

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

**SECOND AMENDMENT
TO GRANT AGREEMENT
between
CITY AND COUNTY OF SAN FRANCISCO
and
FELTON INSTITUTE**

THIS AMENDMENT of the **October 1, 2022** Grant Agreement (the "Agreement") is dated as of **July 1, 2024** and is made in the City and County of San Francisco, State of California, by and between **FELTON INSTITUTE** ("Grantee") and the CITY AND COUNTY OF SAN FRANCISCO, a municipal corporation ("City") acting by and through The Department of Homelessness and Supportive Housing ("Department").

RECITALS

WHEREAS, Grantee was selected pursuant to San Francisco Administrative Code Section 21B, which authorizes the Department to enter into, or amend, contracts without adhering to the Administrative Code provisions regarding competitive bidding related to Projects Addressing Homelessness; and

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

WHEREAS, the City's Homelessness Oversight Commission approved this Amendment by Resolution No. 24-066 on June 6, 2024; and

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

- 1. Definitions.** Terms used and not defined in this Amendment shall have the meanings assigned to such terms in the Grant Agreement.
 - (a) "Agreement" shall mean the Agreement dated **October 1, 2022** between Grantee and City; and **First Amendment**, dated **March 7, 2023**.
 - (b) "San Francisco Labor and Employment Code": As of January 4, 2024, San Francisco Administrative Code Chapters 21C (Miscellaneous Prevailing Wage Requirements), 12B (Nondiscrimination in Contracts), 12C (Nondiscrimination in Property Contracts), 12K (Salary History), 12P (Minimum Compensation), 12Q (Health Care Accountability), 12T (City Contractor/Subcontractor Consideration of Criminal History in Hiring and Employment Decisions), and 12U (Sweatfree Contracting) are redesignated as Articles 102 (Miscellaneous Prevailing Wage Requirements), 131 (Nondiscrimination in Contracts), 132 (Nondiscrimination in Property Contracts), 141 (Salary History), 111 (Minimum

Compensation), 121 (Health Care Accountability), 142 (City Contractor/Subcontractor Consideration of Criminal History in Hiring and Employment Decisions), and 151 (Sweatfree Contracting) of the San Francisco Labor and Employment Code, respectively. Wherever this Agreement refers to San Francisco Administrative Code Chapters 21C, 12B, 12C, 12K, 12P, 12Q, 12T, and 12U, it shall be construed to mean San Francisco Labor and Employment Code Articles 102, 131, 132, 141, 111, 121, 142, and 151, respectively.

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

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

3.2 Duration of Term.

- (a) The term of this Agreement shall commence on **October 1, 2022** and expire on **June 30, 2024**, unless earlier terminated as otherwise provided herein. Grantee shall not begin performance of its obligations under this Agreement until it receives written notice from City to proceed.
- (b) The City has options to renew the Agreement. The City may extend this Agreement beyond the expiration date by exercising an option at the City's sole and absolute discretion and by modifying this Agreement as provided in Section 17.2, Modification.

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

3.2 Duration of Term. The term of this Agreement shall commence on **October 1, 2022** and expire on **June 30, 2026**, unless earlier terminated as otherwise provided herein. Grantee shall not begin performance of its obligations under this Agreement until it receives written notice from City to proceed.

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

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

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

5.1 Maximum Amount of Grant Funds.

- (a) In no event shall the amount of Grant Funds disbursed hereunder exceed **Four Million Eight Hundred Seventy Thousand Three Hundred Sixty Four Dollars (\$4,870,364)**.

Grantee understands that, of the Maximum Amount of Grant Funds listed under Article 5.1 (a) of this Agreement, **Eight Hundred Eleven Thousand Seven Hundred Twenty Seven Dollars (\$811,727)** is included as a contingency amount and is neither to be used in Budget(s) attached to this Agreement or available to Grantee without a modification to the Appendix B, Budget, which has been approved by the Department of Homelessness and Supportive Housing. Grantee further understands that no payment for any portion of this contingency amount will be made unless and until a modification or revision has been fully approved and executed in accordance with applicable City and Department laws, regulations, policies/procedures and certification as to the availability of funds by Controller. Grantee agrees to fully comply with these laws, regulations, and policies/procedures.

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

5.1 Maximum Amount of Grant Funds.

- (b) In no event shall the amount of Grant Funds disbursed hereunder exceed **Nine Million Seven Hundred Nineteen Thousand One Hundred Seventy Three Dollars (\$9,719,173)**.
- (c) Grantee understands that, of the Maximum Amount of Grant Funds listed under Article 5.1 (a) of this Agreement, **Seven Hundred Twenty Three Thousand Seven Hundred Seventy One Dollars (\$723,771)** is included as a contingency amount and is neither to be used in the Budget attached to this Agreement or available to Grantee without a modification to the Budget, which has been approved by the Department of Homelessness and Supportive Housing. Grantee further understands that no payment for any portion of this contingency amount will be made unless and until a modification or revision has been fully approved and executed in accordance with applicable City and Department laws, regulations, policies/procedures and certification as to the availability of funds by Controller. Grantee agrees to fully comply with these laws, regulations, and policies/procedures.

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

5.2 Use of Grant Funds. Grantee shall use the Grant Funds only for Eligible Expenses and for no other purpose. Grantee shall expend the Grant Funds in accordance with the Budget and shall obtain the prior approval of City before transferring expenditures from one line item to another within the Budget.

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

5.4 State or Federal Funds.

- (a) **Disallowance.** Where the funds are provided by the State or Federal government, with respect to Grant Funds, if any, Grantee agrees that if Grantee claims or receives payment from City for an Eligible Expense, payment or reimbursement of which is later disallowed by the State or Federal government, Grantee shall promptly refund the disallowed amount to City upon City's request. At its option, City may offset all or any portion of the disallowed amount against any other payment due to Grantee hereunder or under any other Agreement. Any such offset with respect to a portion of the disallowed amount shall not release Grantee from Grantee's obligation hereunder to refund the remainder of the disallowed amount.
- (b) **Grant Terms.** Where the funding for this Agreement is provided in full or in part by a federal or state Grant to the City, as part of the terms of receiving the funds, the City is required to incorporate some of the terms into this Agreement and include certain reporting requirements.

