

File No. 241042

Committee Item No. 29

Board Item No. 27

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee: Budget and Finance Committee Date December 4, 2024

Board of Supervisors Meeting Date December 10, 2024

Cmte Board

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

OTHER (Use back side if additional space is needed)

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<u>Request for Qualifications No. 127</u>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<u>Executed Grant Agreement 7/1/2021</u>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<u>Amendment No. 1 8/5/2021</u>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<u>Amendment No. 2 4/19/2022</u>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<u>Amendment No. 3 6/28/2022</u>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<u>Amendment No. 4 7/1/2022</u>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<u>Amendment No. 5 7/1/2024</u>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<u>HSH Presentation 12/4/2024</u>
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Completed by: Brent Jalipa Date November 26, 2024

Completed by: Brent Jalipa Date December 5, 2024

1 [Grant Agreement Amendment - St. Vincent de Paul Society of San Francisco - Multi-Service
2 Center South - Not to Exceed \$43,519,178]

3 **Resolution approving the sixth amendment to the grant agreement between St. Vincent**
4 **de Paul Society of San Francisco and the Department of Homelessness and Supportive**
5 **Housing (“HSH”) to provide shelter operations and services at the Multi-Service Center**
6 **South; extending the grant term by 12 months from June 30, 2025, for a total term of**
7 **July 1, 2021, through June 30, 2026; increasing the agreement amount by \$17,580,830**
8 **for a total amount not to exceed \$43,519,178; and authorizing HSH to enter into any**
9 **amendments or other modifications to the agreement that do not materially increase**
10 **the obligations or liabilities, or materially decrease the benefits to the City and are**
11 **necessary or advisable to effectuate the purposes of the agreement.**

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

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

20 WHEREAS, As of the 2024 Point-in-Time Count, there were approximately 8,323
21 people experiencing homelessness in San Francisco on any given night, 52% of whom were
22 unsheltered; and

23 WHEREAS, The City is committed to expanding and diversifying shelter services for
24 people living unsheltered in our community; and
25

1 WHEREAS, The nonprofit provider St. Vincent de Paul Society of San Francisco
2 (“SVDP”) has extensive experience operating shelter; and

3 WHEREAS, SVDP has operated Multi-Service Center South (“MSC South”)
4 continuously since it opened in 1989; and

5 WHEREAS, When HSH was created in 2016, the Department inherited a grant
6 agreement from the San Francisco Human Services Agency with SVDP to provide shelter
7 operations and services at MSC South located at 525 5th Street; and

8 WHEREAS, MSC South is one of the largest congregate shelters in San Francisco,
9 and served 1,055 unique clients in Fiscal Year 2023-2024; and

10 WHEREAS, Through various solicitations, HSH has selected SVDP to continue these
11 services; and

12 WHEREAS, In 2021, HSH selected SVDP through RFQ #127 to continue providing
13 shelter operations and services at MSC South for up to 340 adult guests and 70 drop-in
14 clients or the adjusted COVID-informed capacity based on public health guidance, a copy of
15 RFQ #127 is on file with the Clerk of the Board of Supervisors (the “Clerk”) in File No. 241042;
16 and

17 WHEREAS, HSH entered into a grant agreement (“Agreement”) in July 2021 for the
18 term July 1, 2021, through June 30, 2022, in an amount not to exceed \$9,596,285 for SVDP
19 to provide shelter operations and services, a copy of which is on file with the Clerk in File
20 No. 241042; and

21 WHEREAS, HSH executed a no-cost first amendment to the Agreement in August
22 2021 that shifted \$50,000 of the funding from the General Fund to a U.S. Department of
23 Housing and Urban Development Emergency Solutions Grant, a copy of which is on file with
24 the Clerk in File No. 241042; and
25

1 WHEREAS, HSH executed a second amendment to the Agreement in April 2022 that
2 increased the not-to-exceed amount by \$403,650 for a total amount not to exceed \$9,999,935
3 and extended the Agreement for SVDP to continue to provide services by two months until
4 August 31, 2022, a copy of which is on file with the Clerk of the Board of Supervisors in File
5 No. 241042; and

6 WHEREAS, HSH executed a third amendment to the Agreement in June 2022 that
7 reduced the not-to-exceed amount by \$1,048,169 for a total amount not to exceed \$8,951,766
8 and extended the Agreement for SVDP to continue to provide services by one month until
9 September 30, 2022, a copy of which is on file with the Clerk of the Board of Supervisors in
10 File No. 241042; and

11 WHEREAS, On September 13, 2022, the Board of Supervisors adopted Resolution No.
12 376-22 approving HSH to execute the fourth amendment to the Agreement, which extended
13 the Agreement term for SVDP to continue providing these services by 21 months to June 30,
14 2024, and increased the not to exceed amount by \$16,986,582 for a total amount not to
15 exceed \$25,938,348, a copy of which is on file with the Clerk in File No. 241042; and

16 WHEREAS, HSH executed a no-cost fifth amendment to the Agreement in July 2024,
17 which extended the Agreement term for SVDP to continue providing these services by 12
18 months to June 30, 2025, a copy of which is on file with the Clerk in File No. 241042; and

19 WHEREAS, The proposed sixth amendment ("Amendment") to the Agreement would
20 extend the Agreement for SVDP to continue to provide these services by 12 months to June
21 30, 2026, and increase the not to exceed amount by \$17,580,830, for a total amount not to
22 exceed \$43,519,178; and

23 WHEREAS, A copy of the Amendment is on file with the Clerk in File No. 241042,
24 substantially in final form, with all material terms and conditions included, and only remains to
25 be executed by the parties upon approval of this Resolution; and

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

3 RESOLVED, That the Board of Supervisors hereby authorizes the Executive Director
4 of HSH (“Director”) or their designee to execute the Amendment to extend the current term of
5 July 1, 2021, through June 30, 2025, to July 1, 2021, through June 30, 2026, and to increase
6 the not to exceed amount by \$17,580,830 for a total amount not to exceed \$43,519,178; and,
7 be it

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

14 FURTHER RESOLVED, That within 30 days of the Amendment being executed by all
15 parties, HSH shall submit to the Clerk a completely executed copy for inclusion in File No.
16 241042; this requirement and obligation resides with HSH, and is for the purposes of having a
17 complete file only, and in no manner affects the validity of the approved agreement.

|s|

Executive Director

Department of Homelessness and Supportive Housing

Item 29 File 24-1042	Department: Department of Homelessness and Supportive Housing (HSH)
EXECUTIVE SUMMARY	
<p style="text-align: center;">Legislative Objectives</p> <ul style="list-style-type: none"> The proposed resolution would approve the Sixth Amendment to the Department of Homelessness and Supportive Housing's (HSH) grant agreement with St. Vincent de Paul Society of San Francisco to provide shelter operations at the Multi-Service Center South (MSC South), extending the grant agreement by three years through June 2028, and increasing the not-to-exceed amount by \$40,669,501, for a total not to exceed \$66,607,849. <p style="text-align: center;">Key Points</p> <ul style="list-style-type: none"> St. Vincent de Paul has operated the MSC South site at 525 5th Street since 1989. The site provides emergency shelter and support and case management services for homeless people. In 2021, HSH selected St. Vincent de Paul, a non-profit, to operate MSC South, relying on its streamlined procurement authority provided in Administrative Code Chapter 21B. The grant has since been amended five times, with a term through June 2025 and an amount not to exceed \$25,938,348. Under the grant agreement, St. Vincent de Paul provides shelter operations and support services at MSC South. Shelter operations include facility maintenance, referrals and reservations, accommodations, meals, pet accommodations, storage, entry and exit monitoring, and providing notice to guests of any issues that may affect their stay. Support services include intake, assessment and individual service plans, engagement, case management, benefits navigation, safety and de-escalation, wellness checks, support groups, social events, and activities, referrals and coordination of services, and exit planning. The shelter has a capacity of up to 329 guests. The grant funds approximately 94.20 to 99.95 full-time equivalent (FTE) employees, depending on the fiscal year. <p style="text-align: center;">Fiscal Impact</p> <ul style="list-style-type: none"> The proposed Sixth Amendment would increase the not-to-exceed amount of the grant agreement by \$40,669,501, for a total not to exceed \$66,607,849. HSH has informed the Budget and Legislative Analyst that it plans to introduce an amended resolution that only extends the grant term by one year through June 2026 for a total amount not to exceed \$43,519,178. The extension to the grant agreement is funded by the City's General Fund. <p style="text-align: center;">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

St. Vincent de Paul has operated the Multi Service Center South (MSC South) site at 525 5th Street since 1989. The site provides emergency shelter and support and case management services for homeless people. In 2021, HSH selected St. Vincent de Paul, a non-profit, to continue to operate MSC South, relying on its streamlined procurement authority provided in Administrative Code Chapter 21B. The grant has since been amended five times, as shown in Exhibit 1 below.

Exhibit 1: Previous Amendments to Grant Agreement

Amendment	Date	Approval	Description
Original Grant	7/1/2021	HSH	Term of 1 year from July 2021 through June 2022, term of \$9,596,285
1	8/5/2021	HSH	Shifted \$50,000 in funding from City's General Fund to a U.S. Department of Housing and Urban Development (HUD) Emergency Solutions Grant (ESG)
2	4/19/2022	HSH	Extended term through August 2022 and increased not-to-exceed amount to \$9,999,935
3	6/28/2022	HSH	Extended term through September 2022 and reduced not-to-exceed amount to \$8,951,766
4	9/6/2022	Board of Supervisors (File 22-0882)	Extended term through June 2024 and increased not-to-exceed amount to \$25,938,348
5	7/1/2024	HSH	Extended term through June 2025

Source: Previous grant amendments

HSH and St. Vincent DePaul have agreed to extend the grant agreement to continue operations at the MSC South facility.

DETAILS OF PROPOSED LEGISLATION

The proposed resolution would approve the Sixth Amendment to the grant agreement between HSH and St. Vincent de Paul, extending the term by three years through June 2028 and increasing the not-to-exceed amount by \$40,669,501, for a total not to exceed \$66,607,849. The proposed resolution would also authorize HSH to make further immaterial amendments to the grant agreement.

HSH has informed the Budget and Legislative Analyst that it plans to introduce an amended resolution that only extends the grant term by one year through June 2026 for a total amount not to exceed \$43,519,178.

Services Provided

Under the grant agreement, St. Vincent de Paul provides shelter operations and support services at MSC South. Shelter operations include facility maintenance, referrals and reservations, accommodations, meals, pet accommodations, storage, entry and exit monitoring, and providing notice to guests of any issues that may affect their stay. Support services include intake, assessment and individual service plans, engagement, case management, benefits navigation, safety and de-escalation, wellness checks, support groups, social events, and activities, referrals and coordination of services, and exit planning. Shelter operations are provided 24 hours per day, seven days per week, and support services are provided Monday through Friday. The shelter has a capacity of up to 329 guests. The grant funds approximately 94.20 to 99.95 full-time equivalent (FTE) employees, depending on the fiscal year.

HSH is planning to renovate the MSC South facility starting in January 2025, for a period of approximately 14 months. The project includes remodeling the men's restrooms on the second floor, women's and men's restrooms on the first floor, and minor updates to staff restrooms to meet Americans with Disability Act (ADA) requirements. During construction, shelter capacity will be reduced by 30 beds, which HSH reports will be made up at other shelter sites for the duration of the renovation. The construction budget is approximately \$12.7 million and is funded by 2016 Health and Safety General Obligation Bonds and the City's General Fund.

Performance and Fiscal Monitoring

FY 2023-24 performance monitoring found that St. Vincent de Paul met its contracted units of service and service and outcome objectives. HSH noted two findings related to staff not taking mandatory trainings and made 11 recommendations that needed to be implemented by August 31, 2024. A follow-up letter on September 5, 2024 found that all recommendations had been implemented and that FY 2023-24 monitoring was closed. The grant budget was underspent in by 8% FY 2021-22, 6% in FY 2022-23, and 12% in FY 2023-24 due to staff vacancies. However, HSH added funding in FY 2022-23 to enhance staff wages and reports that the program is expected to fill all vacant positions in FY 2024-25.

HSH staff reviewed St. Vincent de Paul's financial documents as part of the FY 2023-24 Citywide Fiscal and Compliance Monitoring Program and identified no findings.

FISCAL IMPACT

The proposed Sixth Amendment would increase the not-to-exceed amount of the grant agreement by \$40,669,501, for a total not to exceed \$66,607,849. The actual and projected expenditures by year are shown in Exhibit 2 below.

Exhibit 2: Actual and Projected Expenditures by Year

Year	Expenditures
Year 1 (FY 2021-22, Actual)	\$6,540,805
Year 2 (FY 2022-23, Actual)	6,671,506
Year 3 (FY 2023-24, Actual)	8,671,340
Year 4 (FY 2024-25, Projected)	9,657,771
Year 5 (FY 2025-26, Projected)	9,450,071
Year 6 (FY 2026-27, Projected)	10,038,553
Year 7 (FY 2027-28, Projected)	10,038,553
<i>Subtotal, Actual and Projected Expenditures</i>	<i>\$61,014,597</i>
Contingency (14.3% of Projected Expenditures)	5,593,249
Total Not-to-Exceed	\$66,607,849

Source: Proposed grant amendment

A 14.3 percent contingency is included to account for escalation, new services, and/or expansions of services. HSH has informed the Budget and Legislative Analyst that it plans to introduce an amended resolution that only extends the grant term by one year through June 2026 for a total amount not to exceed \$43,519,178.

The estimated contract budget for FY 2024-25 is shown in Exhibit 3 below.

Exhibit 3: FY 2024-25 Estimated Grant Budget

Expenditures	Amount
Salaries & Benefits	\$6,362,367
Operating Expenses ¹	1,394,876
<i>Subtotal</i>	<i>\$7,757,243</i>
Indirect Cost (15%)	1,163,587
Other Expenses ²	736,941
Total	9,450,071

Source: Proposed grant amendment

The extension to the grant agreement is funded by the City's General Fund.

RECOMMENDATION

Approve the proposed resolution.

¹ Operating expenses include utilities, office supplies, building maintenance supplies and repair, insurance, staff training and travel, equipment rental, cleaning and janitorial, phones, staff recruitment and advertising, vehicle expenses, client services, supplies, and food, software, temporary staffing, and security (first \$25,000).

² Other expenses include security and laptops.

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

**SIXTH AMENDMENT
TO GRANT AGREEMENT
between
CITY AND COUNTY OF SAN FRANCISCO
and
ST. VINCENT DE PAUL SOCIETY OF SAN FRANCISCO**

THIS AMENDMENT of the **July 1, 2021** Grant Agreement (the "Agreement") is dated as of **December 16, 2024** and is made in the City and County of San Francisco, State of California, by and between **ST. VINCENT DE PAUL SOCIETY OF SAN FRANCISCO** ("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 update the grant amount and extend the agreement term; and

WHEREAS, the City's Homelessness Oversight Commission approved this Amendment by Resolution No. 24-087 on November 7, 2024; and

WHEREAS, the Board of Supervisors approved this Amendment under San Francisco Charter Section 9.118 by Resolution No. <insert Resolution number> on November XX, 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 **July 1, 2021** between Grantee and City; and **First Amendment**, dated **August 5, 2021**, and **Second Amendment**, dated **April 19, 2022**, and **Third Amendment**, dated **June 28, 2022**, and **Fourth Amendment**, dated **July 1, 2022**, and **Fifth Amendment**, dated **July 1, 2024**.

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

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

3.2 Duration of Term. The term of this Agreement shall commence on **July 1, 2021** and expire on **June 30, 2025**, unless earlier terminated as otherwise provided herein. Grantee shall not begin performance of its obligations under this Agreement until it receives written notice from City to proceed.

