

File No. 190284

Committee Item No. 1
Board Item No. 10

COMMITTEE/BOARD OF SUPERVISORS
AGENDA PACKET CONTENTS LIST

Committee: Budget & Finance Sub-Committee

Date May 22, 2019

Board of Supervisors Meeting

Date June 4, 2019

Cmte Board

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| <input type="checkbox"/> | <input type="checkbox"/> | MOU |
| <input type="checkbox"/> | <input type="checkbox"/> | Grant Information Form |
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Completed by: Linda Wong Date May 17, 2019
Completed by: Linda Wong Date May 24, 2019

1 [Grant Agreement - San Francisco In-Home Supportive Service Public Authority -
2 Provider Benefits and Administration Contract Approval - Not to Exceed \$255,912,584]

3 **Resolution authorizing the Executive Director of the Human Services Agency to**
4 **execute a grant agreement between the City and County of San Francisco, by and**
5 **through its Human Services Agency, and San Francisco In-Home Supportive Services**
6 **(IHSS) Public Authority for the provision of administration, health, and dental benefits**
7 **to IHSS independent providers for the period of July 1, 2019, through June 30, 2022, in**
8 **an amount not to exceed \$255,912,584.**

9
10 WHEREAS, The State of California, under Welfare and Institutions Code, Section
11 12300, mandates that all counties provide the In-Home Supportive Services (IHSS) Program,
12 which provides supportive services to eligible blind, aged, and disabled persons in order to
13 enable these individuals to remain safely in their homes; and

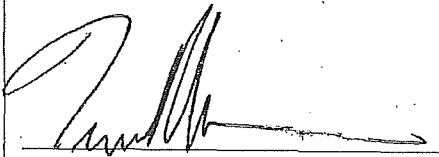
14 WHEREAS, The City And County Of San Francisco, pursuant to California Welfare and
15 Institutions Code, Section 12301.6, has created through legislation the San Francisco In-
16 Home Supportive Services Public Authority to provide for the delivery of In-Home Supportive
17 Services and to be the employer of record for the Independent Providers; and

18 WHEREAS, The City and County of San Francisco also wishes to provide health and
19 dental benefits to the Independent Providers of IHSS; now, therefore, be it

20 RESOLVED, That the Board of Supervisors hereby approves the grant agreement with
21 the San Francisco In-Home Supportive Services Public Authority to provide administration,
22 health and dental benefits to the IHSS Independent Providers, for the period of July 1, 2019,
23 through June 30, 2022, in the amount of \$255,912,584; and, be it

1 FURTHER RESOLVED, That within 30 days of the Agreement being fully executed by
2 all parties, the Human Services Agency shall provide a copy to the Clerk of the Board for
3 inclusion into the official file.
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5 APPROVED:
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10 Trent Rhorer

11 Executive Director, Human Services Agency
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<p>Item 1 File 19-0484</p>	<p>Department: Human Services Agency (HSA)</p>
<p>EXECUTIVE SUMMARY</p>	
<p>Legislative Objectives</p>	
<ul style="list-style-type: none"> • The proposed resolution would approve a new contract between HSA and the San Francisco IHSS Public Authority to replace the current contract, which is scheduled to end in June 2020. The proposed new contract is for the period of July 1, 2019 through June 30, 2022, in an amount not to exceed \$255,912,584. Contract services include program administration, health and dental benefits, and other services to IHSS providers. 	
<p>Key Points</p>	
<ul style="list-style-type: none"> • In-Home Supportive Services (IHSS) is a federally-, state-, and locally-funded program administered by each county. IHSS provides funding for eligible low-income seniors (over the age of 65) and disabled persons to receive non-medical personal care and other household assistance in their home. • In May 1995, the Board of Supervisors established the San Francisco IHSS Public Authority per Administrative Code Chapter 70 as an independent public agency, pursuant to California Welfare and Institutions Code Section 12301.6, to be the designated public authority for the County of San Francisco to (a) provide administrative and operations support services for IHSS Independent Providers and (b) administer health and dental benefits to IHSS Independent Providers. • In July 2016, the Board of Supervisors approved a contract between HSA and the San Francisco IHSS Public Authority for the provision of administration, health, and dental benefits to IHSS Independent Providers from July 1, 2016 to June 30, 2020 in the amount of \$267,094,964 (File 16-0533). Subsequently, HSA entered into a contract with the IHSS Public Authority for the period of July 1, 2016 to June 30, 2019 with a total not to exceed amount of \$195,486,362. In July 2018, HSA modified the contract to a new total not to exceed amount of \$215,674,407 for the period of July 1, 2016 to June 30, 2019. 	
<p>Fiscal Impact</p>	
<ul style="list-style-type: none"> • The proposed contract amount, including a 10 percent contingency, totals \$255,912,584 over a three-year term from July 1, 2019 through June 30, 2022. • Health and dental benefits constitute \$220,994,361 or approximately 95 percent of the proposed contract amount (not including the 10 percent contingency). 	
<p>Policy Consideration</p>	
<ul style="list-style-type: none"> • According to HSA, the IHSS Public Authority has met the requirements for the monitoring report objectives for the current contract, which include service measures on IHSS provider benefits administration and enrollment, the worker registry, Independent Provider enrollment services and IHSS consumer mentoring services. • Performance measures and monitoring report activities for the proposed contract will include similar requirements. 	
<p>Recommendation</p>	
<ul style="list-style-type: none"> • Approve the proposed resolution. 	

MANDATE STATEMENT

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

BACKGROUND

In-Home Supportive Services (IHSS) is a federally-, state-, and locally-funded program administered by each county. IHSS provides funding for eligible low-income seniors (over the age of 65) and disabled persons to receive non-medical personal care and other household assistance in their home. IHSS care allows older adults and people with disabilities to remain in their own homes and thereby avoid unnecessary and expensive hospitalization or institutionalization.

Each eligible IHSS client is allocated a specified number of monthly IHSS service hours based on an annual needs assessment conducted by the Human Services Agency (HSA). In San Francisco, IHSS service hours are provided to clients via two modes of service delivery: (a) the Independent Provider mode or (b) the contract mode for clients who are unable to find and/or supervise their own Independent Providers. According to HSA, there are currently approximately 22,500 IHSS clients, 95 percent who utilize the Independent Provider mode of service¹.

In May 1995, the Board of Supervisors established the San Francisco IHSS Public Authority per Administrative Code Chapter 70² as an independent public agency, pursuant to California Welfare and Institutions Code Section 12301.6³, to be the designated public authority for the

¹ The five percent of clients who do not utilize the Independent Provider mode receives services through Homebridge, which is currently San Francisco's contract mode provider. According to HSA, the Homebridge contract serves a higher need client while also providing both wages and benefits to IHSS providers. The Homebridge contract serves IHSS recipients who are unable to hire and supervise their own home care providers, as well as IHSS recipients who have behavioral issues that create barriers to service delivery. The home care providers employed by Homebridge do not receive benefits from the IHSS Public Authority. Homebridge is responsible for providing health benefits to their employees in compliance with the Affordable Care Act and all other relevant laws.

² Administrative Code Chapter 70 states the following: "The Board of Supervisors for the City and County of San Francisco (hereinafter, City) by this Chapter establishes a public authority whose powers are derived from and consistent with the provisions of Welfare and Institutions Code Section 12301.6. The name of this public authority shall be the In-Home Supportive Services Public Authority, and shall be referred to in this Chapter as the "Authority." Its purpose is to assure the availability of Independent Providers for the In-Home Supportive Services Program (IHSS) through the establishment of a central registry, and related functions, and to perform any other functions, as may be necessary for the operation of the Authority, or related to the delivery of IHSS in San Francisco, subject to all applicable Federal and State laws and regulations, and to the limitations set forth in this Chapter."

³ Section 12301.6(e) of the Welfare and Institutions Code identifies the following responsibilities as those that can be transferred to a public authority or nonprofit consortium: (1) the provision of assistance to recipients in finding

County of San Francisco to (a) provide administrative and operations support services for IHSS Independent Providers and (b) administer health and dental benefits to IHSS Independent Providers.

In July 2016, the Board of Supervisors approved a contract between HSA and the San Francisco IHSS Public Authority for the provision of administration, health, and dental benefits to IHSS Independent Providers from July 1, 2016 to June 30, 2020 in the amount of \$267,094,964 (File 16-0533). Subsequently, HSA entered into a contract with the IHSS Public Authority for the period of July 1, 2016 to June 30, 2019 with a total not to exceed amount of \$195,486,362. In July 2018, HSA modified the contract to a new total not to exceed amount of \$215,674,407 for the period of July 1, 2016 to June 30, 2019.

DETAILS OF PROPOSED LEGISLATION

The proposed resolution would approve a new contract between HSA and the San Francisco IHSS Public Authority to replace the current contract, which is scheduled to end in June 2019. The proposed new contract is for the period of July 1, 2019 through June 30, 2022, in an amount not to exceed \$255,912,584. Contract services include program administration, health and dental benefits, and other services to IHSS providers.

According to HSA, to reflect recent changes to health and dental insurance costs and to align with the new Independent Provider Collective Bargaining Agreement (discussed below), HSA decided to begin a new contract cycle for the period of July 1, 2019 to June 30, 2022.

The IHSS Public Authority is the employer of record for Independent Providers in San Francisco for the purposes of union negotiations and is responsible for the administration of health and dental benefits for all eligible Independent Providers. In 2018, the IHSS Public Authority concluded the collective bargaining process with SEIU Local 2015. According to HSA, there are approximately 20,000 active Independent Providers in the City. Currently, 11,352 or 59 percent of eligible Independent Providers are enrolled in health benefits, and 9,608 or 53 percent of eligible Independent Providers are enrolled in dental benefits⁴.

The major service areas provided through the proposed contract with the IHSS Public Authority include the following:

IHSS personnel through the establishment of a registry, (2) investigation of the qualifications and background of potential personnel, (3) establishment of a referral system under which IHSS personnel shall be referred to recipients, (4) providing training for providers and recipients, (5) performing any other functions related to the delivery of IHSS, and (6) ensuring that the requirements of the personal care option pursuant to Subchapter 19 (commencing with Section 1396) of Chapter 7 of Title 42 of the United States Code are met.

