

CITY AND COUNTY OF SAN FRANCISCO

**SECOND AMENDMENT TO THE GRANT AGREEMENT**

*BETWEEN*

CITY AND COUNTY OF  
SAN FRANCISCO

*AND*

**LOW INCOME INVESTMENT FUND**

This **AMENDMENT** of the, **July 1, 2017** Grant Agreement (the "Agreement") is dated as of **March 1, 2020** and is made in the City and County of San Francisco, State of California, by and between **LOW INCOME INVESTMENT FUND, 50 CALIFORNIA STREET, SUITE 2900, SAN FRANCISCO, CA 94111** ("Grantee") and the City and County of San Francisco, a municipal corporation ("City") acting by and through the Human Services Agency ("Department").

RECITALS

WHEREAS, the Agreement was competitively procured as required through **RFP #727 – Child Care Facilities Funding & Technical Assistance, issued November 18, 2016**, and this modification is consistent therewith; and

WHEREAS, the City's Human Services Commission approved this Amendment on **February 12, 2020**; and

WHEREAS, the City's [Name of Commission or Board of Supervisors] approved this Amendment by **[INSERT RESOLUTION NUMBER]** on **[INSERT DATE OF COMMISSION OR BOARD ACTION]**;

WHEREAS, Grantee has submitted to the Agency the Application Documents (as hereinafter defined) seeking a grant for the purpose of funding the matters set forth in the Grant Plan (as defined in the Agreement); and

WHEREAS, City and Grantee desire to modify the Agreement on the terms and conditions set forth herein to **extend the performance period, increase the contract amount, and update standard contractual clauses** 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 **July 1, 2017** between Grantee and City.

**First amendment, dated July 1, 2018.**

b. **Contract Monitoring Division.** Effective July 28, 2012, with the exception of Sections 14B.9(D) and 14B.17(F), all of the duties and functions of the Human Rights Commission under Chapter 14B of the Administrative Code (LBE Ordinance) were transferred to the City Administrator, Contract Monitoring Division (“CMD”). Wherever “Human Rights Commission” or “HRC” appears in the Agreement in reference to Chapter 14B of the Administrative Code or its implementing Rules and Regulations, it shall be construed to mean “Contract Monitoring Division” or “CMD” respectively.

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

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

(a) **Article 3.2. Duration of Term** of the Agreement currently reads as follows:

The term of this Agreement shall commence on the later of (a) **July 1, 2017** 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, 2020**.

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

The term of this Agreement shall commence on the later of (a) **July 1, 2017** 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**.

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

The amount of the Grant Funds disbursed hereunder shall not exceed **Twenty-three Million, Two Hundred Thirty-Two Thousand, Two Hundred and Four Dollars (\$23,232,204)** for the period from **July 1, 2017 to June 30, 2020, plus any contingent amount authorized by City and certified as available by the Controller.**

**Contingent amount: Up to Two Million, One Hundred Forty-Five Thousand, Forty-Five Dollars (\$2,145,045)** for the period from July 1, 2017 to June 30, 2020, **may be available, in the City’s sole discretion, as a contingency subject to authorization by the City and certified as available by the Controller.**

The maximum amount of Grant Funds disbursed hereunder shall not exceed **Twenty-Five Million, Three Hundred Seventy-Seven**

**Thousand, Two Hundred Fifty Dollars (\$25,377,250)** for the period from **July 1, 2017 to June 30, 2020 (Y1-Y3).**

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

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

The amount of the Grant Funds disbursed hereunder shall not exceed **Sixty Million, Three Hundred Fourteen Thousand, Sixty-One Dollars (\$60,314,061)** for the period from **July 1, 2017 to June 30, 2022 (Y1-Y5), plus any contingent amount authorized by City and certified as available by the Controller.**

**Contingent amount:** Up to **Five Million, Nine Hundred Eighty-Nine Thousand, Two Hundred Thirty-Four Dollars (\$5,989,234)** for the period from **July 1, 2021 to June 30, 2022 (Y5), may be available, in the City's sole discretion, as a contingency subject to authorization by the City and certified as available by the Controller.**