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

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

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

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

- (a) **Limitations.** In no event shall Grantee subcontract or delegate the whole of the Grant Plan. Grantee may subcontract with any of the permitted subgrantees set forth in the Budget without the prior consent of City; provided, however, that Grantee shall not thereby be relieved from any liability or obligation under this Agreement and, as between City and Grantee, Grantee shall be responsible for the acts, defaults and omissions of any subgrantee or its agents or employees as fully as if they were the acts, defaults or omissions of Grantee. Grantee shall ensure that its subgrantees comply with all of the terms of this Agreement, insofar as they apply to the subcontracted portion of the Grant Plan. All references herein to duties and obligations of Grantee shall be deemed to pertain also to all subgrantees to the extent applicable. A default by any subgrantee shall be deemed to be an Event of Default hereunder. Nothing contained in this Agreement shall create any contractual relationship between any subgrantee and City.
- (b) **Terms of Subcontract.** Each subcontract shall be in form and substance acceptable to City and shall expressly provide that it may be assigned to City without the prior consent of the subgrantee. In addition, each subcontract shall incorporate all of the terms of this Agreement, insofar as they apply to the subcontracted portion of the Grant Plan. Without limiting the scope of the foregoing, each subcontract shall provide City, with respect to the subgrantee, the audit and inspection rights set forth in Section 6.6. Upon the request of City, Grantee shall promptly furnish to City true and correct copies of each subcontract permitted hereunder.

2.8 ARTICLE 15 NOTICES AND OTHER COMMUNICATIONS of the Agreement is replaced by the following:

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

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

If to Grantee:	Felton Institute 1005 Atlantic Avenue Alameda, CA 94501 Attn: Marvin Davis mdavis@felton.org
----------------	---

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

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

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

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

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

2.10 Section 16.21 Compliance with Other Laws of the Agreement is hereby added to this Agreement:

- (a) Without limiting the scope of any of the preceding sections of this Article 16, Grantee shall keep itself fully informed of City's Charter, codes, ordinances and regulations and all state, and federal laws, rules and regulations affecting the performance of this Agreement and shall at all times comply with such Charter codes, ordinances, and regulations rules and laws.
- (b) Grantee represents that it is in good standing with the California Attorney General's Registry of Charitable Trusts and will remain in good standing during the term of this Agreement. Grantee shall immediately notify City of any change in its eligibility to perform under the Agreement. Upon City request, Grantee shall provide documentation demonstrating its compliance with applicable legal requirements. If Grantee will use any subcontractors/subgrantees/subrecipients to perform the Agreement, Grantee is responsible for ensuring they are also in compliance with the California Attorney General's Registry of Charitable Trusts at the time of grant execution and for the duration of the agreement. Any failure by Grantee or any subcontractors/subgrantees/subrecipients to remain in good standing with applicable requirements shall be a material breach of this Agreement.

- 2.11 Section 16.22 Additional Provisions for Shelter and Resource Center Grants – Standard of Care** of the Agreement is hereby deleted and replaced in its entirety to read as follows:

16.22. Additional Provisions for Shelter and Resource Center Grants – Standard of Care. Grantee must comply with all the provisions of Administrative Code Sec. 20.404.

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

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

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

- 2.13 Section 16.24 Additional City Compliance Requirements** of the Agreement is hereby deleted.

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

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

Appendix A, Services to be Provided (dated July 1, 2024)
Appendix B, Budget (dated July 1, 2024)

Appendix C, Method of Payment (dated July 1, 2024)

Appendix D, Interests in Other City Grants (dated July 1, 2024)

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

17.12 Reserved.

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

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

- 2.17 Appendix A, Services to be Provided** (dated March 7, 2023), of the Agreement is hereby replaced in its entirety by the modified **Appendix A, Services to be Provided** (dated July 1, 2024), for the period of July 1, 2024 to June 30, 2026.

- 2.18 Appendix B, Budget** (dated March 7, 2023), of the Agreement is hereby replaced in its entirety by the modified **Appendix B, Budget** (dated July 1, 2024), for the period of October 1, 2022 to June 30, 2026.

- 2.19 Appendix C, Method of Payment** (dated March 7, 2023), of the Agreement is hereby replaced in its entirety by the modified **Appendix C, Method of Payment** (dated July 1, 2024).

- 2.20 Appendix D, Interests in Other City Grants** (dated March 7, 2023), of the Agreement is hereby replaced in its entirety by the modified **Appendix D, Interests in Other City Grants** (dated July 1, 2024).

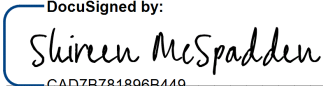
IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as of the date first specified herein. The signatories to this Agreement warrant and represent that they have the authority to enter into this agreement on behalf of the respective parties and to bind them to the terms of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

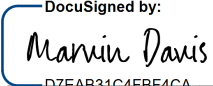
CITY

GRANTEE

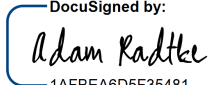
**DEPARTMENT OF HOMELESSNESS
AND SUPPORTIVE HOUSING**

FELTON INSTITUTE

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

By:  DocuSigned by:
D7EAB31C4FBF4CA...
Marvin Davis
Chief Financial Officer
City Supplier Number: 20256

Approved as to Form:
David Chiu
City Attorney

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

Appendix A, Services to be Provided
by
Felton Institute
Bayview Drop-In Resource Center

I. Purpose of Grant

The purpose of this grant is to provide Drop-In Resource Center to the served population. The goals of these program services are to provide the served population with access to meals, storage space, restrooms, showers, and laundry facilities, to support personal hygiene and maximize their ability to live and work in the community.

II. Served Population

Grantee shall serve individuals and families who are experiencing homelessness in the Bayview-Hunters Point neighborhood.

III. Description of Services

Grantee shall provide the following program services:

A. Drop-In Operations: Grantee shall provide the following operations services at the Drop-In Center:

1. Facility Maintenance: Grantee shall maintain the facility; provide janitorial services; and repair the facility and its systems to maintain a clean, safe, and pest-free environment, per all applicable building, fire and health codes and shall post cleaning and maintenance times for guests.
2. Storage: Grantee shall provide guests with access to a locker area based on the number of lockers listed in the Appendix B, Budget “Number Served” tab.
3. Restroom Facilities: Grantee shall provide all guests with access to bathroom and shower facilities seven days per week.
4. Laundry Facilities: Grantee shall provide guests with access to laundry facilities (i.e., washers and dryers).
5. Meals: Grantee shall provide breakfast between 7:00 am to 9:00 am and dinner 5:00 pm to 7:00 pm to the minimum number of guests daily as listed in the Appendix B, Budget (“Number Served” tab).
6. Drop-In Chairs: Grantee shall provide drop-in chairs as listed in the Appendix B, Budget “Number Served” tab for guests from 3:30 pm to 7:30 am daily for those with or without shelter reservations; and medically requested respite for those with shelter reservations and provide shower access, laundry facilities, and mail/voicemail access.
7. Mail and Voicemail: Grantee shall provide guests with access to an address for mail and voice mail services.