⁴ According to HSA, for health insurance, an Independent Provider has to have worked three consecutive months with at least 25 hours per month to be qualified to enroll. For dental insurance, an Independent Provider has to have worked six consecutive months with at least 25 hours per month to be qualified to enroll. To maintain health and dental coverage, an Independent Provider has to work a minimum of 25 hours per month. As of April 1, 2019, there were 19,216 Independent Providers who are eligible for health insurance, and 18,032 Independent Providers who are eligible for dental insurance.

- Maintaining a home care worker registry;
- Providing and administering health and dental benefits for Independent Providers;
- Participating in Independent Provider group orientation, conducting LiveScans and processing of criminal background checks of potential Independent Providers;
- Providing a Mentorship Program for IHSS consumers;
- Providing a One Stop Resource Center for IHSS recipients and Independent Providers, which includes trainings for IHSS recipients and distribution of limited safety and protective supplies to Independent Providers; and
- Providing stipends to Union Stewards for performance of Union related activities in accordance with the current Collective Bargaining Agreement with SEIU Local 2015.

According to HSA, the proposed contract's scope of work for the provision of benefits to Independent Providers has not changed from the existing contract with the IHSS Public Authority. The insurance carrier for health benefits is the San Francisco Health Plan, which in turn buys a large percentage of services from the Department of Public Health (DPH). The HSA negotiates rates with the San Francisco Health Plan for health insurance. For dental benefits, the HSA conducted a full analysis of the dental insurance industry and advised the Public Authority to use Liberty Dental, which renews on an annual basis in January. According to HSA, the current health and dental providers will remain the same for the proposed contract.

According to HSA, Independent Provider wages are set by the City, but are paid directly to Independent Providers by the State. In San Francisco, the recently adopted Minimum Compensation Ordinance⁵ (MCO) approved in November 2018 that sets wages for IHSS workers at above the City's minimum wage (File 17-0538) resulted in a staggered wage increase for Independent Providers and was subsequently codified in the Collective Bargaining Agreement between SEIU Local 2015 and the IHSS Public Authority. While the IHSS Public Authority acts as the employer of record for purposes of bargaining, which includes setting wages in partnership with the City, the wages do not get paid through the Public Authority contract.

FISCAL IMPACT

The amount of the existing contract between HSA and the IHSS Public Authority during the three-year term between July 1, 2016 and June 30, 2019 was \$215,674,407, which includes a 10 percent contingency. According to HSA, estimated actual contract expenditures through June

⁵ The Minimum Compensation Ordinance amended Administrative Code Section 12P to increase the minimum compensation for employees of (a) nonprofit organizations having contracts with the City to \$16 per hour as of July 1, 2019, plus an amount corresponding to the prior year's increase in the Consumer Price Index (CPI); and (b) public entities, including In Home Supportive Services (IHSS), to \$17 per hour on the 60th day after enactment of the ordinance. The minimum compensation amount for employees of nonprofit organizations and public entities would increase each year on July 1 by the CPI.

30, 2019 will be approximately \$182,556,627, or \$13,526,715 less than the total contract not-to-exceed amount.

The proposed contract amount, including a 10 percent contingency, totals \$255,912,584 over a three-year term from July 1, 2019 through June 30, 2022, as shown in Table 1 below.

Table 1. IHSS Public Authority Contract Budget

Fiscal Year	FY 2019-20	FY 2020-21	FY 2021-22	Total
Administration of Health and Dental Benefits ⁶	\$74,948,865	\$77,322,732	\$79,169,955	\$231,441,552
Finger Printing Project ⁷	266,696	275,199	284,934	826,829
Advisory Council ⁸	72,865	76,461	81,097	230,423
Mentorship Program ⁹	41,000	50,000	58,000	149,000
Subtotal	\$75,329,426	\$77,724,392	\$79,593,986	\$232,647,804
10% Contingency ¹⁰	7,532,943	7,772,439	7,959,399	23,264,780
Total	\$82,862,369	\$85,496,831	\$87,553,385	\$255,912,584

According to HSA, both the HSA and DPH worked with the IHSS Public Authority to determine the proposed contract’s budget, which is based on projections accounting for the anticipated number of enrollments (based on averages of past actuals) multiplied by average monthly premiums and also incorporates updates to comply with changes to City ordinances. Health and dental benefits constitute \$220,994,361 or approximately 95 percent of the proposed contract amount (not including the 10 percent contingency). As previously mentioned, the IHSS Public Authority buys health and dental insurance from the San Francisco Health Plan and Liberty Dental.

The contract is funded by a combination of federal, state and county sources, as shown in Table 2 below.

⁶ This includes salaries and operating expenses for the administration of health and dental benefits, as well as health and dental insurance, for all eligible Independent Providers.

⁷ This includes background investigations of new Independent Providers including providing LiveScan fingerprinting.

⁸ This is the governing arm of the IHSS-Public Authority agency. They provide direction to ensure that the agency’s mission and vision are fulfilled. The advisory board is mandated by statute with certain governing responsibilities and member requirements.

⁹ The Mentorship Program assists and educates referred consumers on how to successfully hire and maintain an Independent Provider in order to successfully transition to and/or maintain independent community living. The mentors facilitate consumers in discharges from Laguna Honda Hospital over a 60-day transition period, half of which is spent on instructing consumers on how to successfully live in their homes and communities. The Mentorship program is partially supported through a work order from the Department of Public Health.

¹⁰ According to HSA, in 2014, the agency adopted a policy allowing for a 10 percent contingency to be added to the initial budgeted amounts of contracts. This policy was adopted to allow for adjustments such as annual cost of doing business increases and other one-time only modifications.

Table 2. IHSS Public Authority Funding Sources

Source	Amount	Percentage
City General Fund	\$46,529,561	20%
State Grants	69,794,341	30%
Federal Grants	116,323,902	50%
Subtotal	\$232,647,804	
10% Contingency (General Fund)	23,264,780	
TOTAL	\$255,912,584	

POLICY CONSIDERATION

According to HSA, the IHSS Public Authority has met the requirements for the monitoring report objectives for the current contract, which include service measures on IHSS provider benefits administration and enrollment, the worker registry, Independent Provider enrollment services and IHSS consumer mentoring services. The IHSS Public Authority also submits an annual report summarizing the contract activities and data points on service and outcome objectives, as well as accomplishments and challenges encountered by the agency. Performance measures and monitoring report activities for the proposed contract will include similar requirements.

RECOMMENDATION

Approve the proposed resolution.

CITY AND COUNTY OF SAN FRANCISCO

GRANT AGREEMENT

between

CITY AND COUNTY OF SAN FRANCISCO

and

SAN FRANCISCO IN-HOME SUPPORTIVE SERVICES PUBLIC AUTHORITY

THIS GRANT AGREEMENT (this "Agreement") is made this 1st day of July, 2019, in the City and County of San Francisco, State of California, by and between **San Francisco In-Home Supportive Services Public Authority, 832 Folsom St, 9th Floor, San Francisco, CA 94107** ("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:

Provision of In-Home Supportive Services - Independent Provider Mode; and

WHEREAS, the Grant is funded with Federal dollars, CFDA #93.778; and

WHEREAS, section 9.118(b) of the City Charter states that contracts or agreements having a term in excess of ten years, or requiring anticipated expenditures by the City and County of ten million dollars or more, shall be subject to approval of the Board of Supervisors by resolution. Such approval was granted by **Resolution #: [Pending resolution #] on [Pending date of resolution approval]**;

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

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

**ARTICLE 1
DEFINITIONS**

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

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

(b) "**Agency**" shall mean Human Services Agency or Department of Human Services

(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, B(a), B(b), and B(c), 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, B, B(a), B(b), and B(c), 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 **Two Hundred Thirty-Two Million, Six Hundred Forty-Seven Thousand, Eight Hundred Four Dollars (\$232,647,804)** 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 Twenty-Three Million, Two Hundred Sixty-Four Thousand, Seven Hundred Eighty Dollars (\$23,264,780) for the period from July 1, 2021 to June 30, 2022 (Y3), 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 Two Hundred Fifty-Five Million, Nine Hundred Twelve Thousand, Five Hundred Eighty-Four Dollars (\$255,912,584) 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

(c) **Grant Terms.** If the funding for this agreement is provided in full or in part by a Federal or State grant to the City then 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. Any such incorporated terms and requirements may be added in the attached appendices. By executing this Agreement, Grantee certifies that Grantee is not suspended, debarred or otherwise excluded from participation in state or federal assistance programs. Grantee acknowledges that this certification of eligibility to receive state or federal funds is a material term of the Agreement.

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.

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. Earned Income Credit (EIC) Forms. Reserved .

ARTICLE 8 REPRESENTATIONS AND WARRANTIES

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

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

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

8.3 No Misstatements. No document furnished or to be furnished by Grantee to City or City in connection with the Application Documents, this Agreement, any Funding Request or any other document relating to any of the foregoing, contains or will contain any untrue statement of material fact or omits or will omit a material fact necessary to make the statements contained therein not misleading, under the circumstances under which any such statement shall have been made.

8.4 Conflict of Interest.

(a) Through its execution of this Agreement, Grantee acknowledges that it is familiar with the provision of Section 15.103 of the City's Charter, Article III, Chapter 2 of the City's Campaign and Governmental Conduct Code, and Section 87100 et seq. and Section 1090 et seq. of the Government Code of the State of California, and certifies that it does not know of any facts which constitutes a

violation of said provisions and agrees that it will immediately notify the City if it becomes aware of any such fact during the term of this Agreement.

(b) Not more than one member of an immediate family serves or will serve as an officer, director or employee of Grantee, without the prior written consent of City. For purposes of this subsection, "immediate family" shall include husband, wife, domestic partners, brothers, sisters, children and parents (both legal parents and step-parents).

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

8.6 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 \$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, and

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

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

(a) Name as additional insured City and its officers, agents and employees.

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

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

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

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

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

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

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

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

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

ARTICLE 11
EVENTS OF DEFAULT AND REMEDIES

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

(a) **False Statement.** Any statement, representation or warranty contained in this Agreement, in the Application Documents, in any Funding Request or in any other document submitted to City under this Agreement is found by City to be false or misleading.

(b) **Failure to Provide Insurance.** Grantee fails to provide or maintain in effect any policy of insurance required in Article 10.