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

3.2 Duration of Term. The term of this Agreement shall commence on **July 1, 2021** 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 5.1 Maximum Amount of Grant Funds of the Agreement currently reads as follows:

5.1 Maximum Amount of Grant Funds. In no event shall the amount of Grant Funds disbursed hereunder exceed **Twenty Five Million Nine Hundred Thirty Eight Thousand Three Hundred Forty Eight Dollars (\$25,938,348)**.

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

5.1 Maximum Amount of Grant Funds.

- (a) In no event shall the amount of Grant Funds disbursed hereunder exceed **Forty Three Million Five Hundred Nineteen Thousand One Hundred Seventy Eight Dollars (\$43,519,178)**.
- (b) Grantee understands that, of the Maximum Amount of Grant Funds listed under Article 5.1 (a) of this Agreement, **Two Million Five Hundred Eighty One Thousand Six Hundred Eighty Four Dollars (\$2,581,684)** is included as a contingency amount and is neither to be used in the Budget attached to this Agreement or available to Grantee without a modification to the Budget, which has been approved by the Department of Homelessness and Supportive Housing. Grantee further understands that no payment for any portion of this contingency amount will be made unless and until a modification or revision has been fully approved and executed in accordance with applicable City and Department laws, regulations, policies/procedures and certification as to the availability of funds by Controller. Grantee agrees to fully comply with these laws, regulations, and policies/procedures.

- 2.3 **Section 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 December 16, 2024)

Appendix B, Budget (dated December 16, 2024)

Appendix C, Method of Payment (dated December 16, 2024)

Appendix D, Interests in Other City Grants (dated December 16, 2024)

- 2.4 **Appendix A, Services to be Provided**, of the Agreement is hereby replaced in its entirety by the modified **Appendix A, Services to be Provided** (dated December 16, 2024) for the period of July 1, 2024 to June 30, 2026.
- 2.5 **Appendix B, Budget**, of the Agreement is hereby replaced in its entirety by the modified **Appendix B, Budget** (dated December 16, 2024) for the period of July 1, 2021 to June 30, 2026.
- 2.6 **Appendix C, Method of Payment**, of the Agreement is hereby replaced in its entirety by the modified **Appendix C, Method of Payment** (dated December 16, 2024).
- 2.7 **Appendix D, Interests in Other City Grants**, of the Agreement is hereby replaced in its entirety by the modified **Appendix D, Interests in Other City Grants** (dated December 16, 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**

**ST. VINCENT DE PAUL SOCIETY OF
SAN FRANCISCO**

By: _____
Shireen McSpadden
Executive Director

By: _____
Patrick B. Schmalz
Executive Director
City Supplier Number: 10751

Approved as to Form:
David Chiu
City Attorney

By: _____
Adam Radtke
Deputy City Attorney

Appendix A, Services to be Provided
by
St. Vincent de Paul Society
Multi-Service Center (MSC) South

I. Purpose of Grant

The purpose of the grant is to provide Emergency Shelter Operations and Support Services to the served population to obtain emergency nighttime sleeping accommodations.

II. Served Population

Grantee shall serve adults, without custody of minor children, who are experiencing homelessness and do not have a fixed, regular, or adequate nighttime residence. Grantee shall determine possible accommodation of guests with service or companion animals at the shelter.

III. Referral and Prioritization

Grantee shall provide services to those who meet Department of Homelessness and Supportive Housing (HSH) established eligibility requirements for the served population. Grantee shall utilize the referral system established by the HSH, unless the City requires an alternate referral and/or prioritization process in order to maintain the health and safety of guests in accordance with City requirements.

IV. Description of Services

Grantee shall provide emergency shelter services as outlined below, unless otherwise directed by the City in cases of public health or other emergency situations.

- A. Shelter Operations: Grantee shall operate the shelter to accommodate up to the number of guests listed on the Appendix B, Budget “Number Served” tab at any given time, unless City requires Grantee to serve less guests in order to maintain the health and safety of guests in accordance with City requirements. Grantee shall adhere to the Shelter Standards of Care Legislation¹ unless otherwise directed by the City in cases of public health emergencies or other emergency situations.
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.
 2. Referrals and Reservations: Grantee shall accept and facilitate reservations, in accordance with City policy and the shelter facility’s hours of operation.
 3. Accommodations: Grantee shall provide at minimum, one clean blanket, two clean sheets, one pillowcase, and mats, cots, or beds, as appropriate for the shelter facility, configuration, and capacity, and in accordance with the Shelter Standards of Care.

¹ Including, but not limited to Shelter Standards of Care, as applicable:
[http://library.amlegal.com/nxt/gateway.dll/California/administrative/chapter20socialservices?f=templates\\$fn=default.htm\\$3.0\\$vid=amlegal:sanfrancisco_ca\\$sanc=JD_20.404](http://library.amlegal.com/nxt/gateway.dll/California/administrative/chapter20socialservices?f=templates$fn=default.htm$3.0$vid=amlegal:sanfrancisco_ca$sanc=JD_20.404).

4. Meals: Grantee shall provide two meals per day to guests with active reservations following the menu pattern developed by the San Francisco Nutrition Project. Meal menus shall be posted daily.
 5. Pets: Grantee shall provide a program that is pet-friendly, as well as accommodating to companion, service, and support animals.
 6. Storage: Grantee shall provide space for secure and pest-free storage of guest belongings, as appropriate for the facility.
 7. Entry and Exit: Grantee shall monitor guest entry and exit and keep guest records.
 8. Notice: Grantee shall provide written notice or warning to guests related to any issue that may affect ongoing stay, including, but not limited to, violations of program rules and actions that are in violation of the rules agreement.
- B. Shelter Support Services: Grantee shall provide, at minimum, the following Shelter Support Services and incorporate the harm reduction model philosophy. Support Services shall include, but are not limited, to the following:
1. Intake: Grantee shall conduct an intake, and make any updates, to determine and document participant identification and stay information. The intake shall include a program orientation outlining the services available on site. The intake shall also include established consent forms that support exchange of participant information with program partners, including the data tracking partners for purposes of program analysis.
 2. Assessment and Individual Service Plan: Grantee shall conduct a support services assessment to document participant needs. Grantee shall create service plans based on intake and assessment information. Service plans shall include issues identified by the participant and prioritize key issues, particularly those identified by HSH and the placement referral sources, which are the focus during the participant's stay.
 3. Engagement: Grantee shall actively engage with participants to support their connection to needed services, progress on their individual service plans and end participant homelessness. Grantee shall create a regular schedule of outreach to participants and shall provide services based on participant services plans and goals. Grantee shall provide outreach to and offer onsite services and/or referrals to all participants who display indications of placement instability. This includes but is not limited to discontinuance from benefits, services, rule violations or warnings, and conflicts with staff or other shelter participants.
 4. Case Management:
 - a. Grantee shall provide ongoing meetings and counseling services with participants to establish goals, support individualized action and service plans, and track progress toward meeting the goals.
 - b. Grantee shall assist Housing Referral Status participants in applying for and securing the required documents needed to become "document ready" for permanent housing application. This includes, but is not limited to, the acquisition of identification, income and homelessness verifications, and other required documents as needed. Grantee shall communicate with the Coordinated Entry Housing Navigation staff regularly about the status of documentation acquisition and upload acquired documents into the Online

Navigation and Entry (ONE) System via the protocol developed by HSH. Grantee shall engage the Coordinated Entry Housing Navigation staff in discussion and/or case conferencing when participants show signs of difficulty or lack of progress in acquiring necessary documentation.

5. Benefits Navigation: Grantee shall work in partnership with Human Services Agency (HSA) to assist eligible participants to obtain Medi-Cal, CalFresh, and County Adult Assistance Program (CAAP) benefits. As needed, HSA will outstation SFBN and CAAP Eligibility Workers (EWs) at shelter sites with the goals of fully integrating benefits application services into the shelter environment and approving participants for benefits without requiring them to go to HSA offices. Grantee shall provide on-site services space for the HSA EWs when present at the site. Grantee shall provide on-site services space for the HSA EWs when present at the site.
6. Safety and De-Escalation: Grantee shall ensure the general safety of the served population, staff, visitors, and property by providing staff trained in safety and de-escalation or through a security services provider during peak operational days and hours, as determined by Grantee and approved by HSH. Days and hours of coverage shall be on record with the HSH Program Manager. Safety and de-escalation shall include, but is not limited to:
 - a. Greeting the served population, staff, visitors, and conducting search of persons and property prior to entering sites for potentially dangerous items;
 - b. Utilization of a system by which possessions may be checked and safely and securely stored, as directed;
 - c. Regular patrol of the site and surrounding program area to ensure compliance with HSH's Good Neighbor Policy as described in the Good Neighbor Policies section;
 - d. Utilization of a system with written documentation to ensure that the perimeter and other areas are checked on a scheduled and regular basis; and
 - e. Assistance with conflict de-escalation and crisis management.
7. Wellness Checks: Grantee shall conduct Wellness Checks in accordance with HSH policy to assess participant safety when there is reason to believe the participant is in immediate and substantial risk due to a medical and/or psychiatric emergency.
8. Support Groups, Social Events and Organized Participant Activities:
 - a. Grantee shall provide participants with opportunities to participate in organized gatherings for peer support, to gain information from presenters and each other, to form social connections with other participants, or to celebrate/commemorate significant individual, holiday and community events. These events may be planned with or based on input from participants. Grantee shall post a monthly calendar of events.
 - b. Grantee shall conduct monthly community meetings for participants during which participants may discuss concerns and program ideas.
 - c. Grantee shall provide community service, training, and/or employment opportunities to participants in partnership with local organizations or City agencies.
9. Referrals and Coordination of Services:

- a. Grantee shall link Problem-Solving status shelter participants to HSH Access Points, in order for the participants to receive Problem-Solving and/or a Coordinated Entry assessment. Grantee shall request the services of the Mobile Access Point team for any participants who display indications of difficulty getting to an HSH Access Point.
 - b. Grantee shall assist participants to identify and access services available within the community that meet specific needs or support progress toward identified goals. This may include providing information about services, calling to help establish appointments, assisting with the completion of applications, helping with appointment reminders, follow up/checking in with participants regarding the process, and, as necessary, re-referral.
 - c. Grantee shall escort participants to critical off-site appointments, particularly those related to benefits and exit placements, and support participants to keep appointments. When needed, Grantee shall provide bus tokens and/or transportation vouchers to assist participants in getting to critical appointments.
10. Exit Planning: Grantee shall provide exit planning to participants preparing to leave the shelter for any number of reasons, including but not limited to participants moving into permanent supportive housing, participants about to be issued a Denial of Service (DOS), and participants who are talking about leaving the program. Grantee shall notify Coordinated Entry and/or HSH Outreach as directed by HSH when Housing Referral status participants exit their shelter program.

V. Location and Time of Services

Grantee shall provide shelter services 24 hours per day, seven days per week at 525 5th Street, San Francisco, CA 94107.

Grantee shall provide support services at least Monday through Friday, as necessary to best serve the needs of participants.

VI. Service Requirements

Grantee shall adhere to the following service requirements, unless otherwise directed by the City in cases of public health or other emergency situations:

- A. Shelter Expansion: To respond to weather or other emergencies, HSH reserves the right to negotiate shelter expansion with the addition of mats during periods of need. Grantee shall be ready to provide expansion within twenty-four hours' notice; although HSH will attempt to give more advance notice whenever possible. Expansion may be at reduced hours or simplified services. HSH expects that providers use their own staff during these expansions; however, if provider staffing is not available at the time of expansion, HSH reserves the right to augment coverage with City staff in order to respond to emergencies.

B. Staffing and Volunteers:

1. Grantee shall employ at least one staff member on each shift who has at least one year of experience in providing services to people experiencing homelessness, or comparable experience.
2. Grantee shall employ at least one staff member on each shift who is identified as the American with Disabilities Act (ADA) Liaison and post the name of the staff on duty near the front desk.

C. Language and Interpretation Services: Grantee shall ensure that translation and interpreter services are available, as needed. Grantee shall address the needs of and provide services to the served population who primarily speak language(s) other than English. Additional information on Language Access standards can be found on the HSH Providers Connect website: <https://sfgov1.sharepoint.com/sites/HOM-Ext-Providers>.

D. Record Keeping:

1. Grantee shall maintain confidential files on each guest as needed, including documentation and notes that track planning and progress on achieving goals when appropriate.
2. Grantee shall also keep support services files, which contain the record of complaints, services requests, grievances, warnings and denials of service for shelter rule infractions and the outcomes and responses to guests.
3. Grantee shall maintain appropriate documentation to validate the approval of the shelter extensions to shelter guests according to HSH policies.
4. Grantee shall maintain all eligibility and inspection documentation in the ONE System and maintain hard copy files with eligibility, including homelessness verification documents.

E. Dietary and Food Safety

Grantee shall meet the following meal dietary requirements:

1. Provide meals for guests following the menu pattern developed by San Francisco Shelter Nutrition Project 7/08. Meals shall follow the menu pattern established by the San Francisco Shelter Nutrition Project 7/08 and meet the minimum portion sizes listed for each of the food groups. Menus shall be reviewed by the Department of Public Health (DPH) Registered Dietician (RD) annually to meet the established meal pattern, portion sizes and vegetarian and religious/diet accommodations;
2. Acquire Registered Dietician service from HSH or other organizations to conduct annual monitoring and evaluation of food service safety/sanitation, meal preparation/service, and menu documentation using Shelter Nutrition Monitoring Tool developed by San Francisco Shelter Nutrition Project;
3. Ensure the annual nutrition monitoring report includes recommendations and actions that Grantee has taken to address any compliance issues noted; and
4. Grantee shall ensure that at least one staff person responsible for food service has a valid Food Safety Certification.

F. Facilities:

1. Grantee shall maintain facilities in full compliance with requirements of the law and local standards¹. 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 by the HSH Facilities Manager and janitorial services shall occur regularly, per shift, and as required by the HSH Facilities Manager.
 - 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.

G. Good Neighbor Policies: Grantee shall maintain a good relationship with the neighborhood, including:

1. Grantee shall work with neighbors, HSH, San Francisco Police Department (SFPD), Department of Public Works (DPW), 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.

H. Safety and De-Escalation: Grantee shall ensure the general safety of the served population, staff, visitors, and property by providing staff trained in safety and de-escalation or through a security services provider during peak operational days and hours, as determined by Grantee and approved by HSH. Days and hours of coverage shall be on record with the HSH Program Manager. Safety and de-escalation shall include, but is not limited to:

1. Greeting the served population, staff, visitors, and conducting search of persons and property prior to entering sites for potentially dangerous items;
2. Utilization of a system by which possessions may be checked and safely and securely stored, as directed;
3. Regular patrol of the site and surrounding program area to ensure compliance with HSH's Good Neighbor Policy as described in the Good Neighbor Policies section;
4. Utilization of a system with written documentation to ensure that the perimeter and other areas are checked on a scheduled and regular basis; and
5. Assistance with conflict de-escalation and crisis management.

I. 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, 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.

Grantee shall also respond to guest complaints in a timely manner that are brought through the Shelter Monitoring Committee, Mayor's Office on Disability, or HSH.

J. 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^{Error! Bookmark not defined.};
2. Regular communication to HSH about the implementation of the program;
3. Attendance of HSH meetings and trainings, as required;
4. Attendance of an 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 Shelter Grievance Policy, including the processes regarding denials of service² 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.

- K. Critical Incident: Grantee shall report critical incidents, as defined in the Critical Incident Policy, to HSH, within 72 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.

- L. Health Screening and Certifications: Grantee shall obtain and maintain all required staff health screenings and certifications, including but not limited to, staff Tuberculosis testing; CPR/First Aide; and AED certifications.