IV. Location and Time of Services

Grantee shall provide Drop-In operations services 24 hours per day, seven days per week, at the Bayview Drop-In Center, located at 2111 Jennings Street, San Francisco, CA 94124.

V. Service Requirements

Grantee shall meet the following service requirements:

- A. Language and Interpretation Services: Grantee shall ensure that translation and interpreter services are available, as needed. Grantee shall address the needs of and provide services to the served population who primarily speak language(s) other than English. Additional information on Language Access standards can be found on the Department of Homelessness and Supportive Housing (HSH) Providers Connect website: <https://sfgov1.sharepoint.com/sites/HOM-Ext-Providers>.
- B. Inclement Weather and Emergency Expansion: Grantee shall respond to HSH's request to expand hours of operation for drop-in chairs in order to provide respite to clients during inclement weather or other emergencies. Grantee shall be ready to provide expansion within 24-hour notice; although HSH will attempt to give more advance notice whenever possible. Grantee shall use their own staffing during these expansions; however, if there is not adequate staffing available at the time of expansion, HSH may augment coverage with City staff in order to respond to emergencies.
- C. Record Keeping:
 - 1. Grantee shall maintain documentation of services and provide such documentation upon request.
- D. Dietary and Food Safety: Grantee shall ensure that at least one staff person responsible for food service has a valid Food Safety Certification.
- E. Facilities:
 - 1. Grantee shall maintain facilities in full compliance with requirements of the law and local standards. Grantee shall ensure that facilities are well maintained, clean, and free of pests per the City Integrated Pest Management Code and Environmentally Preferable Purchasing Ordinance. Maintenance shall occur regularly, as required, and janitorial services shall occur regularly, per shift, and as required.
 - a. Grantee shall respond to all facility related requests and complaints promptly and in a manner that ensures the safety of guests and Grantee staff. Grantee shall note in writing and post in a common area when a maintenance problem will be repaired and the status of repair.
 - b. Grantee shall develop, maintain, and document maintenance schedules for the facility and its systems, as applicable per facility, including, but not limited to, maintaining light fixtures; heating and air conditioning systems (e.g., fan blades, air registers, vents, filters); plumbing (e.g., drains of showers, toilets,

sinks); appliances (e.g., hand dryers, refrigerators, microwaves, fans, etc.); elevators; security systems (e.g., metal detectors, security cameras); fire extinguishers; emergency exits; electrical systems; mold, leak, and pest checks (e.g., roof, walls, bathrooms, kitchen, etc.); and supply checks (e.g., toilet paper, towels, soap, etc.).

- c. Grantee shall develop, maintain, and document janitorial schedules per shift for the facility and its systems, as applicable, including, but not limited to cleaning floors; restrooms (e.g., floors, tile, showers, toilets, urinals, sinks); laundry machines (e.g., dryer vents); elevators (e.g., buttons, floors, walls); kitchens (e.g., floors, sinks, counters, appliances); water fountains; and heating and air conditioning systems vents.

F. Good Neighbor Policy: Grantee shall maintain a good relationship with the neighborhood, including:

1. Grantee shall work with neighbors, HSH, San Francisco Police Department (SFPD), Department of Public Works (DPW), Department of Public Health (DPH), Department of Emergency Management (DEM)/Healthy Streets Operations Center (HSOC), and other relevant city agencies to ensure that neighborhood concerns about the facility, site, and perimeter are heard and addressed.
2. Grantee shall work with neighbors, HSH, SFPD, DPW, DPH, and other relevant city agencies to ensure that neighborhood concerns about the facility are heard and addressed.
3. Grantee shall assign a director, manager, or representative to participate in and attend appropriate neighborhood and community meetings.
4. Grantee shall provide a phone number to all interested neighbors that will be answered 24 hours a day by a representative, who will direct complaints and issues to a manager or other responsible person who has the authority to respond to complaints and issues at the site as they arise.
5. Grantee shall minimize the impact on the neighborhood of program guests entering, exiting, or waiting for services. Grantee will do this by limiting referrals to specified referral partners, not allowing walk-ins, and having 24/7 access to the site for registered guests. Walk-ins will only be allowed if this method is a part of the program's executed scope of work, during a weather activation, or other exception, as directed by HSH.
6. Grantee shall actively discourage and address excessive noise from program participants. Grantee will coordinate with other service providers and City agencies, as necessary to address this issue if just outside the program site.
7. Grantee shall actively discourage loitering and public drug use in the area immediately surrounding the program. Grantee will coordinate with other service providers and City agencies, as necessary, to address this issue.
8. Grantee shall implement management practices necessary to ensure that staff and participants maintain the safety and cleanliness of the area immediately surrounding the facility and do not block driveways of neighboring residents or businesses.

9. Grantee shall take all reasonable measures to ensure the sidewalks adjacent to the facility are not blocked.
10. Grantee will conduct at minimum three daily perimeter inspections, collect litter and contact the appropriate city department for assistance when needed.
11. Grantee shall immediately report to SF Homeless Outreach Team (SFHOT) or HSOC if encampments emerge along the perimeter of the site or immediately across the street.
12. Grantee will actively discourage guests from keeping tents outside of the site on the sidewalk and will follow HSH protocols on the issue.
13. Grantee will abate any graffiti on the site within 24 hours, weather permitting.
14. Grantee will report graffiti in the immediate area to 311.

G. Grievance Procedure: Grantee shall follow the published HSH Grievance Procedure and establish and maintain a written Grievance Procedure for the served population, which shall include the following elements as well as others that may be appropriate to the services:

1. The name or title of the person or persons authorized to make a determination regarding the grievance;
2. The opportunity for the aggrieved party to discuss the grievance with those who will be making the determination;
3. The amount of time required for each step, including when a guest can expect a response; and
4. In accordance with published HSH policies/procedures, the HSH Grievances email address (hshgrievances@sfgov.org) and mailing address for the participant to contact after the participant has exhausted Grantee's internal Grievance Procedure.