The maximum amount of Grant Funds disbursed hereunder shall not exceed **Sixty-Six Million, Three Hundred and Three Thousand, Two Hundred Ninety-Five Dollars (\$66,303,295)** for the period from **July 1, 2017 to June 30, 2022 (Y1-Y5).**

Grantee understands that, of the maximum dollar disbursement listed in Section 5.1 of this Agreement, the amount shown as the Contingent Amount may not to be used in Program Budgets attached to this Agreement as Appendix **B-2**, and is not available to Grantee without a revision to the Program Budgets of Appendix **B-2** specifically approved by Grant Agreement Administrator. Grantee further understands that no payment of any portion of this contingency amount will be made unless and until such funds are certified as available by Controller. Grantee agrees to fully comply with these laws, regulations, and policies/procedures.

- (c) **Appendix A.** Appendix A-1, of the aforesaid agreement describes the services to be provided.

Such section is hereby amended in its entirety to include Appendix A-2, Scope of Services, pp. 1-10, which describes the additional services to be provided in this Modification Agreement.

- (d) **Appendix B.** Appendix B-1, Calculation of Charges of the Aforesaid Agreement displays the original total amount of \$**23,232,204**.

Such section is hereby superseded in its entirety by Appendix B-2, Calculation of Charges, pp. 1-5, which displays the budget as herein modified to \$**60,314,061**.

- (e) **Article 7.4 Withholding.** Article 7.4 is hereby added to the agreement and reads as follows:

**7.4 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.

- (f) **Article 16.17 Sugar-Sweetened Beverage Prohibition.** Section 16.17 of the Grant Agreement is hereby amended in its entirety to read as follows:

**16.17 Distribution of Beverages and Water.**

(a) **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.

(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.

- (g) **Article 16.24 Duty to Collect and Record Client Sexual Orientation and Gender Identity (SOGI) Data.** Article 16.24 is hereby added to the agreement and reads as follows:

**16.24 Duty to Collect and Record Client Sexual Orientation and Gender Identity (SOGI) 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 **annually**. In seeking to collect information about clients' sexual orientation and gender identity, Contractor shall: (1) communicate to clients that the provision of sexual orientation and gender identity information is voluntary, and no direct services shall be denied to clients who decline to provide that

information; (2) solicit gender identity and sexual orientation data using questions and approaches consistent with the Department of Public Health's Policies and Procedures entitled "Sexual Orientation Guidelines: Principles for Collecting, Coding, and Reporting Identity Data," reissued on September 2, 2014, and "Sex and Gender Guidelines: Principles for Collecting, Coding, and Reporting Identity Data," reissued on September 2, 2014, or any successor Policies and Procedures; and (3) advise clients that they will protect personally identifiable information regarding clients' sexual orientation and gender identity from unauthorized disclosure, to the extent permitted by law. The duty to collect information about gender identity and sexual orientation shall not apply to the extent such collection is incompatible with any professionally reasonable clinical judgment that is based on articulable facts of clinical significance. Further, Contractor shall protect personally identifiable information from unauthorized disclosure, to the extent permitted by law and as required by the Health Insurance Portability and Accountability Act, the California Medical Information Act, Article 1 of the California Constitution, the California Health and Safety Code and regulations promulgated thereunder, the California Welfare and Institutions Code and regulations promulgated thereunder, and any other applicable provision of federal or state law.

(h) **17.6 Entire agreement** section 17.6 is hereby replaced in its entirety to read as follows:

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

Appendix A-2, Services to be Provided  
Appendix B-2, Budget  
Appendix C, Method of Payment  
Appendix D, Interests in Other City Grants  
Appendix E, Permitted Subgrantees  
Appendix F, Federal Award Information  
Appendix G, Federal Requirements for Subrecipients  
Appendix H, Additional Federal Requirements

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

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



**Appendix A-2: Services to be Provided**  
**Low Income Investment Fund – Child Care Facilities Funding &**  
**Technical Assistance**  
**Effective July 1, 2019 – June 30, 2022**

**I. Purpose of Grant**

The purpose of the grant is to provide both technical assistance and affordable capital to child care providers in order to retain and increase the quantity and enhance the quality of licensed child care available to families and children. This is accomplished through the administration of the Child Care Facilities Fund.

