Code, which prohibits any person who grants with the City for the rendition of personal services, for the furnishing of any material, supplies or equipment, for the sale or lease of any land or building, or for a grant, loan or loan guarantee, from making any campaign contribution to (1) an individual holding a City elective office if the grant must be approved by the individual, a board on which that individual serves, or a board on which an appointee of that individual serves, (2) a candidate for the office held by such individual, or (3) a committee controlled by such individual, at any time from the commencement of negotiations for the grant until the later of either the termination of negotiations for such grant or six months after the date the grant is approved. Contractor acknowledges that the foregoing restriction applies only if the grant or a combination or series of grants approved by the same individual or board in a fiscal year have a total anticipated or actual value of \$50,000 or more. Contractor further acknowledges that the prohibition on contributions applies to each prospective party to the grant; each member of Contractor's board of directors; Contractor's chairperson, chief executive officer, chief financial officer and chief operating officer; any person with an ownership interest of more than 20 percent in Contractor; any subcontractor listed in the bid or grant; and any committee that is sponsored or controlled by Contractor. Additionally, Contractor acknowledges that Contractor must inform each of the persons described in the preceding sentence of the prohibitions contained in Section 1.126. Contractor further agrees to provide to City the names of each person, entity or committee described above.

**16.10 First Source Hiring Program.**

- (a) **Incorporation of Administrative Code Provisions by Reference.** The provisions of Chapter 83 of the San Francisco Administrative Code are incorporated in this Section by reference and made a part of this Agreement as though fully set forth herein. Contractor shall comply fully with, and be bound by, all of the provisions that apply to this Agreement under such Chapter, including but not limited to the remedies provided therein. Capitalized terms used in this Section and not defined in this Agreement shall have the meanings assigned to such terms in Chapter 83.
- (b) **First Source Hiring Agreement.** As an essential term of, and consideration for, any grant or property grant with the City, not exempted by the FSHA, the Contractor shall enter into a first source hiring agreement ("agreement") with the City, on or before the effective date of the grant or property grant. Contractors shall also enter into an agreement with the City for any other work that it performs in the City. Such agreement shall:

- (1) Set appropriate hiring and retention goals for entry level positions. The employer shall agree to achieve these hiring and retention goals, or, if unable to achieve these goals, to establish good faith efforts as to its attempts to do so, as set forth in the agreement. The agreement shall take into consideration the employer's participation in existing job training, referral and/or brokerage programs. Within the discretion of the FSHA, subject to appropriate modifications, participation in such programs maybe certified as meeting the requirements of this Chapter. Failure either to achieve the specified goal, or to establish good faith efforts will constitute noncompliance and will subject the employer to the provisions of Section 83.10 of this Chapter.
- (2) Set first source interviewing, recruitment and hiring requirements, which will provide the San Francisco Workforce Development System with the first opportunity to provide qualified economically disadvantaged individuals for consideration for employment for entry level positions. Employers shall consider all applications of qualified economically disadvantaged individuals referred by the System for employment; provided however, if the employer utilizes nondiscriminatory screening criteria, the employer shall have the sole discretion to interview and/or hire individuals referred or certified by the San Francisco Workforce Development System as being qualified economically disadvantaged individuals. The duration of the first source interviewing requirement shall be determined by the FSHA and shall be set forth in each agreement, but shall not exceed 10 days. During that period, the employer may publicize the entry level positions in accordance with the agreement. A need for urgent or temporary hires must be evaluated, and appropriate provisions for such a situation must be made in the agreement.
- (3) Set appropriate requirements for providing notification of available entry level positions to the San Francisco Workforce Development System so that the System may train and refer an adequate pool of qualified economically disadvantaged individuals to participating employers. Notification should include such information as employment needs by occupational title, skills, and/or experience required, the hours required, wage scale and duration of employment, identification of entry level and training positions, identification of English language proficiency requirements, or absence thereof, and the projected schedule and procedures for hiring for each occupation. Employers should provide both long-term job need projections and notice before initiating the interviewing and hiring process. These notification requirements will take into consideration any need to protect the employer's proprietary information.
- (4) Set appropriate record keeping and monitoring requirements. The First Source Hiring Administration shall develop easy-to-use forms and record keeping requirements for documenting compliance with the agreement. To the greatest extent possible, these requirements shall utilize the employer's existing record keeping systems, be non-duplicative, and facilitate a coordinated flow of information and referrals.

- (5) Establish guidelines for employer good faith efforts to comply with the first source hiring requirements of this Chapter. The FSHA will work with City departments to develop employer good faith effort requirements appropriate to the types of grants and property grants handled by each department. Employers shall appoint a liaison for dealing with the development and implementation of the employer's agreement. In the event that the FSHA finds that the employer under a City grant or property grant has taken actions primarily for the purpose of circumventing the requirements of this Chapter, that employer shall be subject to the sanctions set forth in Section 83.10 of this Chapter.
  - (6) Set the term of the requirements.
  - (7) Set appropriate enforcement and sanctioning standards consistent with this Chapter.
  - (8) Set forth the City's obligations to develop training programs, job applicant referrals, technical assistance, and information systems that assist the employer in complying with this Chapter.
  - (9) Require the developer to include notice of the requirements of this Chapter in leases, subleases, and other occupancy grants.
- (c) **Hiring Decisions.** Contractor shall make the final determination of whether an Economically Disadvantaged Individual referred by the System is "qualified" for the position.
- (d) **Exceptions.** Upon application by Employer, the First Source Hiring Administration may grant an exception to any or all of the requirements of Chapter 83 in any situation where it concludes that compliance with this Chapter would cause economic hardship.
- (e) **Liquidated Damages.** Contractor agrees:
- (1) To be liable to the City for liquidated damages as provided in this section;
  - (2) To be subject to the procedures governing enforcement of breaches of grants based on violations of grant provisions required by this Chapter as set forth in this section;
  - (3) That the Contractor's commitment to comply with this Chapter is a material element of the City's consideration for this grant; that the failure of the Contractor to comply with the grant provisions required by this Chapter will cause harm to the City and the public which is significant and substantial but extremely difficult to quantify; that the harm to the City includes not only the financial cost of funding public assistance programs but also the insidious but impossible to

quantify harm that this community and its families suffer as a result of unemployment; and that the assessment of liquidated damages of up to \$5,000 for every notice of a new hire for an entry level position improperly withheld by the Contractor from the first source hiring process, as determined by the FSHA during its first investigation of a Contractor, does not exceed a fair estimate of the financial and other damages that the City suffers as a result of the Contractor's failure to comply with its first source referral contractual obligations.

- (4) That the continued failure by a Contractor to comply with its first source referral contractual obligations will cause further significant and substantial harm to the City and the public, and that a second assessment of liquidated damages of up to \$10,000 for each entry level position improperly withheld from the FSHA, from the time of the conclusion of the first investigation forward, does not exceed the financial and other damages that the City suffers as a result of the Contractor's continued failure to comply with its first source referral contractual obligations;
- (5) That in addition to the cost of investigating alleged violations under this Section, the computation of liquidated damages for purposes of this section is based on the following data:
  - A. The average length of stay on public assistance in San Francisco's County Adult Assistance Program is approximately 41 months at an average monthly grant of \$348 per month, totaling approximately \$14,379; and
  - B. In 2004, the retention rate of adults placed in employment programs funded under the Workforce Investment Act for at least the first six months of employment was 84.4 percent. Since qualified individuals under the First Source program face far fewer barriers to employment than their counterparts in programs funded by the Workforce Investment Act, it is reasonable to conclude that the average length of employment for an individual whom the First Source Program refers to an employer and who is hired in an entry level position is at least one year; therefore, liquidated damages that total \$5,000 for first violations and \$10,000 for subsequent violations as determined by FSHA constitute a fair, reasonable, and conservative attempt to quantify the harm caused to the City by the failure of a Contractor to comply with its first source referral contractual obligations.
- (6) That the failure of Contractors to comply with this Chapter, except property Contractors, may be subject to the debarment and monetary penalties set forth in Sections 6.80 et seq. of the San Francisco Administrative Code, as well as any other remedies available under the grant or at law; and violation of the requirements of Chapter 83 is subject to an assessment of liquidated damages in the amount of \$5,000 for every new hire for an Entry Level Position improperly withheld from the first source hiring process. The assessment of liquidated damages and the evaluation of any defenses or mitigating factors shall be made by the FSHA.

- (f) **Subcontracts.** Any subcontract entered into by Contractor shall require the subcontractor to comply with the requirements of Chapter 83 and shall contain contractual obligations substantially the same as those set forth in this Section.

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

**16.12 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 Supervision of Minors.** Grantee, and any subgrantees, shall comply with California Penal Code section 11105.3 and request from the Department of Justice records of all convictions or any arrest pending adjudication involving the offenses specified in Welfare and Institution Code section 15660(a) of any person who applies for employment or volunteer position with Grantee, or any subgrantee, in which he or she would have



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

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

**16.15 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 [www.sfgov.org/olse/fco](http://www.sfgov.org/olse/fco). A partial listing of some of Contractor's obligations under Chapter 12T is set forth in this Section. Contractor is required to comply with all of the applicable provisions of 12T, irrespective of the listing of obligations in this Section. Capitalized terms used

in this Section and not defined in this Agreement shall have the meanings assigned to such terms in Chapter 12T.

- (b) The requirements of Chapter 12T shall only apply to a Contractor's or Subcontractor's operations to the extent those operations are in furtherance of the performance of this Agreement, shall apply only to applicants and employees who would be or are performing work in furtherance of this Agreement, shall apply only when the physical location of the employment or prospective employment of an individual is wholly or substantially within the City of San Francisco, and shall not apply when the application in a particular context would conflict with federal or state law or with a requirement of a government agency implementing federal or state law.
- (c) Contractor shall incorporate by reference in all subcontracts the provisions of Chapter 12T, and shall require all subcontractors to comply with such provisions. Contractor's failure to comply with the obligations in this subsection shall constitute a material breach of this Agreement.
- (d) Contractor or Subcontractor shall not inquire about, require disclosure of, or if such information is received base an Adverse Action on an applicant's or potential applicant for employment, or employee's: (1) Arrest not leading to a Conviction, unless the Arrest is undergoing an active pending criminal investigation or trial that has not yet been resolved; (2) participation in or completion of a diversion or a deferral of judgment program; (3) a Conviction that has been judicially dismissed, expunged, voided, invalidated, or otherwise rendered inoperative; (4) a Conviction or any other adjudication in the juvenile justice system; (5) a Conviction that is more than seven years old, from the date of sentencing; or (6) information pertaining to an offense other than a felony or misdemeanor, such as an infraction.
- (e) Contractor or Subcontractor shall not inquire about or require applicants, potential applicants for employment, or employees to disclose on any employment application the facts or details of any conviction history, unresolved arrest, or any matter identified in subsection 32(d), above. Contractor or Subcontractor shall not require such disclosure or make such inquiry until either after the first live interview with the person, or after a conditional offer of employment.
- (f) Contractor or Subcontractor shall state in all solicitations or advertisements for employees that are reasonably likely to reach persons who are reasonably likely to seek employment to be performed under this Agreement, that the Contractor or Subcontractor will consider for employment qualified applicants with criminal histories in a manner consistent with the requirements of Chapter 12T.
- (g) Contractor and Subcontractors shall post the notice prepared by the Office of Labor Standards Enforcement (OLSE), available on OLSE's website, in a conspicuous place at every workplace, job site, or other location under the Contractor or Subcontractor's control at which work is being done or will be done in furtherance of the performance of this Agreement. The notice shall be posted in English, Spanish, Chinese, and any

language spoken by at least 5 percent of the employees at the workplace, job site, or other location at which it is posted.

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

**16.16 Food Service Waste Reduction Requirements.** Effective June 1, 2007, Grantee agrees to comply fully with and be bound by all of the provisions of the Food Service Waste Reduction Ordinance, as set forth in San Francisco Environment Code Chapter 16, including the remedies provided, and implementing guidelines and rules. The provisions of Chapter 16 are incorporated herein by reference and made a part of this Agreement as though fully set forth. This provision is a material term of this Agreement. By entering into this Agreement, Grantee agrees that if it breaches this provision, City will suffer actual damages that will be impractical or extremely difficult to determine; further, Grantee agrees that the sum of one hundred dollars (\$100) liquidated damages for the first breach, two hundred dollars (\$200) liquidated damages for the second breach in the same year, and five hundred dollars (\$500) liquidated damages for subsequent breaches in the same year is reasonable estimate of the damage that City will incur based on the violation, established in light of the circumstances existing at the time this Agreement was made. Such amount shall not be considered a penalty, but rather agreed monetary damages sustained by City because of Grantee's failure to comply with this provision.

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

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

**16.19 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.

**16.20 Services Provided by Attorneys.** Any services to be provided by a law firm or attorney must be reviewed and approved in writing in advance by the City Attorney. No invoices for services provided by law firms or attorneys, including, without limitation, as subgrantees of Grantee, will be paid unless the provider received advance written approval from the City Attorney.

## **ARTICLE 17 MISCELLANEOUS**

- 17.1 No Waiver.** No waiver by the Agency or City of any default or breach of this Agreement shall be implied from any failure by the Agency or City to take action on account of such default if such default persists or is repeated. No express waiver by the Agency or City shall affect any default other than the default specified in the waiver and shall be operative only for the time and to the extent therein stated. Waivers by City or the Agency of any covenant, term or condition contained herein shall not be construed as a waiver of any subsequent breach of the same covenant, term or condition. The consent or approval by the Agency or City of any action requiring further consent or approval shall not be deemed to waive or render unnecessary the consent or approval to or of any subsequent similar act.
- 17.2 Modification.** This Agreement may not be modified, nor may compliance with any of its terms be waived, except by written instrument executed and approved in the same manner as this Agreement.
- 17.3 Administrative Remedy for Agreement Interpretation.** Should any question arise as to the meaning or intent of this Agreement, the question shall, prior to any other action or resort to any other legal remedy, be referred to the director or president, as the case may be, of the Agency who shall decide the true meaning and intent of the Agreement. Such decision shall be final and conclusive.
- 17.4 Governing Law; Venue.** The formation, interpretation and performance of this Agreement shall be governed by the laws of the State of California, without regard to its conflict of laws principles. Venue for all litigation relative to the formation, interpretation and performance of this Agreement shall be in San Francisco.
- 17.5 Headings.** All article and section headings and captions contained in this Agreement are for reference only and shall not be considered in construing this Agreement.
- 17.6 Entire Agreement.** This Agreement and the Application Documents set forth the entire Agreement between the parties, and supersede all other oral or written provisions. If there is any conflict between the terms of this Agreement and the Application Documents, the terms of this Agreement shall govern. The following appendices are attached to and a part of this Agreement:
- Appendix A, Services to be Provided  
Appendix B, Budget  
Appendix C, Method of Payment  
Appendix D, Interests in Other City Grants  
Appendix E, Permitted Subcontractors  
Appendix F, Dispute Resolution Procedure
- 17.7 Certified Resolution of Signatory Authority.** Upon request of City, Grantee shall deliver to City a copy of the corporate resolution(s) authorizing the execution, delivery and performance of this Agreement, certified as true, accurate and complete by the secretary or assistant secretary of Grantee.

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

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

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

Section 6.4	Financial Statements.
Section 6.5	Books and Records.
Section 6.6	Inspection and Audit.
Section 6.7	Submitting False Claims; Monetary Penalties.
Section 6.8	Ownership of Results.
Article 7	Taxes.
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.** The following Dispute Resolution Procedure provides a process to resolve any disputes or concerns relating to the administration of an awarded professional services grant or grant between the City and County of San Francisco and nonprofit health and human services grantees. Grantees and City staff should first attempt to come to resolution informally through discussion and negotiation with the

designated contact person in the department. If informal discussion has failed to resolve the problem, grantees and departments should employ the following steps:

**Step 1** The grantee will submit a written statement of the concern or dispute addressed to the Grant/Program Manager who oversees the Agreement in question. The writing should describe the nature of the concern or dispute, i.e., program, reporting, monitoring, budget, compliance or other concern. The Grant/Program Manager will investigate the concern with the appropriate department staff that are involved with the nonprofit agency's program, and will either convene a meeting with the grantee or provide a written response to the grantee within 10 working days.

**Step 2** Should the dispute or concern remain unresolved after the completion of Step 1, the grantee may request review by the Division or Department Head who supervises the Grant/Program Manager. This request shall be in writing and should describe why the concern is still unresolved and propose a solution that is satisfactory to the grantee. The Division or Department Head will consult with other Department and City staff as appropriate, and will provide a written determination of the resolution to the dispute or concern within 10 working days.

**Step 3** Should Steps 1 and 2 above not result in a determination of mutual agreement, the grantee may forward the dispute to the Executive Director of the Department or their designee. This dispute shall be in writing and describe both the nature of the dispute or concern and why the steps taken to date are not satisfactory to the grantee. The Department will respond in writing within 10 working days.

In addition to the above process, grantees have an additional forum available only for disputes that concern implementation of the thirteen policies and procedures recommended by the Nonprofit Granting Task Force and adopted by the Board of Supervisors. These recommendations are designed to improve and streamline granting, invoicing and monitoring procedures. For more information about the Task Force's recommendations, see the June 2003 report at [https://sfgov.org/sfc/npcontractingtf/Modules/CNPCTF\\_BOS\\_RPT\\_06-26-03\(1\)\\_3adc.PDF](https://sfgov.org/sfc/npcontractingtf/Modules/CNPCTF_BOS_RPT_06-26-03(1)_3adc.PDF).

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

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

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

**CITY**

Department of Homelessness and Supportive Housing

By: 

Jeff Kositsky  
Director

Department of Homelessness and Supportive Housing

 Date

**GRANTEE:**

**COMMUNITY HOUSING  
PARTNERSHIP**

By: 

Eric Fischer  
Chief Financial Officer  
20 Jones Street  
San Francisco, CA 94102

 Date

Phone: (415) 852-5313

City Supplier ID: 0000022473

**Approved as to Form:**

Dennis J. Herrera  
City Attorney

By: 

Anne Pearson  
Deputy City Attorney

 Date

**Appendix A, Services to be Provided  
by  
Community Housing Partnership  
Transitional Housing for TAY  
July 1, 2019 to June 30, 2022**

**I. Purpose of Grant**

The purpose of this grant is to provide Transitional Housing and Support Services to (Transition Age Youth) participants. The goals of these services are to stabilize participant's living situations, improve their mental and physical health, and increase their independence.

**II. Served Population**

Grantee shall serve TAY, ages 18 to 24, who are:

- A. Experiencing homelessness; and/or
- B. Who are marginally housed; and/or
- C. At imminent risk of homelessness.

**III. Referral and Prioritization**

Referrals to Transitional Housing will be provided through the Coordinated Entry System for Youth. Youth will be screened and assessed at an Access Point and referred to appropriate services by the San Francisco Coordinated Entry System. All Transitional Housing programs funded by Department of Homelessness and Supportive Housing (HSH) must be received solely from direct referrals through the Coordinated Entry System via the ONE System.

The Homelessness Response System (HRS) and Coordinated Entry for all populations is currently in development, as are policies and procedures regarding Problem Solving, assessment, and other parts of the System. As these are developed and adopted, policies and procedures impacting Grantee will be updated. Grantee input will be included in the development and adoption of relevant policies and Grantee are strongly encouraged to actively engage in the process.

For more information, please see: <http://hsh.sfgov.org/wp-content/uploads/2018/08/Signed-CE.pdf>.

**IV. Description of Services**

Grantee shall provide 44 TAY participants at any given time with Transitional Housing and Support Services.

- A. Transitional Housing: Grantee shall provide Transitional Housing. Grantee shall provide services at facilities for which they have site control, meaning a site they owns or lease, provided that the site conforms to City requirements. Grantee shall also provide operations services, including, but not limited to, as janitorial services in common areas and maintenance and repair of the facility and its systems to maintain a clean and safe environment.
- B. Support Services: Grantee shall provide Support Services including, but are not limited, to the following:



1. Outreach: Grantee shall actively engage with participants to provide information about available Support Services and invite them to participate. Outreach methods shall include in-person interactions, written messages, phone calls, voice mail, and emails, as available and appropriate to reach each participant.
2. Intake and Assessment: Grantee shall provide one or more meetings or interviews with each participant to gather required information, identify strengths, skills and needs and to set goals.
3. Individualized Service Plans: Grantee shall provide Individualized Service Plans to establish and support achievement of goals within 60 days of housing placement. Grantee shall document interactions, engagement, and status of participants at least once per week to ensure they are doing well and are receiving the support they need.

Grantee shall attempt meaningful engagement with each participant one or more times per month, to assess strengths, skills and needs and match participants with program services most appropriate to help them transition to more permanent housing and maximize their well-being.

4. Case Management: Grantee shall provide case management, which includes ongoing meetings and counseling services to support the achievement of Individualized Service Plan goals. Grantee shall document interactions, engagement, and status of participants.
5. Housing Stability Support: Grantee shall offer on-site services and/or referrals to all participants who display indications of housing instability. Such indications include but are not limited to, discontinuance from benefits, non-payment of rent, lease violations or warnings from the property management, and conflicts with staff or other participants.
6. Life Skills Training: Grantee shall provide basic life skills training, which may include, but is not limited, to topics such as budgeting, household finances, conducting a housing search, nutrition, working with landlords, participants' rights, health awareness, and healthcare navigation, and parenting, if applicable.
7. Benefits Advocacy and Assistance: Grantee shall assist participants with obtaining or maintaining benefits. Grantee shall provide referrals for and solve problems preventing a participants' enrollment in county, state and federal benefits programs. Grantee may help participants identify, apply for and establish appointments for available services, such as cash aid, food programs, medical clinics and/or in-home support.

8. Referrals and Coordination of Services: Grantee shall help participants identify and access services available within the community that meet specific needs or support progress toward identified goals, especially those related to education and employment. For example, Grantee shall connect participants with Adult Basic Education, High School Diploma, General Education Degree (GED) preparation, and/or assistance with college preparation, enrollment, and financial aid support and with vocational training and workshops, job development, and job search assistance. This may include providing information about services, calling to help establish appointments, assisting with applications, providing appointment reminders, following up/checking in with participants regarding progress, and, as necessary, re-referral. Grantee shall also communicate and coordinate with outside service providers to support existing linkages that participants may have.
9. Transportation: Grantee shall provide participants with resources, as needed, to ensure transportation is not a barrier to self-sufficiency.
10. 24/Hour Emergency Response: Grantee shall provide Support Services staff who shall be equipped to respond to emergency situations and are able to provide de-escalation and conflict resolution 24 hours per day, seven days a week.
11. Wellness Checks: Grantee shall conduct Wellness Checks in accordance with HSH policy to assess safety when there is a reason to believe a participant is at immediate and substantial risk due to a medical and/or psychiatric emergency.
12. Support Groups, Social Events and Organized Activities:
  - a. Grantee shall provide participants with opportunities to participate in organized gatherings for peer support. These events may be planned with or based on input from participants; and
  - b. Grantee shall conduct monthly community meetings for participants.
13. Exit Planning and After-Care Services: When participant is leaving the program, Grantee shall engage the participant in exit planning and support successful transition from the program, which includes creating a Housing Plan. The plan shall depend on the participant's needs and preferences, and should include a plan for the participant's entry into permanent and independent housing. The plan may also include establishing a link to case management, as well as access to services in the community.

**V. Location and Time of Services**

Grantee shall provide services at 374 5<sup>th</sup> Street, San Francisco, CA. Grantee Property Management/Facilities staff shall be available 24 hours a day, seven days a week. Grantee shall post a calendar of services and programs.

Grantee support services staff shall be available Monday through Friday, during posted business and evening hours, excluding legal holidays as determined by Grantee's personnel policies.

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

## **VI. Service Requirements**

- A. Possession of Licenses/Permits: Grantee warrants the possession of all licenses and/or permits required by the laws and regulations of the United States, the State of California, and the City to provide the Services. Failure to maintain these licenses and permits shall constitute a material breach of this Agreement.
- B. Language Accessibly: Grantee shall address the needs of and provide services to guests and households who primarily speak language(s) other than English.
- C. Good Neighbor Policies: Grantee shall maintain a good relationship with the neighborhood, including:
  - 1. Collaboration with neighbors and relevant city agencies to ensure that neighborhood concerns about the facility are heard and addressed;
  - 2. That the Grantee Director or Manager or a representative will attend all appropriate neighborhood meetings;
  - 3. That Grantee management staff is available to respond to neighbors within 24 hours, if reasonable;
  - 4. Minimizing the impact on the neighborhood of shelter population waiting to enter the building; and
  - 5. Active discouragement of loitering in the area surrounding the building.
- D. Feedback, Complaint and Follow-up Policies:  
Grantee shall provide means for the served population to provide input into the program, including the planning, design, and satisfaction. Feedback methods shall include:
  - 1. A complaint process, including a written complaint policy informing the served population on how to report complaints and request repairs/services; and
  - 2. A written survey, which shall be offered 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 if the written format presents any problem.
- E. 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 HSH meetings and trainings, as requested;
3. Adherence to the HSH Grievance Policy;
4. Adherence to the Tuberculosis (TB) Infection Control Guidelines for Homeless;
5. Adherence 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 form.

F. Facilities

1. Grantee shall maintain facilities in full compliance with requirements of the law and local standards<sup>Error! Bookmark not defined.</sup>. Grantee shall ensure that facilities are well maintained, clean, and free of pests per the City Integrated Pest Management Code and Environmentally Preferable Purchasing Ordinance. Maintenance shall occur regularly, as required and janitorial services shall occur regularly, per shift, and as required.
  - 1.a. Grantee shall respond to all facility related requests and complaints promptly and in a manner that ensures the safety of guests and Awarded Provider staff. Awarded Providers shall note in writing and post in a common area when a maintenance problem will be repaired and the status of repair.
  - 1.b. Grantee shall develop, maintain, and document maintenance schedules for the facility and its systems, as applicable per facility, including, but not limited to, maintaining light fixtures; heating and air conditioning systems (e.g. fan blades, air registers, vents, filters); plumbing (e.g. drains of showers, toilets, sinks); appliances (e.g. hand dryers, refrigerators, microwaves, fans, etc.); elevators; security systems (e.g. metal detectors, security cameras); fire extinguishers; emergency exits; electrical systems; mold, leak, and pest checks (e.g. roof, walls, bathrooms, kitchen, etc.); and supply checks (e.g. toilet paper, towels, soap, etc.).
  - 1.c. 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.
2. Grantee shall provide facility access to City Departments upon request, including HSH, San Francisco Fire Department, DPH, Department of Building Inspection and the Mayor's Office.

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

Grantee shall train all employees regarding the provisions of the plan for their Agency/site(s).

H. Record Keeping and Files: Grantee shall maintain confidential files on the served population, including developed Plans, notes, and progress.

I. Data Standards:

1. 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>.
2. Grantee shall enter data into the ONE System, but may be required to report certain measures or conduct interim reporting in CARBON, via secure email, or through uploads to a File Transfer Protocol (FTP) site. When required by HSH, Grantee shall submit the monthly, quarterly and/or annual metrics into either the CARBON database, via secure email, or through uploads to an FTP site. HSH will provide clear instructions to all 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.
3. Any information shared between Grantee, HSH, and other providers about program participants shall be communicated in a secure manner, with appropriate release of consent forms and in compliance with Health Insurance Portability and Accountability Act (HIPAA) and privacy guidelines, as required.

## **VII. Service Objectives<sup>1</sup>**

Grantee shall achieve the following Service Objectives:

- A. Grantee shall create an Individualized Service Plan for 100 percent of participants within the first 60 days of housing placement.
- B. Grantee shall provide 100 percent of participants with a Housing Plan within 60 days of housing placement.

## **VIII. Outcome Objectives<sup>1</sup>**

Grantee shall achieve the following Outcome Objectives:

- A. 85 percent of participants have at least one positive relationship and/or permanent connection with an adult to whom they can go for support, advice, and guidance;
- B. 90 percent of participants will be engaged in education or employment activities while in the program;

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<sup>1</sup> The Service and Outcome Objectives listed in this Appendix A may be updated, revised, modified, and/or removed during the term of this grant through HSH's amendment or revision process.

- C. 80 percent of participants who exit will be employed or enrolled in post-secondary education; and
- D. 70 percent of participants exiting the program will exit to stable housing.

**IX. Reporting Requirements**

Grantee shall input data into systems required by HSH, such as Online Navigation and Entry (ONE) system, and CARBON.

- A. Grantee shall provide a monthly report and will enter the monthly metrics in the CARBON database by the 15<sup>th</sup> of the month following the month of service, including:
  - 1. Occupancy;
  - 2. Number of enrollments;
  - 3. Number of exits; and
- B. Grantee shall enter the quarterly metrics in the CARBON database by the 15<sup>th</sup> of the month following the end of the quarter, including:
  - 1. Number of Individualized Service Plans;
  - 2. Number of participants with a Housing Plan within 60 days of housing placement;
  - 3. Number of participants have at least one positive relationship and/or permanent connection with an adult to whom they can go for support, advice, and guidance;
  - 4. Number of participants will be engaged in education or employment activities while in the program;
  - 5. Number of participants who exit will be employed or enrolled in post-secondary education; and
  - 6. Number of participants exiting the program will exit to stable housing.
- C. Grantee shall enter the annual metrics in the CARBON database by the 15<sup>th</sup> of the month following the end of the program year, including:
  - 1. Number of Individualized Service Plans;
  - 2. Number of participants with a Housing Plan within 60 days of housing placement;
  - 3. Number of participants have at least one positive relationship and/or permanent connection with an adult to whom they can go for support, advice, and guidance;
  - 4. Number of participants will be engaged in education or employment activities while in the program;
  - 5. Number of participants who exit will be employed or enrolled in post-secondary education; and
  - 6. Number of participants exiting the program will exit to stable housing.
- D. Grantee shall provide Ad Hoc reports as required by the Department and respond to requests by HSH in a timely manner. Any information shared between the Grantee, HSH and other providers about participants will be communicated in a secure manner, with appropriate release of consent forms and in compliance with HIPAA guidelines.

For assistance with reporting requirements or submission of reports, contact the assigned Contract Manager.

**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, data reported on APR, documentation of funding match sources, Disaster and Emergency Response Plan and training, personnel and activity reports, proper accounting for funds and other operational and administrative activities, and back-up documentation for reporting progress towards meeting service and outcome objectives.
- B. Fiscal Compliance and Contract Monitoring: Fiscal monitoring will include review of the Grantee's organizational budget, the general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal policy manual, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring will include review of Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, and MOUs, and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

	A	B	E	H	AF
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING - PROGRAM BUDGET PROPOSAL				
2	Document Date: <b>5/20/2019</b>		Page 1 of 3		
3	<div style="display: flex; justify-content: space-between;"> <div> <u>Contract Term</u>  <u>Current Term</u> </div> <div> <u>Begin Date</u>  7/1/2019 </div> <div> <u>End Date</u>  6/30/2022 </div> <div> <u>Contract Length</u>  <u>(# of Years)</u>  3 </div> </div>				
6	<b>BUDGET SUMMARY</b>				
7	Name				
8	Grantee: Community Housing Partnership				
9	Program: Transitional Housing for TAY				
11	FSP #: 1000013599				
12	(Check One)    New <input type="checkbox"/> X_    Amendment <input type="checkbox"/> Modification <input type="checkbox"/> Revision <input type="checkbox"/>				
13					
14		Year 1	Year 2	Year 3	All Years
15	Program Annual Term	7/1/2019 - 6/30/2020	7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2019 - 6/30/2022
16		New	New	New	Total
17	<b>Expenditures</b>				
18	Salaries & Benefits	\$ 671,100	\$ 671,100	\$ 671,100	\$ 2,013,300
19	Operating Expense	\$ 823,315	\$ 823,315	\$ 823,315	\$ 2,469,944
20	Subtotal	\$ 1,494,414	\$ 1,494,414	\$ 1,494,414	\$ 4,483,243
21	Indirect Percentage (%)	15.00%	15.00%	15.00%	
22	Indirect Cost (Line 20 X Line 21)	\$ 224,162	\$ 224,162	\$ 224,162	\$ 672,487
23	Other Expenses (Not subject to indirect %)	\$ -	\$ -	\$ -	\$ -
24	Capital Expenditure - <i>insert associated years</i>				\$ -
25	<b>Total Expenditures</b>	\$ 1,718,577	\$ 1,718,577	\$ 1,718,577	\$ 5,155,730
26	<b>HSH Revenues</b>				
27	General Fund - Ongoing	\$ 1,695,702	\$ 1,718,577	\$ 1,718,577	\$ 5,132,855
28	MCO - FY 19-20	\$ 22,875			\$ 22,875
29					\$ -
30					\$ -
31					\$ -
32					
33					
34	<b>Total HSH Revenues</b>	\$ 1,718,577	\$ 1,718,577	\$ 1,718,577	\$ 5,155,730
35	<b>Other Revenues</b>				
36					
37					
38					
39					
40					
41	<b>Total Other Revenues</b>	\$ -	\$ -	\$ -	\$ -
42	Full Time Equivalent (FTE)				
44	Prepared by: Philip Mach      Title: Supervising Contracts Analyst      Phone No. 415.355.5334      Date: May 20, 2019				
45					
46	HSH #1				



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1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING - PROGRAM BUDGE				Page 3 of 3
2					
3	Document Date: 5/20/2019				
4					
5	<b>OPERATING DETAIL</b>				
6	Grantee: Community Housing Partnership				
7	Program: Transitional Housing for TAY				
8	Transitional Housing	Year 1	Year 2	Year 3	All Years
9		7/1/2019 - 6/30/2020	7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2019 - 6/30/2022
10		New	New	New	Revised Total
11	<u>Operating Expenses</u>	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense
12	Rental of Property	\$ 580,112	\$ 580,112	\$ 580,112	\$ 1,740,336
13	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 90,785	\$ 90,785	\$ 90,785	\$ 272,355
14	Office Supplies, Postage	\$ 9,761	\$ 9,761	\$ 9,761	\$ 29,283
15	Building Maintenance Supplies and Repair	\$ 31,893	\$ 31,893	\$ 31,893	\$ 95,679
17	Insurance	\$ 25,977	\$ 25,977	\$ 25,977	\$ 77,931
18	Staff Training	\$ 9,991	\$ 9,991	\$ 9,991	\$ 29,973
19	Staff Travel-(Local & Out of Town)	\$ 850	\$ 850	\$ 850	\$ 2,550
20	Rental of Equipment	\$ 1,720	\$ 1,720	\$ 1,720	\$ 5,160
21	Payroll Expenses	\$ 11,042	\$ 11,042	\$ 11,042	\$ 33,126
23	Office Equipment	\$ 14,540	\$ 14,540	\$ 14,540	\$ 43,620
24	IT and Small Office Purchase	\$ 4,400	\$ 4,400	\$ 4,400	\$ 13,200
25	Organizational Activities (Staff)	\$ 3,111	\$ 3,111	\$ 3,111	\$ 9,333
26	Tenant/Program projects/activity supplies	\$ 9,633	\$ 9,633	\$ 9,633	\$ 28,898
31		\$ -	\$ -	\$ -	\$ -
38	<b>Consultants</b>				\$ -
39	Extermination Contract	\$ 5,500	\$ 5,500	\$ 5,500	\$ 11,000
47	Maintenance Contractors	\$ 6,000	\$ 6,000	\$ 6,000	
48	<b>Subcontractors</b>				\$ -
49	Temp Desk Clerk/Lobby Security	\$ 18,000	\$ 18,000	\$ 18,000	\$ 54,000
50		\$ -	\$ -	\$ -	\$ -
58					
59	<b>TOTAL OPERATING EXPENSES</b>	\$ 823,315	\$ 823,315	\$ 823,315	\$ 2,446,444
60					
61	<u>Other Expenses (not subject to indirect cost %)</u>				
62		\$ -	\$ -	\$ -	\$ -
82					
83	<b>TOTAL OTHER EXPENSES</b>	\$ -	\$ -	\$ -	\$ -
84					
85	<b>HSH #3</b>				12/10/2018

## **Appendix C, Method of Payment**

- I.** In accordance with Article 5 Use and Disbursement of Grant Funds of the Agreement, payments shall be made for actual costs incurred and reported for each month. Under no circumstances shall payment exceed the amount set forth in Section 5.1 Maximum Amount of Grant Funds of the Agreement.
- II.** Grantee shall submit all bills, invoices and related documentation in the format specified by the Department of Homelessness and Supportive Housing (HSH) within 15 days after the month of service to HSH's web-based Contracts Administration, Reporting, and Billing Online (CARBON) System at: <https://contracts.sfhsa.org>

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

4. Percentage of budget expended;
5. Remaining balance;
6. Adjustments, including advance payment recovery; and
7. Program income when specified in the grant Agreement.