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

² Shelter Grievance Policy: <http://hsh.sfgov.org/wp-content/uploads/2018/08/Shelter-Grievance-Policy-Final-8-25-16-4.pdf>.

- N. 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.
- O. Staff Training: Grantee shall promote and support staff training and development, including but not limited to training on de-escalation and safety, participant engagement, professionalism, ethics, harm-reduction, trauma-informed care, cultural competency, health, overdose prevention and response, respect for participants and fellow staff, mental health and substance abuse issues, and trainings required under the Shelter Standards of Care (Section 16.22 of the Agreement).
- P. Case Conferences: Grantee shall participate in individual case conferences and team coordination meetings with HSH-approved programs, as needed, to coordinate and collaborate regarding participants' progress.
- Q. Admission Policy: Grantee admission policies for services shall be in writing and available to the public. Except to the extent that the services are to be rendered to a specific population as described in the programs listed herein, such policies must include a provision that Participants are accepted for care without discrimination on the basis of race, color, creed, religion, sex, age, national origin, ancestry, sexual orientation, gender identification, disability, or HIV status.
- R. 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).
- S. Data Standards:
1. Grantee shall ensure compliance with the Homeless Management Information System (HMIS) Participation Agreement and Continuous Data Quality Improvement (CDQI) Process¹, including but not limited to:
 - a. Entering all client data within three working days (unless specifically requested to do so sooner);
 - b. Ensuring accurate dates for client enrollment, client exit, and client move in (if appropriate); and
 - c. Running monthly data quality reports and correcting errors.
 2. Records entered into the Online Navigation and Entry (ONE) System shall meet or exceed the ONE System CDQI Process standards¹.
 3. Grantee shall enter data into the ONE System, but may be required to report certain measures or conduct interim reporting in CARBON, via secure email, or through uploads to a File Transfer Protocol (FTP) site. When required by HSH, Grantee shall submit the monthly, quarterly and/or annual metrics into either the

CARBON database, via secure email, or through uploads to an FTP site. HSH will provide clear instructions to all Grantees regarding the correct mechanism for sharing data. Changes to data collection or reporting requirements shall be communicated to Grantees via written notice at least one month prior to expected implementation.

4. Any information shared between Grantee, HSH, and other providers about the served population shall be communicated in a secure manner, with appropriate release of consent forms and in compliance with 24 C.F.R. Part 578, Continuum of Care; 45 C.F.R. Parts 160 and 164, the Health Insurance Portability and Accountability Act (HIPAA) and federal and state data privacy and security guidelines.
5. Failure to comply with data security, storage and access requirements may result in loss of access to the HMIS and other data systems.

VII. Service Objectives

Grantee shall achieve the following service objectives, unless directed otherwise by the City in a public health emergency:

- A. Grantee shall provide intake and program orientation to 100 percent of all initial participants and updates for returning participants in a new stay within 24 hours of arrival to the site.
- B. Grantee shall utilize intake and assessment information with partnering service providers to identify options and create a service plan for 95 percent of participants. Written service plans shall include clear goals and objectives and identified barriers. Service connections, progress, and follow up on these service plans will be documented in the participant's record.
- C. Ninety percent of participants shall be offered referral for problem-solving and/or assessment via Adult Coordinated Entry within one week of placement at the shelter.
- D. Ninety percent of participants with referral needs shall be provided referrals related to benefits, employment, health, and related transportation support if needed.
- E. A minimum of 50 percent of single adult participants shall complete a Satisfaction Survey each quarter using the survey instrument provided by HSH.
- F. One hundred percent of shelter staff shall be trained using the Homeless Shelter Training Guide.
- G. Sixty percent of participants shall attend monthly in-house Community meetings (unless excused for work, school, or medical appointments).

VIII. Outcome Objectives

- A. A minimum of 75 percent of guests who complete the Quarterly Satisfaction Survey shall rate the treatment by staff, meals, connection to services and safety as good or excellent.
- B. Eighty percent of Housing Referral Status participants will receive support gathering and uploading of vital documents into the ONE System and meet document readiness standards within six months of initial intake.

IX. Reporting Requirements

Grantee shall input data into systems required by HSH, such as, but not limited to CHANGES, ONE System, and CARBON, unless otherwise directed by the City in cases of public health or other emergency situations.

- A. Grantee shall provide a monthly report of activities, referencing the tasks as described in the Service and Outcome Objectives sections. Grantee shall enter the monthly metrics in the CARBON database by the 15th of the following month.
- B. Grantee shall provide a quarterly report of activities, referencing the tasks as described in the 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 contract activities, referencing the tasks as described in the Service and Outcome Objectives sections. This report shall also include accomplishments and challenges encountered by the Grantee. Grantee will enter the annual metrics in the CARBON database by the 15th of the month following the end of the program year.
- D. Grantee shall participate, as required by Department, with City, State and/or Federal government evaluative studies designed to show the effectiveness of Grantee's services. Grantee agrees to meet the requirements of and participate in the evaluation program and management information systems of the City. The City agrees that any final reports generated through the evaluation program shall be made available to Contractor within thirty working days of receipt of any evaluation report and such response will become part of the official report.
- E. Grantee shall submit Project Descriptor data elements as described in the U.S. Department of Housing and Urban Development (HUD)'s latest HMIS Data Standards Manual <https://files.hudexchange.info/resources/documents/HMIS-Data-Standards-Manual.pdf>) to HSH at the following intervals: 1) at the point of project setup; 2) when project information changes; 3) at least annually or as requested by HSH. Data is used for reporting mandated by HUD and California's Interagency Council on Homelessness, and to ensure HSH's ongoing accurate representation of program and inventory information for various reporting needs, including monitoring of occupancy and vacancy rates.

- F. Grantee shall provide Ad Hoc reports as required by the Department and respond to requests by the Department in a timely manner.

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

X. Monitoring Activities

- A. Program Monitoring: Grantee is subject to program monitoring and/or audits, such as, but not limited to, the following, participant files, review of the Grantee's administrative records, staff training documentation, postings, program policies and procedures, Disaster and Emergency Response Plan and training, personnel and activity reports, proper accounting for funds and other operational and administrative activities, and back-up documentation for reporting progress towards meeting service and outcome objectives.
1. Monitoring of program participation in the ONE System may include, but not limited to, data quality reports from the ONE System, records of timeliness of data entry, and attendance records at required training and agency lead meetings.
- B. Fiscal Compliance and Contract Monitoring: Fiscal monitoring will include review of the Grantee's organizational budget, the general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal policy manual, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring will include review of Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, and MOUs, and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.
- C. Food Safety: Grantee shall be responsible to utilize DPH RD support services to provide annual monitoring and evaluation of food safety/sanitation, meal preparation/service and menu documentation. Report will include recommendations and actions that shelter has taken to address any compliance issues noted.

	A	B	C	D
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING			
2	APPENDIX B, BUDGET			
3	Document Date	12/16/2024		
4	Contract Term	Begin Date	End Date	Duration (Years)
5	Current Term	7/1/2021	6/30/2025	4
6	Amended Term	7/1/2021	6/30/2026	5
7	Provider Name	St. Vincent de Paul Society of San Francisco		
8	Program	Multi-Service Center (MSC) South		
9	F\$P Contract ID#	1000021524		
10				
11	Approved Subcontractors			
12	Defense Logistics			
13	Pacific Coast Staffing			

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S															
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																																	
2	APPENDIX B, BUDGET																																	
3	Document Date	12/16/2024																																
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7	Provider Name	St. Vincent de Paul Society of San Francisco																																
8	Program	Multi-Service Center (MSC) South																																
9	FSP Contract ID#	1000021524																																
10																																		
11	NUMBER SERVED				Year 1	Year 2	Year 3	Year 4	Year 5																									
12	Service Component				7/1/2021 - 6/30/2022	7/1/2022 - 9/30/2022	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026																									
14	Shelter Operations				218	218	329	299	329																									

	A	B	C	D	G	J	M
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING						
2	APPENDIX B, BUDGET						
3	Document Date	12/16/2024					
4	Contract Term	Begin Date	End Date	Duration (Years)			
5	Current Term	7/1/2021	6/30/2025	4			
6	Amended Term	7/1/2021	6/30/2026	5			
7	Provider Name	St. Vincent de Paul Society of San Francisco					
8	Program	Multi-Service Center (MSC) South					
9	FSP Contract ID#	1000021524					
10	Contract Action	Amendment					
11	Effective Date	12/16/2024					
12	Budget Names	MSC South Site D, ESG Shelter Operations, One-Time - Carryforward					
13		Current	New				
14	Term Budget	\$ 25,059,604	\$ 40,937,494	15%			
15	Contingency	\$ 878,744	\$ 2,581,684				
16	Not-To-Exceed	\$ 25,938,348	\$ 43,519,178				
17							
18					Year 1	Year 2	Year 3
19					7/1/2021 - 6/30/2022	7/1/2022- 6/30/2023	7/1/2023 - 6/30/2024
20					Actuals	Actuals	Actuals
21	Expenditures						
22	Salaries & Benefits				\$ 5,757,567	\$ 5,641,234	\$ 6,084,095
23	Operating Expense				\$ 921,542	\$ 921,215	\$ 1,490,404
24	Subtotal				\$ 6,679,108	\$ 6,562,448	\$ 7,574,499
26	Indirect Cost				\$ 998,002	\$ 982,094	\$ 1,133,902
27	Other Expenses (Not Subject to Indirect %)				\$ (1,136,305)	\$ (873,037)	\$ (91,061)
30	Total Expenditures				\$ 6,540,805	\$ 6,671,505	\$ 8,617,339
31							
32	HSH Revenues *						
33	General Fund - Ongoing				\$ 8,185,311	\$ 8,075,743	\$ 8,976,576
34	General Fund - CODB				\$ -	\$ -	\$ 382,135
35	General Fund - One-Time				\$ -	\$ -	\$ -
36	General Fund - One-Time Carryforward				\$ 4,096	\$ -	\$ -
37	One-Time Shelter Enhancement				\$ -	\$ 152,026	\$ 385,000
38	HUD ESG (CFDA 14.231)				\$ 50,000	\$ 50,000	\$ 50,000
39	HUD ESG (CFDA 14.231) - One-Time				\$ 14,072	\$ -	\$ -
40	HUD ESG (CFDA 14.231) - One-Time Carryforward				\$ -	\$ 35,928	\$ -
41	Adjustment to Actuals				\$ (1,712,673)	\$ (1,642,191)	\$ (1,176,371)
42	Total HSH Revenues				\$ 6,540,805	\$ 6,671,506	\$ 8,617,340
52	Total Adjusted Salary FTE (All Budgets)				83.30	87.35	99.25
54							
55	Prepared by	Estella Balauro					
56	Phone	415.977.1270					
57	Email	Ebalauro@svdp-sf.org					
58							
59	* NOTE: HSH budgets typically project out revenue levels across multiple years, strictly for budget-planning purposes. All program budgets at any given year are subject to Mayoral / Board of Supervisors discretion and funding availability, and are not guaranteed. For further information, please see Article 2 of the G-100 Grant Agreement document.						
60							
61							
62							
63							

	A	B	C	D	N	O	P	S
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING							
2	APPENDIX B, BUDGET							
3	Document Date	12/16/2024						
4	Contract Term	Begin Date	End Date	Duration (Years)				
5	Current Term	7/1/2021	6/30/2025	4				
6	Amended Term	7/1/2021	6/30/2026	5				
7	Provider Name	St. Vincent de Paul Society of San Francisco						
8	Program	Multi-Service Center (MSC) South						
9	F\$P Contract ID#	1000021524						
10	Contract Action	Amendment						
11	Effective Date	12/16/2024						
12	Budget Names	MSC South Site D, ESG Shelter Operations, One-Time - Carryforward						
13		Current	New	15%				
14	Term Budget	\$ 25,059,604	\$ 40,937,494					
15	Contingency	\$ 878,744	\$ 2,581,684					
16	Not-To-Exceed	\$ 25,938,348	\$ 43,519,178					
17					EXTENSION YEAR			
18					Year 4			Year 5
19					7/1/2024 - 10/31/2024	10/31/2024 - 6/30/2025	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026
20					Current	Amendment	New	New
21	Expenditures							
22	Salaries & Benefits				\$ 2,142,440	\$ 4,219,928	\$ 6,362,367	\$ 6,429,613
23	Operating Expense				\$ 490,280	\$ 904,596	\$ 1,394,876	\$ 1,147,022
24	Subtotal				\$ 2,632,720	\$ 5,124,524	\$ 7,757,243	\$ 7,576,635
26	Indirect Cost				\$ 394,908	\$ 768,679	\$ 1,163,587	\$ 1,136,495
27	Other Expenses (Not Subject to Indirect %)				\$ 202,325	\$ 534,616	\$ 736,941	\$ 736,941
30	Total Expenditures				\$ 3,229,953	\$ 6,427,818	9,657,771	\$ 9,450,071
31								
32	HSH Revenues *							
33	General Fund - Ongoing				\$ 3,264,570	\$ 6,529,140	\$ 9,793,710	\$ 10,038,553
34	General Fund - CODB				\$ -	\$ 244,843	\$ 244,843	\$ -
35	General Fund - One-Time				\$ (34,617)	\$ (346,165)	\$ (380,782)	\$ (588,481)
36	General Fund - One-Time Carryforward				\$ -	\$ -	\$ -	\$ -
37	One-Time Shelter Enhancement				\$ -	\$ -	\$ -	\$ -
38	HUD ESG (CFDA 14.231)				\$ -	\$ -	\$ -	\$ -
39	HUD ESG (CFDA 14.231) - One-Time				\$ -	\$ -	\$ -	\$ -
40	HUD ESG (CFDA 14.231) - One-Time Carryforward				\$ -	\$ -	\$ -	\$ -
41	Adjustment to Actuals				\$ -	\$ -	\$ -	\$ -
42	Total HSH Revenues				\$ 3,229,953	\$ 6,427,818	\$ 9,657,771	\$ 9,450,072
52	Total Adjusted Salary FTE (All Budgets)						94.20	97.73
54								
55	Prepared by	Estella Balauro						
56	Phone	415.977.1270						
57	Email	Ebalauro@svdp-sf.org						
58								
59	* NOTE: HSH budgets typically project out revenue levels across multiple years, strictly for budget-planning purposes. All program budgets at any given year are subject to Mayoral / Board of Supervisors discretion and funding availability, and are not guaranteed. For further information, please see Article 2 of the G-100 Grant Agreement document.							