(c) **Failure to 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% of Grantee's direct costs for services or other work. Any overhead allowance shall be separately itemized. Grantee may also recover the reasonable cost of preparing the invoice.
- (2) A reasonable allowance for profit on the cost of the services and other work described in the immediately preceding subsection (1), provided that Grantee can establish, to the satisfaction of City, that Grantee would have made a profit had all services and other work under this Agreement been completed, and provided further, that the profit allowed shall in no event exceed 5% of such cost.
- (3) The reasonable cost to Grantee of handling material or equipment returned to the vendor, delivered to the City or otherwise disposed of as directed by the City.
- (4) A deduction for the cost of materials to be retained by Grantee, amounts realized from the sale of materials and not otherwise recovered by or credited to City, and any other appropriate credits to City against the cost of the services or other work.

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

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

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

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

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

(a) **Termination.** City may terminate this Agreement by giving a written termination notice to Grantee and, on the date specified in such notice, this Agreement shall terminate and all rights of Grantee hereunder shall be extinguished. In the event of such termination, Grantee will be paid for Eligible Expenses in any Funding Request that was submitted and approved by City prior to the date of termination specified in such notice.

(b) **Withholding of Grant Funds.** City may withhold all or any portion of Grant Funds not yet disbursed hereunder, regardless of whether Grantee has previously submitted a Funding Request or whether City has approved the disbursement of the Grant Funds requested in any Funding Request. Any Grant Funds withheld pursuant to this Section and subsequently disbursed to Grantee after cure of applicable Events of Default shall be disbursed without interest.

(c) **Offset.** City may offset against all or any portion of undisbursed Grant Funds hereunder or against any payments due to Grantee under any other agreement between Grantee and City the amount of any outstanding Loss incurred by any Indemnified Party, including any Loss incurred as a result of the Event of Default.

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

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

ARTICLE 12 DISCLOSURE OF INFORMATION AND DOCUMENTS

12.1 Protection of Private Information.

a. **Personal Information.** Contractor has read and agrees to the terms set forth in San Francisco Administrative Code Sections 12M.2, "Nondisclosure of Private Information," and 12M.3,

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

b. Protected Social Service and Personal Health Information. Contractor, all 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 Contract. In the event that City pays a regulatory fine, and/or is assessed civil penalties or damages through private rights of action, based on an impermissible use or disclosure of protected social service or protected health information given to Contractor or its 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 Contract.

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

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

12.3 Financial Projections. Pursuant to San Francisco Administrative Code Section 67.32, Grantee has on or before the date hereof provided to City financial projections, including profit and loss figures, for the Project. For the term of the Agreement, Grantee shall within one hundred twenty (120) days after the end of Grantee's fiscal year end provide to City annual financial statements for the Project certified by the Grantee as complete and accurate and audited by an independent accounting firm. The Grantee acknowledges and agrees that the financial projections and audited financial statements shall be public records subject to disclosure upon request.

ARTICLE 13 ASSIGNMENTS AND 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: Human Services Agency
Office of Contract Management, G- 000
P.O. Box 7988
San Francisco, CA 94120-7988
Facsimile No. 415-557-5679

If to Grantee: San Francisco In-Home Supportive Services Public Authority
832 Folsom Street, 9th Floor
San Francisco, CA 94107
Attn: Kelly Dearman
Email: kdearman@sfihsppa.org

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

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

ARTICLE 16 COMPLIANCE

16.1 Local Business Enterprise Utilization; Liquidated Damages. Reserved.

16.2 Nondiscrimination; Penalties.

(a) **Grantee Shall Not Discriminate.** In the performance of this Agreement, Grantee agrees not to discriminate against any employee, City and County employee working with such grantee or subgrantee, applicant for employment with such grantee or subgrantee, or against any person seeking accommodations, advantages, facilities, privileges, services, or membership in all business, social, or other establishments or organizations, on the basis of the fact or perception of a person's race, color, creed, religion, national origin, ancestry, age, height, weight, sex, sexual orientation, gender identity, domestic partner status, marital status, disability or Acquired Immune Deficiency Syndrome or HIV status (AIDS/HIV status), or association with members of such protected classes, or in retaliation for opposition to discrimination against such classes.

(b) **Subcontracts.** Grantee shall incorporate by reference in all subcontracts the provisions of Sections 12B.2(a), 12B.2(c)-(k), and 12C.3 of the San Francisco Administrative Code and shall require all subgrantees to comply with such provisions. Grantee's failure to comply with the obligations in this subsection shall constitute a material breach of this Agreement.

(c) **Non-Discrimination in Benefits.** Grantee does not as of the date of this Agreement and will not during the term of this Agreement, in any of its operations in San Francisco or where the work is being performed for the City or elsewhere within the United States, discriminate in the provision of bereavement leave, family medical leave, health benefits, membership or membership discounts, moving expenses, pension and retirement benefits or travel benefits, as well as any benefits other than the benefits specified above, between employees with domestic partners and employees with spouses, and/or between the domestic partners and spouses of such employees, where the domestic partnership has been registered with a governmental entity pursuant to state or local law authorizing such registration, subject to the conditions set forth in Section 12B.2(b) of the San Francisco Administrative Code.

(d) **Condition to Grant 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- of the Confidentiality, Fraud, Civil Rights, and State Hearings Manual published by the California Department of Social Services (available online at <http://www.cdss.ca.gov/getinfo/pdf/3cfcman.pdf>) requires 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. 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.

d. 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.

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

f. 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.

g. 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.

h. 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.

i. 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 (Chapter 83) 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 Chapter 83, 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 Chapter 83. 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 Chapter 83.

(2) Set first source interviewing, recruitment and hiring requirements, which will provide the San Francisco Workforce Development System with the first opportunity to provide qualified economically disadvantaged individuals for consideration for employment for entry level positions. Employers shall consider all applications of qualified economically disadvantaged individuals referred by the System for employment; provided however, if the employer utilizes nondiscriminatory screening criteria, the employer shall have the sole discretion to interview and/or

hire individuals referred or certified by the San Francisco Workforce Development System as being qualified economically disadvantaged individuals. The duration of the first source interviewing requirement shall be determined by the FSHA and shall be set forth in each agreement, but shall not exceed 10 days. During that period, the employer may publicize the entry level positions in accordance with the agreement. A need for urgent or temporary hires must be evaluated, and appropriate provisions for such a situation must be made in the agreement.

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

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

(5) Establish guidelines for employer good faith efforts to comply with the first source hiring requirements of Chapter 83. 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 Chapter 83, that employer shall be subject to the sanctions set forth in Section 83.10 of Chapter 83.

(6) Set the term of the requirements.

(7) Set appropriate enforcement and sanctioning standards consistent with Chapter 83.

(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 Chapter 83.

(9) Require the developer to include notice of the requirements of Chapter 83 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 Chapter 83 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 Chapter 83 as set forth in this section;
- (3) That the Contractor's commitment to comply with Chapter 83 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 Chapter 83 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%. 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 Chapter 83, 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. 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 Chapter 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 16.15(d), above. Contractor or Subcontractor shall not require such disclosure or make such inquiry until either after the first live interview with the person, or after a conditional offer of employment.

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

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

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

16.16 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 Slavery Era Disclosure. Reserved

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.

16.21 Compliance with California Department on Aging. If grant is in excess of \$100,000 in California Department of Aging Funding, grantee is required to complete and submit of Standard Form LLL, "Disclosure Form to Report Lobbying", Form LLL to be found at: <http://www.adp.ca.gov/NNA/files/Documents1X.doc>

16.22 Additional Requirements for Federally-Funded Awards

- 1) The Grantee shall establish a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number as a universal identifier as per 2 CFR Part 25.
- 2) 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 the Grantee
 - a. Engages in severe forms of trafficking in persons during the period of time that the award is in effect;
 - b. Procures a commercial sex act during the period of time that the award is in effect; or
 - c. Uses forced labor in the performance of the award or sub-awards under the award.

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 B(a), Budget
- Appendix B(b), Budget
- Appendix B(c), 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 Subcontractors
- Appendix H, HIPAA Additional Terms
- Appendix I, Business Associate Addendum

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

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

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

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

Section 6.4	Financial Statements.	Article 12	Disclosure of Information and Documents
Section 6.5	Books and Records.		
Section 6.6	Inspection and Audit.	Section 13.4	Grantee Retains Responsibility.
Section 6.7	Submitting False Claims; Monetary Penalties	Section 14.3	Consequences of Recharacterization.
Section 6.8	Ownership of Results.	This Article 17	Miscellaneous
Article 7	Taxes		
Article 9	Indemnification and General Liability		
Section 10.4	Required Post-Expiration Coverage.		

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

17.12 Dispute Resolution Procedure. The following Dispute Resolution Procedure provides a process to resolve any disputes or concerns relating to the administration of an awarded professional services grant or grant between the City and County of San Francisco and nonprofit health and human services grantees. Grantees and City staff should first attempt to come to resolution informally through discussion and negotiation with the designated contact person in the department. If informal discussion has failed to resolve the problem, grantees and departments should employ the following steps:

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

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

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

In addition to the above process, grantees have an additional forum available only for disputes that concern implementation of the thirteen policies and procedures recommended by the Nonprofit Granting Task Force and adopted by the Board of Supervisors. These recommendations are designed to improve and streamline granting, invoicing and monitoring procedures. For more information about the Task Force's recommendations, see the June 2003 report at http://www.sfgov.org/site/npgrantingtf_index.asp?id=1270.

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.

Appendix A – Services to be Provided

San Francisco IHSS Public Authority Consumers in Independent Provider Mode – In-Home Supportive Services

July 1, 2019 – June 30, 2022

I. Purpose of Grant

The purpose of the contract is to improve services under the Independent Provider mode for In-Home Supportive Services (IHSS) consumers in the City and County of San Francisco. In order to accomplish this goal, the major service areas are:

- A. maintaining a home care worker registry;
- B. providing and administering health and dental benefits for Independent Providers;
- C. participating in Independent Provider group orientation, conducting LiveScans and processing of criminal background checks of potential Independent Providers;
- D. providing a Mentorship Program for IHSS consumers;
- E. providing a One Stop Resource Center for IHSS recipients and Independent Providers, which includes trainings for IHSS recipients and distribution of limited safety and protective supplies to Independent Providers; and
- F. providing stipends to Union Stewards for performance of Union related activities in accordance with the current Collective Bargaining Agreement between SEIU 2015 and Grantee.