**II. Definitions**

ACCF	Affordable Child Care Fund. The Fund, established in 1985, is a development impact fee collected from new office and hotel development at occupancy. Fees are assessed on office/hotel developments adding 50,000 square feet or more in designated areas of downtown San Francisco. Developers can meet the mandate of legislation in one of three ways: <ul style="list-style-type: none"><li>⇒ Developers can build a child care facility on-site.</li><li>⇒ Developers can establish a relationship with a non-profit to provide a child care facility in the city.</li><li>⇒ Developers can pay \$1 per square foot of commercial space developed into the Fund.</li></ul> In 2003 the legislation was modified to reflect state law requiring that development impact fees only be spent on capital and infrastructure improvements. The Affordable Child Care Fund was renamed the Child Care Capital Fund.
CCCF	San Francisco’s Child Care Capital Fund, revenues derived from development impact fees on large office and hotel projects and residential developments as required by San Francisco's Planning Code.
CCFF&TA	Child Care Facilities Funding & Technical Assistance
CDE	California Department of Education
City	City and County of San Francisco



Child Care Facilities Interagency Committee	A committee comprised of representatives from MOHCD, Office of Early Care and Education, OCII and the Planning Department and staffed by LIIF, that meets monthly to discuss specific ECE facility's needs, pipeline projects, and strategies in San Francisco. The committee also approves specific projects funded through the CCCF.
DHS	San Francisco Department of Human Services, a division of HSA
ECE	Early Care and Education
FCC	Family Child Care providers are licensed providers who offer care in their home. A Family Child Care Home reflects a home-like environment where non-medical care and supervision is provided for periods of less than 24 hours. There are Small Family Child Care Homes and Large Family Child Care Homes.
FCCQN	Family Child Care Quality Network
Grant Monitoring	CCFF grant monitoring includes maintaining complete, accurate and up-to-date files on all CCFF grantees for the term of the grant. Yearly reporting requirements help to ensure grantees are in compliance with the terms of their grant agreements. CCFF grants are recoverable if the service is not provided for the full grant term.
Grantee	Low Income Investment Fund
HSA	San Francisco Human Services Agency
IPIC	Interagency Plan Implementation Committee, coordinated by SF Planning Department and responsible for prioritizing projects and funding, coordinating ongoing planning efforts for designated zones of development.
Loan Administration	Loan administration services provided by LIIF include, but are not limited to, reviewing loan eligibility, upfront loan analysis, underwriting, commitment, closing, disbursement, conversion, and ongoing monitoring and compliance.
MEDA	Mission Economic Development Agency - consultancy agency to this contract.
MOHCD	Mayor's Office of Housing and Community Development



OCII	Office of Community Investment and Infrastructure
OECE	San Francisco Office of Early Care and Education
PAC	Program Advisory Committee is the community-based advisory committee that guides the work of the Child Care Facilities Fund.
Predevelopment Grants	Predevelopment grants support feasibility, planning, architectural, design services, environmental, engineering, permit fees and/or other soft costs related to pre-construction of a site.
Project Management	Project Management services include construction management both before and during construction. The Project Manager acts as the child care provider's representative to architects, contractors, developers and other professionals regarding construction financing and construction issues.
Renovation and Repair Grants	Renovation and repair grants support centers and family child care providers to address deferred facilities maintenance needs in order to ensure healthy and safe environments for children and maintain their licensing by the State of California.
Revolving Grant	Repayable grants provided to providers as cash flow funding, not meeting loan status, but with conditions for repayment
Start-up Capacity Building Grants	Start-Up Capacity Building Grants support the expansion of early education spaces. Depending on the annual guidelines developed by LIIF, with guidance from PAC, these grants fund operating costs, typically up to \$2,200 per child, for new or relocated ECE centers that serve low income children. An emphasis is made to prioritize the creation of spaces serving infants and toddlers.