**D.** Personnel expenditures will show same line item categories by position detail. Detail will show name of employee, position name, %FTE and budgeted salary.

**E.** Supporting Documentation, except as discussed below need not be submitted with the invoice. However, Grantee must keep and make available as requested such supporting documentation for all expenditures for which reimbursement is requested for all costs so claimed. All charges incurred shall be due and payable only after services have been rendered, except as stated otherwise. Supporting documentation must be uploaded into CARBON and submitted along with the invoice.

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

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

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

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

**VII.** Advances or prepayments are allowable in order to meet the Grantee cash flow needs in certain unique circumstances. The Agency, at its sole discretion, shall make available to the

Grantee upon written request an advance amount not to exceed two (2) months or 1/6<sup>th</sup> of the total annualized grant award, or as mutually agreed upon. The advanced sum shall be deducted from the Grantee's monthly invoices at an equal rate each month that will enable repayment by the tenth month of the fiscal year. For a twelve-month grant the rate of repayment of the advance will be 1/10<sup>th</sup> per month from July to April. Requests for advance payment will be granted on a case-by-case basis and are not intended to be a regular "automatic" procedure. Approval will be a consensus of Program and Contract Staff.

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

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

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

### Appendix D, Interests In Other City Grants

City Department or Commission	Date of Grant		Amount of Grant
SF Department of Homelessness & Supportive Housing	7/1/15	12/31/21	\$9,556,451
SF Department of Homelessness & Supportive Housing	7/1/2017	6/30/2019	\$131,342
SF Department of Homelessness & Supportive Housing	7/1/14	6/30/20	\$2,618,868
SF Department of Homelessness & Supportive Housing	7/1/15	6/30/20	\$2,163,348
SF Department of Public Health	11/1/10	6/30/19	\$825,705
SF Human Services Agency (HSA)	2/1/18	6/30/22	\$1,161,667
SF Office of Employment & Workforce Development (OEWD) & General Fund	7/1/17	6/30/19	\$150,000
SF Office of Employment & Workforce Development (OEWD)	7/1/17	6/30/19	\$75,000
SF Human Services Agency (HSA)	7/1/17	6/30/20	\$450,000
SF Department of Homelessness & Supportive Housing	7/1/2014	6/30/2020	\$3,867,238
SF Department of Homelessness & Supportive Housing	7/1/2014	6/30/2020	\$2,825,795
SF Department of Homelessness & Supportive Housing	7/1/15	6/30/20	\$5,898,795
SF Department of Homelessness & Supportive Housing	7/1/17	6/30/19	\$132,842
SF Department of Homelessness & Supportive Housing	1/2/2015	1/1/2021	\$968,760
SF Department of Homelessness & Supportive Housing	7/1/18	6/30/21	\$2,464,396

**\*\*Subcontractors must also list their interests in other City grants.**

### Appendix E, Permitted Subcontractors

**NOTE: SPECIFY EACH PERMITTED SUBGRANTEE. IF SUBGRANTING OR DELEGATION OF DUTIES IS NOT PERMITTED SPECIFY “NONE”**

Name
Solutions SF

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

### **Introduction**

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

[https://sfgov.org/sfc/npcontractingtf/Modules/CNPCTF\\_BOS\\_RPT\\_06-26-03\(1\)\\_3adc.PDF](https://sfgov.org/sfc/npcontractingtf/Modules/CNPCTF_BOS_RPT_06-26-03(1)_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.

The Board of Supervisors strongly recommends that departments establish a Dispute Resolution Procedure to address issues that have not been resolved administratively by other departmental remedies. The Panel has adopted the following procedure for City departments that have professional service grants and contracts with nonprofit health and human service providers. The Panel recommends that departments adopt this procedure as written (modified if necessary to reflect each department's structure and titles) and include it or make a reference to it in the contract. The Panel also recommends that departments distribute the finalized procedure to their nonprofit contractors. Any questions for concerns about this Dispute Resolution Procedure should be addressed to [purchasing@sfgov.org](mailto:purchasing@sfgov.org).

### **Dispute Resolution Procedure**

The following Dispute Resolution Procedure provides a process to resolve any disputes or concerns relating to the administration of an awarded professional services grant or contract between the City and County of San Francisco and nonprofit health and human services contractors.

Contractors and City staff should first attempt to come to resolution informally through discussion and negotiation with the designated contact person in the department.

If informal discussion has failed to resolve the problem, contractors and departments should employ the following steps:

- **Step 1**      The contractor will submit a written statement of the concern or dispute addressed to the Contract/Program Manager who oversees the Agreement in question. The writing should describe the nature of the concern or dispute, i.e., program, reporting, monitoring, budget, compliance or other concern. The Contract/Program Manager will investigate the concern with the appropriate department staff that are involved with the nonprofit agency's program, and will



either convene a meeting with the contractor or provide a written response to the contractor within 10 working days.

- Step 2      Should the dispute or concern remain unresolved after the completion of Step 1, the contractor may request review by the Division or Department Head who supervises the Contract/Program Manager. This request shall be in writing and should describe why the concern is still unresolved and propose a solution that is satisfactory to the contractor. The Division or Department Head will consult with other Department and City staff as appropriate, and will provide a written determination of the resolution to the dispute or concern within 10 working days.
- Step 3      Should Steps 1 and 2 above not result in a determination of mutual agreement, the contractor may forward the dispute to the Executive Director of the Department or their designee. This dispute shall be in writing and describe both the nature of the dispute or concern and why the steps taken to date are not satisfactory to the contractor. The Department will respond in writing within 10 working days.

In addition to the above process, contractors have an additional forum available only for disputes that concern implementation of the thirteen policies and procedures recommended by the Nonprofit Contracting Task Force and adopted by the Board of Supervisors. These recommendations are designed to improve and streamline contracting, invoicing and monitoring procedures. For more information about the Task Force's recommendations, see the June 2003 report at [https://sfgov.org/sfc/npcontractingtf/Modules/CNPCTF\\_BOS\\_RPT\\_06-26-03\(1\)\\_3adc.PDF](https://sfgov.org/sfc/npcontractingtf/Modules/CNPCTF_BOS_RPT_06-26-03(1)_3adc.PDF).

The Review/Appellate Panel oversees the implementation of the Task Force report. The Panel is composed of both City and nonprofit representatives. The Panel invites contractors to submit concerns about a department's implementation of the policies and procedures. Contractors can notify the Panel after Step 2. However, the Panel will not review the request until all three steps are exhausted. This review is limited to a concern regarding a department's implementation of the policies and procedures in a manner which does not improve and streamline the contracting process. This review is not intended to resolve substantive disputes under the contract such as change orders, scope, term, etc. The contractor must submit the request in writing to [purchasing@sfgov.org](mailto:purchasing@sfgov.org). This request shall describe both the nature of the concern and why the process to date is not satisfactory to the contractor. Once all steps are exhausted and upon receipt of the written request, the Panel will review and make recommendations regarding any necessary changes to the policies and procedures or to a department's administration of policies and procedures.

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

**FIRST AMENDMENT  
TO GRANT AGREEMENT  
between  
CITY AND COUNTY OF SAN FRANCISCO  
and  
HOMERISE**

THIS AMENDMENT of the **May 20, 2019** Grant Agreement (the "Agreement") is dated as of **July 1, 2022** and is made in the City and County of San Francisco, State of California, by and between **HOMERISE** ("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, the Agreement was competitively procured as required through Request for Proposals (RFP) # 113, issued January 29, 2019 and this modification is consistent therewith; 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 **May 20, 2019** between Grantee and City.

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

**2.1 Section 2.2 Certification of Controller; Guaranteed Maximum Costs** of the Agreement is hereby deleted and replaced in its entirety to read as follows:

**2.2 Certification of the 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.

**2.2 Section 2.5 Maximum Costs** is hereby added to the Agreement:

**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.

**2.3 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 Agency has notified Grantee thereof in writing.

**3.2 Duration of Term.** The term of this Agreement shall commence on the later of (a) **July 1, 2019** and (b) the effective date specified in Section 3.1. Such term shall end at 11:59 p.m. San Francisco time on **June 30, 2022**.  
HSH Instruction: Copy the entire section as it currently reads. Do not leave any hanging paragraphs or sentences. If a previous amendment left a hanging paragraph or sentence, make sure to include it below.

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 **July 1, 2019** and expire on **June 30, 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.
- (b) The City has six options to renew the Agreement for a period of one year each. The City may extend this Agreement beyond the expiration date by exercising an option at the City's sole and absolute discretion and by modifying this Agreement as provided in Section 17.2, Modification.

Option 1:	July 1, 2019 to June 30, 2024
Option 2:	July 1, 2019 to June 30, 2025
Option 3:	July 1, 2019 to June 30, 2026
Option 4:	July 1, 2019 to June 30, 2027
Option 5:	July 1, 2019 to June 30, 2028
Option 6:	July 1, 2019 to June 30, 2029

- 2.4** **ARTICLE 4 IMPLEMENTATION OF GRANT PLAN** of the Agreement is hereby deleted and replaced in its entirety to read as follows:

### 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.

- (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](https://sf.gov/confirm-vaccine-status-your-employees-and-subcontractors) 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).

**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.

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

**5.1 Maximum Amount of Grant funds.**

The amount of the Grant Funds disbursed hereunder shall not exceed **Five Million One Hundred Fifty Five Thousand Seven Hundred Thirty Dollars (5,155,730)** for the period from July 1, 2019 to June 30, 2022, plus any contingent amount authorized by City and certified as available by the Controller.

Contingent amount: Up to **Five Hundred Fifteen Thousand Five Hundred Seventy Three Dollars (515,573)** for the period from July 1, 2021 to June 30, 2022, may be available, in the City's sole discretion as a contingency but only subject to written authorization by the City and if monies are certified as available by the Controller.

The maximum amount of Grant Funds disbursed hereunder shall not exceed **Five Million Six Hundred Seventy One Thousand Three Hundred Three Dollars (5,671,303)** for the period from July 1, 2019 to June 30, 2022.

Grantee understands that the maximum amount of Grant Funds disbursement identified above in Section 5.1 of this Agreement, includes the amount shown as the contingent amount and may not to be used in Program Budget(s) attached to this Agreement as Appendix B, and is not available to Grantee without a written revision to the Program Budgets of Appendix B approved by Agency. Grantee further understands that no payment of any portion of this contingency amount will be made unless and until such funds are certified as available by Controller. Grantee agrees to fully comply with these laws, regulations, and policies and procedures.

**5.2 Use of Grant Funds.** Grantee shall use the Grant Funds only for Eligible Expenses as set forth in Appendix A, Appendix B and defined as eligible expenses in 2 CFR Part 200 Subpart E, Cost Principles, if the source of funding for this program is Federal, and for no other purpose. Grantee shall expend the Grant Funds in accordance with the Budget, if any, and shall obtain the prior approval of City before transferring expenditures from one line item to another within the Budget.

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

- (a) Grantee shall submit to the Agency, in the manner specified for notices pursuant to Article 15, a document (a "Funding Request") substantially in the form attached as Appendix C. Any Funding Request that is submitted and is not approved by the Agency shall be returned by the Agency to Grantee with a brief statement of the reason for the Agency's rejection of such Funding Request. If any such rejection relates only to a portion of Eligible Expenses itemized in such Funding Request, the Agency shall have no obligation to disburse any Grant Funds for any other Eligible Expenses itemized in such Funding Request unless and until Grantee submits a Funding Request that is in all respects acceptable to the Agency.



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

#### **5.4 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 the amount disallowed from any payment due or to become due to Grantee under this Agreement or 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) Single Audit Requirements. Grantees that expend \$750,000 or more in a fiscal year that began after December 26, 2014 from any and all Federal awards shall have a single audit conducted in each of those fiscal years accordance with 2 CFR Part 200 Subpart F . Grantees that expend less than \$750,000 a year in Federal awards are exempt from the single audit requirements for that year, but records must be available for review or audit by appropriate officials of the Federal Agency, pass-through entity and General Accounting Office, and are still subject to other audit requirements as specified in 2 CFR Subpart F §200.501

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

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

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

- (a) In no event shall the amount of Grant Funds disbursed hereunder exceed **Eight Million Nine Hundred Ninety Nine Thousand Two Hundred Eighty Six Dollars (\$8,999,286).**
- (b) Grantee understands that, of the Maximum Amount of Grant Funds listed under Article 5.1 (a) of this Agreement, **One Million Six Hundred Eighty Two Thousand Seven Hundred Ninety Three Dollars (\$1,682,793)** is included as a contingency amount and is neither to be used

in Budget(s) attached to this Agreement or available to Grantee without a modification to the Appendix B, Budget, which has been approved by the Department of Homelessness and Supportive Housing. Grantee further understands that no payment for any portion of this contingency amount will be made unless and until a modification or revision has been fully approved and executed in accordance with applicable City and Department laws, regulations, policies/procedures and certification as to the availability of funds by Controller. Grantee agrees to fully comply with these laws, regulations, and policies/procedures.

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

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

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

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

**2.6 Section 6.4 Financial Statements** of the Agreement is hereby deleted and replaced in its entirety with:

**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.

**2.7 Section 6.7 Submitting False Claims; Monetary Penalties** of the Agreement hereby deleted and replaced in its entirety with:

**6.7 Submitting False Claims.** Grantee shall at all times deal in good faith with the City, shall only submit a Funding Request to the City upon a good faith and honest determination that the funds sought are for Eligible Expenses under the Grant, and shall only use Grant Funds for payment of Eligible Expenses as set forth in Appendix 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.

**2.8 Section 6.8 Ownership of Results** of the Agreement currently reads as follows:

**6.8 Ownership of Results.** Any interest of Grantee or any subgrantee, in drawings, plans, specifications, studies, reports, memoranda, computation sheets, the contents of computer diskettes, or other documents or Publications prepared by Grantee or any subgrantee in connection with this Agreement or the implementation of the Grant Plan or the services to be performed under this Agreement, shall become the property of and be promptly transmitted to City. Notwithstanding the foregoing, Grantee may retain and use copies for reference and as documentation of its experience and capabilities.

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

**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.

**2.9 Section 6.9 Works for Hire** of the Agreement is hereby deleted in its entirety.

**2.10 Section 7.3 Reserved (Earned Income Credit (EIC) Forms).** of the Agreement is hereby deleted and replaced in its entirety with:

**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.

**2.11 ARTICLE 10 INSURANCE** of the Agreement is hereby deleted and replaced in its entirety to read as follows:

## **ARTICLE 10 INSURANCE**

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

- (a) Workers' Compensation, in statutory amounts, with Employers' Liability Limits not less than one million dollars (\$1,000,000) each accident, injury, or illness.
- (b) Commercial General Liability Insurance with limits not less than one million dollars (\$1,000,000) each occurrence Combined Single Limit for Bodily Injury and Property Damage, including Contractual Liability, Personal Injury, Products and Completed Operations, and

- (c) Commercial Automobile Liability Insurance with limits not less than one million dollars (\$1,000,000) each occurrence Combined Single Limit for Bodily Injury and Property Damage, including Owned, Non-Owned and Hired auto coverage, as applicable.

**10.2 Additional Requirements for General and Automobile Coverage.**

Commercial General Liability and Commercial Automobile Liability insurance policies shall:

- (a) Name as Additional Insured City and County of San Francisco 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.

**2.12 Section 11.1 Events of Default (c) Failure to Comply with Applicable Laws** of the Agreement is hereby deleted and replaced by the following:

(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.

**2.13 Section 11.2 Remedies Upon Event of Default** of the Agreement is hereby deleted and replaced with the following:

**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.

**2.14 Section 11.3 Termination for Convenience** of the Agreement is hereby deleted and replaced by the following:

**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.

**2.15 ARTICLE 12 DISCLOSURE OF INFORMATION AND DOCUMENTS** of the Agreement is hereby deleted and replaced with the following:

**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.

**2.16 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 <a href="mailto:hshcontracts@sfgov.org">hshcontracts@sfgov.org</a>
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If to Grantee:	HomeRise 20 Jones Street San Francisco, CA 94102 Attn: Rick Aubry Email: <a href="mailto:raubry@homerisesf.org">raubry@homerisesf.org</a>
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Any notice of default must be sent by registered mail.

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

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

**2.17 ARTICLE 16 COMPLIANCE** of the Agreement is hereby deleted and replaced by the following:

## **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 Working with Minors.** In accordance with California Public Resources Code Section 5164, if Grantee, or any subgrantee, is providing services at a City park, playground, recreational center or beach, Contractor shall not hire, and shall prevent its subcontractors from hiring, any person for employment or a volunteer position in a position having supervisory or disciplinary authority over a minor if that person has been convicted of any offense listed in Public Resources Code Section 5164. In addition, if Grantee, or any subgrantee, is providing services to the City involving the supervision or discipline of minors or where Grantee, or any subgrantee, will be working with minors in an unaccompanied setting on more than an incidental or occasional basis, Grantee and any subgrantee shall comply with any and all applicable requirements under federal or state law mandating criminal history screening for such positions and/or prohibiting employment of certain persons including but not limited to California Penal Code Section 290.95. In the event of a conflict between this section and Section 16.16, "Consideration of Criminal History in Hiring and Employment Decisions," of this Agreement, this section shall control. Grantee shall expressly require any of its subgrantees with supervisory or disciplinary power over a minor to comply with this section of the Agreement as a condition of its contract with the subgrantee. Grantee acknowledges and agrees that failure by Grantee or any of its subgrantees to comply with any provision of this section of the Agreement shall constitute an Event of Default.

**16.14 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 each client intake/assessment in the Online Navigation and Entry (ONE) System, or 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 (HIPAA), the California Medical Information Act, Article 1 of the California Constitution, the California Health and Safety Code and regulations promulgated thereunder, the California Welfare and Institutions Code and regulations promulgated thereunder, and any other applicable provision of federal or state law.

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

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

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

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

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

Appendix A, Services to be Provided (dated July 1, 2022)

Appendix B, Budget (dated July 1, 2022)

Appendix C, Method of Payment (dated July 1, 2022)

Appendix D, Interests in Other City Grants (dated July 1, 2022)

**2.19 Section 17.10 Survival of Terms** of the Agreement is hereby deleted and replaced with the following:

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

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



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

**2.20 Section 17.12 Dispute Resolution Procedure** of the Agreement is hereby deleted and replaced with the following:

**17.12 Dispute Resolution Procedure.**

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

discussion and negotiation with the designated contact person in the department. If informal discussion has failed to resolve the problem, Grantees and departments should employ the following steps:

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

request until all three steps are exhausted. This review is limited to a concern regarding a department's implementation of the policies and procedures in a manner which does not improve and streamline the contracting process. This review is not intended to resolve substantive disputes under the contract such as change orders, scope, term, etc. Grantee must submit the request in writing to [purchasing@sfgov.org](mailto:purchasing@sfgov.org). This request shall describe both the nature of the concern and why the process to date is not satisfactory to Grantee. Once all steps are exhausted and upon receipt of the written request, the Panel will review and make recommendations regarding any necessary changes to the policies and procedures or to a department's administration of policies and procedures.

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

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

- 2.22 Section 17.15 MacBride Principles-Northern Ireland** is hereby added to this Agreement.

**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.

- 2.23 Appendix A, Services to be Provided**, of the Agreement is hereby replaced in its entirety by **Appendix A, Services to be Provided**, (dated July 1, 2022), for the period of July 1, 2019 to June 30, 2023.
- 2.24 Appendix B, Budget**, of the Agreement is hereby replaced in its entirety by the modified **Appendix B, Budget** (dated July 1, 2022), for the period of July 1, 2019 to June 30, 2023.
- 2.25 Appendix C, Method of Payment**, of the Agreement is hereby replaced in its entirety by the modified **Appendix C, Method of** (dated July 1, 2022).
- 2.26 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 July 1, 2022).

**2.27 Appendix E, Permitted Subcontractors**, of the Agreement is hereby deleted.

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

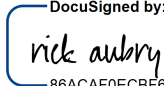
**CITY**

**GRANTEE**


**DEPARTMENT OF HOMELESSNESS  
AND SUPPORTIVE HOUSING**

**HOMERISE**

By:   
Shireen McSpadden  
Executive Director

By:   
Print Name: Rick Aubry  
Title: Chief Executive Officer  
City Supplier Number: 22473

Approved as to Form:  
David Chiu  
City Attorney

By:   
Virginia Dario Elizondo  
Deputy City Attorney

**Appendix A, Services to be Provided  
by  
HomeRise  
Transitional Housing for TAY at 5<sup>th</sup> and Harrison**

**I. Purpose of Grant**

The purpose of this grant is to provide Transitional Housing and Support Services to (Transition Age Youth) participants. The goals of these services are to stabilize participant's living situations, improve their mental and physical health, and increase their independence.

**II. Served Population**

Grantee shall serve TAY, ages 18 to 24, who are:

- A. Experiencing homelessness; and/or
- B. Who are marginally housed; and/or
- C. At imminent risk of homelessness.

**III. Referral and Prioritization**

Referrals to Transitional Housing will be provided through the Coordinated Entry System for Youth. Youth will be screened and assessed at an Access Point and referred to appropriate services by the San Francisco Coordinated Entry System. All Transitional Housing programs funded by Department of Homelessness and Supportive Housing (HSH) must be received solely from direct referrals through the Coordinated Entry System via the ONE System.

The Homelessness Response System (HRS) and Coordinated Entry for all populations is currently in development, as are policies and procedures regarding Problem Solving, assessment, and other parts of the System. As these are developed and adopted, policies and procedures impacting Grantee will be updated. Grantee input will be included in the development and adoption of relevant policies and Grantee are strongly encouraged to actively engage in the process.

For more information, please see: <http://hsh.sfgov.org/wp-content/uploads/2018/08/Signed-CE.pdf>.

**IV. Description of Services**

Grantee shall provide 44 TAY participants at any given time with Transitional Housing and Support Services.

- A. Transitional Housing: Grantee shall provide Transitional Housing. Grantee shall provide services at facilities for which they have site control, meaning a site they owns or lease, provided that the site conforms to City requirements. Grantee shall also provide operations services, including, but not limited to, as janitorial services in common areas and maintenance and repair of the facility and its systems to maintain a clean and safe environment.
- B. Support Services: Grantee shall provide Support Services including, but are not limited, to the following:

1. Outreach: Grantee shall actively engage with participants to provide information about available Support Services and invite them to participate. Outreach methods shall include in-person interactions, written messages, phone calls, voice mail, and emails, as available and appropriate to reach each participant.
2. Intake and Assessment: Grantee shall provide one or more meetings or interviews with each participant to gather required information, identify strengths, skills and needs and to set goals.
3. Individualized Service Plans: Grantee shall provide Individualized Service Plans to establish and support achievement of goals within 60 days of housing placement. Grantee shall document interactions, engagement, and status of participants to ensure they are doing well and are receiving the support they need.

Grantee shall attempt meaningful engagement with each participant one or more times per month, to assess strengths, skills and needs and match participants with program services most appropriate to help them transition to more permanent housing and maximize their well-being.

4. Case Management: Grantee shall provide case management, which includes ongoing meetings and counseling services to support the achievement of Individualized Service Plan goals. Grantee shall document interactions, engagement, and status of participants.
5. Housing Stability Support: Grantee shall offer on-site services and/or referrals to all participants who display indications of housing instability. Such indications include but are not limited to, discontinuance from benefits, non-payment of program fees, rule violations or warnings from the property management, and conflicts with staff or other participants.
6. Life Skills Training: Grantee shall provide basic life skills training, which may include, but is not limited, to topics such as budgeting, household finances, conducting a housing search, nutrition, working with landlords, participants' rights, health awareness, and healthcare navigation, and parenting, if applicable.
7. Benefits Advocacy and Assistance: Grantee shall assist participants with obtaining or maintaining benefits. Grantee shall provide referrals for and solve problems preventing a participants' enrollment in county, state and federal benefits programs. Grantee may help participants identify, apply for and establish appointments for available services, such as cash aid, food programs, medical clinics and/or in-home support.
8. Referrals and Coordination of Services: Grantee shall help participants identify and access services available within the community that meet specific needs or support progress toward identified goals, especially those related to education and employment. For example, Grantee shall connect participants with Adult Basic

Education, High School Diploma, General Education Degree (GED) preparation, and/or assistance with college preparation, enrollment, and financial aid support and with vocational training and workshops, job development, and job search assistance. This may include providing information about services, calling to help establish appointments, assisting with applications, providing appointment reminders, following up/checking in with participants regarding progress, and, as necessary, re-referral. With consent of participant, Grantee shall also communicate and coordinate with outside service providers to support existing linkages that participants may have.

9. Supervision and Training: Grantee shall provide Support Services staff with supervision, training and case conferencing, as needed, to ensure appropriate case management, counseling and referral services are provided to tenants. Grantee shall prepare a staff training and budget for approval by HSH.
10. Transportation: Grantee shall provide participants with resources, as needed, to ensure transportation is not a barrier to self-sufficiency.
11. 24/Hour Emergency Response: Grantee shall provide staff who shall be equipped to respond to emergency situations and are able to provide de-escalation and conflict resolution 24 hours per day, seven days a week.
12. Wellness Checks: Grantee shall conduct Wellness Checks in accordance with HSH policy to assess safety when there is a reason to believe a participant is at immediate and substantial risk due to a medical and/or psychiatric emergency.
13. Support Groups, Social Events and Organized Activities:
  - a. Grantee shall develop a monthly calendar of events, and activities with input from tenants to build community engagement, develop peer support, share information, form social connections or to celebrate significant events for approval by HSH. Grantee shall post and provide to tenants the approved monthly calendar of events.
  - b. Grantee shall provide participants with opportunities to participate in organized gatherings for peer support. These events may be planned with or based on input from participants; and
  - c. Grantee shall conduct monthly community meetings for participants.
14. Exit Planning and After-Care Services: When participant is leaving the program, Grantee shall engage the participant in exit planning and offer support for successful transition from the program, which includes creating a Housing Plan. The plan shall depend on the participant's needs and preferences, and should include a plan for the participant's entry into permanent and independent housing. The plan may also include establishing a link to case management, as well as access to services in the community.

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



Grantee shall provide services at 374 5<sup>th</sup> Street, San Francisco, CA. Grantee Property Management/Facilities staff shall be available 24 hours a day, seven days a week. Grantee shall post a calendar of services and programs.

Grantee support services staff shall be available Monday through Friday, during posted business and evening hours, excluding legal holidays as determined by Grantee's personnel policies.

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

## **VI. Service Requirements**

- A. Possession of Licenses/Permits: Grantee warrants the possession of all licenses and/or permits required by the laws and regulations of the United States, the State of California, and the City to provide the Services. Failure to maintain these licenses and permits shall constitute a material breach of this Agreement.
- B. Language Accessibility: Grantee shall address the needs of and provide services to participants who primarily speak language(s) other than English.
- C. Harm Reduction: Grantee shall integrate harm reduction principles into service delivery and agency structure as well as follow [HSH Overdose Prevention Policy](#). Grantee staff who work directly with tenants will participate in annual trainings on harm reduction, overdose recognition and response.
- D. Good Neighbor Policies: Grantee shall maintain a good relationship with the neighborhood, including:
  - 1. Collaboration with neighbors and relevant city agencies to ensure that neighborhood concerns about the facility are heard and addressed;
  - 2. That the Grantee Director or Manager or a representative will attend all appropriate neighborhood meetings;
  - 3. That Grantee management staff is available to respond to neighbors within 24 hours, if reasonable;
  - 4. Active discouragement of loitering in the area surrounding the building.
- E. Feedback, Complaint and Follow-up Policies: Grantee shall provide means for the served population to provide input into the program, including the planning, design, and satisfaction. Feedback methods shall include:
  - 1. A complaint process, including a written complaint policy informing the served population on how to report complaints and request repairs/services; and
  - 2. A written survey, which shall be offered 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 if the written format presents any problem.

**F. 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 HSH meetings and trainings, as requested;
3. Adherence to the HSH Grievance Policy;
4. Adherence to the Tuberculosis (TB) Infection Control Guidelines for Homeless;
5. Adherence 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 form.

**G. Facilities**

1. Grantee shall maintain facilities in full compliance with requirements of the law and local standards. Grantee shall ensure that facilities are well maintained, clean, and free of pests per the City Integrated Pest Management Code and Environmentally Preferable Purchasing Ordinance. Maintenance shall occur regularly, as required and janitorial services shall occur regularly, per shift, and as required.
  - 1.a. Grantee shall respond to all facility related requests and complaints promptly and in a manner that ensures the safety of participants and Awarded Provider staff. Awarded Providers shall note in writing and post in a common area when a maintenance problem of a common area will be repaired and the status of repair.
  - 1.b. Grantee shall develop, maintain, and document maintenance schedules for the facility and its systems, as applicable per facility, including, but not limited to, maintaining light fixtures; heating and air conditioning systems (e.g. fan blades, air registers, vents, filters); plumbing (e.g. drains of showers, toilets, sinks); appliances (e.g. hand dryers, refrigerators, microwaves, fans, etc.); elevators; security systems (e.g. metal detectors, security cameras); fire extinguishers; emergency exits; electrical systems; mold, leak, and pest checks (e.g. roof, walls, bathrooms, kitchen, etc.); and supply checks (e.g. toilet paper, towels, soap, etc.).
  - 1.c. Grantee shall develop, maintain, and document janitorial schedules 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.
2. Grantee shall provide facility access to City Departments upon request, including HSH, San Francisco Fire Department, DPH, Department of Building Inspection and the Mayor's Office.

- H. Disaster and Emergency Response Plan: Grantee shall develop and maintain an Agency Disaster and Emergency Response Plan containing Site Specific Emergency Response Plan(s) for each service site per HSH requirements. The Agency Disaster and Emergency Response Plan shall address disaster coordination between and among service sites. Grantee shall update the Agency/site(s) plan as needed and Grantee shall train all employees regarding the provisions of the plan for their Agency/site(s).
- I. Record Keeping and Files: Grantee shall maintain confidential files on the served population, including developed Plans, notes, and progress.
- J. Data Standards:
  - 1. Grantee shall ensure compliance with the Homeless Management Information System (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); and
    - c. Running monthly data quality reports and correcting errors.
  - 2. Records entered into the HSH HMIS and/or 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 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, HSH, and other providers about program participants shall be communicated in a secure manner, with appropriate release of consent forms and in compliance with Health Insurance Portability and Accountability Act (HIPAA) and privacy guidelines, as required.

## VII. Service Objectives<sup>1</sup>

Grantee shall achieve the following Service Objectives:

- A. Grantee shall create an Individualized Service Plan for 100 percent of participants within the first 60 days of housing placement.

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<sup>1</sup> The Service and Outcome Objectives listed in this Appendix A may be updated, revised, modified, and/or removed during the term of this grant through HSH's amendment or revision process.

- B. Grantee shall provide 100 percent of participants with a Housing Plan within 60 days of housing placement.

### **VIII. Outcome Objectives<sup>1</sup>**

Grantee shall achieve the following Outcome Objectives:

- A. 85 percent of participants have at least one positive relationship and/or permanent connection with an adult to whom they can go for support, advice, and guidance;
- B. 90 percent of participants will be engaged in education or employment activities while in the program;
- C. 80 percent of participants who exit will be employed or enrolled in post-secondary education; and
- D. 70 percent of participants exiting the program will exit to stable housing.

### **IX. Reporting Requirements**

Grantee shall input data into systems required by HSH, such as Online Navigation and Entry (ONE) system, and CARBON.

- A. Grantee shall provide a monthly report and will enter the monthly metrics in the CARBON database by the 15<sup>th</sup> of the month following the month of service, including:
  - 1. Occupancy;
  - 2. Number of enrollments;
  - 3. Number of exits; and
- B. Grantee shall enter the quarterly metrics in the CARBON database by the 15<sup>th</sup> of the month following the end of the quarter, including:
  - 1. Number of Individualized Service Plans;
  - 2. Number of participants with a Housing Plan within 60 days of housing placement;
  - 3. Number of participants have at least one positive relationship and/or permanent connection with an adult to whom they can go for support, advice, and guidance;
  - 4. Number of participants will be engaged in education or employment activities while in the program;
  - 5. Number of participants who exit will be employed or enrolled in post-secondary education; and
  - 6. Number of participants exiting the program will exit to stable housing.
- C. Grantee shall enter the annual metrics in the CARBON database by the 15<sup>th</sup> of the month following the end of the program year, including:
  - 1. Number of Individualized Service Plans;
  - 2. Number of participants with a Housing Plan within 60 days of housing placement;
  - 3. Number of participants have at least one positive relationship and/or permanent connection with an adult to whom they can go for support, advice, and guidance;

4. Number of participants will be engaged in education or employment activities while in the program;
  5. Number of participants who exit will be employed or enrolled in post-secondary education; and
  6. Number of participants exiting the program will exit to stable housing.
- D. Grantee shall provide Ad Hoc reports as required by the Department and respond to requests by HSH in a timely manner. Any information shared between the Grantee, HSH and other providers about participants will be communicated in a secure manner, with appropriate release of consent forms and in compliance with HIPAA guidelines.

For assistance with reporting requirements or submission of reports, contact the assigned Contract Manager.