	A	B	C	D	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING						
2	APPENDIX B, BUDGET						
3	Document Date	12/16/2024					
4	Contract Term	Begin Date	End Date	Duration (Years)			
5	Current Term	7/1/2021	6/30/2025	4			
6	Amended Term	7/1/2021	6/30/2026	5			
7	Provider Name	St. Vincent de Paul Society of San Francisco					
8	Program	Multi-Service Center (MSC) South					
9	FSP Contract ID#	1000021524					
10	Contract Action	Amendment					
11	Effective Date	12/16/2024					
	Budget Names	MSC South Site D, ESG Shelter Operations, One-Time - Carryforward					
13		Current	New	15%			
14	Term Budget	\$ 25,059,604	\$ 40,937,494				
15	Contingency	\$ 878,744	\$ 2,581,684				
16	Not-To-Exceed	\$ 25,938,348	\$ 43,519,178				
17					All Years		
18					7/1/2021 - 6/30/2024	7/1/2024 - 10/31/2024	7/1/2021 - 10/31/2024
19					Current	Amendment	New
20							
21	Expenditures						
22	Salaries & Benefits				\$ 19,625,334	\$ 10,649,541	\$ 30,274,875
23	Operating Expense				\$ 3,823,441	\$ 2,051,618	\$ 5,875,059
24	Subtotal				\$ 23,448,775	\$ 12,701,159	\$ 36,149,934
26	Indirect Cost				\$ 3,508,906	\$ 1,905,174	\$ 5,414,080
27	Other Expenses (Not Subject to Indirect %)				\$ (1,898,079)	\$ 1,271,557	\$ (626,522)
30	Total Expenditures				\$ 25,059,603	15,877,890	\$ 40,937,492
31							
32	HSH Revenues *						
33	General Fund - Ongoing				\$ 28,502,200	\$ 16,567,693	\$ 45,069,893
34	General Fund - CODB				\$ 382,135	\$ 244,843	\$ 626,978
35	General Fund - One-Time				\$ (34,617)	\$ (934,646)	\$ (969,263)
36	General Fund - One-Time Carryforward				\$ 4,096	\$ -	\$ 4,096
37	One-Time Shelter Enhancement				\$ 537,026	\$ -	\$ 537,026
38	HUD ESG (CFDA 14.231)				\$ 150,000	\$ -	\$ 150,000
39	HUD ESG (CFDA 14.231) - One-Time				\$ 14,072	\$ -	\$ 14,072
40	HUD ESG (CFDA 14.231) - One-Time Carryforward				\$ 35,928	\$ -	\$ 35,928
41	Adjustment to Actuals				\$ (4,531,236)	\$ -	\$ (4,531,236)
42	Total HSH Revenues				\$ 25,059,604	\$ 15,877,890	\$ 40,937,494
52	Total Adjusted Salary FTE (All Budgets)						
54							
55	Prepared by	Estella Balauro					
56	Phone	415.977.1270					
57	Email	Ebalauro@svdp-sf.org					
58							
59	* NOTE: HSH budgets typically project out revenue levels across multiple years, strictly for budget-planning purposes. All program budgets at any given year are subject to Mayoral / Board of Supervisors discretion and funding availability, and are not guaranteed. For further information, please see Article 2 of the G-100 Grant Agreement document.						
60							
61							
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	A	B	C	D	G	J	M	N	O	P	S	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING													
2	APPENDIX B, BUDGET													
3	Document Date	12/16/2024												
4	Contract Term	Begin Date	End Date	Duration (Years)										
5	Current Term	7/1/2021	6/30/2025	4										
6	Amended Term	7/1/2021	6/30/2026	5										
7	Provider Name	St. Vincent de Paul Society of San Francisco												
8	Program	Multi-Service Center (MSC) South												
9	FSP Contract ID#	1000021524												
10	Contract Action	Amendment												
11	Effective Date	12/16/2024												
12	Budget Name	MSC South Site D												
13		Current	New	15%										
14	Term Budget	\$ 24,877,677	\$ 40,755,567											
15	Contingency	\$ 1,060,671	\$ 2,581,684											
16	Not-To-Exceed	\$ 25,938,348	\$ 43,519,178											
17														
18					Year 1	Year 2	Year 3	Year 4		Year 5	All Years			
19					7/1/2021 - 6/30/2022	7/1/2022- 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 10/31/2024	10/31/2024 - 6/30/2025	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2021 - 10/31/2024	10/31/2024 - 6/30/2028	7/1/2021 - 6/30/2028
20					Actuals	Actuals	Actuals	Current	Amendment	New	New	Current	Amendment	New
21	Expenditures													
22	Salaries & Benefits				\$ 5,757,567	\$ 5,641,234	\$ 6,084,095	\$ 2,142,440	\$ 4,219,928	\$ 6,362,367	\$ 6,429,613	\$ 19,625,334	\$ 10,649,541	\$ 30,274,875
23	Operating Expense				\$ 844,269	\$ 875,760	\$ 1,444,950	\$ 490,280	\$ 904,596	\$ 1,394,876	\$ 1,147,022	\$ 3,655,259	\$ 2,051,618	\$ 5,706,877
24	Subtotal				\$ 6,601,836	\$ 6,516,994	\$ 7,529,045	\$ 2,632,720	\$ 5,124,524	\$ 7,757,243	\$ 7,576,635	\$ 23,280,594	\$ 12,701,159	\$ 35,981,752
25	Indirect Percentage				15.00%	15.00%	15.00%	15.00%		15.00%	15.00%			
26	Indirect Cost (Line 24 X Line 25)				\$ 990,275	\$ 977,549	\$ 1,129,357	\$ 394,908	\$ 768,679	\$ 1,163,587	\$ 1,136,495	\$ 3,492,089	\$ 1,905,174	\$ 5,397,263
27	Other Expenses (Not Subject to Indirect %)				\$ (1,097,304)	\$ (908,966)	\$ (91,061)	\$ 202,325	\$ 534,616	\$ 736,941	\$ 736,941	\$ (1,895,006)	\$ 1,271,557	\$ (623,449)
30	Total Expenditures				\$ 6,494,807	\$ 6,585,577	\$ 8,567,340	\$ 3,229,953	\$ 6,427,818	\$ 9,657,771	\$ 9,450,071	\$ 24,877,677	\$ 15,877,890	\$ 40,755,566
31														
32	HSH Revenues													
33	General Fund - Ongoing				\$ 8,185,311	\$ 8,075,743	\$ 8,976,576	\$ 3,264,570	\$ 6,529,140	\$ 9,793,710	\$ 10,038,553	\$ 28,502,200	\$ 16,567,693	\$ 45,069,893
34	General Fund - CODB				\$ -	\$ -	\$ 382,135		\$ 244,843	\$ 244,843	\$ -	\$ 382,135	\$ 244,843	\$ 626,978
35	General Fund - One-Time				\$ -	\$ -	\$ -	\$ (34,617)	\$ (346,165)	\$ (380,782)	\$ (588,481)	\$ (34,617)	\$ (934,646)	\$ (969,263)
37	One-Time Shelter Enhancement				\$ -	\$ 152,026	\$ 385,000			\$ -	\$ -	\$ 537,026	\$ -	\$ 537,026
41	Adjustment to Actuals				\$ (1,690,504)	\$ (1,642,191)	\$ (1,176,371)			\$ -	\$ -	\$ (4,509,066)	\$ -	\$ (4,509,066)
42	Total HSH Revenues				\$ 6,494,807	\$ 6,585,578	\$ 8,567,340	\$ 3,229,953	\$ 6,427,818	\$ 9,657,771	\$ 9,450,072	\$ 24,877,677	\$ 15,877,890	\$ 40,755,567

	A	B	C	F	I	J	M	P	Q	T	W
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING										
2	APPENDIX B, BUDGET										
3	SALARY & BENEFIT DETAIL										
4	Document Date	12/16/2024									
5	Provider Name	St. Vincent de Paul Society of San Francisco									
6	Program	Multi-Service Center (MSC) South									
7	FSP Contract ID#	1000021524									
8	Budget Name	MSC South Site D									
9											
10			Year 1			Year 2			Year 3		
Agency Totals			For HSH Funded Program	7/1/2021 - 6/30/2022 New	Agency Totals	For HSH Funded Program	7/1/2022- 6/30/2023 New	Agency Totals	For HSH Funded Program	7/1/2023 - 6/30/2024 New	
11			Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Adjusted Budgeted FTE	Budgeted Salary
12											
13	POSITION TITLE										
14	Homeless Services Director		\$ 111,030	0.60	66,618	\$ 113,423	0.60	\$ 68,054	\$ 113,423	0.60	\$ 68,054
15	Program Director		\$ 80,400	1.00	80,400	\$ 87,780	1.00	\$ 87,780	\$ 87,780	1.00	\$ 87,780
16	Supportive Services Supervisor		\$ 75,400	1.00	75,400	\$ 85,704	1.00	\$ 85,704	\$ 85,704	1.00	\$ 85,704
17	Case Manager [specialist]		\$ 70,720	1.00	70,720	\$ 64,622	1.00	\$ 64,622	\$ 64,622	1.00	\$ 64,622
18	Program & Operations Assistant		\$ 72,020	1.00	72,020	\$ 70,000	1.00	\$ 70,000	\$ 70,000	1.00	\$ 70,000
19	Assistant Site Manager		\$ 75,400	0.75	56,550	\$ 71,000	0.75	\$ 53,250	\$ 71,000	1.00	\$ 71,000
20	Food Services Supervisor		\$ 73,330	1.00	73,330	\$ 68,000	1.00	\$ 68,000	\$ 68,000	1.00	\$ 68,000
21	Lead Cooks		\$ 52,853	3.30	174,414	\$ 47,902	3.30	\$ 158,078	\$ 47,902	3.30	\$ 158,078
22	Cooks/Kitchen Assistants		\$ 46,467	10.00	464,672	\$ 44,262	10.00	\$ 442,624	\$ 44,262	11.00	\$ 465,575
23	Lead Launderer		\$ 63,544	1.00	63,544	\$ 55,245	1.00	\$ 55,245	\$ 55,245	1.00	\$ 55,245
24	Launderers		\$ 48,547	2.00	97,094	\$ 46,800	2.00	\$ 93,600	\$ 46,800	3.00	\$ 117,867
25	Maintenance Workers		\$ 47,133	12.00	565,594	\$ 44,096	12.00	\$ 529,152	\$ 44,096	13.00	\$ 552,017
26	Handyman		\$ 63,024	1.00	63,024	\$ 59,259	1.00	\$ 59,259	\$ 59,259	1.00	\$ 59,259
27	Shift Supervisors		\$ 70,720	6.50	459,680	\$ 64,622	6.50	\$ 420,043	\$ 67,853	6.50	\$ 430,933
28	Program Aide - Day Shift		\$ 48,110	8.00	384,883	\$ 46,758	9.20	\$ 430,177	\$ 46,758	10.20	\$ 454,422
29	Program Aide - Swing Shift		\$ 48,339	14.50	700,918	\$ 47,528	14.00	\$ 665,392	\$ 47,528	16.00	\$ 714,680
30	Program Aide - Night Shift		\$ 46,904	13.50	633,204	\$ 47,424	13.00	\$ 616,512	\$ 47,424	14.00	\$ 641,102
31	Bilingual Program Aide		\$ 49,962	3.00	149,885	\$ 48,776	3.00	\$ 146,328	\$ 48,776	3.00	\$ 146,328
32	Case Manager [specialist]		\$ 70,720	1.00	70,720	\$ 64,622	1.00	\$ 64,622	\$ 64,622	1.00	\$ 64,622
33	Case Manager [specialist]		\$ 70,720	0.75	53,040	\$ 64,622	0.75	\$ 48,467	\$ 64,622	1.00	\$ 64,622
34	Program Data Manager		\$ 78,039	0.40	31,216	\$ 82,507	0.40	\$ 33,003	\$ 82,507	0.40	\$ 33,003
35	Additional Case Managers			0.00	\$ -	\$ 58,240	3.35	\$ 195,347	\$ 58,240	6.75	\$ 365,079
36	HR Coordinator			0.00	\$ -	\$ 64,480	0.50	\$ 32,240	\$ 64,480	0.50	\$ 32,240
37	Assistant Supportive Services Supervisor			0.00	\$ -		0.00	\$ -	\$ 70,000	1.00	\$ 36,296
38	IT Manager			0.00	\$ -		0.00	\$ -		0.00	\$ -
39	Volunteer Engagement Coordinator			0.00	\$ -		0.00	\$ -		0.00	\$ -
57	TOTAL SALARIES				4,406,927			\$ 4,487,498			\$ 4,906,528
58	TOTAL FTE			83.30			87.35			99.25	
59	FRINGE BENEFIT RATE				30.65%			25.71%			23.40%
60	EMPLOYEE FRINGE BENEFITS				1,350,640			\$ 1,153,736			\$ 1,177,567
61	TOTAL SALARIES & BENEFITS				\$ 5,757,567			\$ 5,641,234			\$ 6,084,095

	A	B	X	AA	AD	AE	AH	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING							
2	APPENDIX B, BUDGET							
3	SALARY & BENEFIT DETAIL							
4	Document Date	12/16/2024						
5	Provider Name	St. Vincent de Paul Society of San Francisco						
6	Program	Multi-Service Center (MSC) South						
7	FSP Contract ID#	1000021524						
8	Budget Name	MSC South Site D						
9								
10								
11								
12								
13	POSITION TITLE							
14	Homeless Services Director	\$ 113,423	0.60	\$ 68,054	\$ 113,423	0.60	\$ 68,054	
15	Program Director	\$ 87,780	1.00	\$ 87,780	\$ 87,780	1.00	\$ 87,780	
16	Supportive Services Supervisor	\$ 85,704	0.90	\$ 77,134	\$ 85,704	0.90	\$ 77,134	
17	Case Manager [specialist]	\$ 64,622	1.00	\$ 64,622	\$ 64,622	1.00	\$ 64,622	
18	Program & Operations Assistant	\$ 70,000	1.00	\$ 70,000	\$ 70,000	1.00	\$ 70,000	
19	Assistant Site Manager	\$ 71,000	1.00	\$ 71,000	\$ 71,000	1.00	\$ 71,000	
20	Food Services Supervisor	\$ 68,000	1.00	\$ 68,000	\$ 68,000	1.00	\$ 68,000	
21	Lead Cooks	\$ 47,902	3.30	\$ 158,078	\$ 47,902	3.30	\$ 158,078	
22	Cooks/Kitchen Assistants	\$ 44,262	8.00	\$ 354,099	\$ 44,262	10.50	\$ 464,755	
23	Lead Launderer	\$ 55,245	1.00	\$ 55,245	\$ 55,245	1.00	\$ 55,245	
24	Launderers	\$ 46,800	3.00	\$ 140,400	\$ 46,800	3.00	\$ 140,400	
25	Maintenance Workers	\$ 44,096	13.00	\$ 573,248	\$ 44,096	13.00	\$ 573,248	
26	Handyman	\$ 59,259	1.00	\$ 59,259	\$ 59,259	1.00	\$ 59,259	
27	Shift Supervisors	\$ 67,853	6.50	\$ 441,045	\$ 67,853	6.50	\$ 441,045	
28	Program Aide - Day Shift	\$ 46,758	9.20	\$ 430,177	\$ 46,758	9.48	\$ 443,270	
29	Program Aide - Swing Shift	\$ 47,528	15.00	\$ 712,920	\$ 47,528	15.50	\$ 736,684	
30	Program Aide - Night Shift	\$ 47,424	13.00	\$ 616,512	\$ 47,424	13.50	\$ 640,224	
31	Bilingual Program Aide	\$ 48,776	3.00	\$ 146,328	\$ 48,776	3.00	\$ 146,328	
32	Case Manager [specialist]	\$ 64,622	1.00	\$ 64,622	\$ 64,622	1.00	\$ 64,622	
33	Case Manager [specialist]	\$ 64,622	1.00	\$ 64,622	\$ 64,622	1.00	\$ 64,622	
34	Program Data Manager	\$ 82,507	0.40	\$ 33,003	\$ 82,507	0.40	\$ 33,003	
35	Additional Case Managers	\$ 58,240	7.00	\$ 407,680	\$ 58,240	6.75	\$ 393,120	
36	HR Coordinator	\$ 64,480	0.50	\$ 32,240	\$ 64,480	0.50	\$ 32,240	
37	Assistant Supportive Services Supervisor	\$ 70,000	1.00	\$ 70,000	\$ 70,000	1.00	\$ 70,000	
38	IT Manager	\$ 90,000	0.40	\$ 36,000	\$ 90,000	0.40	\$ 36,000	
39	Volunteer Engagement Coordinator	\$ 75,000	0.40	\$ 30,000	\$ 75,000	0.40	\$ 30,000	
57	TOTAL SALARIES			\$ 4,932,068			\$ 5,088,732	
58	TOTAL FTE		94.20			97.73		
59	FRINGE BENEFIT RATE			29.00%			26.35%	
60	EMPLOYEE FRINGE BENEFITS			\$ 1,430,300			\$ 1,340,881	
61	TOTAL SALARIES & BENEFITS			\$ 6,362,367			\$ 6,429,613	