II. Worker Registry Service

A. Definitions:

CMIPS	Case Management Information and Payroll System, the state wide IHSS database
Consumer	An individual who has been assessed and authorized by DAAS Social Workers to receive personal care, domestic, and related services through the San Francisco IHSS Program.
DAAS	San Francisco Department of Aging & Adult Services
DOJ	Department of Justice
Grantee	San Francisco In-Home Supportive Services Public Authority
HSA	Human Services Agency of the City and County of San Francisco

IP

Independent Provider is the term used to describe qualified individuals who are hired by IHSS consumer to provide them with IHSS authorized services.

B. Target Population

The Registry target populations consist of: (1) all IHSS consumers of the San Francisco IHSS program, and (2) all individuals who wish to be or are working as IPs.

C. Description of Services

Registry services are intended to benefit consumers by aiding them in hiring an IP who comes as close as possible to meeting their individual needs, so that they are able to form a stable employer relationship with the IP.

- (1) Grantee shall design and maintain a Registry database of IPs who have cleared Registry screening, IHSS IP enrollment and basic training. The Registry database will serve the purpose of compiling appropriate referral lists for IHSS consumers who request such assistance.
- (2) Grantee shall recruit and enroll IPs to the Registry on an ongoing basis, ensuring both the number and diversity of active Registry IPs best meets the service and language needs of IHSS consumers. Registry demographics should reflect the cultural and linguistic makeup of the IHSS consumer population using the Registry.
- (3) Grantee shall require Registry IPs to participate in personal care assistance training offered through the DAAS funded IP Training Program.
- (4) Grantee shall receive referrals from DAAS Social Workers for consumers in need of Registry services. Consumers may also self-refer to the Registry.
- (5) Within two business days of receipt of a Registry referral, Grantee shall call and attempt to assist consumer in finding an IP by conducting a brief screening to ascertain the consumer's needs and preferences in order to provide a list of IPs for possible hire.
- (6) Grantee shall email or mail consumers with a list of at least 5 Registry IPs, whose skills match consumer service and language

needs as closely as possible, immediately following the phone screening.

- (7) Grantee will identify consumers who need help in the hiring process and refer them to the Mentorship Program.
- (8) Grantee shall work in collaboration with IHSS Social Workers to identify Registry consumers unable to hire an IP on their own and recommend Contract Mode Services.
- (9) Grantee shall conduct follow up with Registry consumers within 15 business days after sending out a list to determine how things are going and if the consumer has hired from the list. Follow-up shall be documented.

D. Grantee Responsibilities

- (1) Grantee shall analyze demographics of IHSS consumer and Registry IP populations quarterly. If Registry IP demographics do not match those of Registry consumers, the Registry will demonstrate efforts to recruit a more culturally and linguistically representative Registry group.
- (2) Grantee shall check in with Registry IPs on a quarterly basis to verify their continued interest and eligibility for the program.
- (3) Grantee will intervene with Registry IPs who have a documented pattern of not calling back or showing up for interviews with Registry consumers by providing training, coaching and possible termination from Registry.
- (4) Grantee will track numbers of users of Registry services on a daily, weekly, and monthly basis.
- (5) Grantee will ensure the Registry database contains at least 5 active and available Providers who match Consumer needs/preferences for each list requested by a Registry user. Recruitment will be made through outreach and presentations as necessary to maintain Registry size and diversity.
- (6) Grantee shall develop policy guidelines for referring consumers and IPs to the Union and/or the Independent Provider Assistance Center (IPAC) for questions regarding union contract or contact info, timesheets, or payroll. Grantee shall ensure Registry staff are

knowledgeable and know when to refer questions or issues to the Union or IPAC.

- (7) Grantee shall require that potential Registry IPs applying to be active on the Registry have met all legal requirements to become an IHSS IP, including having passed a criminal background check through DOJ, as well as verifying that they are active in CMIPS.
- (8) Grantee shall require that all IPs joining the Registry attend a Registry orientation.
- (9) Grantee shall maintain policies and procedures relating to the conduct of both IHSS Registry consumers and Registry IPs. The Grantee shall implement a protocol by which IPs and consumers who do not follow established rules and guidelines may no longer utilize Registry services. Grantee and DAAS staff will inform each other of conduct problems of consumers and collaboratively address issues. Documentation of violations and determinations will be maintained through this process and retained for monitoring.
- (10) Grantee shall notify DAAS Social Worker by email the same day a Registry list has been sent to a consumer, and shall retain documentation for monitoring.
- (11) Grantee will maintain records for reporting purposes of the following: Registry consumer follow up results, DAAS Social Worker notifications (both initial and follow-up), records of pre-screening interviews, as well as determinations about IPs and consumers who are no longer allowed to participate in the Registry due to rule violations.

III. IHSS Provider Benefits Administration Service

A. Definitions

COBRA	Consolidated Omnibus Reconciliation Act of 1985
Vendors	Entities contracted with IHSS-PA for Health and Dental Benefits

B. Target Population

The target population consists of IHSS IPs enrolled with IHSS and who meet eligibility requirements to enroll in the health and dental benefits provided by the Grantee as defined by the Collective Bargaining Agreement between SEIU 2015 and the Grantee.

C. Description of Services

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

- (1) Regular analysis and maintenance of IP eligibility for health and dental benefits;
- (2) Dissemination of IP enrollment information and applications;
- (3) Information and referral services for IP health and dental coverage questions;
- (4) Assistance to IPs during open enrollment to add/change/delete health and dental coverage;
- (5) Enrollment of IPs into benefits upon receipt of health and dental applications;
- (6) Termination of benefits for IPs who become ineligible; and
- (7) Collaboration with vendors to update eligibility list and notify all potential COBRA beneficiaries of available benefits within 30 days.

D. Grantee Responsibilities

- (1) Grantee shall receive and review all enrollment applications to determine eligibility for health and dental insurance coverage. (If the application is submitted before the 12th of each month, coverage will start on the 1st of the following month.)
- (2) Grantee shall notify IPs of enrollment status.
- (3) Grantee shall follow procedures to ensure that all qualified IPs have proper health and dental insurance coverage.
- (4) Grantee shall respond promptly to IP inquiries regarding health and dental insurance coverage.
- (5) Grantee shall assist IPs with resolving discrepancies of coverage.

SOC 852	Notice to Applicant Provider of Provider Ineligibility Due to Tier 1 Crimes(SOC 852)
SOC 855 A	Notice to Recipient of Provider Ineligibility Due to Tier 1 Crimes (SOC 855A)
SOC 856	To Request An Appeal (SOC 856)
SOC 858 A	Notice to Provider of Provider Ineligibility—Tier 1 Crimes Ineligibility—Subsequent Conviction (SOC 858A)
SOC 859 A	Notice to Recipient of Provider Ineligibility—Tier 1 Crimes Ineligibility—Subsequent Conviction (SOC 859A)
<u>Tier 2</u>	
<u>Notification</u>	
<u>Forms</u>	
SOC 852 A	Notice to Applicant Provider of Provider Ineligibility Due to Tier 2 Crimes(SOC 852A)
SOC 855 B	Notice to Recipient of Provider Ineligibility Due to Tier 2 Crimes (SOC 855B)
SOC 856	To Request An Appeal (SOC 856)
SOC 857	Notice to Recipient of Provider Eligibility County/PA/NPC Acknowledgement of Receipt of Waiver (SOC 857)
SOC 858 B	Notice to Provider of Provider Ineligibility—Tier 2 Crime Ineligibility—Subsequent Conviction (SOC 858B)
SOC 859 B	Notice to Recipient of Provider Ineligibility—Tier 2 Crimes Ineligibility—Subsequent Conviction (SOC 859B)
SOC 862	IHSS Recipient Request for Provider Waiver form (SOC 862)
SOC 863	IHSS Applicant Provider Request for General Exception form (SOC 863)
SOC 881	IHSS Provider Request to Remain Active in CMIPS

B. Target Population

The target population consists of individuals who apply to become IPs in the San Francisco IHSS program. Applicants who clear all State requirements to become IPs are then enrolled with DAAS to provide IHSS home care services.

C. Description of Services

The Grantee shall:

- (1) Provide low-cost fingerprinting services to target population at IP group orientation and at Grantee’s office during normal business hours;

- (2) Receive Criminal Offender Record Information (CORI) for all applicants to ensure that State eligibility requirements are met for their enrollment as IPs;
- (3) Respond to all applicant requests regarding criminal background check status;
- (4) Update CMIPS of all eligible and ineligible IPs;
- (5) Process all Provider appeals of criminal background check results; and
- (6) Communicate with IPs who have not worked for 12 months regarding continued eligibility.

D. Grantee Responsibilities

- (1) LiveScan services
 - A. Maintain certification to perform LiveScan services.
 - B. Maintain LiveScan equipment and trained staff to provide fingerprinting services.
 - C. Accept payments and provide receipts for services rendered.
 - D. Provide LiveScan at IP group orientations and during consistent and published times at Grantee's office.
- (2) Provider CORI information
 - A. Grantee shall analyze CORI from the DOJ for Tier 1 or Tier 2 Convictions.
 - B. Grantee shall determine individual eligibility for IHSS service provision.
 - C. Grantee shall enter individual eligibility information into CMIPS.
 - a. Grantee shall develop procedures to ensure that IPs who have gone through the fingerprinting process have an accurate record in CMIPS such as SSN, name and address.
 - D. Grantee shall notify consumer and prospective IP of eligibility determination using appropriate State notification forms.
 - E. Per ACL 10-05, Grantee shall:
 - i. Destroy criminal history record information immediately following determination of applicants who have cleared.
 - ii. Retain the criminal history record information of applicants who are disqualified based on a criminal record for a period of one year, for purposes of any legal appeal the provider may file.
- (3) Applicant requests
 - A. Grantee shall develop and implement procedures to respond to fingerprint status inquiries in a timely fashion.
- (4) Appeals

- A. Grantee shall develop and implement procedures to receive applicant appeals and respond to questions regarding appeals.
 - B. Grantee shall forward all appeals to the state PEAU.
 - C. Grantee shall share CORI information with the PEAU, applicant, and consumer according to State IHSS regulations.
- (5) Inactive Providers
- A. Grantee shall send form SOC 881 via mail to IPs who have not submitted timesheets in 12 months.
 - B. Grantee will deactivate IPs who do not request to remain active in CMIPS.