## **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, data reported on APR, documentation of funding match sources, Disaster and Emergency Response Plan and training, personnel and activity reports, proper accounting for funds and other operational and administrative activities, and back-up documentation for reporting progress towards meeting service and outcome objectives.
1. Monitoring of program participation in the ONE system may include, but not limited to, data quality reports from the ONE system, records of timeliness of data entry, and attendance records at required training and agency lead meetings.
- B. Fiscal Compliance and Contract Monitoring: Fiscal monitoring will include review of the Grantee's organizational budget, the general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal policy manual, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring will include review of Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, and MOUs, and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

	A	B	C	D
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING			
2	APPENDIX B, BUDGET			
3	Document Date	7/1/2022		
4	Contract Term	Begin Date	End Date	Duration (Years)
5	Current Term	7/1/2019	6/30/2022	3
6	Amended Term	7/1/2019	6/30/2023	4
7				
8	Approved Subcontractors			
10	Solutions SF			
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				

	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	7/1/2022														
4	Contract Term	Begin Date	End Date	Duration (Years)												
5	Current Term	7/1/2019	6/30/2022	3												
6	Amended Term	7/1/2019	6/30/2023	4												
7					Year 1		Year 2		Year 3		Year 4					
8	Service Component				7/1/2019 - 6/30/2020		7/1/2020 - 6/30/2021		7/1/2021 - 6/30/2022		7/1/2022 - 6/30/2023					
10	Transitional Housing				44		44		44		44					
11	Support Services				44		44		44		44					
12																
13																
14																
15																
16																
17																
18																

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																		
2	APPENDIX B, BUDGET																		
3	Document Date	7/1/2022																	
4	Contract Term	Begin Date	End Date	Duration (Years)															
5	Current Term	7/1/2019	6/30/2022	3															
6	Amended Term	7/1/2019	6/30/2023	4															
7	Provider Name	HomeRise																	
8	Program	Transitional Housing at 5th and Harrison																	
9	FSP Contract ID#	1000013599																	
10	Action (select)	Amendment																	
11	Effective Date	7/1/2022																	
12	Budget Name	Transitional Housing at 5th and Harrison																	
13		Current	New																
14	Term Budget	\$ 5,472,619	\$ 7,316,493	23%															
15	Contingency	\$ 198,684	\$ 1,682,793																
16	Not-To-Exceed	\$ 5,671,303	\$ 8,999,286																
					Year 1			Year 2			Year 3			Year 4			All Years		
17					7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2019 - 6/30/2020	7/1/2020 - 6/30/2021	7/1/2020 - 6/30/2021	7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2022 - 6/30/2023	7/1/2022 - 6/30/2023	7/1/2019 - 6/30/2022	7/1/2019 - 6/30/2023	7/1/2019 - 6/30/2023
18					Current/Actuals	Amendment	New	Current/Actuals	Amendment	New	Current/Actuals	Amendment	New	Current/Actuals	Amendment	New	Current/Actuals	Amendment	New
19	Expenditures																		
20	Salaries & Benefits				\$ 708,408	\$ -	\$ 708,408	\$ 704,152	\$ -	\$ 704,152	\$ 841,139	\$ -	\$ 841,139	\$ -	\$ 841,139	\$ 841,139	\$ 2,253,699	\$ 841,139	\$ 3,094,838
21	Operating Expense				\$ 795,350	\$ -	\$ 795,350	\$ 799,606	\$ -	\$ 799,606	\$ 744,857	\$ -	\$ 744,857	\$ -	\$ 744,857	\$ 744,857	\$ 2,339,812	\$ 744,857	\$ 3,084,669
22	Subtotal				\$ 1,503,757	\$ -	\$ 1,503,757	\$ 1,503,757	\$ -	\$ 1,503,757	\$ 1,585,996	\$ -	\$ 1,585,996	\$ -	\$ 1,585,996	\$ 1,585,996	\$ 4,593,511	\$ 1,585,996	\$ 6,179,507
23	Indirect Percentage				15.00%		15.00%	15.00%		15.00%	15.00%		15.00%	15.00%		15.00%			
24	Indirect Cost (Line 21 X Line 22)				\$ 225,564	\$ -	\$ 225,564	\$ 225,564	\$ -	\$ 225,564	\$ 237,899	\$ -	\$ 237,899	\$ -	\$ 237,899	\$ 237,899	\$ 689,027	\$ 237,899	\$ 926,926
25	Other Expenses (Not subject to indirect %)				\$ 12,000	\$ -	\$ 12,000	\$ 5,232	\$ -	\$ 5,232	\$ 172,851	\$ -	\$ 172,851	\$ -	\$ 19,977	\$ 19,977	\$ 190,083	\$ 19,977	\$ 210,060
26	Capital Expenditure				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
27	Admin Cost (HUD Agreements Only)				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
28	Total Expenditures				\$ 1,741,320.83	\$ -	\$ 1,741,320.83	\$ 1,734,552.75	\$ -	\$ 1,734,552.75	\$ 1,996,746.94	\$ -	\$ 1,996,746.94	\$ -	\$ 1,843,872.94	\$ 1,843,872.94	\$ 5,472,620.53	\$ 1,843,872.94	\$ 7,316,493.47
29																			
30	HSH Revenues (select)																		
31	General Fund - Ongoing				\$ 1,729,320		\$ 1,729,320	\$ 1,734,552		\$ 1,734,552	\$ 1,843,874		\$ 1,843,874		\$ 1,843,874	\$ 1,843,874	\$ 5,307,746	\$ 3,687,748	\$ 7,151,620
32	General Fund - CODB						\$ -			\$ -			\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
33	General Fund - One-Time						\$ -			\$ -	\$ 51,880		\$ 51,880		\$ -	\$ 51,880	\$ -	\$ -	\$ 51,880
34	Prop C - One-Time COVID-19 Bonus Pay						\$ -			\$ -	\$ 100,993		\$ 100,993		\$ -	\$ 100,993	\$ -	\$ -	\$ 100,993
35	COVID-19 Time-Limited Funding				\$ 12,000		\$ 12,000			\$ -			\$ -		\$ -	\$ 12,000	\$ -	\$ -	\$ 12,000
36							\$ -			\$ -			\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
37							\$ -			\$ -			\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
38	Total HSH Revenues				\$ 1,741,320.00	\$ -	\$ 1,741,320.00	\$ 1,734,552.00	\$ -	\$ 1,734,552.00	\$ 1,996,747.00	\$ -	\$ 1,996,747.00	\$ -	\$ 1,843,874.00	\$ 1,843,874.00	\$ 5,472,619.00	\$ 3,687,748.00	\$ 7,316,493.00
39	Other Revenues (to offset Total Expenditures & Reduce HSH Revenues)																		
40							\$ -			\$ -			\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
41							\$ -			\$ -			\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
42							\$ -			\$ -			\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
43	Total Other Revenues				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
44																			
45	Total HSH + Other Revenues				\$ 1,741,320.00	\$ -	\$ 1,741,320.00	\$ 1,734,552.00	\$ -	\$ 1,734,552.00	\$ 1,996,747.00	\$ -	\$ 1,996,747.00	\$ -	\$ 1,843,874.00	\$ 1,843,874.00	\$ 5,472,619.00	\$ 3,687,748.00	\$ 7,316,493.00
46	Rev-Exp (Budget Match Check)				\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -
47																			
48	Prepared by	Gabriel L. Canale																	
49	Phone	628.652.7765																	
50	Email	gabriel.canale@sfgov.org																	





	A	D	G	H	I	J	K	L	M	AF	AG	AH	AI	AJ	AK	AL
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING															
2	OPERATING DETAIL															
3	Document Date															
4	Provider Name															
5	Program															
6	FSP Contract ID#															
7	Budget Name															
8																
9		Year 1	Year 2	Year 3			Year 4			All Years						
10		7/1/2019 - 6/30/2020	7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2022 - 6/30/2023	7/1/2022 - 6/30/2023	7/1/2019 - 6/30/2022	7/1/2019 - 6/30/2023	7/1/2019 - 6/30/2023				
11		New	New	Current/Actuals	Amendment	New	Current/Actuals	Amendment	New	Current/Actuals	Modification	New				
12	Operating Expenses	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense				
13	Rental of Property	\$ 580,434	\$ 598,036	\$ 609,977	\$ -	\$ 609,977		\$ 609,977	\$ 609,977	\$ 1,788,447	\$ 609,977	\$ 2,398,424				
14	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 76,405	\$ 59,133	\$ 24,652	\$ -	\$ 24,652		\$ 24,652	\$ 24,652	\$ 160,190	\$ 24,652	\$ 184,842				
15	Office Supplies, Postage	\$ 9,215	\$ 33,478	\$ 4,521	\$ -	\$ 4,521		\$ 4,521	\$ 4,521	\$ 47,214	\$ 4,521	\$ 51,735				
16	Building Maintenance Supplies and Repair	\$ 22,016	\$ 7,522	\$ 27,000	\$ -	\$ 27,000		\$ 27,000	\$ 27,000	\$ 56,538	\$ 27,000	\$ 83,538				
17	Printing and Reproduction	\$ -		\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -				
18	Insurance	\$ 26,142	\$ 550	\$ 25,685	\$ -	\$ 25,685		\$ 25,685	\$ 25,685	\$ 52,377	\$ 25,685	\$ 78,062				
19	Staff Training	\$ 11,841	\$ 22,623	\$ 6,382	\$ -	\$ 6,382		\$ 6,382	\$ 6,382	\$ 40,846	\$ 6,382	\$ 47,228				
20	Staff Travel-Local & Out of Town)	\$ 800	\$ 800	\$ 575	\$ -	\$ 575		\$ 575	\$ 575	\$ 2,175	\$ 575	\$ 2,750				
21	Rental of Equipment	\$ 3,146	\$ 3,725	\$ 3,500	\$ -	\$ 3,500		\$ 3,500	\$ 3,500	\$ 10,371	\$ 3,500	\$ 13,871				
22	Payroll Expenses	\$ 3,164	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ 3,164	\$ -	\$ 3,164				
23	Audit/Accounting	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -				
24	Office Equipment	\$ 15,770	\$ 19,000	\$ -	\$ -	\$ -		\$ -	\$ -	\$ 34,770	\$ -	\$ 34,770				
25	IT and Small Office Purchase	\$ 5,859	\$ 6,000	\$ 4,000	\$ -	\$ 4,000		\$ 4,000	\$ 4,000	\$ 15,858	\$ 4,000	\$ 19,858				
26	Organizational Activities (Staff)	\$ 3,577	\$ 1,969	\$ 100	\$ -	\$ 100		\$ 100	\$ 100	\$ 5,646	\$ 100	\$ 5,746				
27	Tenant/Program projects/activity supplies	\$ 10,450	\$ 16,450	\$ 10,465	\$ -	\$ 10,465		\$ 10,465	\$ 10,465	\$ 37,365	\$ 10,465	\$ 47,830				
28	Staff Recruitment		\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -				
29	Dues and Subscriptions		\$ 6,000	\$ 3,000	\$ -	\$ 3,000		\$ 3,000	\$ 3,000	\$ 9,000	\$ 3,000	\$ 12,000				
41					\$ -			\$ -		\$ -	\$ -	\$ -				
42	Consultants				\$ -			\$ -		\$ -	\$ -	\$ -				
43					\$ -			\$ -		\$ -	\$ -	\$ -				
53					\$ -			\$ -		\$ -	\$ -	\$ -				
54	Subcontractors (First \$25k Only)				\$ -			\$ -		\$ -	\$ -	\$ -				
55	Maintenance Contractors	\$ 7,532	\$ 2,000		\$ -			\$ -		\$ 9,532	\$ -	\$ 9,532				
56	Extermination Contract	\$ 6,000	\$ 7,320		\$ -			\$ -		\$ 13,320	\$ -	\$ 13,320				
57	Temp Desk Clerk/Lobby Security	\$ 13,000	\$ 15,000		\$ -			\$ -		\$ 28,000	\$ -	\$ 28,000				
58	Professional Services			\$ 25,000	\$ -	\$ 25,000		\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 50,000				
59					\$ -			\$ -		\$ -	\$ -	\$ -				
67																
68	TOTAL OPERATING EXPENSES	\$ 795,350	\$ 799,606	\$ 744,857	\$ -	\$ 744,857	\$ -	\$ 744,857	\$ 744,857	\$ 2,339,812	\$ 744,857	\$ 3,084,669				
69																
70	Other Expenses (not subject to indirect cost %)															
71	Ongoing General Fund to be allocated		\$ 5,232	\$ 2,605	\$ -	\$ 2,605		\$ 2,605	\$ 2,605	\$ 7,837	\$ 2,605	\$ 10,442				
72	One-Time FY20-21 General Fund Carryforward			\$ 51,880	\$ -	\$ 51,880		\$ -		\$ 51,880	\$ -	\$ 51,880				
73	Prop C One-Time COVID-19 Bonus Pay			\$ 100,994	\$ -	\$ 100,994		\$ -		\$ 100,994	\$ -	\$ 100,994				
74	COVID-19 Time-Limited Funding	\$ 12,000			\$ -			\$ -		\$ 12,000	\$ -	\$ 12,000				
75	Professional Services			\$ 17,372	\$ -	\$ 17,372		\$ 17,372	\$ 17,372	\$ 17,372	\$ 17,372	\$ 34,744				
76					\$ -			\$ -		\$ -	\$ -	\$ -				
83																
84	TOTAL OTHER EXPENSES	\$ 12,000	\$ 5,232	\$ 172,851	\$ -	\$ 172,851	\$ -	\$ 19,977	\$ 19,977	\$ 190,083	\$ 19,977	\$ 210,060				
85																
86	Capital Expenses															
87					\$ -			\$ -		\$ -	\$ -	\$ -				
93					\$ -			\$ -		\$ -	\$ -	\$ -				
94																
95	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
96																
97	HSH #3										Template last modified	9/1/2021				

## 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. Grantee will only be reimbursed for charges on agency credit cards for expenditures directly related to budget line items.
- II. General Instructions for Invoice Submittal:** Grantee invoices shall include actual detailed expenditures for eligible activities incurred during the month, averaged costs will not be accepted.
- 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. Failure to submit invoices and documentation within these timeframes will result in payment delays. HSH will not advance payment to cover cash flow problems related to untimely and/or not adequately documented invoices.

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

**B. Invoicing System:**

1. Grantee shall submit invoices and all required supporting documentation demonstrating evidence of the expenditure through the Department of Homelessness and Supportive Housing (HSH)'s web-based Contracts Administration, Reporting, and Billing Online (CARBON) System at: <https://contracts.sfhsa.org>.
2. Grantee's Executive Director or Chief Financial Officer shall submit a letter of authorization designating specific users, including their names, emails and phone

numbers, who will have access to CARBON to electronically submit and sign for invoices, submit program reports, and view other information that is in CARBON.

3. Grantee acknowledges that submittal of the invoice by Grantee's designated authorized personnel with proper login credentials constitutes Grantee's electronic signature and certification of the invoice.
4. Grantee's authorized personnel with CARBON login credentials shall not share or internally reassign logins.
5. Grantee's Executive Director or Chief Financial Officer shall immediately notify the assigned HSH Contract Manager, as listed in CARBON, via email or letter regarding any need for the restriction or termination of previously authorized CARBON users and include the name(s), email(s) and phone number(s) of those previously authorized CARBON users.
6. Grantee may invoice and submit related documentation in the format specified by HSH via paper or email only upon special, written approval from the HSH Contracts Manager.

C. Line Item Variance: There shall be no variance from the line item budget submitted, which adversely affects Grantee's ability to provide services specified in the Appendix A(s), Services to be Provided of the Agreement; however, Grantee may invoice up to 110 percent of an ongoing General Fund or Prop C line item, provided that total expenditures do not exceed the total budget amount, per the HSH Budget Revision Policy and Procedure: <http://hsh.sfgov.org/overview/provider-updates/>.

D. Spend Down

1. Grantee shall direct questions regarding spend down and funding source prioritization to the assigned HSH Contract and Program Managers, as listed in CARBON.
2. Generally, Grantee is expected to spend down ongoing funding proportionally to the fiscal year or project period. Grantee shall report unexpected delays and challenges to spending funds, as well as any lower than expected spending to the assigned Contract and Program Managers, as listed in CARBON prior to, or in conjunction with the invoicing period.
3. Failure to spend significant amounts of funding, especially non-General Fund dollars, may result in reductions to future allocations. HSH may set specific spend down targets and communicate those to Grantees.

E. Documentation and Record Keeping:

1. In accordance with Article 5 Use and Disbursement of Grant Funds; Article 6 Reporting Requirements; Audits; Penalties for False Claims; and the Appendix A(s),

Services to be Provided of the Agreement, Grantee shall keep electronic or hard copy records and documentation of all HSH invoiced costs, including, but not limited to, payroll records; paid invoices; receipts; and payments made for a period not fewer than five years after final payment under this Agreement, and shall provide to the City upon request.

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

General Fund	
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	Grantee shall maintain documentation for all approved Operating costs included in the Appendix B, Budget(s). Each

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

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

**A. Advance Requirements:**

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

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

**B. Advance Request Process:**

1. Grantee shall submit a written request via email with a narrative justification that fully describes the unique circumstances to the assigned HSH Contract Manager, as listed in CARBON, for review and approval.

2. HSH, at its sole discretion, may make available to Grantee up to two months of the total ongoing annualized General Fund or Prop C budget amount, per the Appendix B, Budget(s) of this Agreement. Requests for greater than two months of the ongoing annualized budget amount may be considered on a case-by-case basis.

C. Advance Repayment Process:

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

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



## Appendix D - Interests in Other City Grants

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

City Department or Commission	Date of Grant	Amount of Grant (total award)
SF Department of Homelessness & Supportive Housing (HSH) – Civic Center Hotel Navigation Center	7/1/21-6/30/2023	\$9,591,282
SF Department of Homelessness & Supportive Housing (HSH) – Transitional Housing for TAY	7/1/19 – 6/30/22 (currently finalizing renewal)	\$5,671,303
SF Department of Homelessness & Supportive Housing (HSH) – CHP Island Bay Homes (Treasure Island)	7/1/20 – 6/30/23	\$2,000,000
SF Department of Homelessness & Supportive Housing (HSH) – DAH/Mental Health Services Act (MHSA)/ Prop. 63	7/1/20 – 6/30/23	\$2,000,000
SF Department of Homelessness & Supportive Housing (HSH) – 3-building contract (Essex and Zygmunt Arendt House)	7/1/20 – 6/30/23	\$2,353,845
SF Department of Homelessness & Supportive Housing (HSH) – 3-building contract (Arnett Watson Apartments)	7/1/20 – 6/30/23	\$2,000,000
SF Department of Homelessness & Supportive Housing (HSH) – 6-building contract (Cambridge, Hamlin, Penn, Iroquois, San Cristina, Senator)	7/1/20 – 6/30/23	\$5,530,459
SF Department of Homelessness & Supportive Housing (HSH) – Integrated Services Network (ISN; Cambridge, Hamlin, Senator, San Cristina)	1/2/15 – 12/31/23	\$5,530,459
SF Department of Public Health – Behavioral Health Services (BHS) Mental Health	7/1/22 – 6/30/23	\$130,676
SF Human Services Agency – RAD Seniors 1750 McAllister	7/1/17 – 6/30/24	\$366,573
SF Human Services Agency – RAD Seniors 666 Ellis	7/1/17 – 6/30/24	\$366,573
SF Department of Homelessness & Supportive Housing (HSH) – Continuum of Care (CoC) Scattered Sites (Treasure Island, Arnett Watson Apartments, Zygmunt Arendt House)	7/1/21 – 6/30/24 (participating in CoC competition shortly)	\$3,186,508



SF Office of Economic and Workforce Development (OEWD) & General Fund – Occupational Skills and Training (OST)	7/1/22 – 6/30/24	\$450,000
SF Human Services Agency – Homeless Employment Services (HES)	7/1/21 – 6/30/22 (currently finalizing renewal)	\$350,200

**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  
HOMERISE**

THIS AMENDMENT of the **May 20, 2019** Grant Agreement (the "Agreement") is dated as of **July 1, 2023** and is made in the City and County of San Francisco, State of California, by and between **HOMERISE** ("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, the Agreement was competitively procured as required through Request for Proposals (RFP) #113, issued January 29, 2019, and this modification is consistent therewith; 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 **May 20, 2019** between Grantee and City; and **First Amendment**, dated **July 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 **July 1, 2019** and expire on **June 30, 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.
- (b) The City has six options to renew the Agreement for a period of one year each. The City may extend this Agreement beyond the expiration date by exercising an option at the City's sole and absolute discretion and by modifying this Agreement as provided in Section 17.2, Modification.

Option 1:	July 1, 2019 to June 30, 2024
Option 2:	July 1, 2019 to June 30, 2025
Option 3:	July 1, 2019 to June 30, 2026
Option 4:	July 1, 2019 to June 30, 2027
Option 5:	July 1, 2019 to June 30, 2028
Option 6:	July 1, 2019 to June 30, 2029

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.

- (c) The term of this Agreement shall commence on **July 1, 2019** and expire on **June 30, 2024** unless earlier terminated as otherwise provided herein. Grantee shall not begin performance of its obligations under this Agreement until it receives written notice from City to proceed.

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

### 5.1 Maximum Amount of Grant Funds.

- (a) In no event shall the amount of Grant Funds disbursed hereunder exceed **Eight Million Nine Hundred Ninety Nine Thousand Two Hundred Eighty Six Dollars (\$8,999,286)**.
- (b) Grantee understands that, of the Maximum Amount of Grant Funds listed under Article 5.1 (a) of this Agreement, **One Million Six Hundred Eighty Two Thousand Seven Hundred Ninety Three Dollars (\$1,682,793)** 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 Ninety Three Thousand Two Hundred Seventy Dollars (\$9,993,270)**.
- (b) Grantee understands that, of the Maximum Amount of Grant Funds listed under Article 5.1 (a) of this Agreement, **Four Hundred Thirty Six Thousand Ninety Six Dollars (\$436,096)** 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 13.3 Subcontracting** of the Agreement is hereby deleted and replaced in its entirety to read as follows:

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

- (a) **Limitations.** In no event shall Grantee subcontract or delegate the whole of the Grant Plan. Grantee may subcontract with any of the permitted subgrantees set forth on Appendix B, Budget without the prior consent of City; provided, however, that Grantee shall not thereby be relieved from any liability or obligation under this Agreement and, as between City and Grantee, Grantee shall be responsible for the acts, defaults and omissions

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

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

**2.4 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
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If to Grantee:	HomeRise 251 Post Street, Suite 200 San Francisco, CA 94108 Attn: Janea Jackson jjackson@homerisesf.org
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Any notice of default must be sent by registered mail.

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

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

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

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

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

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

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

- 2.7 Appendix A, Services to be Provided**, of the Agreement is hereby replaced in its entirety by the modified **Appendix A, Services to be Provided** (dated July 1, 2023), for the period of July 1, 2020 to June 30, 2024.
- 2.8 Appendix B, Budget**, of the Agreement is hereby replaced in its entirety by the modified **Appendix B, Budget** (dated July 1, 2023), for the period of July 1, 2020 to June 30, 2024.
- 2.9 Appendix C, Method of Payment**, of the Agreement is hereby replaced in its entirety by the modified **Appendix C, Method of Payment** (dated July 1, 2024).

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

**2.11 Appendix E, Permitted Subcontractors**, of the Agreement is hereby deleted.

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

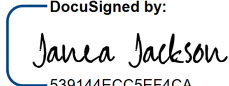
**CITY**

**GRANTEE**

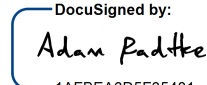
**DEPARTMENT OF HOMELESSNESS  
AND SUPPORTIVE HOUSING**

**HOMERISE**

By:  CAD7B781896B449...  
Shireen McSpadden  
Executive Director

By:  539144ECC5EF4CA...  
Janae Jackson  
Executive Director  
City Supplier Number: 0000022473

Approved as to Form:  
David Chiu  
City Attorney

By:  1AFBEA6D5F35481...  
Adam Radtke  
Deputy City Attorney



**Appendix A, Services to be Provided  
by  
HomeRise  
5<sup>th</sup> and Harrison Transitional Housing & Support Services**

**I. Purpose of Grant**

The purpose of the grant is to provide Transitional Housing and Support Services to the served population. The goals of these services are to support the served population in retaining their housing; or moving to other appropriate housing.

**II. Served Population**

Grantee shall serve:

- A. Formerly homeless and income-eligible Transition Aged Youth (TAY), aged 18 to 24.
- B. Households that meet the eligibility criteria for the housing program, including low-income households.

**III. Referral and Prioritization**

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

The Homelessness Response System (HRS) and Coordinated Entry for all populations is currently in development, as are policies and procedures regarding Problem Solving, assessment, and other parts of the System. As these are developed and adopted, policies and procedures impacting Grantee will be updated. Grantee input will be included in the development and adoption of relevant policies and Grantee are strongly encouraged to actively engage in the process. For more information, please see: <http://hsh.sfgov.org/wp-content/uploads/2018/08/Signed-CE.pdf>.

**IV. Description of Services**

Grantee shall provide Transitional Housing. Grantee shall provide services at facilities for which they have site control, meaning a site they own or lease, provided that the site conforms to City requirements. Grantee shall also provide operations services, including, but not limited to, as janitorial services in common areas and maintenance and repair of the facility and its systems to maintain a clean and safe environment.

Grantee shall provide Support Services to the total number residents as listed in Appendix B, Budget ("Number Served" tab). Support Services are voluntary and shall be available to all residents in the service location(s). Support Services shall include, but are not limited to, the following:

- A. Outreach: Grantee shall engage with residents to provide information about available Support Services and invite them to participate.

Grantee shall contact each tenant at least three times during the first 60 days following placement. Grantee shall document all outreach and attempts.

- B. Intake and Assessment: Grantee shall coordinate with Property Management during the initial intake for units and participate in orientation meetings with Property Management. If possible, Grantee shall establish rapport with residents prior to move-in to support residents during the application and move-in process. Grantee shall coordinate with tenant's current support service provider(s) to ensure a successful transition into housing.

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

Grantee shall assess tenant employment and education skills and goals at intake and incorporate those into their case management plan.

- C. Case Management: Grantee shall provide case management services to residents with the primary goal of maintaining housing stability, including ongoing meetings and counseling to establish goals, develop services plans that are tenant-driven without predetermined goals, provide referrals and linkages to off-site support services, and track progress toward achieving those goals. Grantee shall document case management meetings, engagement, and progress.
1. Grantee shall connect each tenant with resources needed to be food secure as they live independently.
  2. Grantee shall refer residents to and coordinate services within the community that support progress toward identified goals. This may include providing information about services, calling to make appointments, assisting with applications, providing appointment reminders, following up/checking in with households regarding the process, and, as necessary, re-referral. Grantee shall communicate and coordinate with outside service providers to support housing stability.
  3. Grantee shall provide benefits advocacy to assist residents with obtaining and maintaining benefits, including, but not limited to, cash aid, food programs, medical clinics and/or in-home support.
  4. Grantee shall encourage and connect residents with educational and employment services to increase education and skill levels.
  5. Through counseling, case management, and workshops, Grantee shall provide financial literacy education (e.g., paying rent, accessing public benefits, budgeting, financial planning, saving, and credit repair).
  6. Grantee shall provide resources to ensure transportation is not a barrier to a tenant's ability to become self-sufficient.

- D. Housing Stability Support: Grantee shall outreach to and offer on-site services and/or referrals to all residents who display indications of housing instability, within a reasonable timeframe. Such indications include, but are not limited to, discontinuance from benefits, non-payment of rent, lease violations or warnings from Property Management, and conflicts with staff or other residents. Grantee shall work with residents, in conjunction with Property Management, to resolve issues that put residents at risk for eviction. Grantee shall assist with the de-escalation and resolution of conflicts, as needed. Grantee shall document Housing Stability outreach and assistance provided.
- E. Coordination with Property Management: Grantee shall assist residents in communicating with, responding to, and meeting with Property Management. This may include helping a tenant to understand the communications from Property Management, helping to write requests, responses, or complaints to Property Management, and attending meetings between the tenant and Property Management to facilitate communication.

If a tenant is facing housing instability, Grantee shall coordinate with Property Management to find creative ways to engage with residents to prevent housing loss. Grantee shall utilize the HSH Nonpayment of Rent Guidance, and other PSH best practices, as an ongoing resource.

Grantee shall ensure there is a process in place for receiving timely communication from Property Management and copies of correspondence (e.g., notices, warning letters, lease violations, etc.) issued. Grantee shall have a structured written process for engaging residents who receive such notices.

- F. Wellness and Emergency Safety Checks: Grantee shall conduct Wellness and/or Emergency Safety Checks in accordance with HSH policy to assess a tenant's safety when there is a reason to believe there is immediate and substantial risk due to a medical and/or psychiatric emergency.
- G. Support Groups, Social Events and Organized Activities:
1. Grantee shall develop a monthly calendar of events, and activities with input from tenants to build community engagement, develop peer support, share information, form social connections or to celebrate significant events for approval by HSH. Grantee shall post and provide to tenants the approved monthly calendar of events.
  2. Grantee shall conduct monthly community meetings for residents, in coordination with Property Management, during which residents may discuss building concerns and program ideas with representatives from both Support Services and Property Management staff.
  3. Grantee shall periodically assess the needs of residents with Property Management and other teams at the building to develop programming that will help residents maintain stability and enjoy their housing.

4. Grantee shall provide appropriate programming for the population served. Grantee shall provide linkages to activities and services, to meet the needs of youth in the program, on an as-needed basis.

H. Exit Planning: If a resident is moving out of the building, Grantee shall engage resident in exit planning to support the resident's successful transition out of the program. The exit plan shall depend on the resident's needs and preferences, and may include establishing a link to services in the community. Grantee shall also provide housing related support that assists residents in achieving goals that move them towards more independent housing. When this level of self-sufficiency is achieved, Grantee shall assist residents in housing searches and applications.

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

Grantee shall provide Support Services and Transitional Housing at 374 5th Street, San Francisco, CA.

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

Grantee shall implement policies and procedures pertaining to emergency backup and will train staff accordingly.

## VI. **Service Requirements**

### A. Facilities

1. Grantee shall maintain facilities in full compliance with requirements of the law and local standards. Grantee shall ensure that facilities are well maintained, clean, and free of pests per the City Integrated Pest Management Code and Environmentally Preferable Purchasing Ordinance. Maintenance shall occur regularly, as required and janitorial services shall occur regularly, per shift, and as required.
  - a. Grantee shall respond to all facility related requests and complaints promptly and in a manner that ensures the safety of participants and Awarded Provider staff. Awarded Providers shall note in writing and post in a common area when a maintenance problem of a common area will be repaired and the status of repair.
  - b. Grantee shall develop, maintain, and document maintenance schedules for the facility and its systems, as applicable per facility, including, but not limited to, maintaining light fixtures; heating and air conditioning systems (e.g. fan blades, air registers, vents, filters); plumbing (e.g. drains of showers, toilets, sinks); appliances (e.g. hand dryers, refrigerators, microwaves, fans, etc.); elevators; security systems (e.g. metal detectors, security cameras); fire extinguishers; emergency exits; electrical systems; mold, leak, and pest checks (e.g. roof, walls, bathrooms, kitchen, etc.); and supply checks (e.g. toilet paper, towels, soap, etc.).

- c. Grantee shall develop, maintain, and document janitorial schedules 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. Case Management Ratio: Grantee shall maintain a maximum 20:1 ratio of units to case management staff.
- C. Supervision and Training: Grantee shall provide Support Services staff with supervision, training and case conferencing, as needed, to ensure appropriate case management, counseling and referral services are provided to tenants. Grantee shall prepare a staff training and budget for approval by HSH.
- D. 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.
- E. 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 residents will participate in annual trainings on harm reduction, overdose recognition and response.
- F. 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>.
- G. Case Conferences: Grantee shall initiate and participate in individual case conferences and team coordination meetings with HSH-approved programs, as needed, to coordinate and collaborate regarding tenant's progress.
- H. 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.
- I. Grievance Procedure:
  - 1. Grantee shall establish and maintain a written Grievance Procedure for residents, which shall include, at minimum, the following elements:

- a. The name or title of the person or persons authorized to make a determination regarding the grievance;
  - b. The opportunity for the aggrieved party to discuss the grievance with those who will be making the determination;
  - c. The amount of time required for each step, including when a participant can expect a response; and
  - d. In accordance with published HSH policies/procedures, the HSH Grievances email address ([hshgrievances@sfgov.org](mailto:hshgrievances@sfgov.org)) and mailing address for the household to contact after the household has exhausted Grantee's internal Grievance Procedure.
2. Grantee shall, at program entry, review and provide a copy of this procedure, and any amendments, to each tenant and obtain a signed copy of the form from the tenant, which must be maintained in the tenant's file. Additionally, Grantee shall post the policy at all times in a location visible to residents, and provide a copy of the procedure and any amendments to the assigned HSH Program Manager.
- J. Feedback, Complaint and Follow-up Policies:  
Grantee shall provide means for the served population to provide input into the program, including the planning, design, and satisfaction. Feedback methods shall include:
1. A complaint process, including a written complaint policy informing the served population on how to report complaints; and
  2. A written annual survey to the served population to gather feedback, 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 if the written format presents any problem.
- K. City Communications, Trainings and Meetings:  
Grantee shall keep HSH informed of program operations and comply with HSH policies, training requirements, and participate in meetings, including, but not limited to:
1. Regular communication to HSH about the implementation of the program;
  2. Attendance at all meetings as required by HSH. This shall include quarterly HSH meetings; and
  3. Attendance at trainings (e.g., overdose prevention training), when required by HSH.
- L. Coordination with Other Service Providers: Grantee shall establish written agreements with Property Management and other service providers that are part of the site care team to formalize collaboration and roles and responsibilities.
- M. Critical Incidents: Grantee shall report critical incidents in accordance with HSH policies/procedures. Critical incidents shall be reported using the online [Critical Incident Report \(CIR\) form within](#) 72 hours of the incident. In addition, critical incidents that involve life endangerment events or major service disruptions should be

reported immediately to the HSH Program Manager. Please refer to the CIR Policy and procedures on the HSH Providers Connect website.

- N. Disaster and Emergency Response Plan: Grantee shall develop and maintain an Agency Disaster and Emergency Response Plan containing Site Specific Emergency Response Plan(s) for each service site per HSH requirements. The Agency Disaster and Emergency Response Plan shall address disaster coordination between and among service sites. Grantee shall update the Agency/site(s) plan as needed and Grantee shall train all employees regarding the provisions of the plan for their Agency/site(s).
- O. Record Keeping and Files: Grantee shall maintain confidential tenant files that document the services and supportive work provided for the purpose of tracking and reporting objectives and outcomes.
  - 1. Grantee shall maintain client program enrollment, annual status updates and program exit information in the ONE System and maintain hard copy files with eligibility, including homelessness verification documents.
  - 2. Grantee shall maintain a program roster of all current residents in the ONE System.
  - 3. Grantee shall maintain services information in the ONE System, including information on households receiving eviction notices, as instructed by HSH.
  - 4. Grantee shall maintain confidential files on the served population, including developed plans, notes, and progress as described in the Service Description and Service Requirements.
- P. Data Standards:
  - 1. Grantee shall ensure compliance with the Homeless Management Information System (HMIS) Participation Agreement and Continuous Data Quality Improvement (CDQI) Process<sup>1</sup>, including but not limited to:
    - a. Entering all household data within three working days (unless specifically requested to do so sooner);
    - b. Ensuring accurate dates for household enrollment, household exit, and household move in (if appropriate); and
    - c. Running monthly data quality reports and correcting any errors.
  - 2. Records entered into the ONE system shall meet or exceed the ONE System Continuous Data Quality Improvement Process standard.<sup>1</sup>
  - 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 the CARBON database. Changes to data collection or reporting requirements shall be communicated to Grantees via written notice at least one month prior to expected implementation.

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

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 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.

## **VII. Service Objectives**

Grantee shall achieve the Service Objectives listed below.

- A. Grantee shall actively outreach to 100 percent of households at least once every month.
- B. Grantee shall offer assessment to 100 percent of households for primary medical care, mental health and substance use treatment needs within 60 days of move-in.
- C. Grantee shall offer assessment to 100 percent of households for benefits within 60 days of move-in, and shall assist residents to apply for benefits for which they are eligible.
- D. Grantee shall offer Support Services to 100 percent of all households who showed housing instability (e.g., non-payment of rent, lease violations) at least once per incident.
- E. Grantee shall outreach to 100 percent of households with planned exits from the program to engage in comprehensive discharge planning, which includes referrals for case management, housing, food, clothing, medical treatment, detox, and/or other services as necessary and appropriate.
- F. Grantee shall outreach to 100 percent of program participants participating in Support Services to create/engage in Service Plans, as needed, on an ongoing basis.
- G. Grantee shall review Service Plans at least once every six months and update as appropriate at this time.
- H. Grantee shall administer an annual written anonymous survey of households to obtain feedback on the type and quality of program services. Grantee shall offer all households the opportunity to take this survey.

## **VIII. Outcome Objectives**

Grantee shall achieve the Outcome Objectives listed below.

- A. 90 percent of households will maintain their housing for a minimum of 12 months, move to other permanent housing, or be provided with more appropriate placements.



- B. 80 percent of individualized service plans will be reviewed at least once every six months and updated as appropriate at this time.
- C. 85 percent of participants have at least one positive relationship and/or permanent connection with an adult to whom they can go for support, advice, and guidance;
- D. 90 percent of participants will be engaged in education or employment activities while in the program;
- E. 80 percent of participants who exit will be employed or enrolled in post-secondary education; and
  - 1. 70 percent of participants exiting the program will exit to stable housing.
  - 2. 80 percent of households completing an annual tenant satisfaction survey will be satisfied or very satisfied with program services (based on a four-point scale: 1 = very dissatisfied, 2 = dissatisfied, 3 = satisfied, 4 = very satisfied).