### III. Target Population

Over 300 licensed ECE centers and over 700 licensed family child care (FCC) homes in San Francisco, with an emphasis on providers caring for children 0-5. Priority will be those facilities located in residential developments wholly or partially funded by the City and County of San Francisco, e.g. HOPE SF communities, alignment with the City's affordable housing plan, and public/private partnerships; providers serving a greater number of low to moderate income and/or CalWORKs, homeless or at-risk families, and/or enrollment of City-subsidized children; and those providers serving infants,

toddlers and/or children with specialized physical or mental health needs. Specific revenues in the grant have slightly different priorities and allowable target uses.

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

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

1. Administer a range of financial products for the San Francisco Office of Early care and Education to meet the evolving capital development needs of City-funded organizations providing licensed early learning settings including, but not limited to: development, marketing, underwriting, financial grants and loans, monitoring, and repayment. The expected array of financial products currently includes, but is not limited to:
  - Planning and predevelopment grants
  - Capital development grants and loans
  - Start-up financing
  - Facility renovation and repair grants
  - Short-term emergency repayable grants
  - Acquisition financing, loans and subsidized loans
  - Disaster preparedness incentives
  - And other programs
2. Administer as delegated by the City and County of San Francisco the Child Development Capital Fund and track individual project expenditures and overall fund expenditures.
3. Administer as delegated by the City and County of San Francisco the Interagency Plan Implementation Committee (IPIC) capital new development grants to increase access to ECE services within specific neighborhood Area Plans, and track fund expenditures and total project expenditures by project.
4. Establish financing and development strategies that leverages individual projects ability for increased access to non-City funding and resources for capital needs of the ECE sector, including acquisition of property, identify New Market Tax Credit eligible projects and build relationships that create potential sources of additional funding e.g. foundations, MOHCD, CA Department of Education, etc.
5. Align and coordinate with citywide training and technical assistance systems of support for ECE providers to access, e.g. First 5 San Francisco, Children's Council of San Francisco, Wu Yee Children's Services, MEDA, etc.
6. Align with First 5 San Francisco on resources for the purpose of indoor and outdoor environments and design.
7. Based on identified needs, provide a variety of trainings, resources, linkages, and one-on-one technical assistance related to the facilities' development process,

- including feasibility analysis, capital planning, architecture and design, construction development, permit process, start-up, and facility maintenance.
8. Provide project management as needed with the use of consultants to ensure ECE sites maintain a reasonable phase of construction and sign-off in larger, more complex projects.
  9. Offer individual technical assistance on capital campaigning, project financing, financial projections and board development.
  10. Collect facility development and expansion data for reporting and evaluation purposes, including the number and the type (e.g., infant, toddler, PreK, type of subsidy) of early education slots created, enhanced and retained annually on an unduplicated basis. Data required by Child Care Development Impact Fee will be tracked discreetly in a routinely updated Development Impact Fee Report that supports the work of OECE and the Controller's Office Development Impact Fee audit.
  11. Conduct a San Francisco ECE Facility Needs Assessment for 2019-20 with a detailed analysis of the citywide supply and demand by neighborhood, with biyearly updates.
  12. Provide consultation and assistance regarding fiscal and operating issues to licensed ECE centers serving low/moderate income children, particularly those contracted through SF-OECE, California Department of Education-Early Learning and Care Division and federal Early Head Start and Head Start, and for facilities identified as City priorities for capital projects.
  13. Provide staffing for monthly meetings of the City's Inter-agency Child Care Facilities Committee, comprised of representatives from OECE, First 5 San Francisco, the Mayor's Office of Housing and Community Development, San Francisco Planning Department, Office of Community Investment and Infrastructure and other City departments as invited.
  14. Hold regular CCFF Program Advisory Committee meetings to report feedback to OECE on the initiative's effectiveness in meeting the needs of licensed ECE providers and to inform the City's direction and priorities of the program. Qualitative data collection and analysis to be developed between OECE and CCFF for annual reporting purposes.
  15. Submit all grant applications to OECE for review and approval prior to the LIIF internal application process commencing.