V. IHSS Mentorship Program

A. Definitions

IHSS Eligible	An individual who is currently: (1) an IHSS consumer; or (2) a Medi-Cal recipient and has applied for In Home Supportive Services through the San Francisco Department of Aging and Adult Services.
IP	Independent Provider of IHSS
Mentee	A recipient of the Consumer Mentoring Service.
Mentor	A Public Authority employee familiar with IHSS and/or other Medi-Cal services from either previous work experience or personal experience as a Consumer or Provider.
SNF	Skilled Nursing Facilities such as Laguna Honda Hospital

B. Target Population

- (1) IHSS-eligible consumers in the process of discharging from institutional-living settings to community living in San Francisco; or
- (2) Current consumers who are in need of short-term support to remain living independently in the community; and
- (3) Current consumers who need help hiring and managing an IP.

The target population will herein be referred to as Mentee.

C. Description of Services

- (1) Outreach and Referral
 - A. Grantee will develop an outreach plan to inform SNFs, IHSS consumers, DAAS Social Workers, and other community

partners how individuals can access the IHSS Consumer Mentoring Services.

- B. Grantee will conduct sufficient outreach to achieve an annual unduplicated population of 100 Mentees.

(2) Receipt of Mentee referrals

- A. Grantee will receive referrals from PA Registry Staff, IHSS Social Workers, and SNFs for target population.
- B. Grantee will engage with potential Mentee within 3 business days of receiving the referral.

(3) Mentee Assessment

- A. Grantee will conduct a Whole Person Assessment to understand the Mentee's goals within IHSS. After assessment, Mentee will be matched with a Mentor to provide training and assistance with hiring, getting care started, and retaining an IP.

(4) Consumer Training

- A. Grantee will provide training and coaching on how to be a successful employer of an IP.

(5) Skilled Nursing Facility Discharge Mentoring

- A. Grantee will assist IHSS-eligible consumers in the process of discharging from SNFs with hiring and training IPs or working with Contract Mode Home Care Providers.
- B. Grantee will provide coaching on how to be a successful employer of an IP or a successful user of IHSS Contract Mode.

D. Grantee Responsibilities

(1) Skilled Nursing Facility Discharge mentoring

- A. Grantee will provide Mentors to work with Mentees leaving SNFs on topics that will include, but not be limited to:
 - a. Accessing community-based resources;
 - b. Hiring, managing, and retaining IPs;
 - c. Accessing and using public transportation;
 - d. Exploring community services including banks, ATMs, markets, museums, restaurants, retail stores, etc.; and
 - e. Discussing/demonstrating personal hygiene/care routines.

(2) Grantee will assist Mentee and IP with planning homecare after discharge.

- A. Assist to coordinate start date for IP's employment; and
- B. Assist in developing IP's regular schedule.

- (3) Grantee will contact Mentee one (1) month and three (3) months after discharge from the facility to assess the Mentee's satisfaction with the mentorship services and to determine the level of stability in living in the community. Additional earlier follow up may also be conducted, if necessary. All follow up activities will be documented in consumer records.
- (4) Mentee Records
 - A. Grantee will create records for all Mentees accessing Mentorship Services. Mentee Records will include:
 - i. Whole Person Assessment
 - a. Assessment of Mentee hiring needs
 - b. Notes on interviewing and hiring process
 - c. Outcome of hiring attempts
 - ii. Mentee training records
 - a. List of training modules attended by Mentee with dates
 - iii. Discharge mentoring records
 - a. List of training modules provided
 - b. Documentation of IP hiring process
 - c. Documentation of community needs
 - d. Documentation of post discharge
 - iv. All staff contact with and about Mentee will be documented in progress notes. This includes in-person visits, phone calls and collateral contacts with other agencies etc.
- (5) Mentor Recruitment and Qualification
 - A. Grantee will recruit and maintain an adequate number of Mentors to meet the annual Service Objectives.
 - B. Mentors will complete Mentorship training prior to providing services.
- (6) Mentor Training
 - A. Grantee will develop a training curriculum specific to the needs of new IHSS Mentors.
 - B. Grantee will provide all new Mentors with training.
 - C. Grantee will maintain records of Mentor training attendance.

VI. One Stop Resource Center

A. Target Population

- (1) Consumers of IHSS in need of additional help and guidance with hiring and retaining IPs, and needing additional community resource referrals to help live independently.
- (2) IPs of IHSS in need of additional support and training around working with IHSS Consumers, self-care, and professional home care strategies and techniques.
- (3) Community Support Staff in search of additional information and resources related to IHSS.

B. Description of Services

Grantee shall:

- (1) Provide free monthly/quarterly trainings and workshops to IHSS Consumers on topics such as “Finding an IP”, “Getting Started with an IP” and “Communications Strategies”.
- (2) Provide a resource center that is accessible to target population digitally, telephonically and on-site during regular business hours.
- (3) Design, implement and evaluate safety and protective supplies distribution pilot as required in the current IP Collective Bargaining Agreement between SEIU 2015 and Grantee.

C. Grantee Responsibilities

- (1) Grantee will ensure that trainings and workshops contain relevant and up-to-date information for consumers and IPs.
- (2) Grantee will conduct outreach and marketing to ensure IHSS consumers and IPs are aware of trainings and workshops.
- (3) Grantee will ensure resources in One Stop Center are relevant to IHSS consumers and IPs and are up-to-date. Staff in the One Stop Resource Center, will be knowledgeable about IHSS and available resources and will make referrals and linkages to needed community services.
- (4) Grantee will develop and implement policies and procedures to ensure equitable distribution of safety and protective supplies to IPs.

VII. Union Shop Steward Payment For Union Activities

A. Target Population

Maximum of eleven (11) IP Union Stewards annually identified by SEIU 2015 of performing activities falling within the scope of representation of IHSS IPs.

These Union Stewards will receive stipends and will not be considered employees of the Grantee, nor will the Grantee be responsible for the Union Stewards' performance of stipended activities.

B. Description of Services

- (1) SEIU 2015 will recruit, train and monitor eleven (11) Union Stewards to perform Union related activities such as:
 - A. negotiations;
 - B. maintaining a Union visibility at the Public Authority Office that does not unreasonably interfere with office activities;
 - C. having a role in new provider orientations to inform applicants about the Union;
 - D. representing IPs who have grievances or problems;
 - E. posting information on the bulletin board provided for the Union; and
 - F. assisting IPs with navigating the IHSS program.
- (2) Monthly SEIU 2015 will track and submit to Grantee up to eight (8) hours performed by the identified Union Stewards in a mutually agreeable format and time.
- (3) Grantee will provide individual stipend checks to Union Stewards upon receipt of approved hours within a mutually agreeable time.

C. Grantee Responsibilities

Grantee shall:

- (1) Develop and implement a process with SEIU 2015 to identify, track and pay stipends to up to eleven (11) Union Stewards for up to 8 hours of authorized Union activity per month.
- (2) Ensure that each identified Union Steward receives and signs proper independent contractor forms and documentation.
- (3) Distribute checks to individual IP Union Stewards who have been identified and verified to have performed authorized hours by SEIU 2015.
- (4) Keep accurate and compliant records of stipend program.

VIII. Service Objectives

A. Worker Registry

- (1) Grantee will provide Registry lists to at least 1,000 unduplicated consumers annually.
- (2) Grantee will maintain a 1:5 ratio of diverse IPs on the Registry at any given point in time. (of Registry consumers to IPs on list)

B. IHSS Provider Benefits Administration

- (1) 100% of eligible IPs will receive health, dental, and/or COBRA enrollment packets within 30 days of when the Grantee receives CMIPS data.

C. Independent Provider Enrollment Service/Fingerprinting

- (1) 100% of all Criminal Offender Record Information will be processed by the Grantee within 5 working days of receipt.
- (2) Grantee will complete at least 500 LiveScans annually.

D. IHSS Consumer Mentorship Program

- (1) Grantee will serve at least 100 unduplicated Mentees annually. Served means engagement with Mentorship Services and completion of Whole Person Assessment.
- (2) Grantee will assist at least 20 unduplicated Mentees in discharging from long-term care institutions to independent living annually.

IX. Outcome Objectives

A. Worker Registry

- (1) 75% of consumers using Registry services will hire a Provider (as verified in CMIPS II) within 60 days of receiving their first list.
- (2) In a written survey approved by HSA and conducted by the Grantee, a minimum of 85% of the consumers will indicate:
 - A. General satisfaction with the Registry services provided (4 or 5 on a five point scale.) Consumers state they feel safe in the care of the providers (4 or 5 on a five point scale.)

B. IHSS Provider Benefits Administration

- (1) 100% of qualified IPs submitting enrollment packets will be subsequently enrolled into appropriate plans.

C. Independent Provider Enrollment Service/Fingerprinting

- (1) 100% of criminal background checks will be appropriately and stringently processed to ensure consumer safety.

D. IHSS Consumer Mentoring Service

- (1) 90% of Mentees will successfully hire a Providers within 90 days of engagement in Mentorship Services.

- (2) 75% of Mentees will have stable IHSS home care 3 months after closure of Mentorship Services.
- (3) 90% of Mentees will report that their Mentor helped them to transition successfully to remain in community living.

X. Reporting Requirements

- A. Grantee will provide a quarterly report of activities, referencing the tasks as described in Description of Services and Service Objectives. Reports are due 15 days after the close of the reporting period. Service Objectives will be entered into the Contracts Administration, Billing and Reporting Online (CARBON) system.
- B. Grantee will provide an annual report summarizing the grant activities, referencing the tasks as described in Description of Services, Service Objectives, and Outcome Objectives. This report will also include accomplishments and challenges encountered by the Grantee. This report is due 15 days after the completion of the program year and will be entered into CARBON.
- C. Grantee will send the following data points on a monthly and quarterly basis to the County by the 15th of the following month:
 - (1) Worker Registry:
 - A. Consumers: number of referrals, number/percentage of consumers engaged in services, number of lists sent to consumers, Average # of lists sent to consumers, and number/percentage of consumers who were referred in the past 60 days and hired a provider.
 - B. Providers: Number of Registry provider applications received, number of registry providers on boarded, number of “active” registry providers, number of “fully employed” registry providers, number of providers with at least 1 consumer, and average length between acceptance on Registry and hire date.
 - (2) Health and Dental Benefits:
 - A. Number of eligible providers, number of enrollment packets sent, percentage of packets sent to eligible providers, number of submitted packets, number of enrollments, percentage of enrollments of providers that submitted packets, and percentage of eligible providers enrolled in benefits.
 - (3) LiveScan and Criminal Background Checks:

- A. Number of records processed, number of tier 1 & 2, number of LiveScans completed, percentage of records processed within 5 days.