## **IX. Reporting Requirements**

- A. On a monthly basis, Grantee shall enter the required metrics, including any required templates to be uploaded, into the CARBON database by the 15<sup>th</sup> of the month following the month of service.
  - 1. The total number of unduplicated households who resided at the site during the month and the number of unduplicated households actively outreached to at least once during the month; and
  - 2. The total number of new move-ins during the month.
- B. On a quarterly basis, Grantee shall enter the required metrics, including any required templates to be uploaded, into the CARBON database by the 15<sup>th</sup> of the month following the end of each quarter:
  - 1. The number and percentage of households Grantee outreached to complete an assessment for primary medical care, mental health, and substance use treatment needs within 60 days of move-in;
  - 2. The number and percentage of households Grantee outreached to complete a benefits assessment within 60 days of move-in;
  - 3. The number of lease/program rule violations Property Management issued and shared with Support Services for the quarter and the number of outreach attempts related to lease/program rule violations conducted by Support Services; and
  - 4. The number and percentage of households with planned exits from the program who were outreached to engage in comprehensive discharge planning, that includes referrals for case management, housing, food, clothing, medical treatment, detox, and/or other services as necessary and appropriate.
- C. On an annual basis, Grantee shall enter the required metrics, including any required templates to be uploaded, into the CARBON database by the 15<sup>th</sup> of the month following the end of each year:
  - 1. The number and percentage of households who maintained their housing for a minimum of 12 months, moved to other permanent housing, or were provided with more appropriate placements;
  - 2. The number and percentage of program participants participating in Support Services Grantee outreached to create Service Plans, as needed;

3. The number of program participants who had a Service Plan during the program year; the number and percentage of Services Plans that were reviewed at least once every 6 months and updated as appropriate;
  4. The number and percentage of households who completed a written survey to provide feedback on the type and quality of program services. Please include survey results on what clients reported regarding the quality and satisfaction with services.
- D. Grantee shall submit Project Descriptor data elements as described in HUD's latest HMIS Data Standards Manual (<https://files.hudexchange.info/resources/documents/HMIS-Data-Standards-Manual.pdf>) to HSH at the following intervals: 1) at the point of project setup; 2) when project information changes; 3) at least annually or as requested by HSH. Data is used for reporting mandated by the U.S. Department of Housing and Urban Development and California's Interagency Council on Homelessness, and to ensure HSH's ongoing accurate representation of program and inventory information for various reporting needs, including monitoring of occupancy and vacancy rates.
- E. Grantee shall provide information for an annual report on client enrollment in public benefits per the Administrative Code Article VI, Section 20.54.4(c) - Permanent Supportive Housing – Enrollment in Social Services [https://codelibrary.amlegal.com/codes/san\\_francisco/latest/sf\\_admin/0-0-0-11877](https://codelibrary.amlegal.com/codes/san_francisco/latest/sf_admin/0-0-0-11877), as instructed by HSH.
- F. 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.
- G. Grantee shall provide Ad Hoc reports as required by HSH and respond to requests by HSH in a timely manner.

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

## **X. Monitoring Activities**

- A. Program Monitoring: Grantee is subject to program monitoring and/or audits, including, but not limited to, review of the following: resident files, Grantee's administrative records, staff training documentation, postings, program policies and procedures, data submitted in program reports, 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 and compliance monitoring, which may include review of the Grantee's organizational budget, the general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal policy manual, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring may include review of Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act (ADA), subcontracts and Memoranda of Understanding (MOUs), and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

	A	B	C	D
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING			
2	APPENDIX B, BUDGET			
3	Document Date	7/1/2023		
4	Contract Term	Begin Date	End Date	Duration (Years)
5	Current Term	7/1/2019	6/30/2023	4
6	Amended Term	7/1/2019	6/30/2024	5
7	Program	Transitional Housing at 5th and Harrison		
8				
9	Approved Subcontractors			
10	Pacific Coast Staffing			
11	Zamaak			
12				
13				
14				
15				
16				
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## Program Budget History

[illegible]

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																		
2	APPENDIX B, BUDGET																		
3	Document Date	7/1/2023																	
4	Contract Term	Begin Date	End Date	Duration (Years)															
5	Current Term	7/1/2019	6/30/2023	4															
6	Amended Term	7/1/2019	6/30/2024	5															
7	Program	Transitional Housing at 5th and Harrison																	
8	Service Component																		
9					Year 1		Year 2		Year 3		Year 4		Year 5						
10					7/1/2019 - 6/30/2020		7/1/2020 - 6/30/2021		7/1/2021 - 6/30/2022		7/1/2022 - 6/30/2023		7/1/2023 - 6/30/2024						
11	Transitional Housing				44	44		44		44		44		44					
12	Support Services				44	44		44		44		44		44					
13																			
14																			
15																			
16																			
17																			
18																			
19																			

	A	B	C	D	E	H	K	N	Q	R	S	AI	AJ	AK	AL
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING														
2	APPENDIX B, BUDGET														
3	Document Date		7/1/2023												
4	Contract Term		Begin Date		End Date		Duration (Years)								
5	Current Term		7/1/2019		6/30/2023		4								
6	Amended Term		7/1/2019		6/30/2024		5								
7	Provider Name		HomeRise (fka Community Housing Partnership)												
8	Program		Transitional Housing at 5th and Harrison												
9	FSP Contract ID#		1000013599												
10	Action (select)		Amendment												
11	Effective Date		7/1/2023												
12	Budget Name		General Fund - Transitional Housing and Support Services												
13			Current		New										
14	Term Budget		\$ 7,376,694		\$ 9,557,174		20%								
15	Contingency		\$ 1,622,592		\$ 436,096										
16	Not-To-Exceed		\$ 8,999,286		\$ 9,993,270										
17															
18															
19															
20															
21	Expenditures														
22	Salaries & Benefits														
23	Operating Expense														
24	Subtotal														
25	Indirect Percentage														
26	Indirect Cost (Line 24 X Line 25)														
27	Other Expenses (Not subject to indirect %)														
28	Capital Expenditure														
30	Total Expenditures														
31															
32	HSH Revenues (select)														
33	General Fund - Ongoing														
35	General Fund - One-Time														
36	Prop C - One-Time COVID-19 Bonus Pay														
37	COVID-19 Time-Limited Funding														
38	Adjustment to Actuals														
39															
41															
42	Total HSH Revenues														
43	Other Revenues (to offset Total Expenditures)														
44															
45															
48															
49	Total Other Revenues														
50															
51	Total HSH + Other Revenues														
52	Rev-Exp (Budget Match Check)														
53															
54															
55	Prepared by		Anat Leonard-Wookey												
56	Phone		510/990-2309												
57	Email		aleonard@HomeRiseSF.org												
58															
59	Template last modified		7/26/2022												
60															
61															
62	*NOTE: HSH budgets typically project out revenue levels across multiple years, strictly for														
63	budget-planning purposes. All program budgets at any given year are subject to Mayoral /														
64	Board of Supervisors discretion and funding availability, and are not guaranteed. For														
65	further information, please see Article 2 of the G-100 Grant Agreement document.														

	A	F	M	T	AA	AD	AE	AF	AG	AH	AI	AJ	BT	BU	BV	
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING															
2	SALARY & BENEFIT DETAIL															
3	Document Date	7/1/2023														
4	Provider Name	HomeRise (fka Community Housing Partnership)														
5	Program	Transitional Housing at 5th and Harrison														
6	FSP Contract ID#	1000013599														
7	Budget Name	General Fund - Transitional Housing and Support Services					EXTENSION YEAR									
8		Year 1	Year 2	Year 3	Year 4	Year 5							All Years			
9	POSITION TITLE	7/1/2019 - 6/30/2020	7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	Agency Totals		For HSH Funded Program		7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	7/1/2019 - 6/30/2023	7/1/2019 - 6/30/2024	7/1/2019 - 6/30/2024	
10		Actuals	Actuals	Actuals	Current					Current	Amendment	New	Current	Modification	New	
		Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Change	Budgeted Salary	Budgeted Salary	Change	Budgeted Salary	
11																
12	Senior Program Director	\$ -		\$ 23,513	\$ 53,000	\$ 106,000	1.00	50%	0.50		\$ 53,000	\$ 53,000	\$ 76,513	\$ 53,000	\$ 129,513	
13	Site Manager	\$ 21,294	\$ 23,052	\$ 61,981	\$ 59,775	\$ 79,700	1.00	100%	1.00		\$ 79,700	\$ 79,700	\$ 166,102	\$ 79,700	\$ 245,802	
14	Clinical Case Manager	\$ 45,256	\$ 60,766	\$ 41,350	\$ 7,696	\$ 76,960	1.00	10%	0.10		\$ 7,696	\$ 7,696	\$ 155,068	\$ 7,696	\$ 162,764	
15	Clinical Services Manager - former/duplicate position	\$ 26,918	\$ 19,678	\$ -	\$ -	\$ -					\$ -	\$ -	\$ 46,596	\$ -	\$ 46,596	
16	Clinical Services Manager	\$ 1,423	\$ -	\$ 7,104	\$ 932	\$ -					\$ -	\$ -	\$ 9,459	\$ -	\$ 9,459	
17	Resident Services Team Lead - former position, replaced by Sr. CM	\$ 49,495	\$ 58,250	\$ 62,400	\$ 10,321	\$ -					\$ -	\$ -	\$ 180,466	\$ -	\$ 180,466	
18	Resident Services Counselor - former position, replaced by Sr. CM	\$ 37,998	\$ 40,541	\$ 41,766	\$ 550	\$ -					\$ -	\$ -	\$ 120,855	\$ -	\$ 120,855	
19	Compliance Specialist - former position, no longer needed	\$ 2,961	\$ -	\$ -	\$ -	\$ -					\$ -	\$ -	\$ 2,961	\$ -	\$ 2,961	
20	Front Desk Clerk	\$ 123,853	\$ 141,860	\$ 126,610	\$ 160,160	\$ 45,760	3.50	100%	3.50		\$ 160,160	\$ 160,160	\$ 552,483	\$ 160,160	\$ 712,643	
21	Lead Front Desk Clerk	\$ 42,594	\$ 37,504	\$ 38,254	\$ 60,200	\$ 60,200	1.00	100%	1.00		\$ 60,200	\$ 60,200	\$ 178,552	\$ 60,200	\$ 238,752	
22	Facilities Director	\$ 4,249	\$ 4,354	\$ -	\$ -	\$ -					\$ -	\$ -	\$ 8,603	\$ -	\$ 8,603	
23	Maintenance Supervisor (formerly Sr. Maintenance Tech)	\$ 59,306	\$ 38,523	\$ 40,477	\$ 52,000	\$ 63,400	1.00	100%	1.00		\$ 63,400	\$ 63,400	\$ 190,306	\$ 63,400	\$ 253,706	
24	Janitor	\$ 53,995	\$ 49,651	\$ 36,171	\$ 47,840	\$ 47,840	1.00	140%	1.40		\$ 66,976	\$ 66,976	\$ 187,657	\$ 66,976	\$ 254,633	
25	Assistant Program Director	\$ 3,385	\$ 59,404	\$ 66,140	\$ 71,500	\$ 71,500	1.00	100%	1.00		\$ 71,500	\$ 71,500	\$ 200,429	\$ 71,500	\$ 271,929	
26	Director of Public Funding	\$ -	\$ -	\$ 15,000	\$ 6,265	\$ 122,000	1.00	15%	0.15		\$ 18,300	\$ 18,300	\$ 21,265	\$ 18,300	\$ 39,565	
27	Clinical Case Manager - duplicate position	\$ -	\$ -	\$ -	\$ -	\$ -					\$ -	\$ -	\$ -	\$ -	\$ -	
28	Director of Resident Services	\$ 9,251	\$ 8,542	\$ 18,000	\$ 19,200	\$ 128,000	1.00	15%	0.15		\$ 19,200	\$ 19,200	\$ 54,993	\$ 19,200	\$ 74,193	
29	VP of Impact	\$ -	\$ 10,500	\$ 1,965	\$ 23,250	\$ -					\$ -	\$ -	\$ 35,715	\$ -	\$ 35,715	
30	Learning and Evaluation Manager	\$ -	\$ 3,300	\$ 665	\$ 6,136	\$ 76,700	1.00	8%	0.08		\$ 6,136	\$ 6,136	\$ 10,101	\$ 6,136	\$ 16,237	
31	Chief Operating Officer	\$ 6,556	\$ 18,870	\$ 12,000	\$ 11,100	\$ -					\$ -	\$ -	\$ 48,526	\$ -	\$ 48,526	
32	Resident Services Program Associate	\$ 15,713	\$ 5,768	\$ 17,000	\$ 9,672	\$ 64,480	1.00	15%	0.15		\$ 9,672	\$ 9,672	\$ 48,153	\$ 9,672	\$ 57,825	
33	Public Funding Associate	\$ 39,448	\$ -	\$ 15,145	\$ 1,248	\$ 62,400	1.00	5%	0.05		\$ 3,120	\$ 3,120	\$ 55,841	\$ 3,120	\$ 58,961	
34	L & E Programs Associate (Data)		\$ 5,939	\$ -	\$ 3,500	\$ 70,000	1.00	5%	0.05		\$ 3,500	\$ 3,500	\$ 9,439	\$ 3,500	\$ 12,939	
35	Resident Services Training Manager		\$ 8,736	\$ 6,650	\$ 6,970	\$ 69,700	1.00	10%	0.10		\$ 6,970	\$ 6,970	\$ 22,356	\$ 6,970	\$ 29,326	
36	VP of Programs			\$ 9,900	\$ 11,400	\$ 190,000	1.00	6%	0.06		\$ 11,400	\$ 11,400	\$ 21,300	\$ 11,400	\$ 32,700	
37	Senior Case Manager (new position in lieu of RSTL)				\$ 21,123	\$ 60,350	1.00	100%	1.00		\$ 60,350	\$ 60,350	\$ 21,123	\$ 60,350	\$ 81,473	
38	Senior Case Manager (new position in lieu of RSC)				\$ 24,140	\$ 60,350	1.00	100%	1.00		\$ 60,350	\$ 60,350	\$ 24,140	\$ 60,350	\$ 84,490	
39	Strategic Initiatives Director				\$ 8,250	\$ 102,000	1.00	7%	0.07		\$ 7,140	\$ 7,140	\$ 8,250	\$ 7,140	\$ 15,390	
40											\$ -	\$ -	\$ -	\$ -	\$ -	
54											\$ -	\$ -	\$ -	\$ -	\$ -	
55		\$ 543,695	\$ 595,238	\$ 642,091	\$ 676,228	TOTAL SALARIES					\$ -	\$ 768,770	\$ 768,770	\$ 2,457,252	\$ 768,770	\$ 3,226,022
56							TOTAL FTE					12.36				
57		30.30%	18.30%	31.00%	33.45%	FRINGE BENEFIT RATE					33.45%		33.45%			
58		\$ 164,713	\$ 108,914	\$ 199,048	\$ 226,198	EMPLOYEE FRINGE BENEFITS					\$ -	\$ 257,154	\$ 257,154	\$ 698,873	\$ 257,154	\$ 956,026
59		\$ 708,408	\$ 704,152	\$ 841,139	\$ 902,426	TOTAL SALARIES & BENEFITS					\$ -	\$ 1,025,924	\$ 1,025,924	\$ 3,156,125	\$ 1,025,924	\$ 4,182,048



	A	B	E	H	K	N	O	P	AF	AG	AH	A
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING											
2	OPERATING DETAIL											
3	Document Date	7/1/2023										
4	Provider Name	HomeRise (fka Community Housing Partnership)										
5	Program	Transitional Housing at 5th and Harrison										
6	FSP Contract ID#	1000013599										
7	Budget Name	General Fund - Transitional Housing and Support Services										
8		EXTENSION YEAR										
9		Year 1	Year 2	Year 3	Year 4	Year 5		All Years				
10		7/1/2019 - 6/30/2020	7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	7/1/2019 - 6/30/2023	7/1/2019 - 6/30/2024	7/1/2019 - 6/30/2024	
11		Actuals	Actuals	Actuals	Current	Current	Amendment	New	Current	Modification	New	
12	Operating Expenses	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	
13	Rental of Property	\$ 580,434	\$ 598,036	\$ 609,977	\$ 710,396		\$ 625,000	\$ 625,000	\$ 2,498,843	\$ 625,000	\$ 3,123,843	
14	Utilities(Elec. Water, Gas, Phone, Scavenger)	\$ 76,405	\$ 59,133	\$ 24,652	\$ 51,406		\$ 48,000	\$ 48,000	\$ 211,596	\$ 48,000	\$ 259,596	
15	Office Supplies, Postage	\$ 9,215	\$ 33,478	\$ 4,521	\$ 6,200		\$ 6,200	\$ 6,200	\$ 53,414	\$ 6,200	\$ 59,614	
16	Building Maintenance Supplies and Repair	\$ 22,016	\$ 7,522	\$ 27,000	\$ 49,600		\$ 72,336	\$ 72,336	\$ 106,138	\$ 72,336	\$ 178,474	
18	Insurance	\$ 26,142	\$ 550	\$ 25,685	\$ 19,120		\$ 22,185	\$ 22,185	\$ 71,497	\$ 22,185	\$ 93,682	
19	Staff Training	\$ 11,841	\$ 22,623	\$ 6,382	\$ 18,600		\$ 12,500	\$ 12,500	\$ 59,446	\$ 12,500	\$ 71,946	
20	Staff Travel(Local & Out of Town)	\$ 800	\$ 800	\$ 575	\$ 775		\$ 775	\$ 775	\$ 2,950	\$ 775	\$ 3,725	
21	Rental of Equipment	\$ 3,146	\$ 3,725	\$ 3,500	\$ 3,240		\$ 3,240	\$ 3,240	\$ 13,611	\$ 3,240	\$ 16,851	
24	Office Equipment	\$ 15,770	\$ 19,000	\$ -	\$ -		\$ -	\$ -	\$ 34,770	\$ -	\$ 34,770	
25	IT and Small Office Purchase	\$ 5,859	\$ 6,000	\$ 4,000	\$ 8,500		\$ 6,000	\$ 6,000	\$ 24,358	\$ 6,000	\$ 30,358	
26	Organizational Activities (Staff)	\$ 3,577	\$ 1,969	\$ 100	\$ 2,000		\$ -	\$ -	\$ 7,646	\$ -	\$ 7,646	
27	Tenant/Program projects/activity supplies	\$ 10,450	\$ 16,450	\$ 10,465	\$ 21,525		\$ 10,200	\$ 10,200	\$ 58,890	\$ 10,200	\$ 69,090	
28	Dues and Subscriptions	\$ -	\$ 6,000	\$ 3,000	\$ 6,500		\$ 6,500	\$ 6,500	\$ 15,500	\$ 6,500	\$ 22,000	
42	Consultants						\$ -		\$ -	\$ -	\$ -	
53							\$ -		\$ -	\$ -	\$ -	
54	Subcontractors (First \$25k Only)						\$ -		\$ -	\$ -	\$ -	
55	Maintenance Contractors	\$ 7,532	\$ 2,000	\$ -	\$ 8,736		\$ -	\$ -	\$ 18,268	\$ -	\$ 18,268	
56	Extermination Contract	\$ 6,000	\$ 7,320	\$ -	\$ 10,000		\$ 10,000	\$ 10,000	\$ 23,320	\$ 10,000	\$ 33,320	
57	Temp Desk Clerk/Lobby Security	\$ 13,000	\$ 15,000	\$ -	\$ 25,000		\$ 25,000	\$ 25,000	\$ 53,000	\$ 25,000	\$ 78,000	
58	Professional Services	\$ -	\$ -	\$ 25,000	\$ 14,000		\$ -	\$ -	\$ 39,000	\$ -	\$ 39,000	
59	Contractors Janitorial				\$ 25,000		\$ 22,210	\$ 22,210	\$ 25,000	\$ 22,210	\$ 47,210	
60							\$ -		\$ -	\$ -	\$ -	
67												
68	TOTAL OPERATING EXPENSES	\$ 795,350	\$ 799,606	\$ 744,857	\$ 980,598	\$ -	\$ 870,146	\$ 870,146	\$ 3,320,410	\$ 870,146	\$ 4,190,556	
69												
70	Other Expenses (not subject to indirect cost %)											
71	Ongoing General Fund to be allocated		\$ 5,232	\$ 2,605			\$ -	\$ -	\$ 7,837	\$ -	\$ 7,837	
72	One-Time FY20-21 General Fund Carryforward			\$ 51,880			\$ -	\$ -	\$ 51,880	\$ -	\$ 51,880	
73	Prop C One-Time COVID-19 Bonus Pay			\$ 100,994			\$ -	\$ -	\$ 100,994	\$ -	\$ 100,994	
74	Professional Services - see similar line above in Subcontractor section			\$ 17,372			\$ -	\$ -	\$ 17,372	\$ -	\$ 17,372	
75	Temp Desk Clerk/Lobby Security				\$ 10,000		\$ -	\$ -	\$ 10,000	\$ -	\$ 10,000	
76	Contractors Janitorial				\$ 5,000		\$ -	\$ -	\$ 5,000	\$ -	\$ 5,000	
77	Adjustment to Actuals	\$ (54,126)	\$ (167,876)	\$ (54,403)			\$ -	\$ -	\$ (276,405)	\$ -	\$ (276,405)	
78	COVID-19 Time-Limited Funding	\$ 12,000					\$ -	\$ -	\$ 12,000	\$ -	\$ 12,000	
79							\$ -		\$ -	\$ -	\$ -	
80							\$ -		\$ -	\$ -	\$ -	
81							\$ -		\$ -	\$ -	\$ -	
82												
83	TOTAL OTHER EXPENSES	\$ (42,126)	\$ (162,644)	\$ 118,448	\$ 15,000	\$ -	\$ -	\$ -	\$ (71,322)	\$ -	\$ (71,322)	
84												
85	Capital Expenses											
93												
94	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
95												
96	HS# #3								Template last modified 7/26/2022			

BUDGET NARRATIVE		Fiscal Year				Fiscal Term Start	Fiscal Term End
General Fund - Transitional Housing		FY23-24		<- Select from the drop-down list the fiscal year in which the proposed budget changes will first become effective		7/1/2023	6/30/2024
Salaries & Benefits	Adjusted Budgeted FTE	Budgeted Salary	Justification	Calculation	Employee Name		
Senior Program Director	0.50	\$ 53,000	Directly supervises all APDs/Resident Services Managers to ensure high levels of program service and contract compliance.	Annualized Salary * Adjusted FTE	Cockrell, Richard		
Site Manager	1.00	\$ 79,700	The Site Manager maintains an environment of respect and service, while ensuring that residents abide by the house rules and program terms. Responsible for monitoring the physical integrity of the building and working with maintenance staff to address any deficiencies. Works in close coordination with Resident Services to collect program participant fees and savings contribution and collect tenant rent. The SM alternates on-call responsibilities during non-scheduled hours to respond to building and/or resident emergencies.	Annualized Salary * Adjusted FTE	Jackson, Deborah		
Clinical Case Manager	0.10	\$ 7,696	Master's Level clinician provide mental health treatment, crisis intervention and consultation, facilitate 5150s, and support achievement of agency-wide housing retention and Resident Services Department goals.	Annualized Salary * Adjusted FTE	vacant		
Clinical Services Manager - former/duplicate		\$ -		Annualized Salary * Adjusted FTE	n/a		
Clinical Services Manager		\$ -	Provide clinical supervision per BBS requirements, provide crisis consultation, facilitate 5150s, and support achievement of agency-wide self-sufficiency and Resident Services Department goals.	Annualized Salary * Adjusted FTE	Leiker, Scott		
Resident Services Team Lead - former position		\$ -	Provides case management services to residents, supports achievement of agency-wide housing retention and Resident Services Department goals, supports staff to ensure they have the support needed to carry out the work. Position was 1 FTE and site staffing structure changed after last staff in role departed from homebase.	Annualized Salary * Adjusted FTE	n/a		
Resident Services Counselor - former position		\$ -	Responsible for implementing and maintaining the day-to-day operations of the site-based Resident Services office. Responsible for service connection, groups and activities focused on community building, education, or skill development, crisis intervention, and housing retention. Position was 1 FTE and site staffing structure changed after last staff in role departed from homebase.	Annualized Salary * Adjusted FTE	n/a		
Compliance Specialist - former position, no Front Desk Clerk	3.50	\$ 160,160	Monitor daily building activities, provide 24-hour security, and respond to building and resident emergencies.	Annualized Salary * Adjusted FTE	n/a Trocki, Robert; Page, Marquita; Byrd, Annie; Yaqueline Hernandez		
Lead Front Desk Clerk	1.00	\$ 60,200	Responsible for the operations of the building's desk station, including oversight and scheduling of the front desk staff, training of staff on all emergency, and non-emergency procedures, and compliance with all departmental, and agency policies (high school diploma or GED required).	Annualized Salary * Adjusted FTE	Boyer, Robin		
Facilities Director		\$ -			n/a		
Maintenance Supervisor (formerly Sr. Maint Janitor)	1.00	\$ 63,400	Responsible for ongoing maintenance and turnovers, oversight of all vendor repairs, and development and implementation of Preventive Maintenance Plans	Annualized Salary * Adjusted FTE	Atiacati Montecristo		
Janitor	1.40	\$ 66,976	Responsible for maintaining the cleanliness and janitorial standards at the site.	Annualized Salary * Adjusted FTE	Sanford, Kenneth; Harvey, Jermal and Stovall, Ronald		
Assistant Program Director	1.00	\$ 71,500	Provides program oversight and supervises on-site staff (Note: our program model requires that there is coverage for crisis intervention and cross training across the portfolios ensuring consistency within the department leadership and preventing gaps in coverage.)	Annualized Salary * Adjusted FTE	Saenz, Kacey		
Director of Public Funding	0.15	\$ 18,300	Supports the site-level staff to ensure that contract compliance is met, including all funder reporting. Identifies training opportunities for staff to ensure high level documentation and data collection of services provided. Leads Town Hall planning and implementation, including site level report outs of resident experience shared, supports staff follow up to ensure resident voice is centered in programmatic CQI.	Annualized Salary * Adjusted FTE	vacant; scope covered by Anat Leonard-Wokey		
Clinical Case Manager - duplicate position		\$ -		Annualized Salary * Adjusted FTE	n/a		
Director of Resident Services	0.15	\$ 19,200	Directs and guides the overall delivery of building-based services for tenants at supportive housing sites, including case management, community-building, and on-site behavioral health services to over 1,300 tenants; ensures compliance with funder requirements, including fiscal oversight and reporting; provides clinical supervision, crisis intervention and facilitates 5150's as needed.	Annualized Salary * Adjusted FTE	Penton, Renee		
VP of Impact		\$ -	Supports the site-level staff to ensure that contract compliance is met, including all funder reporting.	Annualized Salary * Adjusted FTE	n/a		
Learning and Evaluation Manager	0.08	\$ 6,136	Processes client data collected at all sites, performing data quality reviews and generating reports and analysis used by managers and program leadership for monitoring program quality and service delivery levels.	Annualized Salary * Adjusted FTE	vacant		
Chief Operating Officer		\$ -	The Chief Operating Officer directly supports agency staff in meeting all contractual outcomes and requirements (including invoicing, reporting, and program implementation). This will be accomplished through direct supervision of the Director Resident Services, working with internal Finance and Learning and Evaluation staff, and attending meetings with HSH staff when appropriate. This position plays a pivotal role in overseeing client services and contract compliance. In addition has direct client interactions through the grievance procedures and focus groups.	Annualized Salary * Adjusted FTE	n/a		
Resident Services Program Associate	0.15	\$ 9,672	Provides administrative support directly to sites (including soliciting and distributing in-kind donations offered to residents (i.e. new bedding, clothing, personal care items) and coordinates all staff training (identifies and vets new trainers for fit with PSH/HomeRise, coordinates logistics, ensures training space and time meet staff needs).	Annualized Salary * Adjusted FTE	Ballard, Brittany (Shrag)		
Public Funding Associate	0.05	\$ 3,120	Supports capturing and measurement of all resident data metrics and demographics; assist with funder reporting, ONE system data entry, and resident satisfaction survey implementation and data entry. Attends the 5th Street team meetings weekly to share funder communications, data updates, and offer technical support.	Annualized Salary * Adjusted FTE	vacant		
L & E Programs Associate (Data)	0.05	\$ 3,500	Supports capturing and measurement of all resident data metrics and demographics; provides agency-wide data support, executes CARBON data entry, and resident satisfaction survey implementation and data entry.	Annualized Salary * Adjusted FTE	Dam, Hung		
Resident Services Training Manager	0.10	\$ 6,970	Provides onboarding, coaching, and mentoring to new RSTL and RSC staff; provides direct service coverage during scheduled PTO of regular staff.	Annualized Salary * Adjusted FTE	Dias, Sarah		
VP of Programs	0.06	\$ 11,400	The VP of Programs directly supports agency staff in meeting all contractual outcomes and requirements (including invoicing, reporting, and program implementation). This will be accomplished through direct supervision of the Director Resident Services, working with internal Finance and Learning and Evaluation staff, and attending meetings with HSH staff when appropriate. This position plays a pivotal role in overseeing client services and contract compliance. In addition has direct client interactions through the grievance procedures and focus groups. VPP is a LCSW and supports 5150's, suicide assessments, and clinical consultations.	Annualized Salary * Adjusted FTE	Leonard-Wokey, Anat		
Senior Case Manager (new position in lieu of vacant)	1.00	\$ 60,350	Provides case management services to residents, supports achievement of agency-wide housing retention and Resident Services Department goals, supports staff to ensure they have the support needed to carry out the work. Staffing pattern is 1.0 FTE, however was adjusted to .75 due to staff vacancies. Adjusted again in March to .35 due to continued vacancy.	Annualized Salary * Adjusted FTE	Rice, Scott		
Senior Case Manager (new position in lieu of vacant)	1.00	\$ 60,350	Provides case management services to residents, supports achievement of agency-wide housing retention and Resident Services Department goals, supports staff to ensure they have the support needed to carry out the work. Staffing pattern is 1.0 FTE, however was adjusted to .9 due to staff vacancies. Adjusted again in March to .4 due to continued vacancy.	Annualized Salary * Adjusted FTE	vacant		
Strategic Initiatives Director	0.07	\$ 7,140	Strategic Initiatives Director directly supports agency and departmental staff with visioning strategy for services in parity with other departments financially and across sites. Project manages larger Resident Services initiatives in partnership with the VP or Programs, VP of Impact, and Director or Resident Services to support residents and maintain healthy staff morale. Includes DEIB and other training support.	Annualized Salary * Adjusted FTE	vacant		
		\$ -					
		\$ -					
		\$ -					
TOTAL	12.36	\$ 768,770					
Employee Fringe Benefits		\$ 267,154	Includes FICA, SSUI, Workers Compensation and Medical calculated at 33.45% of total salaries.				
Salaries & Benefits Total		\$ 1,025,924					

Operating Expenses	Budgeted Expense	Justification	Calculation
Rental of Property	\$ 625,000	Master lease payments to building owner based on the annual rent amounts set forth in the lease, plus allocated cost of central office space usage	
Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 48,000	Utilities (gas, water, electric), including telecommunications	
Office Supplies, Postage	\$ 6,200	Office supplies & postage	
Building Maintenance Supplies and Repair		Includes costs for ongoing building maintenance and repair work, including unit turnover expenses, security alarm maintenance, cameras, fire sprinkler and fire system maintenance	
Printing and Reproduction	\$ -	included in office supplies	
Insurance	\$ 22,185	for insurance expense - property and allocated	
Staff Training	\$ 12,500	for direct program staff training, recruitment, background checks, and retention activities. Trainings focus on annual trainings required for all RSD staff, individual development opportunities based on staff need and interest, leadership development opportunities as staff move into supervisory or mentorship roles, and department off-site opportunities for team building and learning outside of their regular site. Includes nominal celebration of staff anniversaries and birthdays. Please see the HSH approved HomeRise Staff Development plan 7.22 for further details.	
Staff Travel-(Local & Out of Town)	\$ 775	for travel expense to meetings, trainings, etc.	
Rental of Equipment	\$ 3,240	for copier lease and maintenance of copier rental, including allocated expense	
Payroll Expenses	\$ -		
Audit/Accounting	\$ -		
Office Equipment	\$ -		
IT and Small Office Purchase	\$ 6,000	for IT direct expenses purchase of computer, printers, as well as allocated expenses for IT support	
Organizational Activities (Staff)	\$ -	for agency wide staff training such as CPI and disaster training	
Tenant/Program projects/activity supplies	\$ 10,200	Supports monthly groups events, and celebrations, including resident determined programming through the Resident Association. Each building has its own calendar that meets the building's needs and includes community building events (coffee hour and community meetings), skill building/wellness events (harm reduction groups, parenting groups, cooking groups), and seasonal and cultural celebrations (Black History Month, Pride, Cesar Chavez day, Thanksgiving, Winter holidays). In addition to programming, this line items covers items that support housing retention and wellness such as backpacks and school supplies for school-aged youth, covers emergency resources if a tenant needed to be temporarily displaced from their unit, as well as provides cleaning supplies for tenants addressing habitability issues or pest infestations. Welcome baskets for new move-ins and new home supplies for residents who move into less supported housing are included in this budget, as well as food and supplies for pets/service animals.	
Staff Recruitment	\$ -	included in Staff Training	
Dues and Subscriptions	\$ 6,500	For licenses fees associated with the ECM case management system used by the resident service department to document resident data, as well as fees for the Property Management software (Yardi).	
Legal Services	\$ -	n/a	
Staff Activities	\$ -	Included in Staff Training	
Consultants	\$ -		
	\$ -		
	\$ -		
Subcontractors (First \$25k Only)	\$ -		
Maintenance Contractors	\$ -		
Extermination Contract	\$ 10,000	Previously included in Professional Services: Monthly pest inspection and extermination costs	
Temp Desk Clerk/Lobby Security	\$ 25,000	Previously included in Professional Services; Shift coverage provided to Front Desk Clerk staff during times of staff vacation or shift called outs	
Professional Services	\$ -		
Contractors Janitorial	\$ 22,210	Previously included in Professional Services; Shift coverage provided for janitorial staff during times of staff vacation or shift called outs	
	\$ -		
	\$ -		
TOTAL OPERATING EXPENSES	\$ 797,810		
Indirect Cost	15.0% \$ 284,410		

Other Expenses (not subject to indirect cost %)	Amount	Justification	Calculation
Ongoing General Fund to be allocated	\$ -		
One-Time FY20-21 General Fund Carryforward	\$ -		
Prop C One-Time COVID-19 Bonus Pay	\$ -		
Professional Services - see similar line above in Subcontract	\$ -		
Professional Services - see similar line above in Subcontract	\$ -		
Temp Desk Clerk/Lobby Security	\$ -		
Contractors Janitorial	\$ -		
Adjustment to Actuals	\$ -		
COVID-19 Time-Limited Funding	\$ -		
	\$ -		
	\$ -		
	\$ -		
TOTAL OTHER EXPENSES	\$ -		

Capital Expenses	Amount	Justification	Calculation
	\$ -		
	\$ -		
TOTAL CAPITAL EXPENSES	\$ -		

## 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. Grantee will only be reimbursed for charges on agency credit cards for expenditures directly related to budget line items.
- II. General Instructions for Invoice Submittal:** Grantee invoices shall include actual detailed expenditures for eligible activities incurred during the month, averaged costs will not be accepted.
- 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. Failure to submit invoices and documentation within these timeframes will result in payment delays. HSH will not advance payment to cover cash flow problems related to untimely and/or not adequately documented invoices.

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

**B. Invoicing System:**

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

2. Grantee's Executive Director or Chief Financial Officer shall submit a letter of authorization designating specific users, including their names, emails and phone numbers, who will have access to CARBON to electronically submit and sign for invoices, submit program reports, and view other information that is in CARBON.
  3. Grantee acknowledges that submittal of the invoice by Grantee's designated authorized personnel with proper login credentials constitutes Grantee's electronic signature and certification of the invoice.
  4. Grantee's authorized personnel with CARBON login credentials shall not share or internally reassign logins.
  5. Grantee's Executive Director or Chief Financial Officer shall immediately notify the assigned HSH Contract Manager, as listed in CARBON, via email or letter regarding any need for the restriction or termination of previously authorized CARBON users and include the name(s), email(s) and phone number(s) of those previously authorized CARBON users.
  6. Grantee may invoice and submit related documentation in the format specified by HSH via paper or email only upon special, written approval from the HSH Contracts Manager.
- C. Line Item Variance There shall be no variance from the line item budget submitted, which adversely affects Grantee's ability to provide services specified in the Appendix A(s), Services to be Provided of the Agreement; however, Grantee may invoice up to 110 percent of an ongoing General Fund or Prop C line item, provided that total expenditures do not exceed the total budget amount, per the HSH Budget Revision Policy and Procedure: <http://hsh.sfgov.org/overview/provider-updates/>.
- D. Spend Down
1. Grantee shall direct questions regarding spend down and funding source prioritization to the assigned HSH Contract and Program Managers, as listed in CARBON.
  2. Generally, Grantee is expected to spend down ongoing funding proportionally to the fiscal year or project period. Grantee shall report unexpected delays and challenges to spending funds, as well as any lower than expected spending to the assigned Contract and Program Managers, as listed in CARBON prior to, or in conjunction with the invoicing period.
  3. Failure to spend significant amounts of funding, especially non-General Fund dollars, may result in reductions to future allocations. HSH may set specific spend down targets and communicate those to Grantees.