H. City Communications and Policies:

Grantee shall keep HSH informed and comply with applicable City policies to minimize harm and risk, including:

1. Compliance with all Shelter and Resource Center Standards of Care as required by [Administrative Code, Sec. 20.404](#);
2. Regular communication to HSH about the implementation of the program;
3. Attendance of HSH meetings and trainings, as requested;
4. Attendance of a bi-annual training on the ADA and mental disabilities through interdepartmental work orders with the Mayor's Office on Disability and the City Attorney's Office;
5. Attendance of the Shelter Monitoring Committee Meetings;
6. Adherence to the HSH Shelter Grievance Ordinance, HSH Regulations, and Policy¹, including the processes regarding monthly grievance report data and denials of service unless Grantee is otherwise dictated by City emergency requirements;
7. Adherence to the City service or companion animals policy;
8. Adherence to the HSH Cold/Wet Weather Policy; and
9. Adherence to the TB Infection Control Guidelines for Homeless.

¹ <https://hsh.sfgov.org/wp-content/uploads/2021/10/Shelter-Grievance-Policy-Final-8-18-21-1.pdf>

- I. Critical Incident: Grantee shall report critical incidents, as defined in the Critical Incident Policy, to HSH, within 24 hours of the incident according to Department policy. Critical incidents shall be reported using the online Critical Incident Report (CIR) form. In addition, critical incidents that involve life endangerment events or major service disruptions should be reported immediately to the HSH program manager. Please refer to the CIR Policy and procedures on the HSH Providers Connect website.
- J. Health Screening and Certifications: Grantee shall obtain and maintain all required staff health screenings and certifications, including by not limited to, staff Tuberculosis testing; CPR/First Aide; and AED certifications.
- K. Disaster and Emergency Response Plan: Grantee shall develop and maintain an Agency Disaster and Emergency Response Plan containing Site Specific Emergency Response Plan(s) for each service site per HSH requirements. The Agency Disaster and Emergency Response Plan shall address disaster coordination between and among service sites. Grantee shall update the Agency/site(s) plan as needed and Grantee shall train all employees regarding the provisions of the plan for their Agency/site(s).
- L. Data Standards:
 - 1. Grantee shall ensure compliance with the Homeless Management Information System (HMIS) Participation Agreement and Continuous Data Quality Improvement (CDQI) Process², including but not limited to.
 - a. Entering all client data within three working days (unless specifically requested to do so sooner);
 - b. Ensuring accurate dates for client enrollment, client exit, and client move in (if appropriate); and
 - c. Running monthly data quality reports and correcting any errors.
 - 2. Records entered into the Online Navigation and Entry (ONE) system shall meet or exceed the ONE System CDQI Process standard.
 - 3. Grantee shall enter data into the ONE System but may be required to report certain measures or conduct interim reporting in Contracts Administration, Reporting, and Billing Online system (CARBON), via secure email, or through uploads to a File Transfer Protocol (FTP) site. When required by HSH, Grantee shall submit the monthly, quarterly and/or annual metrics into either the CARBON database, via secure email, or through uploads to an FTP site. HSH will provide clear instructions to all Grantees regarding the correct mechanism for sharing data. Changes to data collection or reporting requirements shall be communicated to Grantees via written notice at least one month prior to expected implementation.
 - 4. All Grantees, subgrantees, and their employees and agents shall comply with the confidentiality and data security requirements of all federal, state and local

² HMIS Participation Agreement and Continuous Data Quality Improvement Process, available here: <https://hsh.sfgov.org/get-information/one-system/>

privacy and data management laws and regulations, including, but not limited to, 24 C.F.R. Part 578 (Continuum of Care); 45 C.F.R. Parts 160 and 164 (Health Insurance Portability and Accountability Act “HIPAA”); 28 CFR §90.4 (Violence Against Women Act); 28 CFR §94.115 (Victim of Crimes Act); California Civil Code §§ 1798 - 1798.78 (Information Practices Act of 1977); §§1798.85 - 1798.89 (Confidentiality of Social Security Numbers); §§1798.79.8 - 1798.79.95 (Domestic Violence, Sexual Assault, and Stalking: Personal Information); California Welfare & Institutions Code §10850; disclosure of confidential information regarding the criminal justice system and child protective services records; and related and successor provisions.

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

M. Partner Provider MOU: Grantee shall establish written Memoranda of Understanding (MOUs) with Subcontractors, as required by HSH.

N. Feedback, Complaint and Follow-up Policies:

Grantee shall provide means for the served population to provide input into the program. Feedback methods shall include:

1. A complaint process, including a written complaint policy informing guests how to report complaints and request repairs/services; and
2. A written quarterly survey that has been pre-approved by HSH, which shall be offered to the served population to gather feedback, measure satisfaction, and assess the effectiveness of services and systems within the program. Grantee shall offer assistance to the served population regarding completion of the survey if the written format presents any problem.

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

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

VI. **Service Objectives**

Grantee shall achieve the following service objectives for Drop-In Services:

- A. Grantee shall provide breakfast and dinner meals, seven days a week.
- B. Grantee shall provide access to drop-in chairs daily from 3:30pm to 7:30am.
- C. Grantee shall provide access to lockers from 7:00am to 7:00pm daily.

- D. Grantee shall provide 24/7 access to showers and restroom facilities.
- E. Grantee shall provide 24/7 access to laundry services.
- F. Grantee shall provide access to voicemail, mail pick up and mail storage daily from 7:00am to 7:00pm daily.
- G. Grantee shall collect a minimum of 100 client satisfaction surveys each quarter.

VII. Outcome Objectives

Grantee shall achieve the following outcome objectives for Bayview Drop-In Services:

- A. Seventy-five percent of guests responding to satisfaction surveys will rate the quality of service as satisfactory or better.