**FY19-20 Only - Consultancy Services:**

OECE will ensure the additional following services are provided by the consultancy agency and monitored during the term of this grant:

**A. One-on-One Business Technical Assistance & Coaching**

Through its family child care program, MEDA will provide individualized business technical assistance to family child care providers citywide to address their business assistance needs. Performed one-on-one with a MEDA

business program consultant, technical assistance will include a general assessment, an action plan, and other business-related services as needed. This includes grant/loan application assistance, business plan and marketing plan creation, permitting and licensing, financial projections, and assistance in the creation of other operational documents.

B. Family Childcare Business Workshops

MEDA will provide better business practices workshops to a broader audience of family child care providers and potential providers citywide to help them plan and improve their business operations. These workshops are specifically tailored towards the needs of family child care providers. Primary topics will include business planning, budgeting, and bookkeeping, and marketing, among other topics relevant to providers. MEDA will also provide these trainings for family childcare providers on better business practices, and for FCCQN consultants through other agencies and through partnerships with organizations like Children's Council of San Francisco, Wu Yee Children's Services and MPN Early Education Project.

C. MEDA Core Business Training

Family child care providers will be encouraged to enroll in MEDA's core business training course, which includes 12 hours of business training. This training provides clients with a comprehensive understanding of how to effectively run a business. Upon graduation from MEDA's business trainings, they will have gained significant knowledge on marketing, operations, business taxes, and personal finance, ultimately culminating in the creation of a business plan.

D. Technology Trainings

Through the Plaza Adelante Tech Center, MEDA will offer providers with topical technology trainings aimed to increase access to child care for families and enhance business performance. Trainings include basic computer literacy, Minute Menu subsidy access, WIX web design, online marketing, Excel, and Quickbooks for basic accounting. Technology assistance shall also support the implementation of electronic signatures for subsidy enrollment reporting for Family Child Care Quality Network members, including the interface with FCC budgeting and payment collections.

E. Financial Coaching

MEDA will also provide personalized financial coaching to assist family child care providers in improving their financial situation. Coaching begins with an assessment of available credit history, looking at their personal and business present cash flow, and defining a plan to improve their situation reducing debt, improving or establishing credit and increasing savings. MEDA staff will then create an action plan to help providers determine what steps they will need to take in order to define financial goals, work a monthly budget and

define a plan to increase savings, reduce debt and establish or improve their credit score.

**V. Location and Time of Services of Main Grantee:**

Grantee will maintain an office in San Francisco located at 50 California Street, Suite 2900, San Francisco CA 94111, with office hours of 9:00 am – 5:00pm, Monday through Friday, with some evenings and/or weekends for trainings or special conferences/meetings. Technical assistance and monitoring is mainly provided on-site at the licensed facilities or prospective sites.

**FY19-20 only - Consultancy Location and Time of Services:**

Consultancy services will primarily be offered at MEDA's office location and Tech Center at Plaza Adelante, 2301 Mission Street. MEDA will also provide some Business Workshops for family child care providers at other locations in the City through partnerships with organizations such as Children's Council of San Francisco and Wu Yee Children's Services.

**VI. Service Objectives**

Main Grantee will report on the following service objectives annually:

1. As a result of increased outreach efforts to under-served communities identified as having greatest unmet need in the Facility Needs Assessment, City-funded ECE center and FCC projects in these communities will be provided facility feasibility, planning, architectural, development, construction, acquisition and renovation consultation and technical assistance services. (Target: 15)
2. Number of pre-development, capital start-up and renovation and repair grants awarded, resulting in increased/retained ECE capacity in under-served communities identified as having greatest unmet need in the Facility Needs Assessment. (Target: 20)
3. Number of City-funded Family Child Care start-up, expansion and renovation and repair grants awarded, through ongoing outreach to FCC educators in under-served communities identified as having greatest unmet need, resulting in increased/retained FCC capacity. (Target: 15)
4. Number of low-interest loans underwritten or New Market Tax Credit funding awarded to ECE centers undertaking large facility projects, including acquisitions, rehabilitation and new construction. (Target: 4)
5. Administer revolving grants to Title 5 state contracted providers in order to maintain operation during state budget delay, and/or who are projected to over earn their contract and are approved for SF Pilot transfer funds, but for whom delays in the transfer would result in financial hardship and/or disenrollment of children. (Target: 2-8. Service objective deleted in the event of a timely state budget or no need.)