E. Documentation and Record Keeping:

1. In accordance with Article 5 Use and Disbursement of Grant Funds; Article 6 Reporting Requirements; Audits; Penalties for False Claims; and the Appendix A(s), Services to be Provided of the Agreement, Grantee shall keep electronic or hard copy records and documentation of all HSH invoiced costs, including, but not limited to, payroll records; paid invoices; receipts; and payments made for a period not fewer than five years after final payment under this Agreement, and shall provide to the City upon request.
  - a. HSH reserves the right to modify the terms of this Appendix in cases where Grantee has demonstrated issues with spend down, accuracy, and timeliness of invoices.
  - b. In addition to the instructions below, HSH will request and review supporting documentation on the following occasions without modification to this Appendix:
    - 1) Program Monitoring;
    - 2) Fiscal and Compliance Monitoring;
    - 3) Year End Invoice Review;
    - 4) Monthly Invoice Review;
    - 5) As needed per HSH request; and/or
    - 6) As needed to fulfill audit and other monitoring requirements.
2. All documentation requested by and submitted to HSH must:
  - a. Be easily searchable (e.g., PDF) or summarized;
  - b. Clearly match the Appendix B, Budget(s) line items and eligible activities;
  - c. Not include identifiable served population information (e.g., tenant, client, Protected Health Information (PHI), Personally Identifiable Information (PII)); and
  - d. Include only subcontracted costs that are reflected in the Appendix B, Budget(s). HSH will not pay for subcontractor costs that are not reflected in the Appendix B, Budget(s). All subcontractors must also be listed as Approved Subcontractors.
3. Grantee shall follow HSH instructions per funding source and ensure that all documentation clearly matches the approved Appendix B, Budget(s) line items and eligible activities.

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</p>

General Fund	
Type	Instructions and Examples of Documentation
	include employee name, title, rate, and hours worked for each pay period.
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>

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

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

**A. Advance Requirements:**

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

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

3. Advances from the preceding fiscal year must be repaid, in full, prior to any additional advance distribution.

**B. Advance Request Process:**

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

**C. Advance Repayment Process:**

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

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



### Appendix D - Interests In Other City Grants

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

City Department or Commission	Program Name	Dates of Grant Term	Not-To-Exceed Amount
SF Department of Homelessness & Supportive Housing (HSH)	Transitional Housing at 5 <sup>th</sup> and Harrison	7/1/19 – 6/30/24	\$8,999,286
SF Department of Homelessness & Supportive Housing (HSH)	Treasure Island - Island Bay Homes	7/1/20 – 6/30/26	\$2,000,000
SF Department of Homelessness & Supportive Housing (HSH)	DAH/Mental Health Services Act (MHSA)/ Prop. 63	7/1/20 – 6/30/26	\$2,000,000
SF Department of Homelessness & Supportive Housing (HSH)	Essex and Zygmunt Arendt House	7/1/20 – 6/30/26	\$2,353,845
SF Department of Homelessness & Supportive Housing (HSH)	Arnett Watson Apartments	7/1/20 – 6/30/26	\$2,000,000
SF Department of Homelessness & Supportive Housing (HSH)	Tenant Services and HUD ISN	7/1/20 – 6/30/25	\$5,530,459
SF Department of Public Health	Behavioral Health Services (BHS) Mental Health	7/1/22 – 6/30/23	\$130,676
SF Human Services Agency	RAD Seniors 1750 McAllister	7/1/19 – 6/30/24	\$391,612
SF Human Services Agency	RAD Seniors 666 Ellis	7/1/19 – 6/30/24	\$395,999
SF Department of Homelessness & Supportive Housing (HSH)	Continuum of Care (CoC) Scattered Sites (Treasure Island, Arnett Watson Apartments, Zygmunt Arendt House)	7/1/21-06/30/24	\$3,186,508
SF Department of Homelessness & Supportive Housing (HSH)	Support Services at 53 Colton	6/1/22-06/30/27	\$3,693,826
SF Department of Homelessness & Supportive Housing (HSH)	Support Services at MBS9	7/1/22-06/30-27	\$5,074,038

**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  
COMMUNITY HOUSING PARTNERSHIP DBA HOMERISE**

THIS AMENDMENT of the **May 20, 2019** Grant Agreement (the "Agreement") is dated as of **July 1, 2024** and is made in the City and County of San Francisco, State of California, by and between **COMMUNITY HOUSING PARTNERSHIP DBA HOMERISE** ("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, the Agreement was competitively procured as required through Request for Proposals (RFP) #113, issued January 29, 2019, and this Amendment is consistent therewith; and

WHEREAS, City and Grantee desire to execute this Amendment to update the Agreement in order to extend the grant term; and

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" shall mean the Agreement dated **May 20, 2019** between Grantee and City; and **First Amendment**, dated **July 1, 2022**, and **Second Amendment**, dated **July 1, 2023**.
  - (b) "San Francisco Labor and Employment Code": As of January 4, 2024, San Francisco Administrative Code Chapters 21C (Miscellaneous Prevailing Wage Requirements), 12B (Nondiscrimination in Contracts), 12C (Nondiscrimination in Property Contracts), 12K (Salary History), 12P (Minimum Compensation), 12Q (Health Care Accountability), 12T (City Contractor/Subcontractor Consideration of Criminal History in Hiring and Employment Decisions), and 12U (Sweatfree Contracting) are redesignated as Articles 102 (Miscellaneous Prevailing Wage Requirements), 131 (Nondiscrimination in Contracts), 132 (Nondiscrimination in Property Contracts), 141 (Salary History), 111 (Minimum Compensation), 121 (Health Care Accountability), 142 (City Contractor/Subcontractor Consideration of Criminal History in Hiring and

Employment Decisions), and 151 (Sweatfree Contracting) of the San Francisco Labor and Employment Code, respectively. Wherever this Agreement refers to San Francisco Administrative Code Chapters 21C, 12B, 12C, 12K, 12P, 12Q, 12T, and 12U, it shall be construed to mean San Francisco Labor and Employment Code Articles 102, 131, 132, 141, 111, 121, 142, and 151, respectively.

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

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

**3.2 Duration of Term.**

(c) The term of this Agreement shall commence on **July 1, 2019** and expire on **June 30, 2024** unless earlier terminated as otherwise provided herein. Grantee shall not begin performance of its obligations under this Agreement until it receives written notice from City to proceed.

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

**3.2 Duration of Term.** The term of this Agreement shall commence on **July 1, 2019** and expire on **June 30, 2025**, 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 Qualified Personnel.** The Grant Plan shall be implemented only by competent personnel under the direction and supervision of Grantee.

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

**5.1 Maximum Amount of Grant Funds.**

(a) In no event shall the amount of Grant Funds disbursed hereunder exceed **Nine Million Nine Hundred Ninety Three Thousand Two Hundred Seventy Dollars (\$9,993,270)**.

(b) Grantee understands that, of the Maximum Amount of Grant Funds listed under Article 5.1 (a) of this Agreement, **Four Hundred Thirty Six Thousand Ninety Six Dollars (\$436,096)** 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 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 Ninety Three Thousand Two Hundred Seventy Dollars (\$9,993,270).**

- 2.4 Section 5.2 Use of Grant Funds** of the Agreement is hereby deleted and replaced in its entirety to read as follows:

**5.2 Use of Grant Funds.** Grantee shall use the Grant Funds only for Eligible Expenses 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.

- 2.5 Section 5.4 State or Federal Funds** of the Agreement is hereby deleted and replaced in its entirety to read as follows:

**5.4 State or Federal Funds.**

- (a) **Disallowance.** Where the funds are provided by the State or Federal government, with respect to Grant Funds, if any, 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.** Where 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.

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

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

**2.7 10.1 Types and Amounts of Coverage** of the Agreement is hereby replaced in its entirety to read as follows:

**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.

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

**13.3 Subcontracting.** If the 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 the

Budget 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 in the Budget without the prior consent of City; provided, however, that Grantee shall not thereby be relieved from any liability or obligation under this Agreement and, as between City and Grantee, Grantee shall be responsible for the acts, defaults and omissions of any subgrantee or its agents or employees as fully as if they were the acts, defaults or omissions of Grantee. Grantee shall ensure that its subgrantees comply with all of the terms of this Agreement, insofar as they apply to the subcontracted portion of the Grant Plan. All references herein to duties and obligations of Grantee shall be deemed to pertain also to all subgrantees to the extent applicable. A default by any subgrantee shall be deemed to be an Event of Default hereunder. Nothing contained in this Agreement shall create any contractual relationship between any subgrantee and City.
- (b) **Terms of Subcontract.** Each subcontract shall be in form and substance acceptable to City and shall expressly provide that it may be assigned to City without the prior consent of the subgrantee. In addition, each subcontract shall incorporate all of the terms of this Agreement, insofar as they apply to the subcontracted portion of the Grant Plan. Without limiting the scope of the foregoing, each subcontract shall provide City, with respect to the subgrantee, the audit and inspection rights set forth in Section 6.6. Upon the request of City, Grantee shall promptly furnish to City true and correct copies of each subcontract permitted hereunder.

## 2.9 **ARTICLE 15 NOTICES AND OTHER COMMUNICATIONS** of the Agreement is 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 <a href="mailto:hshcontracts@sfgov.org">hshcontracts@sfgov.org</a>
If to Grantee:	COMMUNITY HOUSING PARTNERSHIP dba HOMERISE 251 Post Street, Suite 200

San Francisco, CA 94108  
Attn: Janea Jackson  
[jjackson@HOMERISEsf.org](mailto:jjackson@HOMERISEsf.org)

Any notice of default must be sent by certified mail or other trackable written communication.

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

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

**2.10 Section 16.8 Requiring Minimum Compensation for Employees** of the Agreement is hereby deleted and replaced in its entirety to read as follows:

**16.8 Requiring Minimum Compensation for Employees.** Grantee shall pay covered employees no less than the minimum compensation required by San Francisco Labor and Employment Code Article 111, including a minimum hourly gross compensation, compensated time off, and uncompensated time off. Grantee is subject to the enforcement and penalty provisions in Article 111. Information about and the text of the Article 111 is available on the web at <http://sfgov.org/olse/mco>. Grantee is required to comply with all of the applicable provisions of Article 111, irrespective of the listing of obligations in this Section. By signing and executing this Agreement, Grantee certifies that it complies with Article 111.

**2.11 Section 16.21 Compliance with Other Laws** of the Agreement is hereby deleted and replaced in its entirety to read as follows:

- (a) 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.
- (b) 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 subcontractors/subgrantees/subrecipients 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 subcontractors/subgrantees/subrecipients to remain in good standing with applicable requirements shall be a material breach of this Agreement.

- 2.12 Reserved. (Section 16.23 Additional Requirements for Federally-Funded Awards)** of the Agreement is hereby deleted and replaced in its entirety to read as follows:

**16.23 Additional Requirements for Federally-Funded Awards, when applicable.**

- (a) Grantee shall comply with the requirements described in 2 CFR 25.200, or any successor provisions, to provide a valid Unique Entity Identifier (UEI) and maintain an active SAM.gov registration with current information.
- (b) The Grant Agreement is subject to 2 CFR Part 175, Award Term for Trafficking in Persons. Federal funding under this Grant Agreement may be terminated without penalty if Grantee:
  - (1) Engages in severe forms of trafficking in persons during the period of time that the award is in effect;
  - (2) Procures a commercial sex act during the period of time that the award is in effect; or
  - (3) Uses forced labor in the performance of the award or sub-awards under the award.

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

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

Appendix A, Services to be Provided (dated July 1, 2024)  
 Appendix B, Budget (dated July 1, 2024)  
 Appendix C, Method of Payment (dated July 1, 2024)  
 Appendix D, Interests in Other City Grants (dated July 1, 2024)

- 2.14 Section 17.12 Dispute Resolution Procedure** of the Agreement is hereby deleted and replaced with the following:

**17.12 Reserved.**



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

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

- 2.16 Appendix A, Services to be Provided**, of the Agreement is hereby replaced in its entirety by the modified **Appendix A, Services to be Provided** (dated July 1, 2024), for the period of July 1, 2024 to June 30, 2025.
- 2.17 Appendix B, Budget**, of the Agreement is hereby replaced in its entirety by the modified **Appendix B, Budget** (dated July 1, 2024), for the period of July 1, 2019 to June 30, 2025.
- 2.18 Appendix C, Method of Payment**, of the Agreement is hereby replaced in its entirety by the modified **Appendix C, Method of Payment** (dated July 1, 2024).
- 2.19 Appendix D, Interests in Other City Grants**, of the Agreement is hereby replaced in its entirety by the modified **Appendix D, Interests in Other City Grants** (dated July 1, 2024).

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


**CITY**

**GRANTEE**


**DEPARTMENT OF HOMELESSNESS  
AND SUPPORTIVE HOUSING**

**COMMUNITY HOUSING  
PARTNERSHIP DBA HOMERISE**

By:  7/25/2024  
CAD7B781896B449...  
Shireen McSpadden  
Executive Director

By:  7/22/2024  
324E6037793C49C...  
Janea Jackson  
Executive Director  
City Supplier Number: 0000022473

Approved as to Form:  
David Chiu  
City Attorney

By:  7/25/2024  
1AFBEA6D5F35481...  
Adam Radtke  
Deputy City Attorney

**Appendix A, Services to be Provided  
by  
Community Housing Partnership dba HomeRise  
5<sup>th</sup> and Harrison Transitional Living Program**

**I. Purpose of Grant**

The purpose of this grant is to provide Transitional Housing and Support Services to the served population. The goals of these services are to stabilize participant's living situations, improve their mental and physical health, and increase their independence, in order to support them in transitioning to permanent housing.

**II. Served Population**

Grantee shall serve Transitional Age Youth (TAY), ages 18 to 24, who are:

- A. Experiencing homelessness; and/or
- B. Who are marginally housed; and/or
- C. At imminent risk of homelessness.

**III. Referral and Prioritization**

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

**IV. Description of Services**

Grantee shall provide the total number of participants as described in the Appendix B, Budget ("Number Served" tab) at any given time with Transitional Housing and Support Services for up to 24 months or until the participant reaches the age of 25, whichever occurs first. Grantee shall provide the following services, including, but not limited to:

- A. Transitional Housing: Grantee shall provide Transitional Housing. Grantee shall provide services at facilities for which they have site control, meaning a site they own or lease, provided that the site conforms to City requirements. Grantee shall also provide operations services, including, but not limited to, janitorial services in common areas and maintenance and repair of the facility and its systems to maintain a clean and safe environment.
- B. Supportive Services: Grantee shall utilize youth development programming to build strengths and promote resiliency. Support Services shall include, but are not limited, to the following:
  - 1. Outreach: Grantee shall actively engage with participants to provide information about available Support Services and invite TAY to participate. Outreach methods shall include in-person interactions, written messages, phone calls, voice mail, and emails, as available and appropriate to reach participants. Grantee shall document all outreach and attempts.
  - 2. Intake and Assessment: Grantee shall provide one or more meetings or interviews with each participant to gather required information, identify strengths, skills and needs and to set goals. The assessment shall focus on housing, employment, and education and shall occur within 30 days of placement.

3. Individualized Service Plans: Grantee shall provide Individualized Service Plans to establish and support achievement of goals. Grantee shall document interactions, engagement, and status of participants at least two or more times per month to ensure they are doing well and are receiving the support they need. Participants must actively participate in the development of their Individualized Service Plan.  
Grantee shall attempt meaningful engagement with each participant two or more times per month, to assess strengths, skills and needs and match participants with program services most appropriate to help them transition into permanent housing and maximize their well-being.
4. Case Management: Grantee shall provide in-person case management, which includes ongoing meetings and counseling services to support the achievement of Individualized Service Plan goals. Grantee shall document interactions, engagement, and status of participants.
5. Document Readiness: Grantee shall assist guests to become document ready, to obtain needed documentation to support housing options and placement, including, but not limited to uploading/providing the ONE system with copies of the documents to avoid documents being lost or damaged;
6. Employment: Grantee shall provide supervised job search for employment that is subsidized or unsubsidized. Grantee shall assist participants with placement in subsidized employment, such as on-the-job training programs, workshops, or positions subsidized through other government or private funding sources; or unsubsidized jobs.
7. Transitional Housing Stability Support: Grantee shall offer on-site services and/or referrals to all participants who display indications of placement instability. Such indications include, but are not limited to, discontinuance from county, state and federal benefits, rule violations or behavior that puts the participant at risk of a denial of services, conflicts with staff or other participants, and if applicable, warnings from property/program management. Grantee shall assist with the de-escalation and resolution of conflicts as needed.
8. Life Skills Training: Grantee shall provide basic life skills training, which may include, but is not limited to topics such as budgeting, household finances, conducting a housing search, nutrition, working with landlords, participants' rights, health awareness, and healthcare navigation, and parenting, if applicable.
9. Benefits Advocacy and Assistance: Grantee all assist participants with obtaining or maintaining benefits. Grantee shall provide referrals for and solve problems preventing a participants' enrollment in county, state and federal benefits programs. Grantee may help participants identify, apply for and establish appointments for available services, such as cash aid, food programs, medical clinics and/or in-home support.

10. Referrals and Coordination of Services: Grantee shall help participants identify and access services available within the community that meet specific needs or support progress toward identified goals, especially those related to education and employment. For example, Grantee shall connect participants with Adult Basic Education, High School Diploma, General Education Degree (GED) preparation, and/or assistance with college preparation, enrollment, and financial aid support and with vocational training and workshops, job development, and job search assistance. This may include providing information about services, calling to help establish appointments, assisting with applications, providing appointment reminders, following up/checking in with participants regarding progress, and, as necessary, re-referral. Grantee shall also communicate and coordinate with outside service providers to support existing linkages that participants may have. Grantee shall refer any participant to an Access Point who has not been assessed by Coordinated Entry.
11. Transportation: Grantee shall provide resources needed to ensure transportation is not a barrier to participant self-sufficiency.
12. Grantee shall assist participants with reasonable accommodations, transfers, and other supports in accordance with HSH policy.
13. De-Escalation and Conflict Resolution: Grantee shall provide Support Service staff who shall be equipped to respond to emergency situations and are able to provide on-call de-escalation and conflict resolution 24 hours per day, seven days a week.
14. Grantee shall conduct Room Checks, Wellness Checks and/or Emergency Safety Checks regularly to ensure participant health and safety.
15. Support Groups, Social Events and Organized Activities:
  - a. Grantee shall provide participants with opportunities to participate in organized gatherings for peer support. These events may be planned with or based on input from participants; and
  - b. Grantee shall conduct monthly community meetings for participants.
16. Exit Planning and After-Care Services: Grantee shall start engaging participants in exit planning within 6 months of intake and support successful transitions from the program. This plan shall be created based on the participant's needs and preferences and shall include a plan for the participant's entry into permanent and independent housing. Housing Plans may also include establishing a link to case management as well as access to services in the community. Grantee shall assist participants in housing searches and applications.

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

Grantee shall provide Support Services and Transitional Housing at 374 5th Street, San Francisco, CA. Grantee shall provide services times when necessary to best serve participant using the staffing outlined in the Appendix B, Budget.

Grantee shall implement policies and procedures pertaining to emergency backup and will train staff accordingly.

## **VI. Service Requirements**

### **A. Facilities**

1. Grantee shall maintain facilities in full compliance with requirements of the law and local standards. Grantee shall ensure that facilities are well maintained, clean, and free of pests per the City Integrated Pest Management Code and Environmentally Preferable Purchasing Ordinance. Maintenance shall occur regularly, as required and janitorial services shall occur regularly, per shift, and as required.
  - a. Grantee shall respond to all facility related requests and complaints promptly and in a manner that ensures the safety of participants and Provider staff. Providers shall note in writing and post in a common area when a maintenance problem of a common area will be repaired and the status of repair.
  - b. Grantee shall develop, maintain, and document maintenance schedules for the facility and its systems, as applicable per facility, including, but not limited to, maintaining light fixtures; heating and air conditioning systems (e.g. fan blades, air registers, vents, filters); plumbing (e.g. drains of showers, toilets, sinks); appliances (e.g. hand dryers, refrigerators, microwaves, fans, etc.); elevators; security systems (e.g. metal detectors, security cameras); fire extinguishers; emergency exits; electrical systems; mold, leak, and pest checks (e.g. roof, walls, bathrooms, kitchen, etc.); and supply checks (e.g. toilet paper, towels, soap, etc.).
  - c. Grantee shall develop, maintain, and document janitorial schedules 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. 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 participants will participate in annual trainings on harm reduction, overdose recognition and response.

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

- D. 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>.
- E. Case Conferences. Grantee shall participate in individual case conferences and team coordination meetings with HSH-approved programs, as needed, to coordinate and collaborate regarding participants' progress.
- F. Supervision and Training: Grantee shall provide Support Services staff with supervision, training and case conferencing, as needed, to ensure appropriate case management, counseling and referral services are provided to participants.
- G. Admission Policy: Grantee admission policies for services shall be in writing and available to the public. Except to the extent that the services are to be rendered to a specific population as described in the programs listed herein, such policies must include a provision that the served population is accepted for care without discrimination on the basis of race, color, creed, religion, sex, age, national origin, ancestry, sexual orientation, gender identification, disability, or HIV status.
- H. Good Neighbor Policies: Grantee shall maintain a good relationship with the neighborhood, including:
  - 1. Grantee shall work with neighbors, HSH, San Francisco Police Department (SFPD), Department of Public Works (DPW), Department of Public Health (DPH), DEM/Healthy Streets Operations Center (HSOC), and other relevant city agencies to ensure that neighborhood concerns about the facility, site, and perimeter are heard and addressed.
  - 2. Grantee shall work with neighbors, HSH, SFPD, DPW, DPH, and other relevant city agencies to ensure that neighborhood concerns about the facility are heard and addressed.
  - 3. Grantee shall assign a director, manager, or representative to participate in and attend appropriate neighborhood and community meetings.
  - 4. Grantee shall provide a phone number to all interested neighbors that will be answered 24 hours a day by a manager or other responsible person who has the authority to respond to complaints and issues at the site as they arise.
  - 5. Grantee shall minimize the impact on the neighborhood of program guests entering, exiting, or waiting for services. Grantee will do this by limiting referrals to specified referral partners, 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 participants. Grantee will coordinate with other service providers and City agencies, as necessary to address this issue if just outside the program site.

7. Grantee shall actively discourage loitering and public drug use in the area immediately surrounding the program. Grantee will coordinate with other service providers and City agencies, as necessary, to address this issue.
8. Grantee shall implement management practices necessary to ensure that staff and participants maintain the safety and cleanliness of the area immediately surrounding the facility and do not block driveways of neighboring participant or businesses.
9. Grantee shall take all reasonable measures to ensure the sidewalks adjacent to the facility are not blocked.
10. Grantee will conduct at minimum 3 daily perimeter inspections, collect litter and contact the appropriate city department for assistance when needed.
11. Grantee shall immediately report to SFHOT or HSOC if encampments emerge along the perimeter of the site or immediately across the street.
12. Grantee will actively discourage guests from keeping tents outside of the site on the sidewalk and will follow HSH protocols on the issue.
13. Grantee will abate any graffiti on the site within 24 hours, weather permitting.
14. Grantee will report graffiti in the immediate area to 311.

I. Feedback, Complaint and Follow-up Policies:

Grantee shall provide means for the served population to provide input into the program, including the planning, design, and satisfaction. Feedback methods shall include:

1. 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.
2. Grantee shall offer and promote a written quarterly survey that has been pre-approved by HSH to the served population to gather feedback, gauge 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.

J. Grievance Procedure:

1. Grantee shall establish and maintain a written Grievance Procedure for participant, which shall include, at minimum, the following elements:
  - a. The name or title of the person or persons authorized to make a determination regarding the grievance;
  - b. The opportunity for the aggrieved party to discuss the grievance with those who will be making the determination;
  - c. The amount of time required for each step, including when a participant can expect a response; and
  - d. In accordance with published HSH policies/procedures, the HSH Grievances email address ([hshgrievances@sfgov.org](mailto:hshgrievances@sfgov.org)) and mailing address for the household to contact after the household has exhausted Grantee's internal Grievance Procedure.



2. Grantee shall, at program entry, review and provide a copy of this procedure, and any amendments, to each participant and obtain a signed copy of the form from the participant, which must be maintained in the participant's file. Additionally, Grantee shall post the policy at all times in a location visible to participants and provide a copy of the procedure and any amendments to the assigned HSH Program Manager.

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 HSH meetings and trainings, as requested;
3. Adherence to the HSH Shelter Grievance Policy;
4. Attendance at required ADA and access for persons with disabilities trainings;
5. Adherence to the City service/companion/support animal policy; and
6. 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).

- L. Critical Incidents: Grantee shall report critical incidents, as defined in the Critical Incident Policy, to HSH, within 24 hours of the incident according to Department policy. Critical incidents shall be reported using the online Critical Incident Report (CIR) form. In addition, critical incidents that involve life endangerment events or major service disruptions should be reported immediately to the HSH program manager. Please refer to the CIR Policy and procedures on the HSH Providers Connect website.

- M. Coordination with Other Service Providers: Grantee shall establish a Memorandum of Understanding (MOU) between all onsite service providers to outline their commitment to collaboration and services provided in the service of participants.

- N. 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.

O. Record Keeping and Files:

1. Grantee shall maintain confidential files on the served population, including developed plans, notes, guest agreement, Release of Information (ROI) and progress notes.
2. Grantee shall maintain confidential files for active and previously active guests, and document support service usage.

3. Grantee shall maintain confidential files regarding complaints, grievances, warnings and exits/denials of service for rule infractions including written notices, warnings, exit paperwork and related communications with guests.
4. Grantee shall maintain appropriate documentation to validate the approval of extensions to guests according to HSH policies.
5. Grantee shall maintain all eligibility documentation in the Online Navigation and Entry (ONE) System, including homelessness verification documents and/or ONE system enrollment.

**P. Data Standards:**

1. Grantee shall ensure compliance with the Homeless Management Information System (HMIS) Participation Agreement and Continuous Data Quality Improvement (CDQI) Process<sup>1</sup>, including but not limited to:
  - a. Entering all 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 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, HSH, and other providers about program participants shall be communicated in a secure manner, with appropriate release of consent forms and in compliance with 24 C.F.R. Part 578, Continuum of Care; 45 C.F.R. Parts 160 and 164, the Health Insurance Portability and Accountability Act (HIPAA) and federal and state data privacy and security guidelines.
5. Failure to comply with data security, storage and access requirements may result in loss of access to the HMIS and other data systems.

**VI. Service Objectives**

Grantee shall achieve the Service Objectives listed below.

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

- A. Grantee shall actively outreach to 100 percent of households at least once every month.
- B. Grantee shall offer assessment to 100 percent of households for primary medical care, mental health and substance use treatment needs within 60 days of move-in.
- C. Grantee shall offer assessment to 100 percent of households for benefits within 60 days of move-in, and shall assist residents to apply for benefits for which they are eligible.
- D. Grantee shall offer Support Services to 100 percent of all households who showed housing instability (e.g., non-payment of rent, lease violations) at least once per incident.
- E. Grantee shall outreach to 100 percent of households with planned exits from the program to engage in comprehensive discharge planning, which includes referrals for case management, housing, food, clothing, medical treatment, detox, and/or other services as necessary and appropriate.
- F. Grantee shall outreach to 100 percent of program participants participating in Support Services to create/engage in Service Plans, as needed, on an ongoing basis.
- G. Grantee shall review Service Plans at least once every six months and update as appropriate at this time.
- H. Grantee shall administer an annual written anonymous survey of households to obtain feedback on the type and quality of program services. Grantee shall offer all households the opportunity to take this survey.

## **VII. Outcome Objectives**

Grantee shall achieve the Outcome Objectives listed below.

- A. 90 percent of households will maintain their housing for a minimum of 12 months, move to other permanent housing, or be provided with more appropriate placements;
- B. 80 percent of individualized service plans will be reviewed at least once every six months and updated as appropriate at this time;
- C. 85 percent of participants have at least one positive relationship and/or permanent connection with an adult to whom they can go for support, advice, and guidance;
- D. 90 percent of participants will be engaged in education or employment activities while in the program;
- E. 80 percent of participants who exit will be employed or enrolled in post-secondary education;

- F. 70 percent of participants exiting the program will exit to stable housing; and
- G. 80 percent of households completing an annual tenant satisfaction survey will be satisfied or very satisfied with program services (based on a four-point scale: 1 = very dissatisfied, 2 = dissatisfied, 3 = satisfied, 4 = very satisfied).

### **VIII. Reporting Requirements**

Grantee shall input data into systems required by HSH, such as Online Navigation and Entry (ONE) system, and CARBON.

- A. For any quarter that maintains less than 90 percent of the total agreed upon units of service for any mode of service hereunder, Grantee shall immediately notify the Department in writing and shall specify the number of underutilized units of service.
- B. Grantee shall report vacancy and referral information to HSH weekly in the form specified by HSH until such a time that an inventory tracker is available in ONE.
- C. Reporting via HSH designated method the current pool of active guests, the number of occupied beds, the number of beds temporarily offline and the number of beds currently available for placement.
- D. Grantee shall provide a monthly, quarterly, and annual report of activities, referencing the tasks as described in the Service and Outcome Objectives sections. Grantee shall enter the monthly metrics in the CARBON database by the 15<sup>th</sup> of the following month, including:
  - 1. Occupancy;
  - 2. New move-ins;
  - 3. Exits; and
  - 4. The number of unduplicated case manager contacts
- E. Grantee shall provide an annual report summarizing the contract activities, referencing the tasks as described in the Service and Outcome Objectives sections. This report shall also include accomplishments and challenges encountered by the Grantee. Grantee will enter the annual metrics in the CARBON database by the 15<sup>th</sup> of the month following the end of the program year.
- F. Grantee shall provide Ad Hoc reports as required by the Department and respond to requests by the Department in a timely manner.
- G. 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

Contractor within thirty working days of receipt of any evaluation report and such response will become part of the official report.

- H. Grantee shall submit Project Descriptor data elements as described in the U.S. Department of Housing and Urban Development (HUD)'s latest HMIS Data Standards Manual (<https://files.hudexchange.info/resources/documents/HMIS-Data-Standards-Manual.pdf>) to HSH at the following intervals: 1) at the point of project setup; 2) when project information changes; 3) at least annually or as requested by HSH. Data is used for reporting mandated by HUD and California's Interagency Council on Homelessness, and to ensure HSH's ongoing accurate representation of program and inventory information for various reporting needs, including monitoring of occupancy and vacancy rates.

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

## **IX. 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, the Grantee's administrative records, staff training documentation, postings, program policies and procedures, data reported on Annual Performance Reports (APR), documentation of funding match sources, Disaster and Emergency Response Plan and training, personnel and activity reports, proper accounting for funds and other operational and administrative activities, and back-up documentation for reporting progress towards meeting service and outcome objectives.

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 training and agency lead meetings.

- B. Fiscal Compliance and Contract Monitoring: Fiscal monitoring will include review of the Grantee's organizational budget, the general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal and accounting policies, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring will include review of Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, and Memoranda 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 APPENDIX B, BUDGET			
2				
3	Document Date	7/1/2024		
4	Contract Term	Begin Date	End Date	Duration (Years)
5	Current Term	7/1/2019	6/30/2024	5
6	Amended Term	7/1/2019	6/30/2025	6
7	Program	5th and Harrison Transitional Living Program		
8				
9	Approved Subcontractors			
10	Pacific Coast Staffing			
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	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																					
2	APPENDIX B, BUDGET																					
3	Document Date	7/1/2024																				
4	Contract Term	Begin Date	End Date	Duration (Years)																		
5	Current Term	7/1/2019	6/30/2024	5																		
6	Amended Term	7/1/2019	6/30/2025	6																		
7	Program	5th and Harrison Transitional Living Program																				
8	Service Component				Year 1		Year 2		Year 3		Year 4		Year 5		Year 6							
9					7/1/2019 - 6/30/2020		7/1/2020 - 6/30/2021		7/1/2021 - 6/30/2022		7/1/2022 - 6/30/2023		7/1/2023 - 6/30/2024		7/1/2024 - 9/30/2024							
10					Transitional Housing		41		41		41		41		41		43					
11	Support Services				3		3		3		3		3		1							
12																						
13																						
14																						
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16																						
17																						
18																						
19																						

	A	B	C	D	G	J	M	P	Q	T	U	V	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING														
2	APPENDIX B, BUDGET														
3	Document Date	7/1/2024													
4	Contract Term	Begin Date	End Date	Duration (Years)											
5	Current Term	7/1/2019	6/30/2024	5											
6	Amended Term	7/1/2019	6/30/2025	6											
7	Provider Name	HomeRise (fka Community Housing Partnership)													
8	Program	5th and Harrison Transitional Living Program													
9	FSP Contract ID#	1000013599													
10	Action (select)	Amendment													
11	Effective Date	7/1/2024													
12	Budget Names	General Fund - Transitional Housing and Support Services													
13		Current	New	0%											
14	Term Budget	\$ 9,330,410	\$ 9,993,270												
15	Contingency	\$ 662,860	\$ -												
16	Not-To-Exceed	\$ 9,993,270	\$ 9,993,270												
17	EXTENSION YEAR														
18		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6				All Years				
19		7/1/2019 - 6/30/2020	7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 9/30/2024	7/1/2024 - 9/30/2024	7/1/2024 - 9/30/2024	7/1/2019 - 6/30/2024	7/1/2019 - 6/30/2025	7/1/2019 - 6/30/2025			
20		Actuals	Actuals	Actuals	Actuals	Current	Current	Amendment	New	Current/Actuals	Amendment	New			
21	Expenditures														
22	Salaries & Benefits	\$ 708,408	\$ 704,152	\$ 841,139	\$ 902,426	\$ 1,013,943	\$ -	\$ 1,025,924	\$ 1,025,924	\$ 4,170,068	\$ 1,025,924	\$ 5,195,992			
23	Operating Expense	\$ 795,350	\$ 799,606	\$ 744,857	\$ 980,598	\$ 902,405	\$ -	\$ 890,426	\$ 890,426	\$ 4,222,815	\$ 890,426	\$ 5,113,241			
24	Subtotal	\$ 1,503,757	\$ 1,503,757	\$ 1,585,996	\$ 1,883,024	\$ 1,916,348	\$ -	\$ 1,916,350	\$ 1,916,350	\$ 8,392,883	\$ 1,916,350	\$ 10,309,233			
25	Indirect Percentage														
26	Indirect Cost (Line 24 X Line 25)	\$ 225,563	\$ 225,563	\$ 237,899	\$ 282,457	\$ 287,452	\$ -	\$ 287,452	\$ 287,452	\$ 1,258,933	\$ 287,452	\$ 1,546,386			
27	Other Expenses (Not subject to indirect %)	\$ (42,126)	\$ (162,644)	\$ 118,448	\$ (335,617)	\$ 100,531	\$ -	\$ (1,540,942)	\$ (1,540,942)	\$ (321,408)	\$ (1,540,942)	\$ (1,862,350)			
30	Total Expenditures	\$ 1,687,194	\$ 1,566,676	\$ 1,942,344	\$ 1,829,863	\$ 2,304,332	\$ -	\$ 662,860	\$ 662,860	\$ 9,330,409	\$ 662,860	\$ 9,993,269			
31															
32	HSH Revenues (select)														
33	General Fund - Ongoing	\$ 1,729,320	\$ 1,734,552	\$ 1,843,874	\$ 2,180,480	\$ 2,304,333	\$ -	\$ 2,304,333	\$ 2,304,333	\$ 9,792,559	\$ 2,304,333	\$ 12,096,892			
35	General Fund - One-Time	\$ -	\$ -	\$ 51,880	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 51,880	\$ -	\$ 51,880			
36	Prop C - One-Time COVID-19 Bonus Pay	\$ -	\$ -	\$ 100,993	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,993	\$ -	\$ 100,993			
37	COVID-19 Time-Limited Funding	\$ 12,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,000	\$ -	\$ 12,000			
38	Adjustment to Actuals	\$ (54,126)	\$ (167,876)	\$ (54,403)	\$ (350,617)	\$ -	\$ -	\$ -	\$ -	\$ (627,022)	\$ -	\$ (627,022)			
39	Pending Amendment - Above NTE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (1,641,473)	\$ (1,641,473)	\$ -	\$ (1,641,473)	\$ (1,641,473)			
42	Total HSH Revenues	\$ 1,687,194	\$ 1,566,676	\$ 1,942,344	\$ 1,829,863	\$ 2,304,333	\$ -	\$ 662,860	\$ 662,860	\$ 9,330,410	\$ 662,860	\$ 9,993,270			
43	Other Revenues (to offset Total Expenditures)														
49	Total Other Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
50															
51	Total HSH + Other Revenues	\$ 1,687,194	\$ 1,566,676	\$ 1,942,344	\$ 1,829,863	\$ 2,304,333	\$ -	\$ 662,860	\$ 662,860	\$ 9,330,410	\$ 662,860	\$ 9,993,270			
52	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
54	Total Adjusted Salary FTE (All Budgets)	0.00	0.00	12.88	10.84					12.36					
55															
56	Prepared by	Karen Erickson													
57	Phone	415/225-4959													
58	Email	kerickson@homeriseef.org													
59															
60	Template last modified	5/13/2024													
61															
63															
64	*NOTE: HSH budgets typically project out revenue levels across multiple														
65	years, strictly for budget-planning purposes. All program budgets at any														
66	given year are subject to Mayoral / Board of Supervisors discretion and														
67	funding availability, and are not guaranteed. For further information,														
68	please see Article 2 of the G-100 Grant Agreement document.														