	A	B	BU	BV	BW
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING				
2	APPENDIX B, BUDGET				
3	SALARY & BENEFIT DETAIL				
4	Document Date	12/16/2024			
5	Provider Name	St. Vincent de Paul Society of San Francisco			
6	Program	Multi-Service Center (MSC) South			
7	FSP Contract ID#	1000021524			
8	Budget Name	MSC South Site D			
9					
10			All Years		
11			7/1/2021 - 10/31/2024	10/31/2024 - 6/30/2028	7/1/2021 - 6/30/2028
12			Current	Amendment	New
			Budgeted Salary	Change	Budgeted Salary
13	POSITION TITLE				
14	Homeless Services Director		\$ 227,679	\$ 111,155	\$ 338,833
15	Program Director		\$ 287,561	\$ 143,959	\$ 431,520
16	Supportive Services Supervisor		\$ 274,576	\$ 126,499	\$ 401,075
17	Case Manager [specialist]		\$ 222,582	\$ 106,626	\$ 329,208
18	Program & Operations Assistant		\$ 235,820	\$ 116,200	\$ 352,020
19	Assistant Site Manager		\$ 204,940	\$ 117,860	\$ 322,800
20	Food Services Supervisor		\$ 233,810	\$ 111,520	\$ 345,330
21	Lead Cooks		\$ 552,220	\$ 254,505	\$ 806,726
22	Cooks/Kitchen Assistants		\$ 1,500,347	\$ 691,379	\$ 2,191,725
23	Lead Launderer		\$ 194,474	\$ 90,049	\$ 284,523
24	Launderers		\$ 359,105	\$ 230,256	\$ 589,361
25	Maintenance Workers		\$ 1,855,998	\$ 937,260	\$ 2,793,259
26	Handyman		\$ 203,468	\$ 96,592	\$ 300,061
27	Shift Supervisors		\$ 1,456,201	\$ 736,545	\$ 2,192,746
28	Program Aide - Day Shift		\$ 1,420,045	\$ 722,885	\$ 2,142,929
29	Program Aide - Swing Shift		\$ 2,344,771	\$ 1,185,824	\$ 3,530,594
30	Program Aide - Night Shift		\$ 2,094,267	\$ 1,053,287	\$ 3,147,554
31	Bilingual Program Aide		\$ 503,999	\$ 231,198	\$ 735,197
32	Case Manager [specialist]		\$ 217,412	\$ 111,796	\$ 329,208
33	Case Manager [specialist]		\$ 188,100	\$ 107,273	\$ 295,373
34	Program Data Manager		\$ 114,548	\$ 48,679	\$ 163,227
35	Additional Case Managers		\$ 682,293	\$ 678,933	\$ 1,361,226
36	HR Coordinator		\$ 76,731	\$ 52,229	\$ 128,960
37	Assistant Supportive Services Supervisor		\$ 60,796	\$ 115,500	\$ 176,296
38	IT Manager		\$ 13,846	\$ 58,154	\$ 72,000
39	Volunteer Engagement Coordinator		\$ 11,538	\$ 48,462	\$ 60,000
57		TOTAL SALARIES	\$ 15,537,127	\$ 8,284,625	\$ 23,821,752
58		TOTAL FTE			
59		FRINGE BENEFIT RATE			
60		EMPLOYEE FRINGE BENEFITS	\$ 4,088,208	\$ 2,364,916	\$ 6,453,123
61		TOTAL SALARIES & BENEFITS	\$ 19,625,334	\$ 10,649,541	\$ 30,274,875

	A	B	E	H	K	L	M	N	Q	AG	AH	AI
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING											
2	APPENDIX B, BUDGET											
3	OPERATING DETAIL											
4	Document Date	12/16/2024										
5	Provider Name	St. Vincent de Paul Society of San Francisco										
6	Program	Multi-Service Center (MSC) South										
7	FSP Contract ID#	1000021524										
8	Budget Name	MSC South Site D										
9												
10			Year 1	Year 2	Year 3	Year 4			Year 5	All Years		
11			7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 10/31/2024	10/31/2024 - 6/30/2025	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2021 - 10/31/2024	10/31/2024 - 6/30/2028	7/1/2021 - 6/30/2028
12			Actuals	Actuals	Actuals	Current	Amendment	New	New	Current	Amendment	New
13	Operating Expenses		Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
15	Utilities(Electricity, Water, Gas, Phone, Scavenger)		\$ 3,600	\$ 3,600.00	\$ 7,600	\$ 4,600	\$ 3,000	\$ 7,600	\$ 7,600	\$ 19,400	\$ 10,600	\$ 30,000
16	Office Supplies, Postage, and Meeting Costs		\$ 16,500	\$ 36,500.00	\$ 56,500	\$ 12,135	\$ 44,365	\$ 56,500	\$ 56,500	\$ 121,635	\$ 100,865	\$ 222,500
17	Building Maintenance Supplies and Repair		\$ 1,522	\$ 31,250.00	\$ 75,250	\$ 26,338	\$ 48,913	\$ 75,250	\$ 75,250	\$ 134,360	\$ 124,163	\$ 258,522
19	Insurance		\$ 25,500	\$ 26,775.00	\$ 26,775	\$ 10,798	\$ 15,977	\$ 26,775	\$ 26,775	\$ 89,848	\$ 42,752	\$ 132,600
20	Staff Training		\$ 20,925	\$ 20,925.00	\$ 20,925	\$ 7,324	\$ 13,601	\$ 20,925	\$ 20,925	\$ 70,099	\$ 34,526	\$ 104,625
21	Travel		\$ -	\$ 5,000.00	\$ 7,798	\$ 2,729	\$ 5,069	\$ 7,798	\$ 7,798	\$ 15,527	\$ 12,867	\$ 28,394
22	Rental of Equipment		\$ 15,000	\$ 15,000.00	\$ 15,984	\$ 12,375	\$ 3,609	\$ 15,984	\$ 15,984	\$ 58,359	\$ 19,593	\$ 77,952
23	Cleaning & Janitorial		\$ 48,200	\$ 24,200.00	\$ 86,200	\$ 30,170	\$ 56,030	\$ 86,200	\$ 86,200	\$ 188,770	\$ 142,230	\$ 331,000
24	Telephone		\$ 27,622	\$ 32,422.00	\$ 38,922	\$ 13,623	\$ 25,299	\$ 38,922	\$ 38,922	\$ 112,589	\$ 64,221	\$ 176,810
25	Staff Recruitment/Advertising		\$ 3,400	\$ 3,400.00	\$ 3,400	\$ 1,190	\$ 2,210	\$ 3,400	\$ 3,400	\$ 11,390	\$ 5,610	\$ 17,000
26	Vehicle Expense		\$ 10,500	\$ 10,500.00	\$ 10,500	\$ 5,000	\$ 5,500	\$ 10,500	\$ 10,500	\$ 36,500	\$ 16,000	\$ 52,500
27	Client Services, Supplies and Food		\$ 500,000	\$ 484,495.45	\$ 717,946	\$ 259,206	\$ 416,166	\$ 675,372	\$ 427,518	\$ 1,961,648	\$ 843,684	\$ 2,805,332
28	Client Database Software		\$ 9,000	\$ 9,000.00	\$ 9,000	\$ 4,615	\$ 4,385	\$ 9,000	\$ 9,000	\$ 31,615	\$ 13,385	\$ 45,000
43	Consultants											
44	IT Consultant		\$ 7,500	\$ 7,500.00	\$ 7,500	\$ -	\$ -	\$ -	\$ -	\$ 22,500	\$ -	\$ 22,500
45	Pacific Coast Staffing		\$ 130,000	\$ 140,193	\$ 335,650	\$ 75,178	\$ 260,472	\$ 335,650	\$ 335,650	\$ 681,021	\$ 596,122	\$ 1,277,143
46	Security - Defense Logistics (First \$25k Subject to Indirect)		\$ 25,000	\$ 25,000.00	\$ 25,000	\$ 25,000	\$ -	\$ 25,000	\$ 25,000	\$ 100,000	\$ 25,000	\$ 125,000
68												
69	TOTAL OPERATING EXPENSES		\$ 844,269	\$ 875,760	\$ 1,444,950	\$ 490,280	\$ 904,596	\$ 1,394,876	\$ 1,147,022	\$ 3,655,259	\$ 2,051,618	\$ 5,706,877
70												
71	Other Expenses (Not Subject to Indirect Cost %)											
72	Laptops (10 Qty X \$2,000) + Carryover \$5,000		\$ 5,000	\$ 5,000	\$ 25,000	\$ 1,750	\$ -	\$ 1,750	\$ 1,750	\$ 36,750	\$ 1,750	\$ 38,500
73	Security - Defense Logistics		\$ 588,200	\$ 588,200	\$ 735,191	\$ 200,575	\$ 534,616	\$ 735,191	\$ 735,191	\$ 2,112,166	\$ 1,269,807	\$ 3,381,973
74	One-Time Pest Control (Bed Bugs)			\$ 132,026			\$ -	\$ -	\$ -	\$ 132,026	\$ -	\$ 132,026
75	Cabling				\$ 30,000		\$ -	\$ -	\$ -	\$ 30,000	\$ -	\$ 30,000
76	Mattresses (Qty 100)			\$ 8,000	\$ 13,680.00		\$ -	\$ -	\$ -	\$ 21,680	\$ -	\$ 21,680
77	One-Time Bed Tags				\$ 5,580.00		\$ -	\$ -	\$ -	\$ 5,580	\$ -	\$ 5,580
78	Updated Security Cameras				\$ 34,000.00		\$ -	\$ -	\$ -	\$ 34,000	\$ -	\$ 34,000
79	Walkie Talkies (Qty 40)				\$ 16,000.00		\$ -	\$ -	\$ -	\$ 16,000	\$ -	\$ 16,000
80	Bunk Beds + Underbed Storage				\$ 206,859		\$ -	\$ -	\$ -	\$ 206,859	\$ -	\$ 206,859
81	Case Manager Phones (Qty 10 X \$400)				\$ 4,000.00		\$ -	\$ -	\$ -	\$ 4,000	\$ -	\$ 4,000
82	Cafeteria Tables & Chairs (Qty 15 x \$100/set)				\$ 15,000.00		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,000
83	Adjustment to Actuals		\$ (1,690,504)	\$ (1,642,191)	\$ (1,176,371)		\$ -	\$ -	\$ -	\$ (4,509,067)	\$ -	\$ (4,509,067)
85												
86	TOTAL OTHER EXPENSES		\$ (1,097,304)	\$ (908,966)	\$ (91,061)	\$ 202,325	\$ 534,616	\$ 736,941	\$ 736,941	\$ (1,910,006)	\$ 1,271,557	\$ (623,449)

	A	B	C	D	E
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING				
2	APPENDIX B, BUDGET				
3	BUDGET NARRATIVE				
4	MSC South Site D	Fiscal Year FY24-25			
5	<u>Salaries & Benefits</u>	<u>Adjusted Budgeted FTE</u>	<u>Budgeted Salary</u>	<u>Justification</u>	<u>Calculation</u>
6	Homeless Services Director	0.60	\$ 68,054	The Program Director position is 0.6 FTE	\$113,423 x 0.6 FTE = \$68,054
7	Program Director	1.00	\$ 87,780	The Site Manager position is 1.0 FTE	\$87,780 x 1.0 FTE = \$87,780
8	Supportive Services Supervisor	0.90	\$ 77,134	The Supportive Services Supervisor position is 0.9 FTE, overseeing additional Case Managers	\$85,704 x 0.9 FTE = \$77,134
9	Case Manager [specialist]	1.00	\$ 64,622	This is 1.0 FTE for Resource Specialist that will support clients in moving forward with employment and educational needs.	\$64,622 x 1.0 FTE = \$64,622
10	Program & Operations Assistant	1.00	\$ 70,000	The Program & Operations Assistant positions is 1.0 FTE	\$70,000 x 1.0 FTE = \$70,000
11	Assistant Site Manager	1.00	\$ 71,000	The Assistant Site Manager position is 1.0 FTE	\$70,000 x 1.0 FTE = \$71,000
12	Food Services Supervisor	1.00	\$ 68,000	The Food Services Supervisor is 1.0 FTE salary	\$68,000 x 1.0 FTE = \$68,000
13	Lead Cooks	3.30	\$ 158,078	Lead Cook Salaries at 3.30 FTE	\$23.03 x 2,080 x 3.30 FTE = \$158,078
14	Cooks/Kitchen Assistants	8.00	\$ 354,099	Cooks/Kitchen Assistants at 10.0 FTE + 1 additional FTE for reflation	\$21.28 x 2,080 x 11.0 FTE = \$464,755
15	Lead Launderer	1.00	\$ 55,245	The Lead Launderer is 1.0 FTE	\$55,245 x 1.0 FTE = \$55,245
16	Launderers	3.00	\$ 140,400	The Launderer is 2.0 FTE + 1.0 FTE for reflation	\$22.50 x 2,080 x 3.0 FTE = \$140,400
17	Maintenance Workers	13.00	\$ 573,248	Maintenance Salaries at 12.0 FTE + 1.0 FTE for reflation	\$21.20 x 2,080 x 13.0 FTE = \$573,248
18	Handyman	1.00	\$ 59,259	The Handyman is 1.0 FTE	\$59,259 x 1.0 FTE = \$59,259
19	Shift Supervisors	6.50	\$ 441,045	Shift Supervisor Salaries	\$67,853 x 6.50 FTE = \$441,045
20	Program Aide - Day Shift	9.20	\$ 430,177	Day Shift Program Aides with 24 hour operation + 1.0 FTE for reflation	\$22.48 x 2,080 x 10.2 FTE = \$476,936
21	Program Aide - Swing Shift	15.00	\$ 712,920	Swing Shift Program Aides at 14.0 FTE + 2 FTE for reflation	\$22.85 x 2,080 x 16.0 FTE = \$7160,448
22	Program Aide - Night Shift	13.00	\$ 616,512	Graveyard Shift Program Aides at 13.0 FTE + 1 additional FTE for reflation	\$22.80 x 2,080 x 14.0 FTE = \$663,936
23	Bilingual Program Aide	3.00	\$ 146,328	Bilingual Program Aides 3.0 FTE	\$23.45 x 2,080 x 3.0 FTE = \$146,328
24	Case Manager [specialist]	1.00	\$ 64,622	The Crisis Intervention Specialist position is 1.0 FTE	\$64,622 x 1.0 FTE = \$64,622
25	Case Manager [specialist]	1.00	\$ 64,622	The Housing Specialist is at 1.0 FTE	\$64,622 x 1.0 FTE = \$64,622
26	Program Data Manager	0.40	\$ 33,003	Program Data Manager at 0.40 FTE	\$82,507 x 0.40 FTE = \$33,003
27	Additional Case Managers	7.00	\$ 407,680	Additional case management function at a ratio of 1:32 clients, 5.75 FTE and 1.0 additional FTE for reflation	\$28 x 2,080 x 6.75 FTE = \$393,120
28	HR Coordinator	0.50	\$ 32,240	Support for staff on any HR, training, and payroll related matters. 0.5 FTE	\$31 x 2,080 x 0.5 FTE = \$32,240
29	Assistant Supportive Services Supervisor	1.00	\$ 70,000	The Supportive Services Supervisor position is 1.0 FTE, overseeing additional Case Managers	\$70,000 x 1.0 FTE = \$70,000
30	IT Manager	0.40	\$ 36,000	IT Manager at 0.40 FTE	\$90,000 x 0.40 FTE = \$36,000
31	Volunteer Engagement Coordinator	0.40	\$ 30,000	Volunteer Engagement Coordinator at 0.40 FTE	\$75,000 x 0.40 FTE = \$30,000
33	TOTAL	94.20	\$ 4,932,068		
34	Employee Fringe Benefits	29.0%	\$ 1,430,300	Includes FICA, SSUI, Workers Compensation and Medical calculated at 29 % of total salaries.	
35	Salaries & Benefits Total		\$ 6,362,367		
36					