VIII. Reporting Requirements

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

- A. Grantee shall provide a monthly report and will enter the monthly metrics in the CARBON database by the 15th day of the month following the month of service, including number of meals served.
- B. Grantee shall provide a quarterly report of activities, referencing the tasks as described in the Description of Services, Service Objectives and Outcome Objectives sections. Grantee will enter the quarterly metrics in the CARBON database by the 15th of the month following the end of the quarter.
- C. Grantee shall provide an annual report summarizing the grant activities, referencing the tasks as described in the Description of Services, Service Objectives and Outcome Objectives sections. This report shall also include accomplishments and challenges encountered by Grantee. Grantee shall enter the annual metrics in the CARBON database by the 15th of the month following the end of the program year.
- D. Grantee shall provide Ad Hoc reports as required by HSH and respond to requests by HSH in a timely manner. Any information shared between the Grantee, HSH and other providers about tenants will be communicated in a secure manner, with appropriate release of consent forms and in compliance with HIPAA guidelines.
- E. Grantee shall submit Project Descriptor data elements as described in the U.S. Department of Housing and Urban Development's (HUD) latest HMIS Data Standards Manual (<https://files.hudexchange.info/resources/documents/HMIS-Data-Standards-Manual.pdf>) to HSH at the following intervals: 1) at the point of project setup; 2) when project information changes; 3) at least annually or as requested by HSH. Data is used for reporting mandated by HUD and California's Interagency Council on Homelessness, and to ensure HSH's ongoing accurate representation of

program and inventory information for various reporting needs, including monitoring of occupancy and vacancy rates.

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

IX. Monitoring Activities

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

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

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

	A	B	C	D
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING			
2	APPENDIX B, BUDGET			
3	Document Date	7/1/2024		
4	Contract Term	Begin Date	End Date	Duration (Years)
5	Current Term	10/1/2022	6/30/2024	2
6	Amended Term	10/1/2022	6/30/2026	4
7				
8	Approved Subcontractors			
10	Instaworks			
11				

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING															
2	APPENDIX B, BUDGET															
3	Document Date	7/1/2024														
4	Contract Term	Begin Date	End Date	Duration (Years)												
5	Current Term	10/1/2022	6/30/2024	2												
6	Amended Term	10/1/2022	6/30/2026	4												
7					Year 1		Year 2		Year 3		Year 4					
8	Service Component				10/1/2022 - 6/30/2023		7/1/2023 - 6/30/2024		7/1/2024 - 6/30/2025		7/1/2025 - 6/30/2026					
10	Storage Lockers (maximum number of lockers)				42		42		42		42					
11	Meals (minimum number of guests served breakfast and dinner)				200		200		200		200					
12	Drop-in Chairs (number of chairs)				48		48		48		48					

	A	B	C	D	E	H	M	P	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING										
2	APPENDIX B, BUDGET										
3	Document Date	7/1/2024									
4	Contract Term	Begin Date	End Date	Duration (Years)							
5	Current Term	10/1/2022	6/30/2024	2							
6	Amended Term	10/1/2022	6/30/2026	4							
7	Provider Name	Felton Institute									
8	Program	Bayview Drop-In Center									
9	FSP Contract ID#	1000026539									
10	Action (select)	Amendment									
11	Effective Date	7/1/2024									
12	Budget Name	General Fund - Drop-In Center									
13		Current	New								
14	Term Budget	\$ 4,170,264	\$ 8,995,402	15%							
15	Contingency	\$ 700,100	\$ 723,771								
16	Not-To-Exceed	\$ 4,870,364	\$ 9,719,173		Year 1	Year 2	Year 3	Year 4	All Years		
17					10/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	10/1/2022 - 6/30/2024	10/1/2022 - 6/30/2026	10/1/2022 - 6/30/2026
18					Current/Actuals	Current/Actuals	New	New	Current/Actuals	Amendment	New
19	Expenditures										
20	Salaries & Benefits	\$ 1,096,812	\$ 1,328,518		\$ 1,388,226	\$ 1,388,226	\$ 1,388,226	\$ 1,388,226	\$ 2,425,330	\$ 2,776,452	\$ 5,201,781
21	Operating Expense	\$ 551,027	\$ 749,371		\$ 709,660	\$ 709,660	\$ 709,660	\$ 709,660	\$ 1,300,398	\$ 1,419,320	\$ 2,719,718
22	Subtotal	\$ 1,647,839	\$ 2,077,889		\$ 2,097,886	\$ 2,097,886	\$ 2,097,886	\$ 2,097,886	\$ 3,725,728	\$ 4,195,772	\$ 7,921,499
23	Indirect Percentage	6.67%	15.00%		15.00%	15.00%	15.00%	15.00%			
24	Indirect Cost (Line 22 X Line 23)	\$ 109,856	\$ 311,683		\$ 314,683	\$ 314,683	\$ 314,683	\$ 314,683	\$ 421,539	\$ 629,366	\$ 1,050,905
25	Other Expenses (Not subject to indirect %)	\$ -	\$ 22,997		\$ -	\$ -	\$ -	\$ -	\$ 22,997	\$ -	\$ 22,997
26	Capital Expenditure	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
28	Total Expenditures	\$ 1,757,695	\$ 2,412,569		\$ 2,412,569	\$ 2,412,569	\$ 2,412,569	\$ 2,412,569	\$ 4,170,264	\$ 4,825,137	\$ 8,995,401
29											
30	HSH Revenues* (select)										
31	General Fund - Ongoing	\$ 1,598,459	\$ 2,412,569		\$ 2,412,569	\$ 2,412,569	\$ 2,412,569	\$ 2,412,569	\$ 4,011,028	\$ 4,825,138	\$ 8,836,166
34	General Fund - One-Time	\$ 159,236			\$ -	\$ -	\$ -	\$ -	\$ 159,236	\$ -	\$ 159,236
40	Total HSH Revenues	\$ 1,757,695	\$ 2,412,569		\$ 2,412,569	\$ 2,412,569	\$ 2,412,569	\$ 2,412,569	\$ 4,170,264	\$ 4,825,138	\$ 8,995,402
48											
49	Total HSH + Other Revenues	\$ 1,757,695	\$ 2,412,569		\$ 2,412,569	\$ 2,412,569	\$ 2,412,569	\$ 2,412,569	\$ 4,170,264	\$ 4,825,138	\$ 8,995,402
50	Rev-Exp (Budget Match Check)	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
52											
53	Prepared by	Marvin Davis			*NOTE: HSH budgets typically project out revenue levels across multiple years, strictly for budget-planning purposes. All program budgets at any given year are subject to Mayoral / Board of Supervisors discretion and funding availability, and are not guaranteed. For further information, please see Article 2 of the G-100 Grant Agreement document.						
54	Phone	415 474-7310									
55	Email	mdavis@felton.org									
56											
57	Template last modified	7/26/2022									