6. Individualized external surveys administered externally of LIIF will indicate overall satisfaction with training and technical assistance provided, project support and client services provided.

FY19-20 Only: Consultancy Service Objectives:

On an annual basis, OECE will ensure the following service objectives are met by the consultancy agency:

- A. Provide one-on-one technical assistance and coaching services to 25 licensed family child care providers.
- B. Provide customized family child care business-related workshops to licensed family child care providers.
- C. Provide its core business training course series to 7 licensed family child care providers.
- D. Provide business-related technology trainings to 20 licensed family child care providers.
- E. Provide financial coaching to 20 licensed family child care providers.

**VII. Main Grantee Outcome Objectives:**

Annually the grantee will report on the following outcome objectives:

1. Number of ECE center and FCC facility projects in communities identified as having greatest unmet need in the Facility Needs Assessment that result in increased ECE capacity after receiving targeted consultation and technical assistance. (Target: 10)
2. Number of new and preserved ECE center spaces developed through CCFF grants, including IPIC Capital New Development Grant(s) within Neighborhood Area Plans.  
(Target: 200)
3. Number of new and preserved family child care spaces developed through grants.  
(Target: 60)
4. Number of new ECE center development projects supported through loans and/or New Market Tax Credits.  
(Target: 4)
5. Number of preserved ECE center spaces through revolving grants.  
(Target 100)
6. Leverage Child Care Facilities Fund with non-City sources. (Minimum of 25%)

FY19-20 Only - Consultancy Outcome Objectives:

On an annual basis, OECE will ensure the following service objectives are met by the consultancy agency:

- A. 15 family child care providers will create a formal balance sheet, including a budget and cash flow projections, through one-on-one technical assistance.
- B. 12 family child care providers will show an improvement of their financial situation through increased saving, lower debt, or improve credit scores.
- C. Impact of one-on-one technical assistance and coaching services  
MEDA staff will measure the following indicators:
  - . Total number of unduplicated non-subsidized child care slots impacted
  - . Total number of unduplicated subsidized child care slots impacted.
  - . Total number of unduplicated non-FCCQN family child care providers receiving services.
  - . Total number of unduplicated FCCQN family child care providers receiving services.
- D. Impact: A minimum of 75% of both non-FCCQN and FCCQN family child care providers who respond will rate 3 or above that they have increased their effectiveness as a small business as a result of attending a MEDA training, workshop, or meeting.
- E. Impact: A minimum of 75% of FCCQN consultants who respond will rate 3 or above that the business training and technical assistance provided is useful to FCCQN providers.

**VIII. Monitoring Activities**

- A. Program Monitoring: Program monitoring will include review of client eligibility, and back-up documentation for reporting progress towards meeting service and outcome objectives.
- B. Fiscal Compliance and Contract Monitoring: Fiscal monitoring will include review of the Grantee's organizational budget, the general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal policy manual, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring will include review of Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities



Act, subcontracts, and MOUs, and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

## **IX. Reporting Requirements**

### **A. Quarterly Reports**

Grantee will submit quarterly reports regarding contract performance. The reports will adhere to the following format:

- a. Reports will contain a brief narrative describing accomplishments and challenges encountered during the quarter, including if IPIC Capital New Development Grant(s) were awarded, to which agency/agencies, and for what purpose(s).
- b. Reports will list the progress towards the service and outcome objectives, as stated in Sections V and VI of this appendix, and will include quarterly and year-to-date numbers for each objective. Names of centers and family child care providers will be included in objective reporting for loans, grants and technical assistance.
- c. Supporting documentation for the numbers presented in the reports must be maintained by the Grantee and must be available for auditing by the Department but need not be attached to the reports.
- d. Quarterly reports are due 15 days after the end of the quarter.

### **B. Ad Hoc Reports**

Grantee will develop and deliver ad hoc reports as requested by DHS-HSA/OECE,

- C. Quarterly and Annual Reports will be entered into the CARBON database.