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																																				
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3	Document Date	7/1/2024																																			
4	Contract Term	Begin Date	End Date	Duration (Years)																																	
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16	Not-To-Exceed	\$ 9,993,270	\$ 9,993,270																																		
17	EXTENSION YEAR																																				
18		Year 1		Year 2		Year 3		Year 4		Year 5		Year 6		All Years																							
19		7/1/2019 - 6/30/2020		7/1/2020 - 6/30/2021		7/1/2021 - 6/30/2022		7/1/2022 - 6/30/2023		7/1/2023 - 6/30/2024		7/1/2024 - 9/30/2024		7/1/2024 - 9/30/2024		7/1/2019 - 6/30/2025		7/1/2019 - 6/30/2025		7/1/2019 - 6/30/2025																	
20		Actuals		Actuals		Actuals		Actuals		Current		Current		Amendment		New		Current/Actuals		Amendment		New															
21	Expenditures																																				
22	Salaries & Benefits	\$ 708,408	\$ 704,152	\$ 841,139	\$ 902,426	\$ 1,013,943	\$ -	\$ 1,025,924	\$ 1,025,924	\$ 4,170,068	\$ 1,025,924	\$ 5,195,992																									
23	Operating Expense	\$ 795,350	\$ 799,606	\$ 744,857	\$ 980,598	\$ 902,405	\$ -	\$ 890,426	\$ 890,426	\$ 4,222,815	\$ 890,426	\$ 5,113,241																									
24	Subtotal	\$ 1,503,757	\$ 1,503,757	\$ 1,585,996	\$ 1,883,024	\$ 1,916,348	\$ -	\$ 1,916,350	\$ 1,916,350	\$ 8,392,883	\$ 1,916,350	\$ 10,309,233																									
25	Indirect Percentage	15.00%	15.00%	15.00%	15.00%	15.00%	15.00%		15.00%		15.00%																										
26	Indirect Cost (Line 24 X Line 25)	\$ 225,563	\$ 225,563	\$ 237,899	\$ 282,457	\$ 287,452	\$ -	\$ 287,452	\$ 287,452	\$ 1,258,933	\$ 287,452	\$ 1,546,386																									
27	Other Expenses (Not subject to indirect %)	\$ (42,126)	\$ (162,644)	\$ 118,448	\$ (335,617)	\$ 100,531	\$ -	\$ (1,540,942)	\$ (1,540,942)	\$ (321,408)	\$ (1,540,942)	\$ (1,862,350)																									
28	Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -																									
30	Total Expenditures	\$ 1,687,194	\$ 1,566,676	\$ 1,942,344	\$ 1,829,863	\$ 2,304,332	\$ -	\$ 662,860	\$ 662,860	\$ 9,330,409	\$ 662,860	\$ 9,993,269																									
31																																					
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35	General Fund - One-Time			\$ 51,880						\$ 51,880	\$ -	\$ 51,880																									
36	Prop C - One-Time COVID-19 Bonus Pay			\$ 100,993						\$ 100,993	\$ -	\$ 100,993																									
37	COVID-19 Time-Limited Funding	\$ 12,000								\$ 12,000	\$ -	\$ 12,000																									
38	Adjustment to Actuals	\$ (54,126)	\$ (167,876)	\$ (54,403)	\$ (350,617)					\$ (627,022)	\$ -	\$ (627,022)																									
39	Pending Amendment - Above NTE									\$ (1,641,473)	\$ (1,641,473)	\$ -	\$ (1,641,473)																								
40										\$ -	\$ -	\$ -																									
41										\$ -	\$ -	\$ -																									
42	Total SHS Revenues	\$ 1,687,194	\$ 1,566,676	\$ 1,942,344	\$ 1,829,863	\$ 2,304,333	\$ -	\$ 662,860	\$ 662,860	\$ 9,330,410	\$ 662,860	\$ 9,993,270																									
43	Other Revenues (to offset Total Expenditures)																																				
49	Total Other Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -																									
50																																					
51	Total SHS + Other Revenues	\$ 1,687,194.00	\$ 1,566,676	\$ 1,942,344	\$ 1,829,863	\$ 2,304,333	\$ -	\$ 662,860	\$ 662,860	\$ 9,330,410	\$ 662,860	\$ 9,993,270																									
52	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -																									
53																																					
54																																					
55	Prepared by	Karen Erickson																																			
56	Phone	415-225-4959																																			
57	Email	kerickson@HomeRiseSF.org																																			
58																																					
59	Template last modified	5/13/2022																																			
60																																					
61																																					
62	*NOTE: SHS budgets typically project out revenue levels across multiple years, strictly for																																				
63	budget-planning purposes. All program budgets at any given year are subject to Mayoral /																																				
64	Board of Supervisors discretion and funding availability, and are not guaranteed. For																																				
65	further information, please see Article 2 of the G-100 Grant Agreement document.																																				

	A	H	O	V	AC	AJ	AK	AL	AM	AN	AO	AP	AQ	BT	BU	BV		
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																	
2	SALARY & BENEFIT DETAIL																	
3	Document Date	7/1/2024																
4	Provider Name	HomeRise (fka Community Housing Partnership)																
5	Program	5th and Harrison Transitional Living Program																
6	FSP Contract ID#	1000013599																
7	Budget Name	General Fund - Transitional Housing and Support Services										EXTENSION YEAR						
8		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6									All Years		
9	POSITION TITLE	7/1/2019 - 6/30/2020	7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	Agency Totals		For HSH Funded Program		7/1/2024 - 9/30/2024	7/1/2024 - 9/30/2024	7/1/2024 - 9/30/2024	7/1/2019 - 6/30/2025	7/1/2019 - 6/30/2025	7/1/2019 - 6/30/2025		
10		Actuals	Actuals	Actuals	Actuals	New					Current	Amendment	New	Current/Actuals	Modification	New		
11		Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Change	Budgeted Salary	Budgeted Salary	Change	Budgeted Salary	
12	Program Director (was Senior Program Director)	\$ -	\$ -	\$ 23,513	\$ 53,000	\$ 46,400	\$ 106,000	1.00	50%	0.50		\$ 53,000	\$ 53,000	\$ 122,913	\$ 53,000	\$ 175,913		
13	Site Manager	\$ 21,294	\$ 23,052	\$ 61,981	\$ 59,775	\$ 79,700	\$ 79,700	1.00	100%	1.00		\$ 79,700	\$ 79,700	\$ 245,802	\$ 79,700	\$ 325,502		
14	Clinical Case Manager	\$ 45,256	\$ 60,766	\$ 41,350	\$ 7,696	\$ 65,955	\$ 76,960	1.00	10%	0.10		\$ 7,696	\$ 7,696	\$ 221,023	\$ 7,696	\$ 228,719		
15	Clinical Services Manager - former position	\$ 26,918	\$ 19,678	\$ -	\$ -	\$ -	\$ -	-				\$ -	\$ -	\$ 46,596	\$ -	\$ 46,596		
16	Clinical Services Manager-former position	\$ 1,423	\$ -	\$ 7,104	\$ 932	\$ -	\$ -	-				\$ -	\$ -	\$ 9,459	\$ -	\$ 9,459		
17	Resident Services Team Lead - former position, replaced by Sr. CM	\$ 49,495	\$ 58,250	\$ 62,400	\$ 10,321	\$ -	\$ -	-				\$ -	\$ -	\$ 180,466	\$ -	\$ 180,466		
18	Resident Services Counselor - former position, replaced by Sr. CM	\$ 37,998	\$ 40,541	\$ 41,766	\$ 550	\$ -	\$ -	-				\$ -	\$ -	\$ 120,855	\$ -	\$ 120,855		
19	Compliance Specialist - former position	\$ 2,961	\$ -	\$ -	\$ -	\$ -	\$ -	-				\$ -	\$ -	\$ 2,961	\$ -	\$ 2,961		
20	Front Desk Clerk	\$ 123,853	\$ 141,860	\$ 126,610	\$ 160,160	\$ 188,780	\$ 45,760	3.50	100%	3.50		\$ 160,160	\$ 160,160	\$ 741,263	\$ 160,160	\$ 901,423		
21	Senior Front Desk Clerk	\$ 42,594	\$ 37,504	\$ 38,254	\$ 60,200	\$ 58,780	\$ 60,200	1.00	100%	1.00		\$ 60,200	\$ 60,200	\$ 237,332	\$ 60,200	\$ 297,532		
22	Maintenance Operations Manager (was Facilities Director)	\$ 4,249	\$ 4,354	\$ -	\$ -	\$ 15,640	\$ -	-				\$ -	\$ -	\$ 24,243	\$ -	\$ 24,243		
23	Maintenance Supervisor (formerly Sr. Maintenance Tech)	\$ 59,306	\$ 38,523	\$ 40,477	\$ 52,000	\$ 11,241	\$ 63,400	1.00	100%	1.00		\$ 63,400	\$ 63,400	\$ 201,547	\$ 63,400	\$ 264,947		
24	Janitor	\$ 53,995	\$ 49,651	\$ 36,171	\$ 47,840	\$ 125,270	\$ 47,840	1.00	140%	1.40		\$ 66,976	\$ 66,976	\$ 312,927	\$ 66,976	\$ 379,903		
25	Assistant Program Director	\$ 3,385	\$ 59,404	\$ 66,140	\$ 71,500	\$ -	\$ 71,500	1.00	100%	1.00		\$ 71,500	\$ 71,500	\$ 200,429	\$ 71,500	\$ 271,929		
26	Director of Contracts and Compliance (was the Director of Public Funding)	\$ -	\$ -	\$ 15,000	\$ 6,265	\$ 9,880	\$ 122,000	1.00	15%	0.15		\$ 18,300	\$ 18,300	\$ 31,145	\$ 18,300	\$ 49,445		
27	Director of Resident Services	\$ 9,251	\$ 8,542	\$ 18,000	\$ 19,200	\$ 9,904	\$ 128,000	1.00	15%	0.15		\$ 19,200	\$ 19,200	\$ 64,897	\$ 19,200	\$ 84,097		
28	VP of Impact-former position	\$ -	\$ 10,500	\$ 1,965	\$ 23,250	\$ -	\$ -	-				\$ -	\$ -	\$ 35,715	\$ -	\$ 35,715		
29	Learning and Evaluation Manager-former position	\$ -	\$ 3,300	\$ 665	\$ 6,136	\$ -	\$ 76,700	1.00	8%	0.08		\$ 6,136	\$ 6,136	\$ 10,101	\$ 6,136	\$ 16,237		
30	Chief Of Staff (was Chief Operating Officer)	\$ 6,556	\$ 18,870	\$ 12,000	\$ 11,100	\$ 15,280	\$ -	-				\$ -	\$ -	\$ 63,806	\$ -	\$ 63,806		
31	Resident Services Program Associate	\$ 15,713	\$ 5,768	\$ 17,000	\$ 9,672	\$ 5,990	\$ 64,480	1.00	15%	0.15		\$ 9,672	\$ 9,672	\$ 54,143	\$ 9,672	\$ 63,815		
32	Public Funding Associate-former position	\$ 39,448	\$ -	\$ 15,145	\$ 1,248	\$ -	\$ 62,400	1.00	5%	0.05		\$ 3,120	\$ 3,120	\$ 55,841	\$ 3,120	\$ 58,961		
33	L & E Programs Associate (Data)	\$ -	\$ 5,939	\$ -	\$ 3,500	\$ -	\$ 70,000	1.00	5%	0.05		\$ 3,500	\$ 3,500	\$ 9,439	\$ 3,500	\$ 12,939		
34	Resident Services Training Manager	\$ -	\$ 8,736	\$ 6,650	\$ 6,970	\$ 6,273	\$ 69,700	1.00	10%	0.10		\$ 6,970	\$ 6,970	\$ 28,629	\$ 6,970	\$ 35,599		
35	VP of Programs-former position	\$ -	\$ -	\$ 9,900	\$ 11,400	\$ -	\$ 190,000	1.00	6%	0.06		\$ 11,400	\$ 11,400	\$ 21,300	\$ 11,400	\$ 32,700		
36	Senior Case Manager (new position in lieu of RSTL)	\$ -	\$ -	\$ -	\$ 21,123	\$ 60,350	\$ 60,350	1.00	100%	1.00		\$ 60,350	\$ 60,350	\$ 81,473	\$ 60,350	\$ 141,823		
37	Case Manager (new position in lieu of RSC)			\$ -	\$ 24,140	\$ 60,350	\$ 60,350	1.00	100%	1.00		\$ 60,350	\$ 60,350	\$ 84,490	\$ 60,350	\$ 144,840		
38	Strategic Initiatives Director-former position	\$ -	\$ -	\$ -	\$ 8,250	\$ -	\$ 102,000	1.00	7%	0.07		\$ 7,140	\$ 7,140	\$ 8,250	\$ 7,140	\$ 15,390		
39		\$ -	\$ -	\$ -	\$ -	\$ -						\$ -	\$ -	\$ -	\$ -	\$ -		
40		\$ -	\$ -	\$ -	\$ -	\$ -						\$ -	\$ -	\$ -	\$ -	\$ -		
41		\$ -	\$ -	\$ -	\$ -	\$ -						\$ -	\$ -	\$ -	\$ -	\$ -		
42		\$ 543,695	\$ 595,238	\$ 642,091	\$ 676,228	\$ 759,793	TOTAL SALARIES		\$ -	\$ 768,770	\$ 768,770	\$ 3,217,045	\$ 768,770	\$ 3,985,815				
43							TOTAL FTE		12.36									
44		30.30%	18.30%	31.00%	33.45%	33.45%	FRINGE BENEFIT RATE		33.45%									
45		\$ 164,713	\$ 108,914	\$ 199,048	\$ 226,198	\$ 254,151	EMPLOYEE FRINGE BENEFITS		\$ -	\$ 257,154	\$ 257,154	\$ 953,024	\$ 257,154	\$ 1,210,177				
46		\$ 708,408	\$ 704,152	\$ 841,139	\$ 902,426	\$ 1,013,943	TOTAL SALARIES & BENEFITS		\$ -	\$ 1,025,924	\$ 1,025,924	\$ 4,170,068	\$ 1,025,924	\$ 5,195,992				
47																		

	A	B	E	H	K	N	Q	R	S	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING											
2	OPERATING DETAIL											
3	Document Date	7/1/2024										
4	Provider Name	HomeRise (fka Community Housing Partnership)										
5	Program	5th and Harrison Transitional Living Program										
6	FSP Contract ID#	1000013599										
7	Budget Name	General Fund - Transitional Housing and Support Services										
8		EXTENSION YEAR										
9		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6			All Years		
10		7/1/2019 - 6/30/2020	7/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 9/30/2024	7/1/2024 - 9/30/2024	7/1/2024 - 9/30/2024	7/1/2019 - 6/30/2025	7/1/2019 - 6/30/2025	7/1/2019 - 6/30/2025
11		Actuals	Actuals	Actuals	Actuals	Current	Current	Amendment	New	Current/Actuals	Modification	New
12	Operating Expenses	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
13	Rental of Property	\$ 580,434	\$ 598,036	\$ 609,977	\$ 710,396	\$ 606,595		\$ 645,280	\$ 645,280	\$ 3,105,438	\$ 645,280	\$ 3,750,718
14	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 76,405	\$ 59,133	\$ 24,652	\$ 51,406	\$ 76,000		\$ 48,000	\$ 48,000	\$ 287,596	\$ 48,000	\$ 335,596
15	Office Supplies, Postage	\$ 9,215	\$ 33,478	\$ 4,521	\$ 6,200	\$ 6,200		\$ 6,200	\$ 6,200	\$ 59,614	\$ 6,200	\$ 65,814
16	Building Maintenance Supplies and Repair	\$ 22,016	\$ 7,522	\$ 27,000	\$ 49,600	\$ 80,000		\$ 72,336	\$ 72,336	\$ 186,138	\$ 72,336	\$ 258,474
18	Insurance	\$ 26,142	\$ 550	\$ 25,685	\$ 19,120	\$ 22,185		\$ 22,185	\$ 22,185	\$ 93,682	\$ 22,185	\$ 115,867
19	Staff Training	\$ 11,841	\$ 22,623	\$ 6,382	\$ 18,600	\$ 12,500		\$ 12,500	\$ 12,500	\$ 71,946	\$ 12,500	\$ 84,446
20	Staff Travel-(Local & Out of Town)	\$ 800	\$ 800	\$ 575	\$ 775	\$ 775		\$ 775	\$ 775	\$ 3,725	\$ 775	\$ 4,500
21	Rental of Equipment	\$ 3,146	\$ 3,725	\$ 3,500	\$ 3,240	\$ 3,240		\$ 3,240	\$ 3,240	\$ 16,851	\$ 3,240	\$ 20,091
24	Office Equipment	\$ 15,770	\$ 19,000	\$ -	\$ -	\$ 5,000		\$ -	\$ -	\$ 39,770	\$ -	\$ 39,770
25	IT and Small Office Purchase	\$ 5,859	\$ 6,000	\$ 4,000	\$ 8,500	\$ 6,000		\$ 6,000	\$ 6,000	\$ 30,358	\$ 6,000	\$ 36,358
26	Organizational Activities (Staff)	\$ 3,577	\$ 1,969	\$ 100	\$ 2,000	\$ -		\$ -	\$ -	\$ 7,646	\$ -	\$ 7,646
27	Tenant/Program projects/activity supplies	\$ 10,450	\$ 16,450	\$ 10,465	\$ 21,525	\$ 15,200		\$ 10,200	\$ 10,200	\$ 74,090	\$ 10,200	\$ 84,290
29	Dues and Subscriptions	\$ -	\$ 6,000	\$ 3,000	\$ 6,500	\$ 6,500		\$ 6,500	\$ 6,500	\$ 22,000	\$ 6,500	\$ 28,500
54	Subcontractors (First \$25k Only)							\$ -		\$ -	\$ -	\$ -
55	Maintenance Contractors	\$ 7,532	\$ 2,000	\$ -	\$ 8,736	\$ -		\$ -	\$ -	\$ 18,268	\$ -	\$ 18,268
56	Extermination Contract	\$ 6,000	\$ 7,320	\$ -	\$ 10,000	\$ 10,000		\$ 10,000	\$ 10,000	\$ 33,320	\$ 10,000	\$ 43,320
57	Temp Desk Clerk/Lobby Security	\$ 13,000	\$ 15,000	\$ -	\$ 25,000	\$ 30,000		\$ 25,000	\$ 25,000	\$ 83,000	\$ 25,000	\$ 108,000
58	Professional Services	\$ -	\$ -	\$ 25,000	\$ 14,000	\$ -		\$ -	\$ -	\$ 39,000	\$ -	\$ 39,000
59	Contractors Janitorial				\$ 25,000	\$ 22,210		\$ 22,210	\$ 22,210	\$ 47,210	\$ 22,210	\$ 69,420
67												
68	TOTAL OPERATING EXPENSES	\$ 795,350	\$ 799,606	\$ 744,857	\$ 980,598	\$ 902,405	\$ -	\$ 890,426	\$ 890,426	\$ 4,222,815	\$ 890,426	\$ 5,113,241
69												
70	Other Expenses (not subject to indirect cost %)											
71	Flexible Funding		\$ 5,232	\$ 2,605		\$ 100,531		\$ 100,531	\$ 100,531	\$ 108,368	\$ 100,531	\$ 208,899
72	One-Time FY20-21 General Fund Carryforward			\$ 51,880				\$ -	\$ -	\$ 51,880	\$ -	\$ 51,880
73	Prop C One-Time COVID-19 Bonus Pay			\$ 100,994				\$ -	\$ -	\$ 100,994	\$ -	\$ 100,994
74	Professional Services - see similar line above in Subcontractor section			\$ 17,372				\$ -	\$ -	\$ 17,372	\$ -	\$ 17,372
75	Temp Desk Clerk/Lobby Security				\$ 10,000			\$ -	\$ -	\$ 10,000	\$ -	\$ 10,000
76	Contractors Janitorial				\$ 5,000			\$ -	\$ -	\$ 5,000	\$ -	\$ 5,000
77	Adjustment to Actuals	\$ (54,126)	\$ (167,876)	\$ (54,403)	\$ (350,617)			\$ -	\$ -	\$ (627,022)	\$ -	\$ (627,022)
78	COVID-19 Time-Limited Funding	\$ 12,000						\$ -	\$ -	\$ 12,000	\$ -	\$ 12,000
79	Hold Pending Amendment - Abode NTE							\$ (1,641,473)	\$ (1,641,473)	\$ -	\$ (1,641,473)	\$ (1,641,473)
83	TOTAL OTHER EXPENSES	\$ (42,126)	\$ (162,644)	\$ 118,448	\$ (335,617)	\$ 100,531	\$ -	\$ (1,540,942)	\$ (1,540,942)	\$ (321,408)	\$ (1,540,942)	\$ (1,862,350)
93												
94	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
95												
96	HSH #3									Template last modified 5/13/2022		

BUDGET NARRATIVE		Fiscal Year		<- Select from the drop-down list the fiscal year in which the proposed budget changes will first become effective			
General Fund - Transitional Housing		FY24-25					
		Adjusted	Budgeted	Budgeted			
Salaries & Benefits		FTE		Salary	Justification	Calculation	Employee Name
Program Director (was Senior Program Dir		0.50	\$	46,400	Directly supervises all APDs/Resident Services Managers to ensure high levels of program service and contract compliance.	Annualized Salary * Adjusted FTE	Saenz, Kacey
Site Manager		1.00	\$	79,700	The Site Manager maintains an environment of respect and service, while ensuring that residents abide by the house rules and program terms. Responsible for monitoring the physical integrity of the building and working with maintenance staff to address any deficiencies. Works in close coordination with Resident Services to collect program participant fees and savings contribution and collect tenant rent. The SM alternates on-call responsibilities during non-scheduled hours to respond to building and/or resident emergencies.	Annualized Salary * Adjusted FTE	Jackson, Deborah
Clinical Case Manager		0.10	\$	65,955	Master's Level clinician provide mental health treatment, crisis intervention and consultation, facilitate 5150s, and support achievement of agency-wide housing retention and Resident Services Department goals.	Annualized Salary * Adjusted FTE	Vacant; position to be posted; will be split with another property.
Front Desk Clerk		3.50	\$	188,780	Monitor daily building activities, provide 24-hour security, and respond to building and resident emergencies.	Annualized Salary * Adjusted FTE	Trocki, Robert; Page, Marquita; Byrd, Annie; Yaqueline Hernandez
Senior Front Desk Clerk		1.00	\$	60,200	Responsible for the operations of the building's desk station, including oversight and scheduling of the front desk clerk staff, training of staff on all emergency, and non-emergency procedures, and compliance with all departmental, and agency policies (high school diploma or GED required).	Annualized Salary * Adjusted FTE	n/a
Maintenance Operations Manager (was Fa			\$	15,640	The Maintenance Operations Manager oversees maintenance crews consisting of Senior Maintenance Technician(s) and/or Maintenance Technician(s) and Janitors at three (3) or more properties. Responsibilities include, but are not limited to, conducting maintenance, obtaining bids from vendors and providing recommendations on vendor selection, overseeing and ensuring the high quality of repairs conducted by staff and by vendors, coordinating the work of multiple maintenance staff employees, implementing the Preventive Maintenance Plans at assigned properties, and communicating effectively with site management staff.	Annualized Salary * Adjusted FTE	n/a
Maintenance Supervisor (formerly Sr. Main		1.00	\$	11,241	Responsible for ongoing maintenance and turnovers, oversight of all vendor repairs, and development and implementation of Preventive Maintenance Plans	Annualized Salary * Adjusted FTE	Atlatcatl Montecristo
Janitor		3.00	\$	125,270	Responsible for maintaining the cleanliness and janitorial standards at the site.	Annualized Salary * Adjusted FTE	Sanford, Kenneth, Harvey, Jermal and Stovall, Ronald
Assistant Program Director		1.00	\$	71,500	Provides program oversight and supervises on-site staff (Note: our program model requires that there is coverage for crisis intervention and cross training across the portfolios ensuring consistency within the department leadership and preventing gaps in coverage.)	Annualized Salary * Adjusted FTE	n/a
Director of Contracts and Compliance (was		0.15	\$	18,300	Supports the site-level staff to ensure that contract compliance is met, including all funder reporting. Identifies training opportunities for staff to ensure high level documentation and data collection of services provided. Leads Town Hall planning and implementation, including site level report outs of resident experience shared; supports staff follow up to ensure resident voice is centered in programmatic CQI.	Annualized Salary * Adjusted FTE	Spiker, Kat
Director of Resident Services		0.15	\$	19,200	Directs and guides the overall delivery of building-based services for tenants at supportive housing sites, including case management, community-building, and on-site behavioral health services to over 1,300 tenants; ensures compliance with funder requirements, including fiscal oversight and reporting; provides clinical supervision, crisis intervention and facilitates 5150's as needed.	Annualized Salary * Adjusted FTE	Davis Sr., Marcel
Learning and Evaluation Manager-former p		0.08	\$	6,136	Processes client data collected at all sites, performing data quality reviews and generating reports and analysis used by managers and program leadership for monitoring program quality and service delivery levels.	Annualized Salary * Adjusted FTE	n/a
Resident Services Program Associate		0.15	\$	9,672	Provides administrative support directly to sites (including soliciting and distributing in kind donations offered to residents (i.e. new bedding, clothing, personal care items) and coordinates all staff training (identifies and vets new trainers for fit with PSH/HomeRise, coordinates logistics, ensures training space and time meet staff needs).	Annualized Salary * Adjusted FTE	Ballard, Brittany (Shrag)
Public Funding Associate-former position		0.05	\$	3,120	Supports capturing and measurement of all resident data metrics and demographics; assist with funder reporting, ONE system data entry, and resident satisfaction survey implementation and data entry. Attends the 5th Street team meetings weekly to share funder communications, data updates, and offer technical support.	Annualized Salary * Adjusted FTE	n/a
Resident Services Training Manager		0.10	\$	6,970	Provides onboarding, coaching, and mentoring to new RSTL and RSC staff; provides direct service coverage during scheduled PTO of regular staff.	Annualized Salary * Adjusted FTE	Scannell, Alex
VP of Programs-former position		0.06	\$	11,400	The VP of Programs directly supports agency staff in meeting all contractual outcomes and requirements (including invoicing, reporting, and program implementation). This will be accomplished through direct supervision of the Director Resident Services, working with internal Finance and Learning and Evaluation staff, and attending meetings with HSH staff when appropriate. This position plays a pivotal role in overseeing client services and contract compliance. In addition has direct client interactions through the grievance procedures and focus groups. VPP is a LCSW and supports 5150's, suicide assessments, and clinical consultations.	Annualized Salary * Adjusted FTE	n/a
Senior Case Manager (new position in lieu		1.00	\$	60,350	Provides case management services to residents, supports achievement of agency-wide housing retention and Resident Services Department goals, supports staff to ensure they have the support needed to carry out the work. Staffing pattern is 1.0 FTE, however was adjusted to .75 due to staff vacancies. Adjusted again in March to .35 due to continued vacancy.	Annualized Salary * Adjusted FTE	Rice, Scott
Case Manager (new position in lieu of RSC		1.00	\$	60,350	Provides case management services to residents, supports achievement of agency-wide housing retention and Resident Services Department goals, supports staff to ensure they have the support needed to carry out the work. Staffing pattern is 1.0 FTE, however was adjusted to .9 due to staff vacancies. Adjusted again in March to .4 due to continued vacancy.	Annualized Salary * Adjusted FTE	Vacant; position to be posted
Strategic Initiatives Director-former positio		0.07	\$	7,140	Strategic Initiatives Director directly supports agency and departmental staff with envisioning strategy for services in parity with other departments financially and across sites. Project manages larger Resident Services initiatives in partnership with the VP or Programs, VP of Impact, and Director or Resident Services to support residents and maintain healthy staff morale. Includes DEIB and other training support.	Annualized Salary * Adjusted FTE	n/a
TOTAL		13.91	\$	867,323			
Employee Fringe Benefits			\$	257,154	Includes FICA, SSUI, Workers Compensation and Medical calculated at 33.45% of total salaries.		
Salaries & Benefits Total			\$	1,124,477			

Operating Expenses	Budgeted Expense	Justification	Calculation
Rental of Property	\$ 645,280	Master lease payments to building owner based on the annual rent amounts set forth in the lease, plus allocated cost of central office space usage	Reduced to reflect actual rent

Utilities(Elec, Water, Gas, Phone, Scavenger)	\$	48,000	Utilities (gas, water, electric), including telecommunications	Increased due to higher costs of utilities
Office Supplies, Postage	\$	6,200	Office supplies & postage	
Building Maintenance Supplies and Repair	\$	80,000	Includes costs for ongoing building maintenance and repair work, including unit turnover expenses, security alarm maintenance, cameras, fire sprinkler and fire system maintenance	Increased due to higher materials costs.
Insurance	\$	22,185	for insurance expense - property and allocated	
Staff Training	\$	12,500	for direct program staff training, recruitment, background checks, and retention activities. Trainings focus on annual trainings required for all RSD staff, individual development opportunities based on staff need and interest, leadership development opportunities as staff move into supervisory or mentorship roles, and department off-site opportunities for team building and learning outside of their regular site. Includes nominal celebration of staff anniversaries and birthdays. Please see the HSH approved HomeRise Staff Development plan 7.22 for further details.	
Staff Travel-(Local & Out of Town)	\$	775	for travel expense to meetings, trainings, etc.	
Rental of Equipment	\$	3,240	for copier lease and maintenance of copier rental, including allocated expense	
IT and Small Office Purchase	\$	6,000	for IT direct expenses purchase of computer, printers, as well as allocated expenses for IT support	
Tenant/Program projects/activity supplies	\$	10,200	Supports monthly groups events, and celebrations, including resident determined programming through the Resident Association. Each building has its own calendar that meets the building's needs and includes community building events (coffee hour and community meetings), skill building/wellness events (harm reduction groups, parenting groups, cooking groups), and seasonal and cultural celebrations (Black History Month, Pride, Cesar Chavez day, Thanksgiving, Winter holidays). In addition to programming, this line items covers items that support housing retention and wellness such as backpacks and school supplies for school-aged youth, covers emergency resources if a tenant needed to be temporarily displaced from their unit, as well as provides cleaning supplies for tenants addressing habitability issues or pest infestations. Welcome baskets for new move-ins and new home supplies for residents who move into less supported housing are included in this budget, as well as food and supplies for pets/service animals.	Added expenses for increased costs of activities
Dues and Subscriptions	\$	6,500	For licenses fees associated with the ECM case management system used by the resident service department to document resident data, as well as fees for the Property Management software (Yardi).	
Legal Services	\$	-	n/a	
Staff Activities	\$	-	Included in Staff Training	
Subcontractors (First \$25k Only)	\$	-		
Extermination Contract	\$	10,000	Previously included in Professional Services: Monthly pest inspection and extermination costs	
Temp Desk Clerk/Lobby Security	\$	25,000	Previously included in Professional Services; Shift coverage provided to Front Desk Clerk staff during times of staff vacation or shift called outs	Added coverage for vacations
Contractors Janitorial	\$	22,210	Previously included in Professional Services; Shift coverage provided for janitorial staff during times of staff vacation or shift called outs	
TOTAL OPERATING EXPENSES	\$	898,090		
Indirect Cost	15.0%	\$ 287,452		

Other Expenses (not subject to indirect cost %)	Amount	Justification	Calculation
Flexible Funding	\$ 100,531	Flexible funding for operational needs	CODB
Hold Pending Amendment - Abode NTE	\$ (1,641,473)	Agreement will go to BOS in Q1 FY 24-25	NA
TOTAL OTHER EXPENSES	\$ (1,540,942)		

## Appendix C, Method of Payment

- I. Reimbursement for 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, paid by the Grantee, 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 the Appendix B, Budget(s) of the Agreement.
- II. General Instructions for Invoice Submittal:** Grantee invoices shall include actual detailed expenditures for eligible activities incurred during the month and paid by the Grantee.
- A. Grantee shall submit all invoices and any related required documentation in the format specified below, after costs have been incurred and paid by the Grantee, and within 15 days after the month the service has occurred.
  - B. Expenditures must be paid by the Grantee prior to invoicing HSH for grant expenditures.
  - C. Grantee shall ensure all final invoices are submitted 15 days after the close of the fiscal year or project period. HSH does not allow supplemental invoicing for expenses that have not been billed after the close of the fiscal year or project period.
  - D. Failure to consistently invoice within the required timelines shall result in a Corrective Action Plan issued by HSH which may impact Grantee's ability to apply for future funding or requests for additional funding.

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

- E. 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.

F. 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 more than 100 percent of an ongoing General Fund or Our City, Our Home Fund (Prop C) line item, provided that total expenditures do not exceed the budget category amount (i.e., Salary, Operating, and/or Capital), per the HSH Budget Revision Policy and Procedure: <http://hsh.sfgov.org/overview/provider-updates/>.

G. Spend Down:

1. Grantee shall direct questions regarding spend down and funding source prioritization to the assigned HSH Contract and Program Managers, as listed in CARBON.
2. Generally, Grantee is expected to spend down ongoing funding proportionally to the fiscal year or project period. Grantee shall report unexpected delays and challenges to spending funds, as well as any lower than expected spending to the assigned Contract and Program Managers, as listed in CARBON prior to, or in conjunction with the invoicing period.

3. Failure to spend Grant funding monthly and annually may result in reductions to future allocations and may impact future advance. HSH may set specific spend down targets and communicate those to Grantees.

H. 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) and summarized in Excel;
  - 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));
  - 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;
  - e. Include only documentation that pertains to the Grant budget that is being invoiced. Grantee shall not provide agency-wide supporting documentation for other agency costs or HSH Grants. (e.g., only payroll documentation for the personnel being charged to that invoice should be included); and
  - f. Include the Grantee's cost allocation plan.
3. Grantee shall follow HSH instructions per funding source and ensure that all documentation clearly matches the approved Appendix B, Budget(s) line items and eligible activities. HSH reserves the right to reject and/or deny invoices, in part or as a whole, that do not follow these instructions.



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, a personnel report in Excel format that itemizes all payroll costs included in the invoice, 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 single expense within the Operating budget category that exceed \$10,000.</p> <p>Documentation shall include, but is not limited to, a detailed summary report in Excel format that itemizes all costs included in each operating invoice line, 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 detailed summary report in Excel format, showing proof of Direct Assistance expenditures, and any other information specifically requested by HSH to confirm appropriate use of Direct Assistance funds per the established program policy.</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 shall include, but is not limited to, a detailed summary report in Excel format that itemizes all costs included in each capital/one-time invoice line, receipts of purchases or paid invoices of non-recurring expenditures, such as repairs or one-time purchases.</p>

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

**A. Advance Requirements:**

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

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

**B. Advance Request Process:**

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

3. Grantee is expected to maintain adequate cash reserves for multi-year Grant agreements and not rely on cash advances to cover expenses necessary to operate Grantee's core operations.