(4) Mentorship:

- A. Number of referrals from SNFs, number of referrals from DAAS/Registry, number of whole person assessments completed, number of Mentees paired with a Mentor.

(5) One-Stop Resource Center:

- A. Number of One-Stop Resource Center training attendees, number of trainees that found the training helpful, number of trainings offered, number of users (drop-in and telephone) of the One Stop Center, and number of consumers who received referrals to resources.

D. Grantee will enter the following services measures on a monthly basis into the CARBON system:

- (1) Worker Registry: Number of unduplicated consumers to whom Registry lists was provided.
- (2) IHSS Provider Benefits Administration: Number of qualified IPs submitting enrollment packets who are subsequently enrolled into appropriate plans.
- (3) Independent Provider Enrollment Service: Number of Criminal Offender Records processed by the Grantee during reporting month.
- (4) IHSS Consumer Mentoring Service: Number of unduplicated Mentees served during reporting month.

E. Grantee shall develop and deliver ad hoc reports as requested by HSA.

F. The reports are to be submitted electronically to the following staff:

David Kashani
Senior Administrative Analyst
David.kashani@sfgov.org

Krista Blyth-Gaeta
IHSS Program Director
krista.blyth-gaeta@sfgov.org

Alternatively, reports can be mailed to both staff at the following address:

Department of Human Services
PO Box 7988
San Francisco, CA 94120

XI. Monitoring Activities

- A. Program Monitoring: Program monitoring will include review of client eligibility, back-up documentation for reporting progress towards meeting service and outcome objectives, and compliance with minimum program requirements.
- 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	E	F
1						Appendix B, Page 1
2						Document Date: 04/09/19
3	HUMAN SERVICES AGENCY CONTRACT BUDGET SUMMARY					
4	BY PROGRAM					
5	Contractor's Name				Contract Term	
6	San Francisco In-Home Supportive Services Public Authority				07/01/19 - 06/30/22	
7	(Check One) New <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Modification <input type="checkbox"/>					
8	If modification, Effective Date of Mod.		No. of Mod.			
9	Program: SF IHSS Public Authority (PA ADMIN / HEALTH / DENTAL)					
10	Budget Reference Page No.(s)				TOTAL	
11	Program Term: 7/1/19 - 6/30/22		FY2019-20	FY2020-21	FY2021-22	7/1/19-6/30/22
12	Expenditures					
13	Salaries & Benefits	\$2,164,055	\$2,231,305	\$2,300,468		\$6,695,828
14	Operating Expense	\$72,753,060	\$75,081,177	\$76,854,737		\$224,688,974
15	Subtotal	\$74,917,115	\$77,312,482	\$79,155,205		\$231,384,802
16	Indirect Percentage (%)					
17	Indirect Cost (Line 16 X Line 15)	\$0	\$0	\$0		\$0
18	Capital Expenditure	\$31,750	\$10,250	\$14,750		\$56,750
19	Total Expenditures	\$74,948,865	\$77,322,732	\$79,169,955		\$231,441,552
20	HSA Revenues					
21	General Fund 20%	\$14,989,773	\$15,464,546	\$15,833,991		\$46,288,310
22	State Funding 30%	\$22,484,660	\$23,196,820	\$23,750,987		\$69,432,467
23	Federal Funding 50%	\$37,474,432	\$38,661,366	\$39,584,977		\$115,720,775
24						
25						
26	TOTAL HSA REVENUES	\$74,948,865	\$77,322,732	\$79,169,955		\$231,441,552
27	Other Revenues					
28						
29						
30						
31						
32						
33	Total Revenues	\$74,948,865	\$77,322,732	\$79,169,955		\$231,441,552
34	Full Time Equivalent (FTE): 21.15 FTE PA Staff Only					
36	Prepared by: Loc Chau - Director of Finance & Operations		Telephone: 415-593-8115		04/09/19	
37	HSA-CO Review Signature: _____					
38	HSA #1					4/9/2019

Program Name: SF IHSS Public Authority
 PA ADMIN / HEALTH / DENTAL

Salaries & Benefits Detail

	A	B	C	D	E	F	G	H	I	J	K
			Agency Totals	For HSA Program			For DAAS Program	For DAAS Program	For DAAS Program	TOTAL	
	POSITION TITLE	Current Salary	Annual Full Time Salary for FTE	Total % FTE	% FTE	Adjusted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	7/1/19-6/30/22	
13	Executive Director (K. Dearman)	\$208,919	\$208,919	90%	100%	90%	\$188,027	\$193,668	\$199,478	\$581,173	
14	Director of Finance & Operations (L. Chau)	\$123,424	\$123,424	75%	100%	75%	\$92,568	\$95,345	\$98,205	\$286,118	
15	Deputy Director (E. Norman)	\$128,599	\$128,599	100%	100%	100%	\$128,599	\$132,457	\$136,431	\$397,487	
16	Registry/OC Programs Manager (E. Gutierrez)	\$79,695	\$79,695	90%	100%	90%	\$71,726	\$73,878	\$76,094	\$221,698	
17	Mentorship Program Manager (P. Vermilyea)	\$72,450	\$72,450	100%	100%	100%	\$72,450	\$74,624	\$76,863	\$223,937	
18	Community Engagement Coord. (J. Flynn)	\$57,960	\$57,960	100%	100%	100%	\$57,960	\$59,699	\$61,490	\$179,149	
19	OSC Resource Coord (A. Ortiz)	\$56,925	\$56,925	100%	100%	100%	\$56,925	\$58,633	\$60,392	\$175,950	
20	Executive Assistant (S. Straker)	\$56,925	\$56,925	80%	100%	80%	\$45,540	\$46,906	\$48,313	\$140,759	
21	Benefits Coordinator (B. Hom)	\$60,030	\$60,030	100%	100%	100%	\$60,030	\$61,831	\$63,686	\$185,547	
22	Human Resources Generalist (O. Ng)	\$66,240	\$66,240	100%	100%	100%	\$66,240	\$68,227	\$70,274	\$204,741	
23	On-Call Coordinator (I. Selskaya)	\$64,170	\$64,170	100%	100%	100%	\$64,170	\$66,095	\$68,076	\$198,343	
24	Registry Specialist 1 (M. Chen)	\$62,100	\$62,100	100%	100%	100%	\$62,100	\$63,963	\$65,882	\$191,945	
25	Registry / Counselor - 1 (E. Reyes)	\$56,925	\$56,925	100%	100%	100%	\$56,925	\$58,633	\$60,392	\$175,950	
26	Registry / Counselor - 2 (D. Araujo)	\$56,925	\$56,925	100%	100%	100%	\$56,925	\$58,633	\$60,392	\$175,950	
27	Registry / Counselor - 3 (W. Chan)	\$56,925	\$56,925	100%	100%	100%	\$56,925	\$58,633	\$60,392	\$175,950	
28	Registry Specialist 2 (C. Zamora)	\$58,995	\$58,995	100%	100%	100%	\$58,995	\$60,765	\$62,588	\$182,348	
29	Registry / Counselor - 5 (V. Etalls)	\$56,925	\$56,925	100%	100%	100%	\$56,925	\$58,633	\$60,392	\$175,950	
30	Registry / Counselor - 6 (OPEN)	\$56,925	\$56,925	100%	100%	100%	\$56,925	\$58,633	\$60,392	\$175,950	
31	Reserve for Overtime - Program Staff Only	\$27,500	\$27,500	0%	0%	0%	\$27,500	\$30,000	\$32,500	\$90,000	
32	Receptionist / Admin Support (M. Lui)	\$56,925	\$56,925	80%	100%	80%	\$45,540	\$46,906	\$48,313	\$140,759	
33	Mentorship Services Coordinator 1 (S. Suchit)	\$57,960	\$57,960	100%	100%	100%	\$57,960	\$59,699	\$61,490	\$179,149	
34	Mentorship Services Coordinator 2 (B. Kuhle)	\$57,960	\$57,960	100%	100%	100%	\$57,960	\$59,699	\$61,490	\$179,149	
35	Program/Administrative Analyst (J. Lee)	\$57,960	\$57,960	100%	100%	100%	\$57,960	\$59,699	\$61,490	\$179,149	
36	TOTALS		\$1,839,362	21.15	22.00	21.15	\$1,556,875	\$1,605,259	\$1,655,017	\$4,817,151	
37	FRINGE BENEFIT RATE		39.00%				39.00%	39.00%	39.00%		
38	EMPLOYEE FRINGE BENEFITS		\$639,351				\$607,180	\$626,046	\$645,451	\$1,878,677	
42	TOTAL SALARIES & BENEFITS		\$2,278,712				\$2,164,055	\$2,231,305	\$2,300,468	\$6,695,828	
43	HSA #2									4/9/2019	