For assistance with reporting requirements or submission of reports, contact:

Graham Dobson, Program Manager  
Office of Early Care and Education, A716  
Graham.Dobson@sfgov.org

or

Elizabeth Leone, Senior Contracts Manager  
Office of Contract Management, GB11  
Elizabeth.Leone@sfgov.org

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1							Appendix B-2, Page 1
2	<b>HUMAN SERVICES AGENCY BUDGET SUMMARY</b>						
3	<b>BY PROGRAM</b>						
4							
5	Name					Term:	
6	<b>Low Income Investment Fund (LIIF)</b>					7/1/2017 - 6/30/2022	
7	(Check One) New <input type="checkbox"/> Renewal <input type="checkbox"/> Modification <input checked="" type="checkbox"/>						
8	If modification, Effective Date of Mod. 2/1/2020 No. of Mod. 2						
9	Program: Child Care Facilities Fund 17-22						
10	Budget Reference Page No.(s)	7/1/17-6/30/18	7/1/18-6/30/19	7/1/19-6/30/20	7/1/20-6/30/21	7/1/21-6/30/22	7/1/17-6/30/22
11	Program Term	Total	Total	Total	Total	Total	5 Year Total
12	<b>Expenditures</b>						
13	Salaries & Benefits	\$476,854	\$526,832	\$686,504	\$717,519	\$749,776	\$3,157,484
14	Operating Expense	\$2,823,770	\$228,680	\$449,356	\$418,182	\$429,182	\$4,349,169
15	<b>Subtotal</b>	<b>\$3,300,624</b>	<b>\$755,511</b>	<b>\$1,135,860</b>	<b>\$1,135,701</b>	<b>\$1,178,958</b>	<b>\$7,506,654</b>
16	Indirect Percentage (%)	15%	15%	15%	15%	15%	15%
17	Indirect Cost (Line 16 X Line 15)	\$103,114	\$113,327	\$170,379	\$170,355	\$176,844	\$734,018
18	Consultancy Detail	\$0	\$27,736	\$84,595	\$0	\$0	\$112,331
19	Capital Detail		\$2,865,404	\$14,552,016	\$21,294,917	\$13,248,722	\$51,961,059
20	<b>Total Expenditures</b>	<b>\$3,403,737</b>	<b>\$3,761,978</b>	<b>\$15,942,850</b>	<b>\$22,600,973</b>	<b>\$14,604,523</b>	<b>\$60,314,061</b>
21	<b>HSA Revenues</b>						
22	CalWorks	\$427,871	\$185,635	\$651,051	\$651,051	\$651,051	\$2,566,659
23	Child Care Capital Fund	\$1,390,375	\$1,858,513	\$7,000,000	\$12,061,049	\$5,000,000	\$27,309,937
24	Interagency Planning Implementation Committee (IPIC)	\$1,262,643	\$1,443,522	\$4,686,327	\$6,283,401	\$5,348,000	\$19,023,893
25	General Fund	\$322,848	\$274,308	\$605,472	\$605,472	\$605,472	\$2,413,572
26	ERAF			\$3,000,000	\$3,000,000	\$3,000,000	\$9,000,000
27							
28	<b>TOTAL HSA REVENUES</b>	<b>\$3,403,737</b>	<b>\$3,761,978</b>	<b>\$15,942,850</b>	<b>\$22,600,973</b>	<b>\$14,604,523</b>	<b>\$60,314,061</b>
29	<b>Other Revenues</b>						
30							
31	LIIF Capital Contribution (NMTC and PRI)	\$3,750,000	\$5,250,000	\$1,500,000	\$1,500,000	\$1,500,000	\$13,500,000
32	Restricted Funds - Revolving Grants	\$1,468,000	\$1,468,000	\$1,468,000	\$1,468,000	\$1,468,000	\$7,340,000
33	<b>Total Revenues</b>	<b>\$8,621,737</b>	<b>\$10,479,978</b>	<b>\$18,910,850</b>	<b>\$25,568,973</b>	<b>\$17,572,523</b>	<b>\$81,154,061</b>
34	Full Time Equivalent (FTE)						
36	Prepared by: Kim Di Giacomo						
37	HSA-CO Review Signature:						
38	HSA #1						