	A	B	E	J	M	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING							
2	OPERATING DETAIL							
3	Document Date	7/1/2024						
4	Provider Name	Felton Institute						
5	Program	Bayview Drop-In Center						
6	FSP Contract ID#	1000026539						
7	Budget Name	General Fund - Drop-In Center						
8		EXTENSION YEAR EXTENSION YEAR						
9		Year 1	Year 2	Year 3	Year 4	All Years		
10		10/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	10/1/2022 - 6/30/2024	10/1/2022 - 6/30/2026	10/1/2022 - 6/30/2026
11		Current/Actuals	Current/Actuals	New	New	Current/Actuals	Modification	New
12	Operating Expenses	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
13	Rental of Property	\$ 100,935	\$ 160,758	\$ 168,000	\$ 168,000	\$ 261,693	\$ 336,000	\$ 597,693
14	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 94,650	\$ 90,200	\$ 90,200	\$ 90,200	\$ 184,850	\$ 180,400	\$ 365,250
15	Office Supplies, Postage	\$ 10,350	\$ 2,500	\$ 2,500	\$ 2,500	\$ 12,850	\$ 5,000	\$ 17,850
16	Building Maintenance Supplies and Repair	\$ 20,000	\$ 60,290	\$ 58,000	\$ 58,000	\$ 80,290	\$ 116,000	\$ 196,290
17	Printing and Reproduction	\$ 2,250	\$ 3,000	\$ 1,200	\$ 1,200	\$ 5,250	\$ 2,400	\$ 7,650
18	Insurance	\$ 10,000	\$ 59,815	\$ 59,815	\$ 59,815	\$ 69,815	\$ 119,630	\$ 189,445
19	Staff Training	\$ -	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 4,000	\$ 6,000
20	Staff Travel-(Local & Out of Town)	\$ -	\$ 657	\$ 745	\$ 745	\$ 657	\$ 1,490	\$ 2,147
21	Rental of Equipment	\$ 3,000	\$ 25,765	\$ 25,765	\$ 25,765	\$ 28,765	\$ 51,530	\$ 80,295
22	Cleaning/Janitorial Supplies	\$ 10,000	\$ 26,935	\$ 26,935	\$ 26,935	\$ 36,935	\$ 53,870	\$ 90,805
23	Cable/Internet	\$ 1,000	\$ 2,400	\$ 2,400	\$ 2,400	\$ 3,400	\$ 4,800	\$ 8,200
24	Fire/Security Monitoring Contract	\$ 500	\$ 2,100	\$ 2,100	\$ 2,100	\$ 2,600	\$ 4,200	\$ 6,800
25	Equipment Repair	\$ 21,600	\$ 12,000	\$ 1,000	\$ 1,000	\$ 33,600	\$ 2,000	\$ 35,600
26	Kitchen Groceries & Supplies	\$ 240,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 490,000	\$ 500,000	\$ 990,000
27	Client Related (hygiene, incentives, etc)	\$ 22,000	\$ 6,266	\$ 7,000	\$ 7,000	\$ 28,266	\$ 14,000	\$ 42,266
28	Food Delivery Vehicle Cost	\$ 3,167	\$ 10,920	\$ -	\$ -	\$ 14,087	\$ -	\$ 14,087
29	Furniture & Fixtures	\$ 6,075	\$ -	\$ -	\$ -	\$ 6,075	\$ -	\$ 6,075
30	Communications / Cell Phone	\$ 5,500	\$ 8,765	\$ 12,000	\$ 12,000	\$ 14,265	\$ 24,000	\$ 38,265
41						\$ -	\$ -	\$ -
42	Consultants					\$ -	\$ -	\$ -
43		\$ -	\$ -			\$ -	\$ -	\$ -
54	Subcontractors (First \$25k Only)					\$ -	\$ -	\$ -
56	Instaworks		\$ 25,000	\$ -	\$ -	\$ 25,000	\$ -	\$ 25,000
67								
68	TOTAL OPERATING EXPENSES	\$ 551,027	\$ 749,371	\$ 709,660	\$ 709,660	\$ 1,300,398	\$ 1,419,320	\$ 2,719,718
69								
70	Other Expenses (not subject to indirect cost %)							
71	Instaworks		\$ 22,997	\$ -	\$ -	\$ 22,997	\$ -	\$ 22,997
83								
84	TOTAL OTHER EXPENSES	\$ -	\$ 22,997	\$ -	\$ -	\$ 22,997	\$ -	\$ 22,997
85								
96								
97	HSH #3					Template last modified 7/26/2022		

BUDGET NARRATIVE**Fiscal Year****General Fund - Drop-In Cen****FY24-25****<- Select from the drop-down list the fiscal year in which the proposed budget changes will first become eff**

Salaries & Benefits	Adjusted Budgeted FTE	Budgeted Salary	Justification	Calculation
Program Manager	1.00	\$ 90,000	Salary of Program Manager who manages the overall site and program. Supervises all Peers and evening kitchen staff, develops procedures & protocols, assures compliance with One System and CARBON reporting and other contract requirements	\$46.15/hr. x 1950 hrs./yr. x 1 FTE = \$90,000
Admin Manager	1.00	\$ 82,000	Salary of Admin Manager supervises and manages all administrative duties for the program, including reception desk, sign in sheets, meal counts, DOS and intake, assist with food shopping. Manages the morning kitchen staff and morning operations.	\$42.05/hr. x 1950 hrs./yr. x 1 FTE = \$82,000
Peer Supervisor	1.00	\$ 60,000	Salary of Peer Supervisor, supervises the Peer Advisors and services facilities, coordinates wellness, showers, safety, checks clients in, interacts with security and front line employees	\$30.77/hr. x 1950 hrs./yr. x 1 FTE = \$60,000
Peer Advisor	6.00	\$ 307,125	Salary of Peer Advisor who services facilities, coordinates wellness, showers, safety, checks clients in, interacts with security and front line employees	\$26.25/hr. x 1950 hrs./yr. x 6 FTE = \$307,128
Janitor	2.00	\$ 102,376	Salary of Janitors who cleans and sanitizes facility	\$26.25/hr. x 1950 hrs./yr. x 2 FTE = \$102,376
Head Cook	1.00	\$ 64,350	Salary of Head cook who plans the meals, prepares daily meals at Drop-in Center and Bayview neighborhood, manages kitchen staff	\$33./hr. x 1950 hrs./yr. x 1 FTE = \$64,350
Cook	1.50	\$ 84,825	Salary of Cook who prepares daily meals at Drop-in Center, and Bayview neighborhood, manages kitchen staff when Head Cook is not on shift	\$29/hr. x 1950 hrs./yr. x 1.5 FTE = \$84,825
Kitchen Aide	2.50	\$ 127,970	Salary of Kitchen Aide who assists cooks, packages meals, distributes meals to clients	\$26.25/hr. x 1950 hrs./yr. x 2.5 FTE = \$127,970
Door Monitor		\$ -		
Dishwasher	2.50	\$ 127,970	Salary of Dishwasher who washes dishes, pans, utensils, and cleans kitchen. Assist with Kitchen Aide duties when needed.	\$26.25/hr. x 1950 hrs./yr. x 2.5 FTE = \$127,970
Maintenance Supervisor	0.25	\$ 21,250	Salary of Maintenance Supervisor who makes small exterior and interior facility repairs, changes lights, and perform other facility maintenance duties	\$43.59/hr. x 1950 hrs./yr. x .25 FTE = \$21,250
TOTAL	18.75	\$ 1,067,866		
Employee Fringe Benefits		Includes FICA, SSUI, Workers Compensation, 403B Match and Medical calculated at 30% of total salaries.		
		\$ 320,360		
Salaries & Benefits Total		\$ 1,388,226		