	A	B	C	D	E	F	G	H	I	J	M
1	Appendix B, Page 3										
2	Document Date: 04/09/19										
3											
4	Program Name: SF IHSS Public Authority										
5	PA ADMIN / HEALTH / DENTAL										
6											
7	Operating Expense Detail										
8											
9											
10											
11											
12	EXPENDITURE CATEGORY	TERM	FY2019-20	FY2020-21	FY2021-22						TOTAL
13	Rental of Property		\$408,715	\$417,304	\$425,893						\$1,251,912
14	Utilities(Telephone / Repair & Maintenance)		\$28,500	\$32,000	\$25,500						\$86,000
15	Office Supplies / Postage		\$67,500	\$69,000	\$72,500						\$209,000
16	Printing (Newsletter / Communications / Office Forms)		\$43,500	\$45,750	\$47,500						\$136,750
17	Insurance		\$22,500	\$23,750	\$25,000						\$71,250
18	Prof..Membership / Staff Training / Recruitment / Meetings		\$27,500	\$30,000	\$33,000						\$90,500
19	Staff Travel (Mileage / Accommodations)		\$7,500	\$8,750	\$10,000						\$26,250
20	CONSULTANT/SUBCONTRACTOR DESCRIPTIVE TITLE										
21	Independent Auditor		\$41,000	\$43,000	\$45,000						\$129,000
22	Bookkeeping & Payroll Services		\$45,500	\$47,500	\$49,500						\$142,500
23	Technology Consultant		\$45,500	\$47,500	\$49,500						\$142,500
24	Legal Counsel		\$28,000	\$29,000	\$30,000						\$87,000
25	Benefits Management		\$131,000	\$135,000	\$139,000						\$405,000
26	Homecare Registry		\$15,600	\$16,800	\$18,000						\$50,400
27	Other Consulting		\$55,000	\$58,000	\$61,000						\$174,000
28	OTHER										
29	Exchange (Monthly Email Service - Cloud)		\$7,000	\$7,750	\$8,500						\$23,250
30	Education & Outreach (Incl. SDN)		\$36,500	\$38,500	\$41,000						\$116,000
31	CAPA Annual Dues		\$16,927	\$17,975	\$18,500						\$53,402
32	IP Supplies & ID Cards		\$40,750	\$40,750	\$40,750						\$122,250
33	Mentorship Program (PT Mentors: Salaries & Benefits)		\$69,750	\$73,750	\$77,750						\$221,250
34	Mentorship Program: Training/Meetings/Materials/Consultants		\$29,500	\$30,750	\$33,000						\$93,250
35	Shop Stewards		\$20,038	\$21,252	\$21,859						\$63,149
36	Health Insurance - SF Health Plan		\$68,171,089	\$70,383,381	\$72,048,996						\$210,603,466
37	Dental Insurance - Liberty Dental		\$3,394,191	\$3,463,715	\$3,532,989						\$10,390,895
38											
39	TOTAL OPERATING EXPENSE		\$72,753,060	\$75,081,177	\$76,854,737						\$224,688,974
40											
41	HSA #3										4/9/2019

	A	B	C	D	E	F
1						Appendix B(a), Page 1
2						Document Date: 03/29/19
3	HUMAN SERVICES AGENCY CONTRACT BUDGET SUMMARY					
4	BY PROGRAM					
5	Contractor's Name				Contract Term	
6	San Francisco In-Home Supportive Services Public Authority				07/01/19 - 06/30/22	
7	(Check One) New <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Modification <input type="checkbox"/>					
8	If modification, Effective Date of Mod.		No. of Mod.			
9	Program: SF IHSS Public Authority (FINGER PRINTING PROJECT)					
10	Budget Reference Page No.(s)				TOTAL	
11	Program Term: 7/1/19 - 6/30/22		FY2019-20	FY2020-21	FY2021-22	7/01/19-6/30/22
12	Expenditures					
13	Salaries & Benefits	\$230,921	\$237,849	\$244,984		\$713,754
14	Operating Expense	\$34,750	\$37,350	\$39,950		\$112,050
15	Subtotal	\$265,671	\$275,199	\$284,934		\$825,804
16	Indirect Percentage (%)					
17	Indirect Cost (Line 16 X Line 15)	\$0	\$0	\$0		\$0
18	Capital Expenditure	\$1,025	\$0	\$0		\$1,025
19	Total Expenditures	\$266,696	\$275,199	\$284,934		\$826,829
20	HSA Revenues					
21	General Fund 20%	\$53,339	\$55,040	\$56,987		\$165,366
22	State Funding 30%	\$80,009	\$82,560	\$85,480		\$248,048
23	Federal Funding 50%	\$133,348	\$137,599	\$142,467		\$413,415
24						
25						
26	TOTAL HSA REVENUES	\$266,696	\$275,199	\$284,934		\$826,829
27	Other Revenues					
28						
29		\$0	\$0	\$0		\$0
30						
31						
32						
33	Total Revenues	\$266,696	\$275,199	\$284,934		\$826,829
34	Full Time Equivalent (FTE): 2.55 FTE PA Staff Only					
36	Prepared by:		Telephone: 415-593-81		03/29/19	
37	HSA-CO Review Signature: _____					
38	HSA #1					3/29/2019

Program Name: SF IHSS Public Authority
 FINGER PRINTING PROJECT

Salaries & Benefits Detail

FY2019-20 FY2020-21 FY2021-22

11	12	Agency Totals		For HSA Program		For DAAS Program	For DAAS Program	For DAAS Program	TOTAL		
		Current Salary	Annual Full Time Salary for FTE	Total % FTE	% FTE	Adjusted FTE	Budgeted Salary	Budgeted Salary		Budgeted Salary	
	13	Director of Finance & Operations	123,424	\$123,424	25%	100%	25%	\$30,856	\$31,782	\$32,735	\$95,373
	14	Programs Manager	79,695	\$79,695	10%	100%	10%	\$7,970	\$8,209	\$8,455	\$24,634
	15	Receptionist	56,925	\$56,925	20%	100%	20%	\$11,385	\$11,727	\$12,079	\$35,191
	16	DOJ/LiveScan Technician #1	57,960	\$57,960	100%	100%	100%	\$57,960	\$59,699	\$61,490	\$179,149
	17	DOJ/LiveScan Technician #2 (NEW)	57,960	\$57,960	100%	100%	100%	\$57,960	\$59,699	\$61,490	\$179,149
	18										
	19										
	20	TOTALS		\$375,964	2.55	5.00	2.55	\$166,131	\$171,116	\$176,249	\$513,496
	21										
	22	FRINGE BENEFIT RATE		39.00%				39.00%	39.00%	39.00%	39.00%
	23	EMPLOYEE FRINGE BENEFITS		\$146,626				\$64,790	\$66,733	\$68,735	\$200,258
	24										
	25										
	26	TOTAL SALARIES & BENEFITS		\$522,590				\$230,921	\$237,849	\$244,984	\$713,754
	27	HSA #2									3/29/2019

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	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1														Appendix B(a), Page 3
2														Document Date: 03/29/19
3														
4	Program Name: SF IHSS Public Authority													
5	FINGER PRINTING PROJECT													
6														
7	Operating Expense Detail													
8														
9														
10														
11														
12	EXPENDITURE CATEGORY			TERM	FY2019-20	FY2020-21	FY2021-22							TOTAL
13	Rental of Property				\$7,250	\$7,850	\$8,450							\$23,550
14	Utilities(Telephone / Repair & Maintenance)				\$4,750	\$5,250	\$5,750							\$15,750
15	Office Supplies				\$8,750	\$9,250	\$9,750							\$27,750
16	Insurance				\$4,250	\$4,750	\$5,250							\$14,250
17	Postage (SOC881 - Notice to IP for Inactivity)				\$9,750	\$10,250	\$10,750							\$30,750
18	CONSULTANT/SUBCONTRACTOR													
19														
20														
21														
22														
23	OTHER													
24														
25														
26														
27														
28	TOTAL OPERATING EXPENSE				\$34,750	\$37,350	\$39,950							\$112,050
29														
30	HSA #3													3/29/2019

	A	B	C	D	E	F	G
1						Appendix B(a), Page 4	
2						Document Date:	03/29/19
3							
4		Program Name: SF IHSS Public Authority					
5		FINGER PRINTING PROJECT					
6							
7							
8							
9							TOTAL
10		EQUIPMENT	TERM	FY2019-20	FY2020-21	FY2021-22	
11	No.	ITEM/DESCRIPTION					
12	1	Height Adjustable Desk		550.00	0	0	550
13	2	Comp Equip/USB/Switches/Cables/Power Cords		475.00			475
14							0
15		*All items will be located at IPAC for					0
16		IP Orientations					0
17							0
18							0
19							0
20		TOTAL EQUIPMENT COST		1,025	0	0	1,025
21							
22		REMODELING					
23		Description:					0
24							0
25							0
26							0
27							0
28							0
29		TOTAL REMODELING COST		0	0	0	0
30							
31		TOTAL CAPITAL EXPENDITURE		1,025.00	0	0	1,025
32		(Equipment and Remodeling Cost)					
33		HSA #4					3/29/2019

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	A	B	C	D	E	F
1						Appendix B(b), Page 1
2						Document Date: 03/29/19
3	HUMAN SERVICES AGENCY CONTRACT BUDGET SUMMARY					
4	BY PROGRAM					
5	Contractor's Name				Contract Term	
6	San Francisco In-Home Supportive Services Public Authority				07/01/19 - 06/30/22	
7	(Check One) New <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Modification <input type="checkbox"/>					
8	If modification, Effective Date of Mod.		No. of Mod.			
9	Program: SF IHSS Public Authority (ADVISORY COUNCIL)					
10	Budget Reference Page No.(s)					TOTAL
11	Program Term: 7/1/19 - 6/30/22		FY2019-20	FY2020-21	FY2021-22	7/1/19-6/30/22
12	Expenditures					
13	Salaries & Benefits	\$44,865	\$46,211	\$47,597		\$138,673
14	Operating Expense	\$28,000	\$30,250	\$33,500		\$91,750
15	Subtotal	\$72,865	\$76,461	\$81,097		\$230,423
16	Indirect Percentage (%)					
17	Indirect Cost (Line 16 X Line 15)	\$0	\$0	\$0		\$0
18	Capital Expenditure	\$0	\$0	\$0		\$0
19	Total Expenditures	\$72,865	\$76,461	\$81,097		\$230,423
20	HSA Revenues					
21	General Fund 20%	\$14,573	\$15,292	\$16,219		\$46,085
22	State Fund 30%	\$21,859	\$22,938	\$24,329		\$69,127
23	Federal Fund 50%	\$36,432	\$38,230	\$40,549		\$115,211
24						
25						
26	TOTAL HSA REVENUES	\$72,865	\$76,461	\$81,097		\$230,423
27	Other Revenues					
28						
29		\$0	\$0	\$0		\$0
30						
31						
32						
33	Total Revenues	\$72,865	\$76,461	\$81,097		\$230,423
34	Full Time Equivalent (FTE): .30 FTE PA Staff Only					
36	Prepared by: Loc Chau - Director of Finance & Operations		Telephone: 415-593-8115		03/29/19	
37	HSA-CO Review Signature: _____					
38	HSA #1					3/29/2019