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Program Name:  
Child Care Facilities Fund

		TOTAL	TOTAL	TOTAL	TOTAL	TOTAL	3 Year TOTAL
	TERM	7/1/17-6/30/18	7/1/18-6/30/19	7/1/19-6/30/20	7/1/20-6/30/21	7/1/21-6/30/22	7/1/17-6/30/22
12	Expenditure Category						
13	Rental of Property	\$ 133,814	\$ 121,714	\$ 143,083	\$ 106,729	\$ 113,295	\$ 618,636
14	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 3,629	\$ 3,779	\$ 6,593	\$ 7,334	\$ 7,786	\$ 29,121
15	Office Supplies, Postage	\$ 8,610	\$ 10,932	\$ 14,859	\$ 15,298	\$ 16,843	\$ 66,542
16	Building Maintenance Supplies and Repair	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
17	Printing and Reproduction	\$ 272	\$ 275	\$ 1,267	\$ 1,410	\$ 1,498	\$ 4,722
18	License and Fees	\$ 4,400	\$ 4,400	\$ 4,634	\$ 4,706	\$ 4,750	\$ 22,890
19	Staff Training	\$ 511	\$ 1,180	\$ 12,743	\$ 12,940	\$ 13,059	\$ 40,433
20	Staff Travel-(Local & Out of Town)	\$ 2,303	\$ 6,839	\$ 19,694	\$ 19,997	\$ 20,181	\$ 69,014
21	Equipment/Equipment Maintenance	\$ 19,368	\$ 22,000	\$ 25,354	\$ 28,207	\$ 29,944	\$ 124,873
22	Temporary help/staff recruitment	\$ 3,809	\$ 2,276	\$ 8,112	\$ 8,236	\$ 8,311	\$ 30,744
23	Workshop/Training Materials	\$ 4,103	\$ 4,285	\$ 20,017	\$ 20,325	\$ 20,515	\$ 69,245
24	CONSULTANT/SUBCONTRACTOR DESCRIPTIVE TITLE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
25	Facilities Development Planning/Architecture	\$ -	\$ 11,088	\$ 30,000	\$ 30,000	\$ 30,000	\$ 101,088
26	Project Management	\$ -	\$ -	\$ 90,000	\$ 90,000	\$ 90,000	\$ 270,000
27	Fiscal and Operations	\$ 29,000	\$ 32,013	\$ 41,000	\$ 41,000	\$ 41,000	\$ 184,013
28	Family Child Care Program	\$ -	\$ -	\$ 8,000	\$ 8,000	\$ 8,000	\$ 24,000
29	Translation	\$ -	\$ 550	\$ 4,000	\$ 4,000	\$ 4,000	\$ 12,550
30	Workshop/Training Presenters	\$ 750	\$ 7,350	\$ 20,000	\$ 20,000	\$ 20,000	\$ 68,100
31	OTHER	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
32		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
33	Center Start Up Grants	\$ 269,400	\$ -	\$ -	\$ -	\$ -	\$ 269,400
34	Center Pre-development Grants	\$ 159,800	\$ -	\$ -	\$ -	\$ -	\$ 159,800
35	Center Capital New Development Grants	\$ 2,082,500	\$ -	\$ -	\$ -	\$ -	\$ 2,082,500
36	Center Renovation and Repair Grants	\$ 90,000	\$ -	\$ -	\$ -	\$ -	\$ 90,000
37	Center CDE Repayable Grants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
38	Family Child Care Expansion Grants	\$ 11,500	\$ -	\$ -	\$ -	\$ -	\$ 11,500
39	Family Child Care Renovation and Repair Grants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
40	LIIF Capital Contribution (NMTC and PRI)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
41							
42	TOTAL OPERATING EXPENSE	\$ 2,823,770	\$ 228,680	\$ 449,356	\$ 418,182	\$ 429,182	\$ 4,349,169
43							
44	HSA #3						
45							
46							
47							
48							
49							