	A	B	C	D	E
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING				
2	APPENDIX B, BUDGET				
3	BUDGET NARRATIVE				
4	MSC South Site D	Fiscal Year			
		FY24-25			
	<u>Operating Expenses</u>		<u>Budgeted Expense</u>	<u>Justification</u>	<u>Calculation</u>
37	Utilities(Electricity, Water, Gas, Phone, Scavenger)	\$	7,600	Garbage collection fees at average \$300/month for 12 months + \$333.33/month additional for reflation	\$300 x 12 months = \$3,600 reflation: \$333.33 x 12 months = \$4,000 total \$7,600
38	Office Supplies, Postage, and Meeting Costs	\$	56,500	Office supplies, computers and accessories, printers, office furniture, storage costs, and postage and meeting food costs, at average \$3,041.67/month for 12 months Plus \$1,666.67/month for reflation on additional office needs such as desks, computers/accessories, and other office furniture for additional staff	\$3,041.67 x 12 months = \$36,500 \$1,666.67 x 12 months = \$20,000 for reflation Total: \$56,500
39	Building Maintenance Supplies and Repair	\$	75,250	Building maintenance and supplies for \$31,250. Remainder of budget is in ESG funds. Plus \$3,666.67/month x 12 months for reflation	\$31,250 + \$44,000/year for reflation = \$75,250
40	Insurance	\$	26,775	General commercial and liability insurance at \$2,231.25/month for 12 months	\$2,231.25 x 12 months = \$26,775
42	Staff Training	\$	20,925	Staff training for 90.72 FTE x approx.. \$230.65/staff. Trainings include CAL-OSHA safety order, communicable disease prevention, de-escalation training, proper food handling, disaster procedure, ADA requirements, cultural humility, standard of care training. Also includes professional development (i.e. staff retreats), training food, transportation and meeting space rental.	\$1,743.75 x 12 months = \$20,925
43	Travel	\$	7,798	Staff transportation and Client Travel costs at \$416.67/month x 12 months = \$5,000 Plus \$233.17/month for additional client and staff travel costs	\$416.67 x 12 months = \$5,000 \$233.17 x 12 months = \$2,798 Total: \$7,798
44	Rental of Equipment	\$	15,984	Monthly copier and wash rental at \$1,250/month for 12 months Plus 2 wash rentals for reflation at \$82/month	\$1,250 x 12 months = \$15,000 \$82 x 12 months = \$984 for reflation Total: \$15,984
45	Cleaning & Janitorial	\$	86,200	Cleaning and Janitorial supplies at an average of \$3,486.33/month x 12 months (increased need for bed bug monitoring) Plus \$20,164/year for reflation	\$3,486.33 x 12 months = \$41,836 (increased need in current operation) \$1,860.33 x 12 months = \$20,164 for reflation Total: \$86,200
46	Telephone	\$	38,922	Telephone, cell phone, internet, elevator line at average of \$2,701.83/month x 12 months Plus \$541.67/month increased cell phone services, telephone, internet for reflation	\$2,701.83 x 12 months = \$32,422 \$541.67 x 12 months = \$6,500 for reflation Total: \$38,922
47	Staff Recruitment/Advertising	\$	3,400	Recruitment and job posting costs and testing of SVDP employment candidates. Average \$283.33/month x 12 months	\$283.33 x 12 months = \$3,400
48	Vehicle Expense	\$	10,500	Vehicle insurance, gas, registration and maintenance. Average \$875/month x 12 months	\$875 x 12 months = \$10,500
49	Client Services, Supplies and Food	\$	675,372	Client supplies and needs including blankets, sheets, towels, etc. Average at \$15,000/month x 12 months Breakfast and dinner for clients at average \$21,667/month x 12 months Daily Snacks for clients at average of \$3,333/month x 12 months Plus \$6,300/month for reflation on Client Supplies (42% increase) Plus \$12,916.83 for reflation on Client Food (42% increase) Minus -\$41,486 reduction due to the temporary move/construction.	Supplies: \$15,000 x 12 months = \$180,000 Breakfast & Dinner, & Snacks: \$25,521.33 x 12 months = \$306,256 Supplies for reflation: \$6,300 x 12 months = \$75,600 Food for reflation: \$12,916.83 x 12 months = \$155,002 Estimated temporary reduction due to move/construction \$41,486 Total: \$675,372
50	Client Database Software	\$	9,000	Building maintenance and supplies at average of \$2,746.25/month for 12 months	\$750 x 12 months = \$9,000
51					

	A	B	C	D	E
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING				
2	APPENDIX B, BUDGET				
3	BUDGET NARRATIVE				
4	MSC South Site D	Fiscal Year			
66	Consultants	FY24-25			
67	Pacific Coast Staffing	\$	335,650	We anticipate temporary staffing need from Pacific Coast Staffing. 2 FTE at \$34.98/hour, 8 hours/day at 365 days with increased need for current operation Plus 1.3 FTE for reflation	\$34.98/hour x 8 hours/day x 2.0 FTE x 365 days = \$204,283 \$34.98/hour x 8 hours/day x 1.3 FTE x 365 days = \$131,367 for reflation Total: \$335,650
68	Security - Defense Logistics (First \$25k Subject to Indirect)	\$	25,000	Security services with hazard pay at \$35/hour x 2 security/shift, x 3 shifts/day	\$35/hour x 8 hours/day x 2 security/shift x 3 shifts x 365 days = \$613,200 \$25,000 subject to indirect.
69					
77	TOTAL OPERATING EXPENSES	\$	1,394,876		
78	Indirect Cost	15.0%	\$	1,163,587	
80					
81	<u>Other Expenses (Not Subject to Indirect Cost %)</u>	<u>Amount</u>		<u>Justification</u>	<u>Calculation</u>
82	Laptops (10 Qty X \$2,000) + Carryover \$5,000	\$	1,750	At least 1 desktop or laptop	At least 1 workstation for \$1,750
	Security - Defense Logistics	\$	735,191	Security services at \$35/hour x 2 security/shift, x 3 shifts/day; additional 1 security for 2 shifts for reflation	\$35/hour x 8 hours/day x 2 security/shift x 3 shifts/day x 365 days = \$613,200 \$35/hour x 8 hours/day x 1 security/shift x 2 shifts/day x 263 days = \$146,991 (for reflation) Total: \$613,200 + \$146,991 - \$25,000 (subject to indirect) = \$735,191
83					

	A	B	C	D	G	J	M	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING							
2	APPENDIX B, BUDGET							
3	Document Date	12/16/2024						
4	Contract Term	Begin Date	End Date	Duration (Years)				
5	Current Term	7/1/2021	6/30/2025	4				
6	Amended Term	7/1/2021	6/30/2026	5				
7	Provider Name	St. Vincent de Paul Society of San Francisco						
8	Program	Multi-Service Center (MSC) South						
9	F\$P Contract ID#	1000021524						
10	Contract Action	Amendment						
11	Effective Date	12/16/2024						
12	Budget Name	ESG Shelter Operations						
13		Current	New	15%				
14	Term Budget	\$ 144,387	\$ 144,387					
15	Contingency	\$ 878,744	\$ 2,581,684					
16	Not-To-Exceed	\$ 25,938,348	\$ 43,519,178					
17								
18					Year 1	Year 2	Year 3	All Years
19					7/1/2021 - 6/30/2022	7/1/2022- 6/30/2023	7/1/2023 - 6/30/2024	7/1/2021 - 6/30/2026
20					Actuals	Actuals	Actuals	New
21	Expenditures							
23	Operating Expense				\$ 77,273	\$ 45,455	\$ 45,455	\$ 168,182
24	Subtotal				\$ 77,273	\$ 45,455	\$ 45,455	\$ 168,182
25	Indirect Percentage				10.00%	10.00%	10.00%	
26	Indirect Cost (Line 24 X Line 25)				\$ 7,727	\$ 4,545	\$ 4,545	\$ 16,817
27	Other Expenses (Not Subject to Indirect %)				\$ (40,613)	\$ -	\$ -	\$ (40,613)
30	Total Expenditures				\$ 44,387	\$ 50,000	\$ 50,000	\$ 144,386
31								
32	HSH Revenues							
38	HUD ESG (CFDA 14.231)				\$ 50,000	\$ 50,000	\$ 50,000	\$ 150,000
39	HUD ESG (CFDA 14.231) - One-Time				\$ 14,072	\$ -	\$ -	\$ 14,072
41	Adjustment to Actuals				\$ (19,685)	\$ -	\$ -	\$ (19,685)
42	Total HSH Revenues				\$ 44,387	\$ 50,000	\$ 50,000	\$ 144,387
54								
55	Prepared by	Estella Balauro						
56	Phone	415.977.1270						
57	Email	ebalauro@svdp-sf.org						

	A	B	E	H	K	AI
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING					
2	APPENDIX B, BUDGET					
3	OPERATING DETAIL					
4	Document Date	12/16/2024				
5	Provider Name	St. Vincent de Paul Society of San Francisco				
6	Program	Multi-Service Center (MSC) South				
7	F\$P Contract ID#	1000021524				
8	Budget Name	ESG Shelter Operations				
9						
10			Year 1	Year 2	Year 3	All Years
11			7/1/2021 - 6/30/2022	7/1/2022- 6/30/2023	7/1/2023 - 6/30/2024	7/1/2021 - 6/30/2026
12			Actuals	Actuals	Actuals	New
			Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense
13	Operating Expenses					
17	Building Maintenance Supplies and Repair		\$ 45,455	\$ 32,955	\$ 32,955	\$ 111,364
23	Client Supplies		\$ 10,000	\$ 5,000	\$ 5,000	\$ 20,000
24	Client Food		\$ 10,000	\$ 5,000	\$ 5,000	\$ 20,000
25	Cleaning and Janitorial		\$ 11,818	\$ 2,500	\$ 2,500	\$ 16,818
69	TOTAL OPERATING EXPENSES		\$ 77,273	\$ 45,455	\$ 45,455	\$ 168,182
70						
71	Other Expenses (Not Subject to Indirect Cost %)					
72	Moving Expenses and Household Assistance		\$ 15,000			\$ 15,000
73	Adjustment to Actuals		\$ (55,613)			\$ (55,613)
85	TOTAL OTHER EXPENSES		\$ (40,613)	\$ -	\$ -	\$ (40,613)

	A	B	C	D	G	J	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING						
2	APPENDIX B, BUDGET						
3	Document Date	12/16/2024					
4	Contract Term	Begin Date	End Date	Duration (Years)			
5	Current Term	7/1/2021	6/30/2025	4			
6	Amended Term	7/1/2021	6/30/2026	5			
7	Provider Name	St. Vincent de Paul Society of San Francisco					
8	Program	Multi-Service Center (MSC) South					
9	FSP Contract ID#	1000021524					
10	Contract Action	Amendment					
11	Effective Date	12/16/2024					
12	Budget Name	One-Time - Carryforward					
13		Current	New	15%			
14	Term Budget	\$ 37,540	\$ 37,540				
15	Contingency	\$ 878,744	\$ 2,581,684				
16	Not-To-Exceed	\$ 25,938,348	\$ 43,519,178				
17							
18					Year 1	Year 2	All Years
19					7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2021 - 6/30/2028
20					Actuals	Actuals	New
21	Expenditures						
27	Other Expenses (Not Subject to Indirect %)				\$ 1,612	\$ 35,928	\$ 37,540
30	Total Expenditures				\$ 1,612	\$ 35,928	\$ 37,540
31							
32	HSH Revenues						
36	General Fund - One-Time Carryforward				\$ 4,096	\$ -	\$ 4,096
40	HUD ESG (CFDA 14.231) - One-Time Carryforward				\$ -	\$ 35,928	\$ 35,928
41	Adjustment to Actuals				\$ (2,484)	\$ -	\$ (2,484)
42	Total HSH Revenues				\$ 1,612	\$ 35,928	\$ 37,540
54							
55	Prepared by	Estella Balauro					
56	Phone	415.977.1270					
57	Email	ebalauro@svdp-sf.org					

	A	B	E	H	AG	AH	AI
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING						
2	APPENDIX B, BUDGET						
3	OPERATING DETAIL						
4	Document Date	12/16/2024					
5	Provider Name	St. Vincent de Paul Society of San Francisco					
6	Program	Multi-Service Center (MSC) South					
7	F\$P Contract ID#	1000021524					
8	Budget Name	One-Time - Carryforward					
9							
10			Year 1	Year 2	All Years		
11			7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2021 - 10/31/2024	10/31/2024 - 6/30/2028	7/1/2021 - 6/30/2028
12			Actuals	Actuals	Current	Amendment	New
71	Other Expenses (Not Subject to Indirect Cost %)						
72	Walkie Talkie		\$ 132		\$ 132	\$ -	\$ 132
73	Headsets		\$ 2,352		\$ 2,352	\$ -	\$ 2,352
74	iPads		\$ 1,612		\$ 1,612	\$ -	\$ 1,612
75	Laptops/Desktops & needed accessories			\$ 15,000	\$ 15,000	\$ -	\$ 15,000
76	Shelter Furniture			\$ 12,928	\$ 12,928	\$ -	\$ 12,928
77	Bed Bug Heater			\$ 8,000	\$ 8,000	\$ -	\$ 8,000
78	Adjustment to Actuals		\$ (2,484)		\$ (2,484)	\$ -	\$ (2,484)
85	TOTAL OTHER EXPENSES		\$ 1,612	\$ 35,928	\$ 37,540	\$ -	\$ 37,540

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

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

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

A. Advance Requirements:

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

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

B. Advance Request Process:

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

C. Advance Repayment Process:

1. If approved by HSH, the advanced sum will be deducted from the Grantee's monthly invoices at an equal rate each month that will enable repayment before the close of the fiscal year. For example, for a twelve-month grant the rate of repayment of the advance will be 1/10th 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

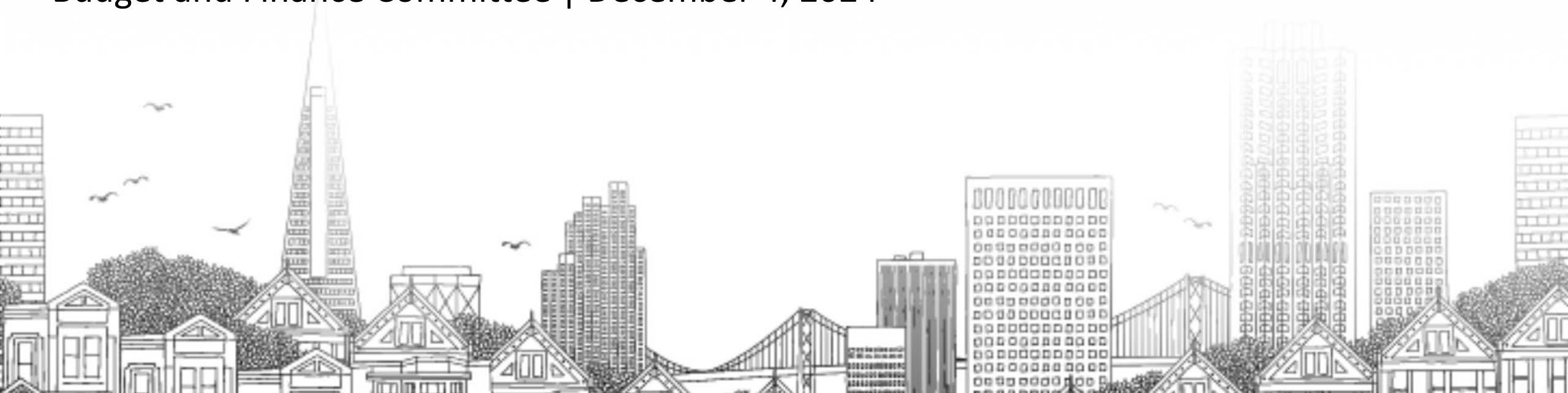
City Department or Commission	Program Name	Dates of Grant Term	Not-To-Exceed Amount
Department of Homelessness and Supportive Housing	Division Circle Navigation Center	May 1, 2025 - June 30, 2025	\$40,038,573
Department of Homelessness and Supportive Housing	Domestic Violence (DV) Survivors Urgent Accommodation Vouchers (UAV)	July 1, 2023 - June 30, 2027	\$1,440,000
Department of Homelessness and Supportive Housing	Housing for Survivors	January 1, 2022 - December 31, 2025	\$1,627,711
Department of Homelessness and Supportive Housing	Riley Center	December 1, 2021- December 31, 2027	\$603,432
Department of Homelessness and Supportive Housing	Transitional Aged Youth Urgent Accommodation Vouchers	July 1, 2023 - June 30, 2027	\$2,880,000
Department on the Status of Women	Brennan House Transitional Housing	July 1, 2021 - June 30, 2025	\$1,194,088
Department on the Status of Women	Emergency Domestic Violence Shelter Program – Rosalie House	July 1, 2021 - June 30, 2025	\$1,371,775



DEPARTMENT OF
HOMELESSNESS AND
SUPPORTIVE HOUSING

St. Vincent de Paul: Multi-Service Center South Grant Agreement 6th Amendment

Budget and Finance Committee | December 4, 2024



Proposed Amendment/Agreement Details

- **Resolution:** Approve the **6th amendment** to the grant agreement between HSH and **St. Vincent de Paul** for **MSC South**.
- **Term:**
 - Current Term: July 1, 2021 – June 30, 2025
 - Amended Term: **July 1, 2021 – June 30, 2026**
- **Amount:** Increases not-to-exceed amount by **\$17,580,830** for a total not-to-exceed amount of **\$43,519,178**.