Program Name: SF IHSS Public Authority
 ADVISORY COUNCIL

Salaries & Benefits Detail

	A	B	C	D	E	F	G	H	I	J				
1														
2														
3														
4														
5														
6														
7														
8														
9														
10														
11						FY2019-20	FY2020-21	FY2021-22						
						Agency Totals	For HSA Program	For DAAS Program	For DAAS Program	For DAAS Program				
						Annual Full Time Salary for FTE	Total % FTE	% FTE	Adjusted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	TOTAL	
12						POSITION TITLE							7/1/19-6/30/22	
13						Executive Director (K. Dearman)	\$208,919	10%	100%	10%	\$20,892	\$21,519	\$22,165	\$64,576
14						Executive Assistant (S. Straker)	\$56,925	20%	100%	20%	\$11,385	\$11,727	\$12,079	\$35,191
15														
16														
17														
18														
19						TOTALS	\$265,844	0.30	2.00	0.30	\$32,277	\$33,246	\$34,244	\$99,767
20														
21						FRINGE BENEFIT RATE	39.00%				39.00%	39.00%	39.00%	39.00%
22						EMPLOYEE FRINGE BENEFITS	\$103,679				\$12,588	\$12,965	\$13,353	\$38,906
23														
24														
25						TOTAL SALARIES & BENEFITS	\$369,523				\$44,865	\$46,211	\$47,597	\$138,673
26						HSA #2								3/29/2019

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Program Name: SF IHSS Public Authority
ADVISORY COUNCIL

Operating Expense Detail

12	<u>EXPENDITURE CATEGORY</u>	TERM	FY2019-20	FY2020-21	FY2021-22	TOTAL
13	D & O Insurance		\$6,750	\$7,250	\$8,250	\$22,250
14	CICA Membership / Conference		\$4,750	\$5,250	\$5,750	\$15,750
15	Board Stipend		\$7,000	\$7,500	\$8,000	\$22,500
16	Communications		\$9,500	\$10,250	\$11,500	\$31,250
17						
18	CONSULTANT/SUBCONTRACTOR DESCRIPTIVE TITLE					
19						
20						
21						
22						
23	OTHER					
24						
25						
26						
27						
28	TOTAL OPERATING EXPENSE		\$28,000	\$30,250	\$33,500	\$91,750
29						
30	HSA #3					3/29/2019

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	A	B	C	D	E	F
1	Appendix B(c), Page 1					
2	Document Date: 03/29/19					
3	HUMAN SERVICES AGENCY CONTRACT BUDGET SUMMARY					
4	BY PROGRAM					
5	Contractor's Name				Contract Term	
6	San Francisco In-Home Supportive Services Public Authority				07/01/19 - 06/30/22	
7	(Check One) New <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Modification <input type="checkbox"/>					
8	If modification, Effective Date of Mod.		No. of Mod.			
9	Program: Mentorship Program (DPH)					
10	Budget Reference Page No.(s)				TOTAL	
11	Program Term: 7/1/19 - 6/30/22	FY2019-20	FY2020-21	FY2021-22	7/1/19-6/30/22	
12	Expenditures					
13	Salaries & Benefits	\$41,000	\$50,000	\$58,000	\$149,000	
14	Operating Expense	\$0	\$0	\$0	\$0	
15	Subtotal	\$41,000	\$50,000	\$58,000	\$149,000	
16	Indirect Percentage (%)					
17	Indirect Cost (Line 16 X Line 15)	\$0	\$0	\$0	\$0	
18	Capital Expenditure	\$0	\$0	\$0	\$0	
19	Total Expenditures	\$41,000	\$50,000	\$58,000	\$149,000	
20	HSA Revenues					
21	General Fund	\$41,000	\$50,000	\$58,000	\$149,000	
22						
23						
24						
25						
26	TOTAL HSA REVENUES	\$41,000	\$50,000	\$58,000	\$149,000	
27	Other Revenues					
28						
29		\$0	\$0	\$0	\$0	
30						
31						
32						
33	Total Revenues	\$41,000	\$50,000	\$58,000	\$149,000	
34	Full Time Equivalent (FTE): 0.86					
36	Prepared by: Loc Chau - Fiscal & Operations Manager				03/29/19	
37	HSA-CO Review Signature: _____					
38	HSA #1				3/29/2019	

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	A	B	C	D	E	F	G	H	J
1									
2	Appendix B(c), Page 2								
3	Document Date: 03/29/19								
4	Program Name: SF IHSS Public Authority								
5	Mentorship Program (DPH)								
6									
7	Salaries & Benefits Detail								
8									
9									
10									
11		FY2019-20			FY2020-21		FY2021-22		
		Agency Totals		For HSA Program		For DAAS Program	For DAAS Program	For DAAS Program	TOTAL
12	POSITION TITLE	Annual Full Time Salary for FTE	Total % FTE	% FTE	Adjusted FTE	Budgeted Salary	Budgeted Salary	Budgeted Salary	07/01/19 to 06/30/22
13	PT Mentors (12)	\$411,840	1200%	7%	0.86	\$29,500	\$35,970	\$41,725	\$107,195
14									
15									
16									
17									
18									
19									
20									
21									
22									
23									
24									
25									
26									
27									
28	TOTALS	\$411,840	12.00	0.07	0.86	\$29,500	\$35,970	\$41,725	\$107,195
29									
30	FRINGE BENEFIT RATE	39.00%							
31	EMPLOYEE FRINGE BENEFITS	\$160,618				\$11,500	\$14,030	\$16,275	\$41,805
32									
33									
34	TOTAL SALARIES & BENEFITS	\$572,458				\$41,000	\$50,000	\$58,000	\$149,000
35	HSA #2								3/29/2019

City and County of San Francisco



London Breed, Mayor

Human Services Agency

Department of Human Services
Department of Aging and Adult Services
Office of Early Care and Education

Trent Rhorer, Executive Director

April 24, 2019

Angela Calvillo, Clerk of the Board
Board of Supervisors
City and County of San Francisco
1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco, CA 94102-4689

RECEIVED
BOARD OF SUPERVISORS
SAN FRANCISCO
2019 MAY -2 PM 4:40
BY [Signature]

RE: IHSS Providers Benefits and Administration Contract with the San Francisco IHSS Public Authority

Dear Ms. Calvillo:

Enclosed for the Board of Supervisors' consideration and approval, please find a resolution which will authorize the grant between the City and County of San Francisco and the San Francisco In-Home Supportive Services Public Authority for the amount of \$255,912,584 for the period from July 1, 2019 to June 30, 2022. The purpose of this grant is to provide benefits to the Independent Providers of In-Home Supportive Services (IHSS).

Because the contract is over \$10,000,000, the Department is requesting approval from the Board of Supervisors in accordance with the Administrative Code.

If you need additional information, please contact David Kashani, Contract Manager at 355-3607.

Please calendar this item at the Board's earliest convenience and advise us of the date of introduction.

Thank you for your assistance.

Sincerely,

Trent Rhorer
Executive Director

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

City Elective Officer Information <i>(Please print clearly)</i>	
Name of City elective officer(s): Members, San Francisco Board of Supervisors	City elective office(s) held: Members, San Francisco Board of Supervisors
Contractor Information <i>(Please print clearly)</i>	
Name of Contractor: SAN FRANCISCO IN-HOME SUPPORTIVE SERVICES PUBLIC AUTHORITY	
<p><i>Please list the names of (1) members of the contractor's board of directors; (2) the contractor's chief executive officer, chief financial officer and chief operating officer; (3) any person who has an ownership of 20 percent or more in the contractor; (4) any subcontractor listed in the bid or contract; and (5) any political committee sponsored or controlled by the contractor. Use additional pages as necessary.</i></p> <p>1. See attached</p> <p>2. Kelly Dearman – Executive Director Eileen Norman – Deputy Director Loc Chau – Director of Finance & Operations</p> <p>3. None</p> <p>4. None</p> <p>5. The Public Authority has 2 Board of Directors: Daisy McArthur – Union representative from SEIU Local 2015 Michael G. Pappas – DAAS Commissioner</p>	
Contractor address: 832 Folsom St Fl 9, San Francisco, CA 94107	
Date that contract was approved:	Amount of contract: \$255,912,584
Describe the nature of the contract that was approved: Independent Provider Mode In-Home Supportive Services- The In-Home Supportive Services (IHSS) Program aids eligible low-income older adults and persons with disabilities by matching them with IPs who assist them in activities of daily living. The provision of this service allows older adults and persons with disabilities to remain safely in their own homes, while encouraging independence and rehabilitation where possible. IHSS is provided through either (a) an IP, or (b) a contracted agency provider for clients who are unable to find and/or supervise their own IP's. Currently, there are approximately 23,000 IHSS clients, 95% who utilize the IP Mode of service.	
Comments:	

This contract was approved by (check applicable)

The City elective officer(s) identified on this form

A board on which the City elective officer(s) serves

San Francisco Board of Supervisors

Print Name of Board

The board of a state agency (Health Authority, Housing Authority Commission, Industrial Development Authority Board, Parking Authority, Redevelopment Agency Commission, Relocation Appeals Board, Treasure Island

Development Authority) on which an appointee of the City elective officer(s) identified on the form sits

Print Name of Board

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

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

Date Signed

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

Date Signed

2019 -2020 BOARD OFFICERS:

President: Melvin Beetle, Vice-President: Kenzi Robi, Treasurer: William Pitts, Secretary: Daisy McArthur

STAFF CONTACTS:

Kelly Dearman (593-8111), Shakema Straker 593-8117

Melvin Beetle Raman Hotel 1011 Howard Street, Room 224 San Francisco, CA 94103	621-5817	N/A	Older Consumer
Mike Boyd 1859 Powell Street #155 San Francisco, CA 94133	531-5495	lawschool77@gmail.com	Older Consumer
Daisy McArthur 588 Sutter Street #135 San Francisco, CA 94102	677-8983	N/A	Union Representative
Kenzi Robi 567 Bay Street #1025 San Francisco, CA 94133	410-9228	kenzisfihsspa@gmail.com	Younger Consumer
Rita Semel 2190 Washington Street #907 San Francisco, CA 94109	673-2190	rrsemel@gmail.com	OHS Commissioner
Michael G. Pappas San Francisco Interfaith Council Interfaith Center at the Presidio P.O. Box 29055 San Francisco, CA 94129	474.1321	mgpappas.sfic@gmail.com	DAAS Commissioner
Patricia (Tricia) Webb 1510 Eddy Street #1008 San Francisco, CA 94115	640-7674 885-4077	tricia2loves59@gmail.com	Younger Consumer
William Pitts 2043 15 th Street Apt 10 San Francisco, CA 94114	683-8845	wmpitts@gmail.com	Older Consumer

Updated 04/9/19