C. Advance Repayment Process:

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

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

## Appendix D - Interests In Other City Grants

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

City Department or Commission	Program Name	Dates of Grant Term	Not-To-Exceed Amount
Department of Homelessness & Supportive Housing	Support Services at 53 Colton	07/01/22 – 6/30/27	\$3,693,826
Department of Homelessness & Supportive Housing	Mission Bay South Block 9 Supportive Services	07/01/22 – 6/30/27	\$5,074,038
Department of Homelessness & Supportive Housing	Island Bay Homes Supportive Services	07/01/20 – 6/30/26	\$4,087,212
Department of Homelessness & Supportive Housing	Mental Health Services Act/Prop 63: Cambridge Apartments; Iroquois; San Cristina; Senator	07/01/20 – 06/30/26	\$5,296,720
Department of Homelessness & Supportive Housing	Essex and Zygmunt Arendt Supportive Services	07/01/20 – 06/30/26	\$5,466,198
Department of Homelessness & Supportive Housing	Arnett Watson Supportive Services	07/01/20 – 06/30/26	\$5,277,484
Department of Homelessness & Supportive Housing	Tenant Services & HUD ISN (6-Buildings) - Cambridge Apartments; Hamlin Hotel; Iroquois; San Cristina; Senator; William Penn Hotel	07/01/21 – 06/30/24	\$5,530,459
Department of Homelessness & Supportive Housing	CoC CHP Scattered Sites - Arnett Watson Apartments; Iroquois; Island Bay Homes; Zygmunt Arendt House	07/01/21 – 06/30/29	\$3,186,508
Department of Homelessness & Supportive Housing	Tenant Services & HUD ISN (FSP #1000018417) 4 buildings: Cambridge, Hamlin, Senator, San Cristina	07/01/21 – 06/30/24	\$815,255
Human Services Agency	RAD Program 1750 McAllister   Rachel Townsend Apartments	07/01/24 – 06/30/28	\$391,612
Human Services Agency	RAD Program 666 Ellis Street   666 Ellis	07/01/24 – 06/30/28	\$395,999
Department of Public Health	BHS Mental Health and Substance Use Disorder - Essex; Hamlin Hotel; Iroquois; Senator; William Penn Hotel;	07/01/18 – 06/30/24	\$109,654
Department of Homelessness & Supportive Housing	Fifth Street TAY Supportive Services - 5th Street Apartments	07/01/29 – 06/30/25	\$9,993,270



City and County of San Francisco  
Department of Homelessness and Supportive Housing

**Request For Proposals (RFP)**  
**Housing and Services for Youth Experiencing Homelessness RFP#HSH2019-113**  
**(RFP#113)**

**Contact: Robert McCarthy | [robert.j.mccarthy@sfgov.org](mailto:robert.j.mccarthy@sfgov.org)**

**Summary**

The City and County of San Francisco (City) Department of Homelessness and Supportive Housing (HSH) invites Proposals from qualified Proposers to provide housing and shelter services to minor children and transition aged youth beginning July 1, 2019.

The following amendments have been made to this RFP:

- **Updated the proposal submission due date to Friday, February 15<sup>th</sup> at 12:00PM**
- Footer revised with 'Amended' before RFP number
- Footer revised with date of January 31, 2019
- Instances of "Transitional Housing Placement Plus" and "THP+" updated to align with correct State program terminology ("Transitional Housing Program Plus" and "THP-Plus")
- Clarified submission requirements (Section IV.C, page 22) to allow combined submission of Transitional Housing & Transitional Housing – HIV Specialty Services into one Appendix 1.
- Section II.D.3. (page 13) updated to read "THP-Plus Grantees shall provide participants with Transitional Housing and Support Services in scattered sites, **single sites, and/or host homes.**"

**Schedule<sup>1</sup>**

RFP issued	January 29, 2019
Registration for Pre-Proposal Conference	January 30, 2019, 5:00 pm
Pre-Proposal Conference <sup>2</sup>	January 31, 2019, 9:00 am
RFP Questions Deadline <sup>3</sup>	February 1, 2019, 5:00 pm
RFP Answers and Clarifications Published	February 5, 2019
<b>Proposals Due</b>	February <del>12</del> <b>15</b> , 2019, <b>12:00 pm</b>
Intent to Award Grants Notification	April 2019
Grant Agreement Commences	July 1, 2019

**RFP 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 RFP. All questions must be submitted by email to [robert.j.mccarthy@sfgov.org](mailto:robert.j.mccarthy@sfgov.org) by the RFP Questions Deadline.

<sup>1</sup> Dates are subject to change. Check [Office of Contract Administration website](#) for latest schedule. Click on the "Consultants and Professional Services" link and then the link for this RFP.

<sup>2</sup> Pre-Proposal Conference in-person attendance is recommended. See Section Pre-Proposal Information for more information.

<sup>3</sup> No questions will be accepted after the RFP Questions Deadline, with the exception of proposer-specific City vendor compliance form questions.

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# I. BACKGROUND

## A. Intent

The City and County of San Francisco (City) Department of Homelessness and Supportive Housing (HSH) invites Proposals from qualified Proposers to provide one or more of the following service components to minor children and transition aged youth (TAY): Emergency Shelter; Transitional Housing; Transitional Housing – HIV Specialty Services; ~~Transitional Housing Placement~~Transitional Housing Program Plus (~~THP-THP-Plus~~); and Support Services in Permanent Supportive Housing.

HSH has a singular focus on preventing and ending homelessness for people in San Francisco. Through the provision of coordinated, compassionate, and high quality services, HSH strives to make homelessness in San Francisco rare, brief, and one-time.

HSH intends to award one or more grants to the Proposers selected as the most qualified whose responses conform to this RFP and meet the City requirements. At this time, it is estimated that the following allocations are available per service component:

Service Component	Estimated Annual Amount
1. Emergency Shelter	\$904,600
2. Transitional Housing	\$2,837,228
3. Transitional Housing – HIV Specialty Services	\$439,766
4. <del>Transitional Housing Placement</del> <u>Transitional Housing Program</u> Plus	\$2,098,258
5. Support Services in Permanent Supportive Housing	\$191,346

The selected Grantees will be expected to provide all services described in under each respective service component scope, whether on their own or through management of subcontractor partnerships.

HSH may extend grant agreement(s) for a total term not to exceed ten years and increase grant amounts in accordance with City rules and regulations. The actual grant terms and amounts are subject to funding availability, Proposals, grant agreement negotiations, and Grantee performance, as well as future needs.

## B. Terms and Acronyms Used in this RFP

Term	Definition
Access Points	Individuals experiencing homelessness can obtain Coordinated Entry services at geographically diverse Access Points (AP). The Access Point staff will assess individuals for service needs and eligibility, and perform Problem Solving. Access Points work to ensure those with the highest needs are able to access shelter and appropriate housing interventions.
Awarded Provider	Any Proposer awarded grant(s) for services under this RFP. Also known as Grantee or Contractor.
Coordinated Entry	Organizes the 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, Adults, Family, and Youth through Access Points, described



<b>Term</b>	<b>Definition</b>
	above.
Critical/Significant Incident Report	Grantee(s) are required to follow HSH policies regarding emergency notification and submission of Critical/Significant Incident Reports to HSH.
Department	City and County of San Francisco Department of Homelessness and Supportive Housing (HSH). Department is interchangeable with HSH.
Family	Families include an adult and at least one natural, adoptive and/ or foster child below the age of 18, and may include a significant other or a domestic partner. A family may also include a pregnant person, with or without a partner.
Grant Agreement	The binding legal document resulting from the RFP process. Also known as Agreement.
Grantee	Any Proposer awarded grant(s) for services under this RFP.
Harm Reduction Model	Harm-reduction consists of working with participants to set realistic goals that support them in reducing high-risk substance use 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.
Homelessness Response System (HRS)	Describes the 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 by getting a house key into their hands as quickly as possible. Core components of the HRS include Coordinated Entry, Problem Solving, Street Outreach, Temporary Shelter, Housing, and Housing Ladder programs.
Homelessness and Supportive Housing (HSH)	City and County of San Francisco Department of Homelessness and Supportive Housing, the sponsor of this RFP.
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 (subsidized housing with services).
Housing First	Prioritizes providing housing to people experiencing homelessness, thus ending their homelessness and serving as a platform from which they can pursue their personal goals and stabilize their lives. Housing First is guided by the belief that people need necessities like food and a place to live before they can attend to other challenges such as employment or substance use issues. 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.
Online Entry Navigation System (ONE System)	ONE is the data system used for all housing and services for people experiencing homelessness in San Francisco. The ONE System is a participant-level database that is used system-wide to track all HSH related services and housing placements. The implementation of the ONE System is

<b>Term</b>	<b>Definition</b>
	ongoing.
Operating Services	Services that support the infrastructure of the program, including the daily provision of administration, maintenance, utilities, furnishings, operational program supplies, security, and program equipment.
Participants	An individual or family who uses the program services covered by this RFP.
Permanent Supportive Housing (PSH)	Subsidized rental housing with time limits and with intensive on-site support services to help tenants maintain housing and meet their desired goals. In PSH services are offered on a voluntary basis. Tenants are not required to participate in services as a condition of being housed, but services are offered to them through a process of engagement. PSH is designed to house those individuals with the greatest housing barriers and the highest service needs, typically people who have severe and persistent mental illness or other disabilities and who have long histories of homelessness. PSH can be in buildings owned by private organizations or in sites that are leased. Some PSH sites are 100 percent supportive housing; others in mixed-use buildings or scattered sites.
Proposer	Any entity (i.e. agency) submitting a Proposal to this RFP.
RFP	Request for Proposals
Shelter	A facility with overnight sleeping accommodations, the primary purpose of which is to provide temporary shelter for people experiencing homelessness.
Strategic Framework	The Five-Year Strategic Framework provides a roadmap for reducing homelessness in San Francisco and making it a rare, brief, and one-time occurrence. See the Overview of HSH's Strategic Framework and Statement of Need below.
Support Services	Intake and assessment, case management, benefits counseling and advocacy, referrals and counseling services including the development of an individualized participant services plan that assists a participant to obtain transitional and/or permanent housing, employment, health care, substance abuse and mental health treatment and educational services.
Tenant	An individual or family that resides in permanent housing.
Transitional Housing	A temporary shelter program model that provides individuals or families with shared or private housing units for a time-limited period, during which the participant receives support services to help with the transition to permanent housing.
Trauma Informed	Trauma-informed care is a strengths-based framework that is 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. Grantees shall ensure delivery of trauma-informed assistance to maximize self-sufficiency for people experiencing homelessness in San Francisco, to reduce the timeline from first encounter to housing placement, and ensure that households are not subject to redundant or unnecessary access barriers.

### **C. Overview of HSH's Strategic Framework and Statement of Need**

In October 2017, HSH published its Strategic Framework. The Framework outlines the Department's top priorities for reducing homelessness by the end of 2022 and specifically, to reduce homelessness among TAY in San Francisco by at least 50 percent by 2023. It describes the key elements of a Homelessness Response System (HRS) designed to curb homelessness and looks at each of the three

primary groups experiencing homelessness in San Francisco—adults, participants with children, and youth—and what is needed to better meet the unique needs of each.

The Framework seeks to align existing and new programs within a system that treats homelessness as an emergency to be responded to quickly and effectively. To effectively implement this system-wide approach, all resources and programs must employ consistent, compassionate, and common-sense strategies with measurable goals. Using a system of Coordinated Entry, Problem Solving and prioritization, HSH and its partners will match resources to needs and ensure that those with the greatest challenges receive targeted assistance. Data and accountability will be built into the system. The strengths and dignity of people who are experiencing homelessness will be elevated throughout the system.

The Strategic Framework lays out HSH’s vision for significantly reducing homelessness in San Francisco and quickly getting house keys into as many hands as possible. Proposers are encouraged to familiarize themselves with the Framework, which may be found at [hsh.sfgov.org](http://hsh.sfgov.org).

#### **D. Overview of HSH’s Homelessness Response System (HRS)**

The HRS is the overall network 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. Core components of the HRS include: Coordinated Entry; Street Outreach, Problem Solving, Temporary Shelter, Housing, and Housing Ladder.

Coordinated Entry is a key component of this response system. Coordinated Entry is a consistent, community-wide intake process to match people experiencing homelessness to available community resources that are the best fit for their situation. CE includes a clear set of entry points, a standardized method to assess and prioritize people needing assistance, and a streamlined process for rapidly connecting people to a housing solution and identifies the best type of housing intervention to address their needs.

Coordinated Entry will fully integrate into the Online Navigation and Entry (ONE) System, San Francisco’s Homeless Management and Information System (HMIS). The assessment will build upon the standard intake and be entered directly into ONE. Referrals to Rapid Rehousing, transitional and permanent housing will be made through the ONE System.

Coordinated Entry Access Points, which serve as the community connector to the HRS, offer direct services or provide referrals to services that assist eligible San Francisco households in resolving their homelessness or housing crisis. Access Points have four primary functions: 1. Eligibility screening for services; 2. Problem Solving to avoid entering the public shelter system; 3. Housing assessment and navigation to prioritize program participants based on living situation and vulnerabilities; and 4. Matching to determine eligibility for available housing opportunities and referral to a potential housing opportunity, based on eligibility and assessment results.

This coordinated process will dramatically reduce the burden placed on people experiencing homelessness by removing the necessity to seek assistance from every provider separately and instead streamline access to the resources in the HRS.

#### **E. Overview of Youth Homelessness Demonstration Program (YHDP) Coordinated Community Plan to Prevent and End Youth Homelessness**

The Community Plan provides a roadmap for achieving the goals set by the U.S. Department of Housing and Urban Development (HUD), the United States Interagency Council on Homelessness

(USICH), HSH and its community partners. It draws upon the planning and processes conducted over the past decade, the best practices and core outcomes established by USICH, the many innovative programs initiated by community partners and the feedback of young people and their service providers. The Community Plan intentionally aligns and coordinates efforts across diverse systems to ensure that the San Francisco youth HRS is moving toward the same goal. More information regarding the YHDP Coordinated Community Plan to Prevent and End Youth Homelessness can be found on the HSH website at: <http://hsh.sfgov.org/wp-content/uploads/2018/01/San-Francisco-Coordinated-Community-Plan-January-2018-Final.pdf>.

## **F. Funding Sources**

The sources of funding for programs covered by this RFP may include federal, state, and local funds. Payment for all services provided in accordance with provisions under this RFP 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 RFP.

# **II. SCOPE OF WORK**

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This section is a general guide to the work the City expects the Grantee to perform, and is **not** a complete listing of all services that may be required or desired.

## **A. Population Served**

Grantees shall serve one or more of the following populations based on the service component. Grantees in each service component shall serve new and existing participants.

### **1. Emergency Shelter**

Emergency Shelter Grantees shall serve minors between the ages of 12 to 17 who have run away from home and/or are experiencing homelessness in San Francisco. This population may include commercially sexually exploited minors who face additional barriers.

### **2. Transitional Housing**

Transitional Housing Grantees shall serve TAY ages 18 to 24, who are:

- a. Experiencing homelessness; and/or
- b. Who are marginally housed; and/or
- c. At imminent risk of homelessness.

In addition, at least one program shall focus on TAY who are HIV positive or at risk for HIV<sup>4</sup> (i.e. HIV Specialty Services).

### **3. ~~Transitional Housing Placement~~ Transitional Housing Program Plus (~~THP~~+THP-Plus)**

Per State requirements, Grantees shall serve youth ages 18 up to age 25<sup>5</sup> who:

- a. Have emancipated or aged out of the California foster care system; and
- b. Were in out of home placement after their 18<sup>th</sup> birthday.

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<sup>4</sup> Those included in the definition of “at risk for HIV” include: runaway youth; gay, bisexual and transgender homeless; male-to-female (MTF) transgender persons; injection drug users; and those that take in high risk sexual behavior such as e multiple sexual partners, high-risk sexual partners, survival sex, minimal condom use, and having sex while using drugs.

<sup>5</sup> Per SB 1252: [https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill\\_id=201320140SB1252](https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=201320140SB1252)

4. Support Services in Permanent Housing

Support Services Grantees shall serve TAY ages 18 to 24 who are in existing Permanent Housing and who are:

- a. Experiencing homelessness; and/or
- b. Who are marginally housed; and/or
- c. At imminent risk of homelessness.

**B. Referrals and Prioritization**

Referrals to Transitional Housing, including ~~THP~~+THP-Plus and Support Services in Permanent Housing and will be provided through the Coordinated Entry System for Youth. Youth will be screened and assessed at an Access Point and referred to appropriate services by the San Francisco Coordinated Entry System. All Transitional Housing, ~~THP~~+THP-Plus, and Support Services in Permanent Housing and programs funded by HSH must be received solely from direct referrals through the Coordinated Entry System via the ONE System.

The Emergency Shelter for youth referral processes is currently in development.

The HRS and Coordinated Entry for all populations is currently in development, as are policies and procedures regarding Problem Solving, assessment, and other parts of the System. As these are developed and adopted, policies and procedures impacting Grantees will be updated. Grantee input will be included in the development and adoption of relevant policies and Grantees are strongly encouraged to actively engage in the process.

For more information, please see: <http://hsh.sfgov.org/wp-content/uploads/2018/08/Signed-CE.pdf>.

**C. Description of Program Approach**

Grantees shall incorporate best practices in service provision to the population, including, but not limited to:

1. Alignment and incorporation of San Francisco's HRS principles:

- a. Housing-Focused - The system and all programs within it will use a Housing First, low barrier approach focused on ending homelessness for each household as quickly as possible.
- b. People-Focused - People should drive their solutions and the programs should focus on meeting their needs. Through shared assessment and a common front door, program participants should have a clear understanding of how to access services and what to expect from the system; program participants should not be required to sign up for numerous waiting lists or approach multiple programs to receive help. Program participant choice, strengths, and personal networks will be considered as part of finding the right solution.
- c. Stakeholder-Informed - Decisions about design, implementation, and review of results will be carried out with collaboration and input from a broad range of homeless and housed stakeholders.
- d. Respectful - It is imperative that services be delivered in a respectful, appropriate manner. Best practices, such as strengths-based interviewing, trauma informed care, and harm reduction, must be incorporated into all programs.

- e. Data-Driven - Data will be used by all providers and the system as a whole to best serve each individual, assess the outcomes of programs, evaluate impact, inform changes, and guide investment to achieve maximum impact.
  - f. Accountable - The system will be held accountable for results, using data to track to the goals and performance measures for each component and to ensure each program participant is being well-served. HSH will evaluate progress and report to the community on a regular basis.
  - g. Innovative - With the systems goals in mind, opportunities to adapt practices and innovate new strategies and approaches are encouraged and will be supported and evaluated.
  - h. Equitable - With mindfulness about the racism and bias that has disproportionately created homelessness among people of color, lesbian, gay, bisexual, transgender, and questioning (LGBTQ) youth, HSH is committed to equity in the Department, system, and programs.
  - i. Urgency - Each household's homelessness should be treated as an emergency and the system will respond accordingly.
2. Alignment with the San Francisco Coordinated Community Plan to Prevent and End Youth Homelessness (<http://hsh.sfgov.org/wp-content/uploads/2018/01/San-Francisco-Coordinated-Community-Plan-January-2018-Final.pdf>);

#### **D. Description of Services**

##### **1. Emergency Shelter**

Grantees shall provide Emergency Shelter services to at least 22 shelter guests, ages 12 to 17, as described below. Minor children in the Emergency Shelter system may be served for up to 21 days at which time family reunification or connection to the child welfare system must be made.

##### **a. Shelter Operations:**

Grantees shall provide all functions of Shelter Operations, including, but not limited to, janitorial services in common areas and maintenance and repair of the facility and its systems to maintain a clean, safe, and pest-free environment.

##### **b. Drop In: Grantees shall offer Drop In hours for youth to access Support Services.**

##### **c. Support Services: Grantees shall provide Support Services to shelter guests so that they may stabilize their living situations, improve their mental and physical health, and increase their independence. Grantees shall utilize youth development programming to build strengths and promote resiliency. Support Services shall include, but are not limited, to the following**

c.1. 24/Hour Emergency Response: Grantees shall provide Support Services staff who shall be equipped to respond to emergency situations and are able to provide de-escalation and conflict resolution 24 hours per day, seven days a week.

c.2. Intake and Assessment: Grantee shall provide one or more meetings or interviews with each participant to gather required information, determine eligibility for services, identify strengths, skills and needs and to set goals. Assessment shall include a determination of whether legal services, benefits, individual and/or family therapy are required.



- c.3. Individualized Service Plans: Grantees shall provide Individualized Service Plans to establish and support achievement of goals. Grantees shall document interactions, engagement, and status of shelter guests to ensure they are doing well and are receiving the support they need.
- c.4. Case Management: Grantees shall provide case management, which includes ongoing meetings and counseling services to support the achievement of Individualized Service Plan goals. Grantees shall document interactions, engagement, and status of shelter guests.
- c.5. Crisis Counseling: Grantees shall provide crisis counseling to shelter guests, as needed.
- c.6. Referrals and Coordination of Services: Grantees shall help shelter guests identify and access services available within the community that meet specific needs or support progress toward identified goals, especially those related to education, employment, legal services and/or benefits. Grantees shall also communicate and coordinate with outside service providers to support existing linkages that shelter guests may have.
- c.7. School Enrollment and Attendance: Grantees must ensure that shelter guests are enrolled in and attending school.
- c.8. Support Groups, Social Events and Organized Activities: Grantees shall provide shelter guests with opportunities to participate in organized gatherings for peer support.
- c.9. Exit Planning and After-Care Services: When a shelter guest is leaving the program, Grantees shall engage the guest in exit planning and support successful transition from the program, which includes creating a Housing Plan. The plan shall depend on the guest's needs and preferences, and should include a plan for the guest's entry into permanent and independent housing. The plan may also include establishing a link to outpatient case management, as well as access to services in the community. Aftercare services shall include regular phone calls, home visits, referrals to services, and ongoing emotional support.

## 2. Transitional Housing

Grantees shall provide TAY with Transitional Housing and Support Services.

- a. Transitional Housing: Grantees shall provide housing to TAY. Grantees shall provide services at facilities for which they have site control, meaning a site they owns or lease, provided that the site conforms to City requirements. Grantees shall also provide operations services, including, but not limited to, as janitorial services in common areas and maintenance and repair of the facility and its systems to maintain a clean and safe environment.
- b. Support Services: Grantees shall provide Support Services to TAY so that participants may stabilize their living situations, improve their mental and physical health, and increase their independence. Grantees shall utilize youth development programming to build strengths and promote resiliency. Support Services shall include, but are not limited, to the following:
  - b.1. Outreach: Grantee shall actively engage with participants to provide information about available Support Services and invite them to participate. Outreach methods shall include

in-person interactions, written messages, phone calls, voice mail, and emails, as available and appropriate to reach individual participant.

- b.2. Intake and Assessment: Grantee shall provide one or more meetings or interviews with each participant to gather required information, identify strengths, skills and needs and to set goals.
- b.3. Individualized Service Plans: Grantees shall provide Individualized Service Plans to establish and support achievement of goals within 60 days of housing placement. Grantees shall document interactions, engagement, and status of participants at least once per week to ensure they are doing well and are receiving the support they need.

Grantees shall attempt meaningful engagement with each participant one or more times per month, to assess strengths, skills and needs and match families with program services most appropriate to help them transition to more permanent housing and maximize their well-being.

- b.4. Case Management: Grantees shall provide case management, which includes ongoing meetings and counseling services to support the achievement of Individualized Service Plan goals. Grantees shall document interactions, engagement, and status of participants.
- b.5. Housing Stability Support: Grantees shall offer on-site services and/or referrals to all participants who display indications of housing instability. Such indications include but are not limited to, discontinuance from benefits, non-payment of rent, lease violations or warnings from the property management, and conflicts with staff or other tenants. Grantees shall assist with the de-escalation and resolution of conflicts as needed.
- b.6. Life Skills Training: Grantee shall provide basic life skills training, which may include, but is not limited, to topics such as budgeting, household finances, conducting a housing search, nutrition, working with landlords, tenants' rights, health awareness, and healthcare navigation, and parenting, if applicable.
- b.7. Benefits Advocacy and Assistance: Grantees all assist participants with obtaining or maintaining benefits. Grantees shall provide referrals for and solve problems preventing a participants' enrollment in county, state and federal benefits programs. Grantees may help participants identify, apply for and establish appointments for available services, such as cash aid, food programs, medical clinics and/or in-home support.
- b.8. Referrals and Coordination of Services: Grantees shall help participants identify and access services available within the community that meet specific needs or support progress toward identified goals, especially those related to education and employment. For example, Grantee shall connect participants with Adult Basic Education, High School Diploma, GED preparation, and/or assistance with college preparation, enrollment, and financial aid support and with vocational training and workshops, job development, and job search assistance. This may include providing information about services, calling to help establish appointments, assisting with applications, providing appointment reminders, following up/checking in with tenants regarding progress, and, as necessary, re-referral. Grantees shall also communicate and coordinate with outside service providers to support existing linkages that participants may have.



- b.9. Transportation: Grantee shall provide resources as needed to ensure transportation is not a barrier to participant self-sufficiency.
- b.10. 24/Hour Emergency Response: Grantees shall provide Support Services staff who shall be equipped to respond to emergency situations and are able to provide de-escalation and conflict resolution 24 hours per day, seven days a week.
- b.11. Wellness Checks: Grantees shall conduct Wellness Checks in accordance with HSH policy to assess safety when there is a reason to believe a participant is at immediate and substantial risk due to a medical and/or psychiatric emergency.
- b.12. Support Groups, Social Events and Organized Activities:
  - 1.1 Grantees shall provide participants with opportunities to participate in organized gatherings for peer support. These events may be planned with or based on input from participants; and
  - 1.2 Grantees shall conduct monthly community meetings for participants.
- b.13. Exit Planning and After-Care Services: When participant is leaving the program, Grantees shall engage the participant in exit planning and support successful transition from the program, which includes creating a Housing Plan. The plan shall depend on the participant's needs and preferences, and should include a plan for the participant's entry into permanent and independent housing. The plan may also include establishing a link to outpatient case management, as well as access to services in the community. Aftercare services shall include regular phone calls, home visits, referrals to services, and ongoing emotional support.

In addition to the above, Grantees serving TAY who are HIV positive or at risk of HIV (i.e. HIV Specialty Services) shall also provide:

- b.14. Meals: Grantees shall offer participants up to three nutritious meals per day.
- b.15. HIV and/or Medical Case Management: Grantees shall coordinate HIV-related physical and mental health care, including provision of treatment adherence. Treatment adherence includes providing participants with the information, skills and support to follow through on treatment plans, including, but not limited to, managing medications, making and keeping appointments, addressing barriers to care, and lifestyle changes, as necessary.
- b.16. Outpatient Medical Care by a Registered Nurse: Grantees shall provide Outpatient Medical Care by a Registered Nurse. The primary role of the Registered Nurse is to provide direct services related to the direct care of persons with advanced HIV, substance abuse, mental health and other health-related illnesses. The Registered Nurse shall provide direct medical care and is responsible for the distribution of medically necessary drug therapy (prescription drugs). The Registered Nurse shall educate participants in medication adherence and other important health and prevention topics. Grantees shall refer participants to specialty physical and mental health care, as appropriate.

- 3. THP+THP-Plus  
THP+THP-Plus Grantees shall provide participants with Transitional Housing and Support Services in scattered sites, single sites, and/or host homes.-

- a. Transitional Housing: Grantees shall provide housing to TAY. Per State requirements Grantees must adhere to time limits of up to 36 cumulative months. Grantees shall provide operations services, including, but not limited to, as janitorial services in common areas and maintenance and repair of the facility and its systems to maintain a clean and safe environment.
- b. Supportive Services: Grantees shall provide Support Services to TAY so that participants may stabilize their living situations, improve their mental and physical health, and increase their independence. Grantees shall utilize youth development programming to build strengths and promote resiliency. Support Services shall include, but are not limited, to the following:
  - b.1 Outreach: Grantee shall actively engage with participants to provide information about available Support Services and invite them to participate. Outreach methods shall include in-person interactions, written messages, phone calls, voice mail, and emails, as available and appropriate to reach individual participant.
  - b.2 Intake and Assessment: Grantee shall provide one or more meetings or interviews with each participant to gather required information, identify strengths, skills and needs and to set goals. The assessment shall focus on housing, employment, and education and shall occur within 60 days of placement.
  - b.3 Individualized Service Plans: Grantees shall provide Individualized Service Plans to establish and support achievement of goals. Grantees shall document interactions, engagement, and status of participants at least once per week to ensure they are doing well and are receiving the support they need. Per State requirements, TAY must actively participate in the development of the Individualized Service Plans.

Grantees shall attempt meaningful engagement with each participant one or more times per month, to assess strengths, skills and needs and match families with program services most appropriate to help them transition to more permanent housing and maximize their well-being.

- b.4 Case Management: Grantees shall provide case management, which includes ongoing meetings and counseling services to support the achievement of Individualized Service Plan goals. Grantees shall document interactions, engagement, and status of participants.
- b.5 Employment: Grantee shall provide supervised job search or employment that is subsidized or unsubsidized. Grantee shall assist participants with placement in subsidized employment, such as on-the-job training programs, sheltered workshops, or positions subsidized through other government or private funding sources; or unsubsidized jobs.
- b.6 Housing Stability Support: Grantees shall offer on-site services and/or referrals to all participants who display indications of housing instability. Such indications include but are not limited to discontinuance from benefits, non-payment of rent, lease violations or warnings from property management, and conflicts with staff or other tenants. Grantees shall assist with the de-escalation and resolution of conflicts as needed.
- b.7 Life Skills Training: Grantee shall provide basic life skills training, which may include, but is not limited, to topics such as budgeting, household finances, conducting a housing search, nutrition, working with landlords, tenants' rights, health awareness, and healthcare navigation, and parenting, if applicable.

- b.8 Benefits Advocacy and Assistance: Grantees all assist participants with obtaining or maintaining benefits. Grantees shall provide referrals for and solve problems preventing a participants' enrollment in county, state and federal benefits programs. Grantees may help participants identify, apply for and establish appointments for available services, such as cash aid, food programs, medical clinics and/or in-home support.
- b.9 Referrals and Coordination of Services: Grantees shall help participants identify and access services available within the community that meet specific needs or support progress toward identified goals, especially those related to education and employment. For example, Grantee shall connect participants with Adult Basic Education, High School Diploma, GED preparation, and/or assistance with college preparation, enrollment, and financial aid support and with vocational training and workshops, job development, and job search assistance. This may include providing information about services, calling to help establish appointments, assisting with applications, providing appointment reminders, following up/checking in with tenants regarding progress, and, as necessary, re-referral. Grantees shall also communicate and coordinate with outside service providers to support existing linkages that participants may have.
- b.10 Transportation: Grantee shall provide resources needed to ensure transportation is not a barrier to participant ability self-sufficiency.
- b.11 Grantees shall provide Support Service staff who shall be equipped to respond to emergency situations and are able to provide de-escalation and conflict resolution 24 hours per day, seven days a week.
- b.12 Wellness Checks: Grantees shall conduct shall conduct Wellness Checks in accordance with HSH policy to assess safety when there is a reason to believe a participant is at immediate and substantial risk due to a medical and/or psychiatric emergency.
- b.13 Support Groups, Social Events and Organized Activities:
  - i. Grantees shall provide participants with opportunities to participate in organized gatherings for peer support. These events may be planned with or based on input from participants; and
  - ii. Grantees shall conduct monthly community meetings for participants.
- b.14 Exit Planning and After-Care Services: When a participant is moving out of the building, Grantees shall engage participants in exit planning and support successful transition from the program, and if applicable, into permanent housing. The exit plan shall depend on the participant's needs and preferences, but may include establishing a link to outpatient case management, as well as access to services in the community. Aftercare services shall include regular phone calls, home visits, referrals to services, and ongoing emotional support.

Please see the State THP-Plus Fact Sheet:

<http://www.childsworld.ca.gov/res/pdf/THPPlusFactSheet.pdf>.

#### 4. Support Services in Permanent Housing

Grantees shall provide TAY tenants in existing Permanent Housing with Support Services in the sites listed in Table 1.

Table 1

Site Address	Number of Youth Served
1100 Ocean Avenue	25
864 Ellis Street	24

Grantees shall provide Support Services so that tenants may stabilize their living situations, improve their mental and physical health, and increase their independence. Grantees shall utilize youth development programming to build strengths and promote resiliency. Support Services shall include, but are not limited to, the following:

- a. Outreach: Grantee shall actively engage with tenants to provide information about available Support Services and invite them to participate. Outreach methods shall include in-person interactions, written messages, phone calls, voice mail, and emails, as available and appropriate to reach individuals.
- b. Intake and Assessment: Grantee shall provide one or more meetings or interviews with each tenant to gather required information, identify strengths, skills and needs and to set goals.
- c. Individualized Service Plans: Grantees shall provide Individualized Service Plans to establish and support achievement of goals. Grantees shall document interactions, engagement, and status of tenants at least once per week to ensure they are doing well and are receiving the support they need.

Grantees shall attempt meaningful engagement with each tenant one or more times per month, to assess strengths, skills and needs and match them with services most appropriate to help them transition to more permanent housing and maximize their well-being.

- d. Case Management: Grantees shall provide case management, which includes ongoing meetings and counseling services to support the achievement of Individualized Service Plan goals. Grantees shall document interactions, engagement, and status of tenants.
- e. Housing Stability Support: Grantees shall offer on-site services and/or referrals to all tenants who display indications of housing instability. Such indications include but are not limited to, discontinuance from benefits, non-payment of rent, lease violations or warnings from the property management, and conflicts with staff or other tenants. Grantees shall assist with the de-escalation and resolution of conflicts as needed.
- f. Life Skills Training: Grantee shall provide basic life skills training, which may include, but is not limited, to topics such as budgeting, household finances, conducting a housing search, nutrition, working with landlords, tenants' rights, health awareness, and healthcare navigation, and parenting, if applicable.
- g. Benefits Advocacy and Assistance: Grantees all assist tenants with obtaining or maintaining benefits. Grantees shall provide referrals for and solve problems preventing a tenants' enrollment in county, state and federal benefits programs. Grantees may help tenants identify, apply for and establish appointments for available services, such as cash aid, food programs, medical clinics and/or in-home support.

- h. Referrals and Coordination of Services: Grantees shall help tenants identify and access services available within the community that meet specific needs or support progress toward identified goals, especially those related to education and employment. For example, Grantee shall connect tenants with Adult Basic Education, High School Diploma, GED preparation, and/or assistance with college preparation, enrollment, and financial aid support and with vocational training and workshops, job development, and job search assistance. This may include providing information about services, calling to help establish appointments, assisting with applications, providing appointment reminders, following up/checking in with tenants regarding progress, and, as necessary, re-referral. Grantees shall also communicate and coordinate with outside service providers to support existing linkages that tenants may have.
- i. Transportation: Grantee shall provide resources as needed to ensure transportation is not a barrier to tenant self-sufficiency.
- j. 24/Hour Emergency Response: Grantees shall provide Support Service staff who shall be equipped to respond to emergency situations and are able to provide de-escalation and conflict resolution 24 hours per day, seven days a week.
- k. Wellness Checks: Grantees shall conduct Wellness Checks in accordance with HSH policy to assess safety when there is a reason to believe a tenant is at immediate and substantial risk due to a medical and/or psychiatric emergency.
- l. Support Groups, Social Events and Organized Activities:
  - 1.1 Grantees shall provide tenants with opportunities to participate in organized gatherings for peer support. These events may be planned with or based on input from tenants; and
  - 1.2 Grantees shall conduct monthly community meetings for tenants.
- m. Exit Planning and After-Care Services: When a tenant is leaving the program, Grantees shall engage the tenant in a Housing Plan. The plan shall depend on the tenant's needs and preferences, and should include a plan for the tenant's entry into independent housing. The plan may also include establishing a link to outpatient case management, as well as access to services in the community. Aftercare services shall include regular phone calls, home visits, referrals to services, and ongoing emotional support.

## **E. General Service Requirements & Expectations**

- 1. Possession of Licenses/Permits: Grantee warrants the possession of all licenses and/or permits required by the laws and regulations of the United States, the State of California, and the City to provide the Services. Failure to maintain these licenses and permits shall constitute a material breach of this Agreement.
- 2. When applicable, Grantees shall maintain facilities in full compliance with requirements of the law and local standards<sup>6</sup>.

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<sup>6</sup> 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).