Grant Agreement Overview

- This grant provides **Shelter Operations and Support Services** at **Multi-Service Center South (MSC South)**, a congregate shelter program serving adults experiencing homelessness.
- Services provided by **St. Vincent de Paul (SVDP)**:
 - **Shelter operations** – maintenance, accommodations, meals, pet-friendly program, etc.
 - **Shelter support services** – individual service plans, case management, benefits navigation, etc.

MSC South

- Capacity to serve up to **329 clients** per night.
- Cost per client per night (including meals)
= **\$83.60**

Program Context

- SVDP has operated MSC South since **1989**.
- MSC South is one of the largest shelters in San Francisco.
- The shelter will undergo **major rehabilitation** throughout 2025 to support **seismic safety** and **ADA compliance**.
 - Funded by 2016 Health and Safety General Obligation Bonds
 - Will decrease capacity by 30 beds during rehab

People served in FY 23-24

1,055 unique clients

30% Black

50-day average stay



DEPARTMENT OF
HOMELESSNESS AND
SUPPORTIVE HOUSING

Questions?

Thank you!

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

**GRANT AGREEMENT
between
CITY AND COUNTY OF SAN FRANCISCO
and
ST. VINCENT DE PAUL SOCIETY OF SAN FRANCISCO**

THIS GRANT AGREEMENT (“Agreement”) is made as of **July 1, 2021**, in the City and County of San Francisco, State of California, by and between **ST. VINCENT DE PAUL SOCIETY OF SAN FRANCISCO** (“Grantee”) and the **CITY AND COUNTY OF SAN FRANCISCO**, a municipal corporation (“City”) acting by and through The Department of Homelessness and Supportive Housing (“Department”),

RECITALS

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

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

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

**ARTICLE 1
DEFINITIONS**

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

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

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

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

unfounded, of whatsoever kind and nature.

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

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

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

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

- 2.1 Risk of Non-Appropriation of Grant Funds.** This Agreement is subject to the budget and fiscal provisions of the Charter. City shall have no obligation to make appropriations for this Agreement in lieu of appropriations for new or other agreements. Grantee acknowledges that City budget decisions are subject to the discretion of its Mayor and Board of Supervisors. Grantee assumes all risk of possible non-appropriation or non-certification of funds, and such assumption is part of the consideration for this Agreement.
- 2.2 Certification of Controller.** Charges will accrue only after prior written authorization certified by the Controller, and the amount of City's obligation shall not at any time exceed the amount certified for the purpose and period stated in such advance

authorization.

- 2.3 Automatic Termination for Non-Appropriation of Funds.** This Agreement shall automatically terminate, without penalty, liability or expense of any kind to City, at the end of any Fiscal Year if funds are not appropriated for the next succeeding Fiscal Year. If funds are appropriated for a portion of any Fiscal Year, this Agreement shall terminate, without penalty, liability or expense of any kind to City, at the end of such portion of the Fiscal Year.
- 2.4 SUPERSEDURE OF CONFLICTING PROVISIONS.** IN THE EVENT OF ANY CONFLICT BETWEEN ANY OF THE PROVISIONS OF THIS ARTICLE 2 AND ANY OTHER PROVISION OF THIS AGREEMENT, THE APPLICATION DOCUMENTS OR ANY OTHER DOCUMENT OR COMMUNICATION RELATING TO THIS AGREEMENT, THE TERMS OF THIS ARTICLE 2 SHALL GOVERN.
- 2.5 Maximum Costs.** Except as may be provided by City ordinances governing emergency conditions, City and its employees and officers are not authorized to request Grantee to perform services or to provide materials, equipment and supplies that would result in Grantee performing services or providing materials, equipment and supplies that are beyond the scope of the services, materials, equipment and supplies specified in this Agreement unless this Agreement is amended in writing and approved as required by law to authorize the additional services, materials, equipment or supplies. City is not required to pay Grantee for services, materials, equipment or supplies provided by Grantee that are beyond the scope of the services, materials, equipment and supplies agreed upon herein and not approved by a written amendment to this Agreement lawfully executed by City. City and its employees and officers are not authorized to offer or promise to Grantee additional funding for this Agreement that exceeds the maximum amount of funding provided for herein. Additional funding for this Agreement in excess of the maximum provided herein shall require lawful approval and certification by the Controller. City is not required to honor any offered or promised additional funding which exceeds the maximum provided in this Agreement which requires lawful approval and certification of the Controller when the lawful approval and certification by the Controller has not been obtained. The Controller is not authorized to make payments on any agreement for which funds have not been certified as available in the budget or by supplemental appropriation.

ARTICLE 3 TERM

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

(a) The term of this Agreement shall commence on **July 1, 2021** and expire on **June 30,**

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

ARTICLE 4 IMPLEMENTATION OF GRANT PLAN

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

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

4.5 Publications and Work Product.

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

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

ARTICLE 5 USE AND DISBURSEMENT OF GRANT FUNDS

5.1 Maximum Amount of Grant Funds.

- (a) In no event shall the amount of Grant Funds disbursed hereunder exceed **Nine Million Five Hundred Ninety Six Thousand Two Hundred Eighty Five Dollars (\$9,596,285)**.
- (b) Grantee understands that, of the Maximum Amount Of Grant Funds listed under Article 5.1 (a) of this Agreement, **One Million Five Hundred Ninety Nine Thousand Three Hundred Eighty One Dollars (\$1,599,381)** is included as a contingency amount and is neither to be used in Budget(s) attached to this Agreement or available to Grantee without a modification to the Appendix B, Budget, which has been approved by the Department of Homelessness and Supportive Housing. Grantee further understands that no payment for any portion of this contingency amount will be made unless and until a modification or revision has been fully approved and executed in accordance with applicable City and Department laws, regulations, policies/procedures and certification as to the availability of funds by Controller. Grantee agrees to fully comply with these laws, regulations, and policies/procedures.

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

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

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

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

5.4 Reserved. (State or Federal Funds).

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

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

any time during the term of this Agreement.

- 6.4 Financial Statements.** Pursuant to San Francisco Administrative Code Section 67.32 and Controller requirements, if requested, within sixty (60) days following the end of each Fiscal Year, Grantee shall deliver to City an unaudited balance sheet and the related statement of income and cash flows for such Fiscal Year, all in reasonable detail acceptable to City, certified by an appropriate financial officer of Grantee as accurately presenting the financial position of Grantee. If requested by City, Grantee shall also deliver to City, no later than one hundred twenty (120) days following the end of any Fiscal Year, an audited balance sheet and the related statement of income and cash flows for such Fiscal Year, certified by a reputable accounting firm as accurately presenting the financial position of Grantee.
- 6.5 Books and Records.** Grantee shall establish and maintain accurate files and records of all aspects of the Grant Plan and the matters funded in whole or in part with Grant Funds during the term of this Agreement. Without limiting the scope of the foregoing, Grantee shall establish and maintain accurate financial books and accounting records relating to Eligible Expenses incurred and Grant Funds received and expended under this Agreement, together with all invoices, documents, payrolls, time records and other data related to the matters covered by this Agreement, whether funded in whole or in part with Grant Funds. Grantee shall maintain all of the files, records, books, invoices, documents, payrolls and other data required to be maintained under this Section in a readily accessible location and condition for a period of not less than five (5) years after final payment under this Agreement or until any final audit has been fully completed, whichever is later.
- 6.6 Inspection and Audit.** Grantee shall make available to City, its employees and authorized representatives, during regular business hours all of the files, records, books, invoices, documents, payrolls and other data required to be established and maintained by Grantee under Section 6.5. Grantee shall permit City, its employees and authorized representatives to inspect, audit, examine and make excerpts and transcripts from any of the foregoing. The rights of City pursuant to this Section shall remain in effect so long as Grantee has the obligation to maintain such files, records, books, invoices, documents, payrolls and other data under this Article 6.
- 6.7 Submitting False Claims** Grantee shall at all times deal in good faith with the City, shall only submit a Funding Request to the City upon a good faith and honest determination that the funds sought are for Eligible Expenses under the Grant, and shall only use Grant Funds for payment of Eligible Expenses as set forth in Appendix A, Services to be Provided. Any Grantee who commits any of the following false acts shall be liable to the City for three times the amount of damages the City sustains because of Grantee's act. A Grantee will be deemed to have submitted a false claim to the City if Grantee: (a) knowingly presents or causes to be presented to an officer or employee of the City a false Funding Request; (b) knowingly disburses Grants Funds for expenses that are not Eligible Expenses; (c) knowingly makes, uses, or causes to be made or used a false record or statement to get a false Funding Request paid or approved by the City; (d)

conspires to defraud the City by getting a false Funding Request allowed or paid by the City; or (e) is a beneficiary of an inadvertent submission of a false claim to the City, subsequently discovers the falsity of the claim, and fails to disclose the false claim to the City within a reasonable time after discovery of the false claim.

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

ARTICLE 7 TAXES

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

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

ARTICLE 8 REPRESENTATIONS AND WARRANTIES

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

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

purposes of this subsection, “immediate family” shall include husband, wife, domestic partners, brothers, sisters, children and parents (both legal parents and stepparents).

- 8.5 No Other Agreements with City.** Except as expressly itemized in Appendix D, Interest in Other City Grants, neither Grantee nor any of Grantee's affiliates, officers, directors or employees has any interest, however remote, in any other agreement with City including any commission, department or other subdivision thereof.
- 8.6 Subcontracts.** Except as may be permitted under Section 13.3, Grantee has not entered into any agreement, arrangement or understanding with any other person or entity pursuant to which such person or entity will implement or assist in implementing all or any portion of the Grant Plan.
- 8.7 Eligibility to Receive Federal Funds.** By executing this Agreement, Grantee certifies that Grantee is not suspended, debarred or otherwise excluded from participation in federal assistance programs. Grantee acknowledges that this certification of eligibility to receive federal funds is a material term of the Agreement.

ARTICLE 9 INDEMNIFICATION AND GENERAL LIABILITY

- 9.1 Indemnification.** Grantee shall indemnify, protect, defend and hold harmless each of the Indemnified Parties from and against any and all Losses arising from, in connection with or caused by: (a) a material breach of this Agreement by Grantee; (b) a material breach of any representation or warranty of Grantee contained in this Agreement; (c) any personal injury caused, directly or indirectly, by any act or omission of Grantee or its employees, subgrantees or agents; (d) any property damage caused, directly or indirectly by any act or omission of Grantee or its employees, subgrantees or agents; (e) the use, misuse or failure of any equipment or facility used by Grantee, or by any of its employees, subgrantees or agents, regardless of whether such equipment or facility is furnished, rented or loaned to Grantee by an Indemnified Party; (f) any tax, fee, assessment or other charge for which Grantee is responsible under Article 7; or (g) any infringement of patent rights, copyright, trade secret or any other proprietary right or trademark of any person or entity in consequence of the use by any Indemnified Party of any goods or services furnished to such Indemnified Party in connection with this Agreement. Grantee's obligations under the immediately preceding sentence shall apply to any Loss that is caused in whole or in part by the active or passive negligence of any Indemnified Party, but shall exclude any Loss caused solely by the willful misconduct of the Indemnified Party. The foregoing indemnity shall include, without limitation, consultants and experts and related costs and City's costs of investigating any claims against the City.
- 9.2 Duty to Defend; Notice of Loss.** Grantee acknowledges and agrees that its obligation to defend the Indemnified Parties under Section 9.1: (a) is an immediate obligation, independent of its other obligations hereunder; (b) applies to any Loss which actually or

potentially falls within the scope of Section 9.1, regardless of whether the allegations asserted in connection with such Loss are or may be groundless, false or fraudulent; and (c) arises at the time the Loss is tendered to Grantee by the Indemnified Party and continues at all times thereafter. The Indemnified Party shall give Grantee prompt notice of any Loss under Section 9.1 and Grantee shall have the right to defend, settle and compromise any such Loss; provided, however, that the Indemnified Party shall have the right to retain its own counsel at the expense of Grantee if representation of such Indemnified Party by the counsel retained by Grantee would be inappropriate due to conflicts of interest between such Indemnified Party and Grantee. An Indemnified Party's failure to notify Grantee promptly of any Loss shall not relieve Grantee of any liability to such Indemnified Party pursuant to Section 9.1, unless such failure materially impairs Grantee's ability to defend such Loss. Grantee shall seek the Indemnified Party's prior written consent to settle or compromise any Loss if Grantee contends that such Indemnified Party shares in liability with respect thereto.

9.3 Incidental and Consequential Damages. Losses covered under this Article 9 shall include any and all incidental and consequential damages resulting in whole or in part from Grantee's acts or omissions. Nothing in this Agreement shall constitute a waiver or limitation of any rights that any Indemnified Party may have under applicable law with respect to such damages.

9.4 LIMITATION ON LIABILITY OF CITY. CITY'S OBLIGATIONS UNDER THIS AGREEMENT SHALL BE LIMITED TO THE AGGREGATE AMOUNT OF GRANT FUNDS ACTUALLY DISBURSED HEREUNDER. NOTWITHSTANDING ANY OTHER PROVISION CONTAINED IN THIS AGREEMENT, THE APPLICATION DOCUMENTS OR ANY OTHER DOCUMENT OR COMMUNICATION RELATING TO THIS AGREEMENT, IN NO EVENT SHALL CITY BE LIABLE, REGARDLESS OF WHETHER ANY CLAIM IS BASED ON CONTRACT OR TORT, FOR ANY SPECIAL, CONSEQUENTIAL, INDIRECT OR INCIDENTAL DAMAGES, INCLUDING LOST PROFITS, ARISING OUT OF OR IN CONNECTION WITH THIS AGREEMENT, THE GRANT FUNDS, THE GRANT PLAN OR ANY ACTIVITIES PERFORMED IN CONNECTION WITH THIS AGREEMENT.