Operating Expenses	Budgeted Expense	Justification	Calculation
Rental of Property	\$ 168,000	Cost to rent facility calculated based on the current actual rent	\$14,000/mo. x 12 mos. = \$168,000
Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 90,200	Cost of water/sewer, gas, electricity, trash removal and other utilities calculated based on the actual cost of the last 3 months	\$7,516.67/mo. x 12 mos. = \$90,200
Office Supplies, Postage	\$ 2,500	Cost of general office supplies such as binders/binding supplies, desk accessories, copy paper, print and printable media, furniture back supports, shelving, chair mats and floor mats, seating accessories, desks and workstations, technological backup systems, copiers, printers, breakroom supplies calculated based on the actual cost of the last 3 months	\$208.33/mo. x 12 mos. = \$2,500
Building Maintenance Supplies and Repair	\$ 58,000	Cost of building repairs, minor renovations, lettering, work tools, cleaning tools, paint, solvents, resin, hoses, buckets, paint, forms, interior and exterior social distancing signs calculated based on the actual cost of the last 3 months	\$4,833.33/mo. x 12 mos. = \$58,000
Printing and Reproduction	\$ 1,200	Cost of printing flyers, signs, business cards, etc.	\$100/mo. x 12 mos. = \$1,200
Insurance	\$ 59,815	Cost of general liability and property insurance	\$4,984.58/mo. x 12 mos. = \$59,815
Staff Training	\$ 2,000	Cost of additional to City required training, clinical training, behavioral, staff professional training, substance use training, safety, etc.	\$166.67/mo. x 12 mos. = \$2,000
Staff Travel-(Local & Out of Town)	\$ 745	Cost of local staff transportation to clients, and meetings.	\$62.08/mo. x 12 mos. = \$745
Rental of Equipment	\$ 25,765	Cost of renting cleaning machinery, deep cleaning tools, water coolers, copiers, and other equipment calculated based on the actual cost of the last 3 months	\$2147/mo. x 12 mos. = \$25,765
Cleaning/Janitorial Supplies	\$ 26,935	Cost of cleaners, protectants, fiberglass polishes, waxes, hoses, cleaning tools, paint, solvents, resin, fiberglass, supplies including disinfectants, cleaning tools, renovations, mops, laundry detergent, spray bottles, garbage bags, paper towels, antibacterial cleaner, microfiber cloths, squeegees, scrub brush, toilet brushes, bulbs, etc. calculated based on the actual cost of the last 3 months	\$2,244.58/mo. x 12 mos. = \$26,935
Cable/Internet	\$ 2,400	Cost of Wi-Fi, internet connections for computers, cable for TVs /entertainment accessories	\$200/mo. x 12 mos. = \$2,400
Fire/Security Monitoring Contract	\$ 2,100	Cost of fire monitoring system	\$175/mo. x 12 mos. = \$2,100
Equipment Repair	\$ 1,000	Cost of kitchen equipment repair and maintenance	\$1,000/mo. x 12 mos. = \$12,000
Kitchen Groceries & Supplies	\$ 250,000	Cost of groceries and kitchen supplies to prepare meals for BV Drop-in center	\$20,833.33/mo. x 12 mos. = \$250,000
Client Related (hygiene, incentives, etc)	\$ 7,000	Client support for hygiene kits, incentives, etc.	\$583.33/mo. x 12 mos. = \$7,000
Communications / Cell Phone	\$ 12,000	Cost of phones, internet and hotspots to maintain effective communication	\$1,000/mo. X 12 mos. = \$12,000
TOTAL OPERATING EXPENSES	\$ 709,660		
Indirect Cost	15.0%	\$ 314,683	

Appendix C, Method of Payment

- I. Reimbursement for Actual Costs:** In accordance with Article 5 Use and Disbursement of Grant Funds of the Grant Agreement, payments shall be made for actual costs incurred, paid by the Grantee, and reported for each month within the budget term (e.g., Fiscal Year or Project Term). Under no circumstances shall payment exceed the amount set forth in the Appendix B, Budget(s) of the Agreement.
- II. General Instructions for Invoice Submittal:** Grantee invoices shall include actual detailed expenditures for eligible activities incurred during the month and paid by the Grantee.
- A. Grantee shall submit all invoices and any related required documentation in the format specified below, after costs have been incurred and paid by the Grantee, and within 15 days after the month the service has occurred.
 - B. Expenditures must be paid by the Grantee prior to invoicing HSH for grant expenditures.
 - C. Grantee shall ensure all final invoices are submitted 15 days after the close of the fiscal year or project period. HSH does not allow supplemental invoicing for expenses that have not been billed after the close of the fiscal year or project period.
 - D. Failure to consistently invoice within the required timelines shall result in a Corrective Action Plan issued by HSH which may impact Grantee's ability to apply for future funding or requests for additional funding.