3. Good Neighbor Policies: Grantees shall maintain a good relationship with the neighborhood, including:
  - 3.a. Collaboration with neighbors and relevant city agencies to ensure that neighborhood concerns about the facility are heard and addressed;
  - 3.b. That the Grantee Director or Manager or a representative will attend all appropriate neighborhood meetings;
  - 3.c. That Grantee management staff is available to respond to neighbors within 24 hours, if reasonable;
  - 3.d. Minimizing the impact on the neighborhood of shelter population waiting to enter the building;
  - 3.e. Active discouragement of loitering in the area surrounding the building; and
  - 3.f. Notification of neighborhood businesses and residents of the services available by means of visits, telephone calls, and/or flyers.
4. Participant Feedback, Complaint and Follow-up Policies  
Grantees shall provide means for participants to provide input into the program, including the planning and design. Feedback methods shall include:
  - 4.a. A complaint process, including a written complaint policy informing participants how to report complaints and request repairs/services; and
  - 4.b. A written survey, which shall be offered to each participant to gather feedback and assess the effectiveness of services and systems within the program. Grantees shall offer assistance to participants regarding completion of the survey if the written format presents any problem.
5. City Communications and Policies  
Grantees shall keep HSH informed and comply with City policies to minimize harm and risk, including:
  - 5.a. Regular communication to HSH about the implementation of the program;
  - 5.b. Attendance of HSH meetings and trainings, as requested;
  - 5.c. Adherence to the HSH Grievance Policy;
  - 5.d. Adherence to the Tuberculosis (TB) Infection Control Guidelines for Homeless; and
  - 5.e. Adherence 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 form. A Critical Incident is defined as when emergency responders are called to the shelter by staff or participants and when Child Protective Services removes a child. Shelters must also send reports for incidents in which there were no emergency responders. An example is a domestic violence incident.

#### **A. Service Objectives**

Grantees shall achieve the following service objectives for each respective service component.

1. Emergency Shelter
  - 1.a. Grantee shall provide case management services to 100 percent of shelter guests.
  - 1.b. Grantee shall assess 100 percent of shelter guest's need for legal services and benefits.
  - 1.c. Grantee shall provide assess 100 percent of shelter guests for individual/family therapy, and refer as needed.
2. Transitional Housing
  - 2.a. Grantees shall create an Individualized Service Plan for 100 percent of participants within the first 60 days of housing placement.



2.b. Grantee shall provide 100 percent of participants with a Housing Plan within 60 days of housing placement.

3. THP+THP-Plus

3.a. Grantee shall ensure that 100 percent of participants have completed an assessment focused on housing, employment, and education within 60 day of housing placement; and

3.b. Grantee shall develop a Housing Plan with 100 percent of participants within 60 days of housing placement.

4. Support Services in Permanent Housing

4.a. Grantee shall ensure that at least 70 percent of tenants are actively working on a Housing Plan to move on to more independent housing

## **B. Outcome Objectives**

1. Emergency Shelter

Grantees shall achieve the following outcome objectives:

1.a. 100 percent of shelter guests will exit into safe and stable housing;

1.b. 50 percent of shelter guests will be reunified with family; and

1.c. 100 percent of shelter guests are enrolled in school upon exit.

2. Transitional Housing

Grantees shall achieve the following outcome objectives:

2.a. 85 percent of participants have at least one positive relationship and/or permanent connection with an adult to whom they can go for support, advice, and guidance;

2.b. 90 percent of participants will be engaged in education or employment activities while in the program;

2.c. 80 percent of participants who exit will be employed or enrolled in post-secondary education; and

2.d. 70 percent of participants exiting the program will exit to stable housing.

3. THP+THP-Plus

Grantees shall achieve the following outcome objectives:

3.a. 100 percent of participants will be engaged in education or employment activities;

3.b. 80 percent of eligible participants who exit the program will have their high school diploma or equivalent;

3.c. 75 percent of participants will increase their income within one year of entering the program;

3.d. 65 percent of participants exiting the program will transition to stable housing; and

3.e. 60 percent of participants that exit will be employed or enrolled in post-secondary education.

4. Support Services in Permanent Housing

Grantees shall achieve the following outcome objectives:

4.a. 70 percent of tenants will be either enrolled in school or employed;

4.b. 70 percent of tenants will report income from employment;

4.c. 60 percent of tenants will have maintained or increased their income during the quarter; and

4.d. 90 percent of tenants will have maintained their housing or moved to other permanent housing.

## **C. Reporting Requirements**

HSH is working to integrate all programs and legacy databases into the ONE System. HSH will not provide data uploads into the ONE System on behalf of Grantees. Grantees shall receive training on how to use the ONE System and shall be expected to enter program participant information into the system in a timely manner. Grantees shall be responsible for maintaining accurate and complete program participant-level records in the ONE System. The records shall be expected to 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>

Reporting requirements may vary by program, service type, and/or funding source. Grantees shall submit reports in a timely manner using templates or formats specified by HSH.

Grantees are expected to 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, Grantees 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.

When required by HSH, Grantees shall provide regular reports of activities, referencing the tasks as described in the Service Objectives and Outcome Objectives sections. Reports may also include accomplishments and challenges encountered by Grantees.

Grantees shall provide Ad Hoc reports as required by HSH and respond to requests by HSH in a timely manner. Any information shared between Grantees, HSH, and other providers about program participants shall be communicated in a secure manner, with appropriate release of consent forms and in compliance with Health Insurance Portability and Accountability Act (HIPAA) and privacy guidelines.

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

Grantees may be required to provide monthly and/or annual reports of activities, referencing the tasks as described in the Service Objectives and Outcome Objectives sections. These reports shall also include accomplishments and challenges encountered by Grantees, as well as population data, including, but not limited to:

1. A monthly enrollment list;
2. Number and type of exits per month;
3. Number of service plans created;
4. Number of Housing Plans and statuses;
5. Facility inventory data to HSH during the last week of January. Data shall include unit/bed inventory, point in time population count, and general characteristic data;
6. Number of unduplicated homeless persons or person at imminent risk of homelessness served;
7. Number of instances of service;
8. Increases in capacity for new and existing programs;
9. Number of unsheltered homeless persons becoming sheltered;
10. Number of homeless person entering permanent housing;
11. Number of chronically homeless individuals served;
12. Number of unaccompanied homeless youth served; and
13. Number of homeless persons in families with children served.



Grantees shall participate, as required by Department, with City, State and/or Federal government evaluative studies designed to show the effectiveness of Grantees' services. Grantees agree 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 Grantees within thirty working days of receipt of any evaluation report and such response shall become part of the official report.

#### **D. As-Needed Services**

Subject to the City's approval, the grant(s) awarded under this RFP may be amended in accordance with City requirements to include additional services by the Grantee as-needed by the City and for services related to the scope of work described in this RFP. The scope and cost of as-needed services will be negotiated.

### **III. PRE-PROPOSAL INFORMATION**

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#### **A. Pre-Proposal Conference Attendance and Registration**

In-person attendance is recommended. To register, please email [robert.j.mccarthy@sfgov.org](mailto:robert.j.mccarthy@sfgov.org) with the name of the organization and number of attendees by **January 30, 2019, 5:00 pm**.

At the Pre-Proposal Conference, HSH will provide an overview of the RFP, submission requirements, and collect and respond to questions about the RFP.

#### **B. Pre-Proposal Conference Time and Location**

The Pre-Proposal Conference will be held at the date and time specified below.

January 31, 2019, 9:00 am  
Department of Homelessness and Supportive Housing  
1360 Mission St., Ste. 200  
San Francisco, CA 94103

Topics already covered will not be repeated for the benefit of late arrivals. Failure to attend the Pre-Proposal Conference shall not excuse Proposers from any obligations of the RFP or any subsequent agreement.

#### **C. RFP Questions Deadline**

Upon conclusion of the Pre-Proposal Conference, questions or requests for interpretation will only be accepted by email to [robert.j.mccarthy@sfgov.org](mailto:robert.j.mccarthy@sfgov.org) until the RFP Questions Deadline, **February 1, 2019, 5:00 pm**.

Proposer-specific questions about compliance with the City's vendor requirements in section Standard City Vendor Forms or the Proposal templates, are not subject to the above deadline and may still be asked and answered by the contact designated in this RFP.

#### **D. RFP Answers and Clarifications**

A summary of the clarifications, questions and answers pertaining to this RFP will be posted on the Office of Contract Administration's Bid and Contracts website:

<http://mission.sfgov.org/OCABidPublication>. From the search by category, select "Consultants and Professional Services" and then the link for this RFP.

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

## IV. PROPOSAL SUBMISSION REQUIREMENTS

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### A. Time and Place for Submission of Proposals

Proposals, including all related materials, both in electronic and hard copy format as detailed below, must be received by **February 15, 2019, 12:00 pm.**

#### 1. Electronic and PDF Proposals

Proposers shall submit one electronic PDF file of the Appendix 1: Proposal Template and one PDF file and one Excel file of the Appendix 2: Budget Template Workbook and a PDF of the Cost Allocation Plan to [robert.j.mccarthy@sfgov.org](mailto:robert.j.mccarthy@sfgov.org). The electronic file title should include the RFP number and the Proposer name.

#### 2. Hard Copy Proposals

Proposers shall deliver or mail five hard copies of Proposals to:

Robert McCarthy  
Department of Homelessness and Supportive Housing  
1360 Mission Street, St. 200  
San Francisco, CA 94103

Postmarks will not be considered in judging the timeliness of submissions. Proposals submitted solely by email will not be accepted. Proposals submitted by fax will not be accepted. Late submissions will not be considered, including those submitted late due to mail or email delivery service failure. Supplemental documents or revisions after the Proposals Deadline will not be accepted.

### B. Proposal Submission Format

Proposers must submit a Proposal and use Appendix 1: Proposal Template and Appendix 2: Budget Template Workbook, in the order and format specified. This is necessary so that all Proposals may receive fair and consistent evaluation. Proposals that do not follow the required format will not be considered. Information must be at a level of detail that enables effective evaluation by the Evaluation Panel. All Proposers must ensure that the Proposal addresses the Grantee Selection criteria in Section Grantee Selection.

Proposers must print double-sided to the extent possible and bind Proposal copies with a binder clip or single staple. Proposal packages must not be bound with spiral binding, glued binding, or anything similar. It is preferred that text is unjustified (i.e., with a ragged-right margin) with Times New Roman 12 font.

### C. Proposal Contents & Instructions

Proposers must complete and submit one Appendix 1: Proposal Template and Appendix 2: Budget Template Workbook comprising the Proposal for each proposed service component, and may submit one Cost Allocation Plan per organization. Transitional Housing and Transitional Housing HIV - Specialty Services may be combined into a single Appendix 1 proposal submission, but each must still have separate Appendix 2: Budget Template Workbooks.

Using Appendix 1: Proposal Template, each Proposer must complete/provide the following for each proposed service component:

1. Proposal Cover Page

- 1.1 Organization Name, Address, Director and Contact Name, Email and Phone, Federal ID Number, Proposed Budget Amount, Proposed Service Component, Proposed Number Served, Case Management to Youth Ratio, and Subcontractor Information
- 1.2 Certifications

2. Minimum Qualifications

Each Proposer must demonstrate that it meets the applicable Minimum Qualifications. If a Subcontractor will be used, the Proposer must identify the Subcontractor and how it meets the Minimum Qualifications. Each Proposer must include the prior or current program name; funder name; funder contact name, title and email; the start/end dates; and how the Proposer or Subcontractor meet each Minimum Qualification. Proposers are encouraged to provide concrete and clear examples when responding to the following Minimum Qualifications:

- 2.1 At least three years of experience providing the proposed service; and
- 2.2 At least three years of experience working with the population served by the proposed service.

If proposing to provide Transitional Housing – HIV Specialty Services, please also respond to Minimum Qualification 2.3.

- 2.3 At least three years of experience providing HIV prevention and support services.

3. Organizational Capability and Experience

In no more than ten pages, each Proposer must provide responses to the below. Proposers are encouraged to provide specific, concrete, and clear examples for the service component the Proposer is proposing to provide.

- 3.1 Describe the agency's organizational capability and infrastructure to deliver the services described in this RFP.
- 3.2 Describe agency's experience with positive youth development and centering of youth voice in programming.
- 3.3 Describe the agency's experience working with and providing responsive services to diverse individuals, including Black, Latino, and LGBTQ youth. Include any relevant agency practices and any training that staff has received around topics, such as, but not limited to, structural racism, implicit bias, and strengths-based service delivery.
- 3.4 Describe the agency's experience in incorporating the concepts in HSH's Strategic Framework, such as, but not limited to, harm reduction and trauma informed care approaches.
- 3.5 Describe how the agency uses data in decision making and quality improvement.

4. Program Plan

In no more than eight pages, each Proposer must provide responses to the below. Proposers are encouraged to provide specific, concrete, and clear examples to the service component the Proposer is proposing to provide.

- 4.1 Describe the agency's plan to provide the service component the Proposer is proposing to provide.
- Make note of any challenges and barriers that may arise and how the agency plans to mitigate such issues.
  - Include relevant and detailed information for the service component the Proposer is proposing to provide. For example<sup>7</sup>, if proposing a service component that includes

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<sup>7</sup> These are only examples and not an exhaustive list of what each Proposer must address.

connection to employment, include information about partnerships and successful outcomes.

4.2 Succinctly describe the proposed program staffing structure, including responsibilities associated with each position.

- Include relevant information to the service component Proposer is proposing to serve. For example<sup>7</sup>, if proposing a service component that includes Case Management, include the staff to served population ratio; if proposing a service component that includes 24/Hour Emergency Response, include the coverage schedule; if proposing a service component that includes Drop In, describe the coverage schedule; specify the roles of non-direct service staff.
- Please ensure that the staffing structure clearly aligns with the Appendix 2: Budget Template Workbook.
- Please do not include resumes or CVs.

4.3 Describe how the agency will address the needs of and provide services to youth who primarily speak language(s) other than English.

4.4 Describe the agency's plan to integrate racial equity into the program.

5. Budget Workbook

- The budget must be cost effective and include detailed and accurate information and Budget Narrative.
  - The budget forms are in Excel spreadsheets with existing formulas. Please only complete the yellow highlighted sections. There are five sections in the budget workbook: Summary, Salaries, Operating, Capital Expenditures, and Budget Narrative.
- 5.1 Using the Appendix 2: Budget Template Workbook, Proposers must list expenses for all proposed costs from July 1, 2019 to June 30, 2022 using the Salary, Operating and Capital tabs, as appropriate.
- Complete the highlighted yellow portions, as other cells contain formulas.
  - Salaries, Operating and Capital Expenditure are direct costs and must be clearly and easily attributable to the program.
  - Indirect rates are not allowable on Subcontractor indirect or capital expenditures, aid payments, other direct voucher payments, or any stipend, subsidy or expense paid on behalf of a resident (i.e., security deposit, rental payment assistance, transportation vouchers, etc.). These examples are not intended to be a comprehensive list.
  - If applicable, attach a separate detailed Subcontractor budget using the standard HSH format if there is a Subcontractor arrangement made under the terms of the agreement. Provide a brief explanation of the Subcontractor arrangement, as well as a budget breakdown. Please note the total Subcontractor budget amount should appear on the Operating tab under the Subcontractor section.
- 5.2 Complete the Budget Narrative tab, to clearly explain the basis for each expense listed on the Salaries, Operating and Capital Detail tabs, as appropriate.
- The Budget Narrative provides detailed information and calculations supporting the amount allocated to each budget line item.
  - Each Proposer must detail all mathematical computations for each line item and show how the total dollar amount was derived, e.g., the annual salary for each position multiplied by the full-time equivalent (FTE), the number of square feet of office space to be utilized multiplied by the rate per square foot, the cost per month for insurance multiplied by the number of months in the agreement term, etc.
  - For the Salaries and Benefits section, list the position, a brief sentence of the position's responsibilities, the FTE, the percentage of FTE allocated to the activity, the salary per

month, the salary per annum, and the mathematical computation used to arrive at the total dollar amount.

## V. GRANTEE SELECTION

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This section describes the guidelines used for evaluating the Proposals. It is the City's intent to select Proposers for agreement negotiations that will provide the best overall service package to the City. Proposer(s) selected for agreement negotiations are not guaranteed an agreement. This RFP does not in any way limit the City's right to solicit agreements for similar or identical services.

### A. Minimum Qualifications/Completeness

Each Proposer must clearly demonstrate that it meets the Minimum Qualifications to be considered for evaluation. Proposer responses to Minimum Qualifications in RFP Appendix 1: Proposal Template will be reviewed on a pass/fail basis to determine eligibility for evaluation only.

The Minimum Qualifications determination will be solely based on the information submitted by the Proposer in Appendix 1: Proposal Template and Appendix 2: Budget Template Workbook. Insufficient or incomplete information will result in a Proposal being considered non-responsive. Responses of "To be provided 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 Proposal that does not demonstrate that the Proposer meets the Minimum Qualifications for which it is applying will be issued a notice of non-responsiveness and will not be evaluated or eligible for award under this RFP.

The City reserves the right to request clarifications from Proposers prior to rejecting a Proposal for failure to meet the Minimum Qualifications. Clarifications are limited exchanges between the City and Proposer and will not provide a Proposer the opportunity to revise or modify its Proposal.

Each Proposal must provide all requested materials. Failure to provide requested materials may be grounds for disqualification.

### B. Proposal Evaluation (100 total possible points)

HSH intends to award agreements to agencies that it considers will provide the best overall program services at a reasonable pricing structure. HSH reserves the right to accept other than the lowest priced Proposal. Proposals will be evaluated by an Evaluation Panel. The City intends to evaluate Proposals generally in accordance with the criteria itemized below.

#### Organizational Capability and Experience (48 points)

- Does the agency clearly demonstrate that it has the experience, organizational capability and infrastructure to successfully deliver the service component (as described in this RFP) it is proposing to provide? If so, how well does the agency demonstrate this? (10 points)
- Does the agency clearly demonstrate that it has an understanding of and experience utilizing youth development and centering of youth voice in programming? If so, how well does the agency demonstrate this? (10 points)
- Does the agency clearly demonstrate that it has experience successfully delivering responsive services to diverse individuals, including Black, Latino, and LGBTQ youth through agency practices, such as, but not limited to, hiring and trainings? If so, how well does the agency demonstrate this? (12 points)

- Does the agency clearly demonstrate that it has incorporated concepts in HSH's Strategic Framework, such as, but not limited to, harm reduction and trauma informed care approaches? If so, how well does the agency demonstrate this? (8 points)
- Does the agency clearly demonstrate that it has successfully utilized data in decision making and quality improvement? If so, how well does the agency demonstrate this? (8 points)

#### Program Plan (40 points)

- Is the agency's proposed plan clear and reasonable? Does it include specifics about the service component it is proposing to provide? Does the agency anticipate and thoughtfully address likely challenges and barriers to implementation, including how it intends to mitigate or resolve them? If so, how well does the agency demonstrate this? (10 points)
- Is the agency's proposed staffing plan detailed, clear, and reasonable? Does it demonstrate that the agency clearly understand the service component (as described in this RFP) it is proposing to provide? Is the staffing plan well matched to the scope of services, service and outcome objectives described in this RFP for the service component it is proposing to provide (e.g. Does the plan include a Registered Nurse if proposing to provide HIV Specialty Services)? Does the proposed plan match the budget? If so, how well does the agency demonstrate this? (10 points)
- Is the agency's proposed plan to address the needs of and provide services to populations who primarily speak language(s) other than English clear, reasonable and effective? Does the agency understand the importance of providing services to all populations? If so, how well does the agency demonstrate this? (8 points)
- Is the agency's proposed plan to integrate racial equity into the program is specific, measurable, and impactful? Does it demonstrate an understanding for the need for and a willingness to include racial equity in programming? If so, how well does the agency demonstrate this? (12 points)

#### Budget and Budget Narrative (12 points)

- Is the agency's proposed budget reasonable? Does it reflect a good allocation of resources? Does it match the scope of services and the service and outcome objectives described in this RFP for the service component it is proposing to provide (e.g. are meals and a Registered Nurse included if HIV Specialty Services are being proposed)? Does it match the proposed staffing structure? If so, how well does the agency demonstrate this? (6 points)
- Is the agency's Budget Narrative clear? Does it provide justification for budget line items? If so, how well does the agency demonstrate this? (6 points)

## VI. TERMS AND CONDITIONS FOR RECEIPT OF PROPOSALS

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### **A. Errors and Omissions in RFP**

Proposers are responsible for reviewing all portions of this RFP. Proposers are to promptly notify the Department (HSH), in writing, if the Proposer discovers any ambiguity, discrepancy, omission, or other error in this RFP. Any such notification should be directed to the Department promptly after discovery, but in no event later than the RFP Questions Deadline.

### **B. Inquiries Regarding RFP**

Proposers shall submit all questions concerning this RFP, scope of services, or requirements in writing by email only before the RFP Questions Deadline to: [robert.j.mccarthy@sfgov.org](mailto:robert.j.mccarthy@sfgov.org). All questions concerning the RFP process shall be submitted prior to the RFP Questions Deadline. Proposers who fail to do so will waive all further rights to protest, based on these specifications and conditions.



### **C. Objections to RFP Terms**

Should a Proposer object on any ground to any provision or legal requirement set forth in this RFP, the Proposer must, prior to the RFP Questions Deadline, provide written notice to the Department setting forth with specificity the grounds for the objection. The failure of a Proposer 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 Department may modify the RFP, prior to the Proposals Deadline, by issuing Addenda to the RFP, which will be posted at <http://mission.sfgov.org/OCABidPublication>. The Proposer shall be responsible for ensuring that its Proposal reflects any and all Addenda issued by the Department prior to the Proposals Deadline regardless of when the Proposal is submitted. Therefore, the City recommends that the Proposer consult the website frequently, including shortly before the Proposals Deadline, to determine if the Proposer has downloaded all RFP Addenda. It is the responsibility of the Proposer to check for any Addenda, Questions and Answers, and updates, which will be posted on the City's Bid and Contracts website: <http://mission.sfgov.org/OCABidPublication>.

### **E. Term of Proposal**

Submission of a Proposal signifies that the proposed services and prices are valid for the term of this procurement.

### **F. Revision of Proposal**

A Proposer may revise a Proposal on the Proposer's own initiative at any time before the Proposals Deadline. The Proposer must submit the revised Proposal in the same manner as the original. A revised Proposal must be received on or before, but no later than the Proposals Deadline.

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

### **G. Errors and Omissions in Proposal**

Failure by the Department to object to an error, omission, or deviation in the Proposal will in no way modify the RFP or excuse the awarded agency from full compliance with the specifications of the RFP or any awarded agreement pursuant to the RFP.

### **H. Financial Responsibility**

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

### **I. Proposer's Obligations under the Campaign Reform Ordinance**

Proposers must comply with Section 1.126 of the S.F. 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 a Proposer 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 Proposer 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 Proposal, 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, Proposers 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' proposals, bids, responses to RFPs 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 a Proposer 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 S.F. Administrative Code, the Proposer must comply with Chapter 12L. The Proposer must include in its Proposal (1) a statement describing its efforts to comply with the Chapter 12L provisions regarding public access to Proposer's meetings and records, and (2) a summary of all complaints concerning the



Proposer'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 Proposer shall include a statement to that effect. Failure to comply with the reporting requirements of Chapter 12L or material misrepresentation in Proposer's Chapter 12L submissions shall be grounds for rejection of the Proposal and/or termination of any subsequent Agreement reached on the basis of the Proposal.

#### **L. Reservations of Rights by the City**

The issuance of this RFP 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, Proposal, or Proposal procedure;
2. Reject any or all Proposals;
3. Reissue an RFP;
4. Prior to submission deadline for Proposals, 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 RFP, or the requirements for contents or format of the Proposals;
5. Procure any materials, equipment or services specified in this RFP by any other means; or
6. Determine that no project will be pursued.

#### **M. No Waiver**

No waiver by the City of any provision of this RFP shall be implied from any failure by the City to recognize or take action on account of any failure by a Proposer to observe any provision of this RFP.

#### **N. Compliance with Previous Grant and Contract Requirements**

Agencies submitting Proposals that have previously been awarded 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 (corrective actions) in order to be considered responsive to this RFP. Documented failure to correct performance/monitoring deficiencies identified in past City and County grants/grants may result in agency disqualification to participate in this RFP.

#### **O. Other Terms and Conditions**

The selection of any Proposer for agreement negotiations shall not imply acceptance by the City of all terms of any Proposal or response to this RFP, 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 Proposer, then the City, in its sole discretion, may terminate negotiations and begin grant agreement negotiations with the next highest scoring Proposer or may continue competition among remaining Proposers without reinitiating the RFP 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 RFP.

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

## VII. CITY AGREEMENT REQUIREMENTS

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### **A. Standard Agreement Provisions**

The successful Proposer will be required to enter into an agreement. Failure to timely execute the 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 a grant offer. The City, in its sole discretion, may select another Proposer.

### **B. Nondiscrimination in Contracts and Benefits**

The successful Proposer may 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 on the CMD's website at <http://sfgov.org/cmd/>.

### **C. Minimum Compensation Ordinance (MCO)**

The successful Proposer may be required to agree to comply fully with and be bound by the provisions of the Minimum Compensation Ordinance (MCO), as set forth in S.F. 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](http://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](http://www.sfgov.org/olse/mco).

### **D. Health Care Accountability Ordinance (HCAO)**

The successful Proposer may 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 S.F. Administrative Code Chapter 12Q. Contractors 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](http://www.sfgov.org/olse/hcao).

### **E. First Source Hiring Program (FSHP)**

If the contract is for more than \$50,000, then the First Source Hiring Program (Admin. Code Chapter 83) may apply. Generally, this ordinance requires contractors to notify the First Source Hiring Program of available entry-level jobs and provide the Workforce Development System with the first opportunity to refer qualified individuals for employment.

Contractors should consult the San Francisco Administrative Code to determine their compliance obligations under this chapter. Additional information regarding the FSHP is available on the web at <http://oewd.org/first-source> and from the First Source Hiring Administrator, (415) 701-4848.

### **F. Conflicts of Interest**

The successful Proposer 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 Proposer 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 Proposer 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 Proposer that the City has selected the Proposer.

#### **G. Insurance Requirements**

Upon award, Grantee 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 - Grantees that serve vulnerable populations, such as minor children must hold the following Commercial General Liability Insurance with limits not less than \$1,000,000 each occurrence and \$2,000,000 general aggregate for Bodily Injury and Property Damage, including Contractual Liability, Personal Injury, Products and Completed Operations; policy must include Abuse and Molestation coverage; (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.

#### **H. Compliance with Municipal Codes**

Grantees 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 included in this RFP.

#### **I. Companies Headquartered in Certain States**

This Agreement 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 grant agreement will be performed in any of those states. Proposers are hereby advised that Proposers 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 grant agreement will be performed in a state on the Covered State List may not enter into grant agreements with the City. A list of states on the Covered State List is available at the website of the City Administrator.

## **VIII. PROTEST PROCEDURES**

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The City reserves the right to proceed with its award selection and/or negotiation process during any protest period. The City will cease its award 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 Proposer that has submitted a Proposal and believes that the City has incorrectly determined that its Proposal 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 Proposer, and must cite the law, rule, local ordinance, procedure or RFP 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 grant(s) under this RFP, any Proposer that has submitted a responsive Proposal, and believes that the City has incorrectly selected another Proposer for award, 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 after the City's issuance of the notice of intent to award a grant(s).

#### **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 Proposer, and must cite the law, rule, local ordinance, procedure or RFP 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](mailto:Gigi.Whitley@sfgov.org). Protests or notice of protests made by mail, orally (e.g., by telephone) or by FAX will not be considered.

## **IX. STANDARD CITY VENDOR FORMS<sup>8</sup>**

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

Before the City can award any award to a Grantee, all vendors must meet the minimum 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**

At a minimum, in order to become eligible to do business with the City, a vendor must submit the following documents to the Vendor Support Division via the City's supplier portal located at <https://sfcitypartner.sfgov.org/>:

1. [Vendor Application Packet](#) (includes **New Vendor Number Request Form** and **IRS Form W-9**)

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<sup>8</sup> In this section, the term "Vendor" is used interchangeably with "Supplier," and describes a provider seeking to enter into a grant agreement with the City. Since the City's transition to the PeopleSoft Financial System (F&P) in 2017, City providers are now assigned Supplier identification numbers (Supplier IDs), which replace previously-assigned Vendor numbers. Any references on response forms to "Vendor Number" shall mean a Supplier ID, assigned by the City. For more information, please visit <https://sfcitypartner.sfgov.org/>.

2. [CCSF Vendor - Business Registration \(Electronic Submission - you must have a vendor number to complete\)](#)
3. [CMD 12B-101 Declaration](#) of Nondiscrimination in Contracts and Benefits



### C. Vendor Eligibility and Invoice Payment

Vendors must have a City-issued vendor number, have all compliance paperwork submitted and approved by the City, and have an executed agreement or purchase order before payments can be made. Once a vendor 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 supplier portal located at <https://sfcitypartner.sfgov.org/>.

### D. Vendor Eligibility Forms

Form	Purpose/Info	Routing
<a href="#">CCSF Vendor - Business Registration (Electronic Submission - you must have a vendor number to complete)</a>	This declaration is required for city vendors to determine if you are required to obtain a Business Registration Certificate.	<a href="https://sfcitypartner.sfgov.org/">https://sfcitypartner.sfgov.org/</a>
<a href="#">Declaration of Nondiscrimination in Contracts and Benefits with supporting documentation</a> (Form CMD-12B-101)	This Declaration is used by the City's Contract Monitoring Division to determine if a vendor offers benefits to employees. When a vendor offers benefits, it must be verified that all benefits, including insurance plans and leaves, are offered equally to employees with spouses and employees with domestic partners. For more information and assistance, please visit the City Administrator's <b>Contract Monitoring Division Equal Benefits</b> web page.	<a href="https://sfcitypartner.sfgov.org/">https://sfcitypartner.sfgov.org/</a>
<a href="#">Vendor Profile Application</a>	Includes New Vendor Number Request Form and IRS Form W-9.	<a href="https://sfcitypartner.sfgov.org/">https://sfcitypartner.sfgov.org/</a>

### E. Supplemental Forms

Form:	Required If:
Minimum Compensation Ordinance (MCO) Declaration (  pdf)	You have at least \$25,000 (\$50,000 for non-profit organizations) in cumulative annual business with a City department or departments and have more than 5 employees, including employees of any parent, subsidiaries and subcontractors.
Health Care Accountability Ordinance (HCAO) Declaration (  pdf)	You have at least \$25,000 (\$50,000 for non-profit organizations) in cumulative annual business with a City department or departments and have more than 20 employees (more than 50 employees for nonprofit organizations), including employees of any parent, subsidiaries or subcontractors.

Insurance Requirements ( <a href="#">pdf</a> )	The solicitation requires the successful Proposer to demonstrate proof of insurance.
Payment (Labor and Material) Bond ( <a href="#">pdf</a> )	The solicitation requires the awarded vendor to post a Payment (Labor and Material) bond.
Performance Bond ( <a href="#">pdf</a> )	The solicitation requires the awarded vendor to post a Performance bond.
Local Business Enterprise Program Application ( <a href="#">Contract Monitoring Division</a> )	You desire to participate in the City's Local Business Enterprise Program which helps certain financially disadvantaged businesses increase their ability to compete effectively for City contracts

For further guidance, refer to the City's supplier training videos that are located online at:  
<https://sfcitypartner.sfgov.org/>



## San Francisco Ethics Commission

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

Phone: 415.252.3100 . Fax: 415.252.3112

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

Received On:

File #: 241041

Bid/RFP #:

### Notification of Contract Approval

SFEC Form 126(f)4

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

A Public Document

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

#### 1. FILING INFORMATION

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

#### 2. CITY ELECTIVE OFFICE OR BOARD

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

#### 3. FILER'S CONTACT

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

#### 4. CONTRACTING DEPARTMENT CONTACT

<b>NAME OF DEPARTMENTAL CONTACT</b>	<b>DEPARTMENT CONTACT TELEPHONE NUMBER</b>
Dylan Schneider	628-652-7742
<b>FULL DEPARTMENT NAME</b>	<b>DEPARTMENT CONTACT EMAIL</b>
HOM Homelessness and Supportive Housing	dylan.schneider@sfgov.org



5. CONTRACTOR	
<b>NAME OF CONTRACTOR</b>  HomeRise	<b>TELEPHONE NUMBER</b>  (415) 852-5300
<b>STREET ADDRESS (including City, State and Zip Code)</b>  251 Post Street, Suite 200, San Francisco, CA 94108	<b>EMAIL</b>

6. CONTRACT		
<b>DATE CONTRACT WAS APPROVED BY THE CITY ELECTIVE OFFICER(S)</b>	<b>ORIGINAL BID/RFP NUMBER</b>	<b>FILE NUMBER (If applicable)</b> 241041
<b>DESCRIPTION OF AMOUNT OF CONTRACT</b>  \$12,942,074		
<b>NATURE OF THE CONTRACT (Please describe)</b>  Resolution approving the fourth amendment to the grant agreement between Homerise and the Department of Homelessness and Supportive Housing ("HSH") for transitional housing serving transitional age youth; extending the grant term by twelve months from June 30, 2025, for a total term of July 1, 2019 through June 30, 2026; increasing the agreement amount by \$2,948,804 for a total amount not to exceed \$12,942,074; and authorizing HSH to enter into any amendments or other modifications to the agreement that do not materially increase the obligations or liabilities, or materially decrease the benefits to the City and are necessary or advisable to effectuate the purposes of the agreement.		

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	Jackson	Janea	CEO
2	Levenson	Leo	CFO
3	Erickson	Karen	COO
4	Aharoni	Sheila	Board of Directors
5	Avalos	John	Board of Directors
6	Barnes	Derek	Board of Directors
7	Braverman	Heidy	Board of Directors
8	Chaloeicheep	Juthaporn	Board of Directors
9	Cooper	Trent	Board of Directors
10	Edelman	Devra	Board of Directors
11	Fisher	John	Board of Directors
12	Graves	Donald	Board of Directors
13	Groshelle	Heidi	Board of Directors
14	Kyser	Tyler	Board of Directors
15	Miller	Gregg	Board of Directors
16	Romero	Ance1	Board of Directors
17	Sims	Neil	Board of Directors
18	wyler	Jonathan	Board of Directors
19			

**9. AFFILIATES AND SUBCONTRACTORS**

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

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

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

#	LAST NAME/ENTITY/SUBCONTRACTOR	FIRST NAME	TYPE
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☐ 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.**

**SIGNATURE OF CITY ELECTIVE OFFICER OR BOARD SECRETARY OR CLERK**

**DATE SIGNED**

BOS Clerk of the Board

**From:** [Trejo, Sara \(MYR\)](#)  
**To:** [BOS Legislation, \(BOS\)](#)  
**Cc:** [Paulino, Tom \(MYR\)](#); [Schneider, Dylan \(HOM\)](#); [Gil, Hailey \(HOM\)](#); [Cohen, Emily \(HOM\)](#)  
**Subject:** Mayor -- Resolution -- HomeRise Grant Agreement Amendment  
**Date:** Tuesday, October 22, 2024 2:25:56 PM  
**Attachments:** [Resolution - Fourth Amendment - Homerise 5th and Harrison - HSH - FINAL.docx](#)  
[Resolution - Fourth Amendment - HomeRise 5th & Harrions - HSH - FINAL.pdf](#)  
[HomeRise - 5th Harrison - G-150 Amend3 - 7.19-6.25 - FINAL.pdf](#)  
[Homerise - 5th Harrison - G-150 Amend4 - 7.19-12.25 - FINAL.pdf](#)  
[HomeRise - TAY TH @ 5th and Harrison Amend 2 G-150 7.19-6.24 FINAL.pdf](#)  
[HomeRise - TAY TH @ 5th and Harrison G-150 Amend 1 7.19-6.23 - FINAL.pdf](#)  
[HomeRise \(fka CHP\) TAY TH @ 5th and Harrison G-100 7.19-6.22 FINAL.pdf](#)  
[SFEC Form 126f4BOS---HomeRise 5th and Harrison.pdf](#)

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Hello Clerks,

Attached is a Resolution approving the fourth amendment to the grant agreement between Community Housing Partnership DBA HomeRise and the Department of Homelessness and Supportive Housing (“HSH”) for the 5th and Harrison Transitional Living Program for Transitional Aged Youth (TAY); extending the grant term by six months from June 30, 2025, for a total term of July 1, 2019 through December 31, 2025; increasing the agreement amount by \$2,948,804 for a total amount not to exceed \$12,942,074; and authorizing HSH to enter into any amendments or other modifications to the agreement that do not materially increase the obligations or liabilities, or materially decrease the benefits to the City and are necessary or advisable to effectuate the purposes of the agreement.

Best regards,

**Sara Trejo**

Legislative Aide

Office of the Mayor

City and County of San Francisco