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

- E. Invoicing System:**
- 1. Grantee shall submit invoices, and all required supporting documentation demonstrating evidence of the expenditure through the Department of Homelessness

and Supportive Housing (HSH)'s web-based Contracts Administration, Reporting, and Billing Online (CARBON) System at: <https://contracts.sfhsa.org>.

2. Grantee's Executive Director or Chief Financial Officer shall submit a letter of authorization designating specific users, including their names, emails and phone numbers, who will have access to CARBON to electronically submit and sign for invoices, submit program reports, and view other information that is in CARBON.
 3. Grantee acknowledges that submittal of the invoice by Grantee's designated authorized personnel with proper login credentials constitutes Grantee's electronic signature and certification of the invoice.
 4. Grantee's authorized personnel with CARBON login credentials shall not share or internally reassign logins.
 5. Grantee's Executive Director or Chief Financial Officer shall immediately notify the assigned HSH Contract Manager, as listed in CARBON, via email or letter regarding any need for the restriction or termination of previously authorized CARBON users and include the name(s), email(s) and phone number(s) of those previously authorized CARBON users.
 6. Grantee may invoice and submit related documentation in the format specified by HSH via paper or email only upon special, written approval from the HSH Contracts Manager.
- F. Line Item Variance There shall be no variance from the line item budget submitted, which adversely affects Grantee's ability to provide services specified in the Appendix A(s), Services to be Provided of the Agreement; however, Grantee may invoice more than 100 percent of an ongoing General Fund or Our City, Our Home Fund (Prop C) line item, provided that total expenditures do not exceed the budget category amount (i.e., Salary, Operating, and/or Capital), per the HSH Budget Revision Policy and Procedure: <http://hsh.sfgov.org/overview/provider-updates/>.
- G. Spend Down:
1. Grantee shall direct questions regarding spend down and funding source prioritization to the assigned HSH Contract and Program Managers, as listed in CARBON.
 2. Generally, Grantee is expected to spend down ongoing funding proportionally to the fiscal year or project period. Grantee shall report unexpected delays and challenges to spending funds, as well as any lower than expected spending to the assigned Contract and Program Managers, as listed in CARBON prior to, or in conjunction with the invoicing period.

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

H. Documentation and Record Keeping:

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

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

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

III. Advances or Prepayments: Advances or prepayments are allowable on certified annual ongoing General Fund or Prop C amounts (i.e., authorized by executed Agreements) in order to meet non-profit Grantee cash flow needs in certain circumstances. Requests for advance

payment will be granted by HSH on a case-by-case basis. Advances are not intended to be a regular automatic procedure.

A. Advance Requirements:

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

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

B. Advance Request Process:

1. Grantee shall submit a written request to the assigned HSH Contract Manager, as listed in CARBON, on an agency letterhead with a narrative justification that fully describes the unique circumstances, for review and approval. Advance requests must be submitted by the Grantee's authorized staff only.
2. HSH, at its sole discretion, may make available to Grantee up to one month of the total ongoing annualized General Fund or Prop C budget amount, per the Appendix B, Budget(s) of this Agreement. Requests for greater than one month of the ongoing annualized budget amount may be considered on a case-by-case basis only.
3. Grantee is expected to maintain adequate cash reserves for multi-year Grant agreements and not rely on cash advances to cover expenses necessary to operate Grantee's core operations.

C. Advance Repayment Process:

1. If approved by HSH, the advanced sum will be deducted from the Grantee's monthly invoices at an equal rate each month that will enable repayment before the close of the fiscal year. For example, for a twelve-month grant the rate of repayment of the advance will be 1/10th per month from July to April. An alternative period of repayment may be calculated to ensure cash flow and repayment.
2. All advance repayments must be recovered within the fiscal year for which it was made.

3. In the case where advance repayments cannot be fully recovered by deducting from the Grantee's monthly invoices, Grantee shall repay the outstanding balance via check in the amount verified by the assigned HSH Contract Manager, as listed in CARBON. Grantee shall make the repayment after the final invoice of the fiscal year has been approved to the address provided by the assigned HSH Contract Manager, as listed in CARBON.

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

Appendix D - Interests In Other City Grants

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

City Department or Commission	Program Name	Dates of Grant Term	Not-To-Exceed Amount
Department of Homelessness and Supportive Housing (HSH)	Hope House for Veterans HUD	March 1, 2024-October 31, 2027	\$4,602,374
Department of Homelessness and Supportive Housing (HSH)	Hope House HUD	March 1, 2024-June 30, 2027	\$8,693,040
Department of Homelessness and Supportive Housing (HSH)	Flexible Housing Subsidy Pool	February 15 ,2021-June 30, 2026	\$9,069,648
Department of Public Health	Contract#1000010193 Various	July 1, 2017-June 30,2024	\$854,706
Department of Public Health	Contract#1000010831 Various	July 1, 2018-June 30,2027	\$5,211,751
Department of Public Health	Contract#100007692 Various	July 1, 2017-Dec 31,2023	\$9,960,904
Department of Public Health	Contract#100009936 Various	July 1, 2018-June 30,2027	\$77,605,232
Department of Public Health	Contract#100013660 Various	Sep 30, 2018-June 30,2024	\$3,828,596
Department of Public Health	Contract#100015738 Various	July 1, 2019-June 30,2024	\$9,360,727
Department of Public Health	Contract#10002419 Various	July 1, 2021-June 30,2024	\$1,691,354
Department of Public Health	Contract#100027339 Various	Feb 16, 2023-March 01,2026	\$1,952,788
Human Services Agency	Community Services	July 1, 2023-June 30,2027	\$1,197,480
Human Services Agency	Ombudsman	July 1, 2021-June 30,2025	\$3,200,461
Human Services Agency	Case management	July 1, 2023-June 30,2027	\$549,964
Human Services Agency	Senior Companion	July 1, 2023-June 30,2027	\$396,852
Human Services Agency	Employment Navigation and Benefits Support	Jan 1, 2023-June 30,2024	\$378,251
Human Services Agency	Information Referral & Assistance	Nov 11, 2022-June 30,2025	\$1,250,000
Department of Children Youth and Their Families	YAC	July 1, 2023-June 30,2024	\$1,517,906
San Francisco Unified School District	Hilltop High School	July 1, 2023-June 30,2024	\$50,000
Department of Early Childhood Office	Various	July 1, 2023-June 30,2024	\$4,057,093