ARTICLE 10 INSURANCE

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

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

Completed Operations

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

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

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

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

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

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

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

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

- 10.8 Insurance for Subcontractors and Evidence of this Insurance.** If a subcontractor will be used to complete any portion of this agreement, Grantee shall ensure that the subcontractor shall provide all necessary insurance and shall name the City and County of San Francisco, its officers, agents, and employees and Grantee listed as additional insureds.
- 10.9 Worker's Compensation.** The Workers' Compensation policy(ies) 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.

ARTICLE 11 EVENTS OF DEFAULT AND REMEDIES

- 11.1 Events of Default.** The occurrence of any one or more of the following events shall constitute an "Event of Default" under this Agreement:
- (a) **False Statement.** Any statement, representation or warranty contained in this Agreement, in the Application Documents, in any Funding Request or in any other document submitted to City under this Agreement is found by City to be false or misleading.
 - (b) **Failure to Provide Insurance.** Grantee fails to provide or maintain in effect any policy of insurance required in Article 10.
 - (c) **Failure to Comply with Representations and Warranties or Applicable Laws.** Grantee fails to perform or breaches any of the terms or provisions of Article 8 or 16.
 - (d) **Failure to Perform Other Covenants.** Grantee fails to perform or breaches any other agreement or covenant of this Agreement to be performed or observed by Grantee as and when performance or observance is due and such failure or breach continues for a period of ten (10) days after the date on which such performance or observance is due.
 - (e) **Cross Default.** Grantee defaults under any other agreement between Grantee and City (after expiration of any grace period expressly stated in such agreement).
 - (f) **Voluntary Insolvency.** Grantee (i) is generally not paying its debts as they become due, (ii) files, or consents by answer or otherwise to the filing against it of, a petition for relief or reorganization or arrangement or any other petition in bankruptcy or for liquidation or to take advantage of any bankruptcy, insolvency or other debtors' relief law of any jurisdiction, (iii) makes an assignment for the benefit of its creditors, (iv) consents to the appointment of a custodian, receiver, trustee or other officer with similar powers of Grantee or of any substantial part of Grantee's property or (v) takes action for the purpose of any of the foregoing.

- (g) **Involuntary Insolvency.** Without consent by Grantee, a court or government authority enters an order, and such order is not vacated within ten (10) days, (i) appointing a custodian, receiver, trustee or other officer with similar powers with respect to Grantee or with respect to any substantial part of Grantee's property, (ii) constituting an order for relief or approving a petition for relief or reorganization or arrangement or any other petition in bankruptcy or for liquidation or to take advantage of any bankruptcy, insolvency or other debtors' relief law of any jurisdiction or (iii) ordering the dissolution, winding-up or liquidation of Grantee.

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

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

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

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

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

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

ARTICLE 12 DISCLOSURE OF INFORMATION AND DOCUMENTS

- 12.1 Proprietary or Confidential Information of City.** Grantee understands and acknowledges that, in the performance of this Agreement or in contemplation thereof, Grantee may have access to private or confidential information that may be owned or controlled by City and that such information may contain proprietary or confidential information, the disclosure of which to third parties may be damaging to City. Grantee agrees that all information disclosed by City to Grantee shall be held in confidence and used only in the performance of this Agreement. Grantee shall exercise the same standard of care to protect such information as a reasonably prudent nonprofit entity would use to protect its own proprietary or confidential data.
- 12.2 Sunshine Ordinance.** Grantee acknowledges and agrees that this Agreement and the Application Documents are subject to Section 67.24(e) of the San Francisco Administrative Code, which provides that contracts, including this Agreement, grantee's bids, responses to Requests for Proposals and all other records of communications between City and persons or entities seeking contracts, shall be open to inspection immediately after a contract has been awarded. Nothing in Section 67.24(e) (as it exists on the date hereof) requires the disclosure of a private person's or organization's net worth or other proprietary financial data submitted for qualification for a contract or other benefit until and unless that person or organization is awarded the contract or benefit. All information provided by Grantee covered by Section 67.24(e) (as it may be amended from time to time) will be made available to the public upon request.

- 12.3 Financial Projections.** Pursuant to San Francisco Administrative Code Section 67.32, Grantee agrees upon request to provide City with financial projections (including profit and loss figures) for the activities and/or projects contemplated by this Grant (“Project”) and annual audited financial statements thereafter. Grantee agrees that all such projections and financial statements shall be public records that must be disclosed.

ARTICLE 13 ASSIGNMENTS AND SUBCONTRACTING

- 13.1 No Assignment by Grantee.** Grantee shall not, either directly or indirectly, assign, transfer, hypothecate, subcontract or delegate all or any portion of this Agreement or any rights, duties or obligations of Grantee hereunder without the prior written consent of City. This Agreement shall not, nor shall any interest herein, be assignable as to the interest of Grantee involuntarily or by operation of law without the prior written consent of City. A change of ownership or control of Grantee or a sale or transfer of substantially all of the assets of Grantee shall be deemed an assignment for purposes of this Agreement.
- 13.2 Agreement Made in Violation of this Article.** Any agreement made in violation of Section 13.1 shall confer no rights on any person or entity and shall automatically be null and void.
- 13.3 Subcontracting.** If Appendix E, Permitted Subgrantees, 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, Permitted Subgrantees, 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, Permitted Subgrantees without the prior consent of City; provided, however, that Grantee shall not thereby be relieved from any liability or obligation under this Agreement and, as between City and Grantee, Grantee shall be responsible for the acts, defaults and omissions of any subgrantee or its agents or employees as fully as if they were the acts, defaults or omissions of Grantee. Grantee shall ensure that its subgrantees comply with all of the terms of this Agreement, insofar as they apply to the subcontracted portion of the Grant Plan. All references herein to duties and obligations of Grantee shall be deemed to pertain also to all subgrantees to the extent applicable. A default by any subgrantee shall be deemed to be an Event of Default hereunder. Nothing contained in this Agreement shall create any contractual relationship between any subgrantee and City.
- (b) **Terms of Subcontract.** Each subcontract shall be in form and substance acceptable to City and shall expressly provide that it may be assigned to City without the prior consent of the subgrantee. In addition, each subcontract shall incorporate all of the terms of this Agreement, insofar as they apply to the subcontracted portion of the

Grant Plan. Without limiting the scope of the foregoing, each subcontract shall provide City, with respect to the subgrantee, the audit and inspection rights set forth in Section 6.6. Upon the request of City, Grantee shall promptly furnish to City true and correct copies of each subcontract permitted hereunder.

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

ARTICLE 14 INDEPENDENT CONTRACTOR STATUS

- 14.1 Nature of Agreement.** Grantee shall be deemed at all times to be an independent contractor and is solely responsible for the manner in which Grantee implements the Grant Plan and uses the Grant Funds. Grantee shall at all times remain solely liable for the acts and omissions of Grantee, its officers and directors, employees and agents. Nothing in this Agreement shall be construed as creating a partnership, joint venture, employment or agency relationship between City and Grantee.
- 14.2 Direction.** Any terms in this Agreement referring to direction or instruction from the Department or City shall be construed as providing for direction as to policy and the result of Grantee's work only, and not as to the means by which such a result is obtained.
- 14.3 Consequences of Recharacterization.**
- (a) Should City, in its discretion, or a relevant taxing authority such as the Internal Revenue Service or the State Employment Development Division, or both, determine that Grantee is an employee for purposes of collection of any employment taxes, the amounts payable under this Agreement shall be reduced by amounts equal to both the employee and employer portions of the tax due (and offsetting any credits for amounts already paid by Grantee which can be applied against this liability). City shall subsequently forward such amounts to the relevant taxing authority.
 - (b) Should a relevant taxing authority determine a liability for past services performed by Grantee for City, upon notification of such fact by City, Grantee shall promptly remit such amount due or arrange with City to have the amount due withheld from future payments to Grantee under this Agreement (again, offsetting any amounts already paid by Grantee which can be applied as a credit against such liability).
 - (c) A determination of employment status pursuant to either subsection (a) or (b) of this Section 14.3 shall be solely for the purposes of the particular tax in question, and for all other purposes of this Agreement, Grantee shall not be considered an employee of City. Notwithstanding the foregoing, if any court, arbitrator, or administrative authority determine that Grantee is an employee for any other purpose, Grantee agrees to a reduction in City's financial liability hereunder such that the aggregate amount of Grant Funds under this Agreement does not exceed what would have been

the amount of such Grant Funds had the court, arbitrator, or administrative authority had not determined that Grantee was an employee.

ARTICLE 15 NOTICES AND OTHER COMMUNICATIONS

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

If to the Department or City: Department of Homelessness and Supportive Housing
Contracts Unit
P.O. Box 427400
San Francisco, CA 94142-7400
hshcontracts@sfgov.org

If to Grantee: St. Vincent De Paul Society Of San Francisco
1175 Howard Street
San Francisco, CA 94103
Attn: Shari Wooldridge
swooldridge@svdp-sf.org

Any notice of default must be sent by registered mail.

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

ARTICLE 16 COMPLIANCE

- 16.1 Reserved.**

- 16.2 Nondiscrimination; Penalties.**

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

Deficiency Syndrome or HIV status (AIDS/HIV status), or association with members of such protected classes, or in retaliation for opposition to discrimination against such classes.

- (b) **Subcontracts.** Grantee shall incorporate by reference in all subcontracts the provisions of Sections 12B.2(a), 12B.2(c)-(k), and 12C.3 of the San Francisco Administrative Code and shall require all subgrantees to comply with such provisions. Grantee's failure to comply with the obligations in this subsection shall constitute a material breach of this Agreement.
- (c) **Non-Discrimination in Benefits.** Grantee does not as of the date of this Agreement and will not during the term of this Agreement, in any of its operations in San Francisco or where the work is being performed for the City or elsewhere within the United States, discriminate in the provision of bereavement leave, family medical leave, health benefits, membership or membership discounts, moving expenses, pension and retirement benefits or travel benefits, as well as any benefits other than the benefits specified above, between employees with domestic partners and employees with spouses, and/or between the domestic partners and spouses of such employees, where the domestic partnership has been registered with a governmental entity pursuant to state or local law authorizing such registration, subject to the conditions set forth in Section 12B.2(b) of the San Francisco Administrative Code.
- (d) **Condition to Contract.** As a condition to this Agreement, Grantee shall execute the "Chapter 12B Declaration: Nondiscrimination in Contracts and Benefits" form (Form CMD-12B-101) with supporting documentation and secure the approval of the form by the San Francisco Contract Monitoring Division.
- (e) **Incorporation of Administrative Code Provisions by Reference.** The provisions of Chapters 12B and 12C of the San Francisco Administrative Code are incorporated in this Section by reference and made a part of this Agreement as though fully set forth herein. Grantee shall comply fully with and be bound by all of the provisions that apply to this Agreement under such Chapters of the Administrative Code, including the remedies provided in such Chapters. Without limiting the foregoing, Grantee understands that pursuant to Sections 12B.2(h) and 12C.3(g) of the San Francisco Administrative Code, a penalty of fifty dollars (\$50) for each person for each calendar day during which such person was discriminated against in violation of the provisions of this Agreement may be assessed against Grantee and/or deducted from any payments due Grantee.

16.3 Reserved.

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

- 16.5 Drug-Free Workplace Policy.** Grantee acknowledges that pursuant to the Federal Drug-Free Workplace Act of 1989, the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited on City premises. Grantee and its employees, agents or assigns shall comply with all terms and provisions of such Act and the rules and regulations promulgated thereunder.
- 16.6 Resource Conservation; Liquidated Damages.** Chapter 5 of the San Francisco Environment Code (Resource Conservation) is incorporated herein by reference. Failure by Grantee to comply with any of the applicable requirements of Chapter 5 will be deemed a material breach of contract. If Grantee fails to comply in good faith with any of the provisions of Chapter 5, Grantee shall be liable for liquidated damages in an amount equal to Grantee's net profit under this Agreement, or five percent (5%) of the total contract amount, whichever is greater. Grantee acknowledges and agrees that the liquidated damages assessed shall be payable to City upon demand and may be offset against any monies due to Grantee from any contract with City.
- 16.7 Compliance with ADA.** Grantee acknowledges that, pursuant to the ADA, programs, services and other activities provided by a public entity to the public, whether directly or through a grantee or contractor, must be accessible to the disabled public. Grantee shall not discriminate against any person protected under the ADA in connection with all or any portion of the Grant Plan and shall comply at all times with the provisions of the ADA.
- 16.8 Requiring Minimum Compensation for Employees.** Grantee shall pay covered employees no less than the minimum compensation required by San Francisco Administrative Code Chapter 12P, including a minimum hourly gross compensation, compensated time off, and uncompensated time off. Grantee is subject to the enforcement and penalty provisions in Chapter 12P. Information about and the text of the Chapter 12P is available on the web at <http://sfgov.org/olse/mco>. Grantee is required to comply with all of the applicable provisions of 12P, irrespective of the listing of obligations in this Section. By signing and executing this Agreement, Grantee certifies that it complies with Chapter 12P.
- 16.9 Limitations on Contributions.** By executing this Agreement, Grantee acknowledges its obligations under section 1.126 of the City's Campaign and Governmental Conduct Code, which prohibits any person who contracts with, or is seeking a contract with, any department of the City for the rendition of personal services, for the furnishing of any material, supplies or equipment, for the sale or lease of any land or building, for a grant, loan or loan guarantee, or for a development agreement, from making any campaign contribution to (i) a City elected official if the contract must be approved by that official, a board on which that official serves, or the board of a state agency on which an appointee of that official serves, (ii) a candidate for that City elective office, or (iii) a committee controlled by such elected official or a candidate for that office, at any time from the submission of a proposal for the contract until the later of either the termination of negotiations for such contract or twelve months after the date the City approves the contract. The prohibition on contributions applies to each prospective party to the

contract; each member of Grantee's board of directors; Grantee's chairperson, chief executive officer, chief financial officer and chief operating officer; any person with an ownership interest of more than 10 percent in Grantee; any subcontractor listed in the bid or contract; and any committee that is sponsored or controlled by Grantee. Grantee certifies that it has informed each such person of the limitation on contributions imposed by Section 1.126 by the time it submitted a proposal for the grant, and has provided the names of the persons required to be informed to the City department with whom it is contracting.

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

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

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

preservative-treated wood containing arsenic for saltwater immersion. The term “saltwater immersion” shall mean a pressure-treated wood that is used for construction purposes or facilities that are partially or totally immersed in saltwater.

16.13 Reserved. (Working with Minors).

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

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

16.16 Consideration of Criminal History in Hiring and Employment Decisions.

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

(b) The requirements of Chapter 12T shall only apply to a Contractor’s or subcontractor’s operations to the extent those operations are in furtherance of the performance of this

Agreement, shall apply only to applicants and employees who would be or are performing work in furtherance of this Agreement, and shall apply when the physical location of the employment or prospective employment of an individual is wholly or substantially within the City of San Francisco. Chapter 12T shall not apply when the application in a particular context would conflict with federal or state law or with a requirement of a government agency implementing federal or state law.

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

16.18 Reserved. (Slavery Era Disclosure).

16.19 Distribution of Beverages and Water.

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

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

16.20 Duty to Collect and Record Client Sexual Orientation and Gender Identity Data. Contractor shall comply with San Francisco Administrative Code Chapter 104 by seeking to collect and record information about clients' sexual orientation and gender identity, and reporting such data to the Department of Homelessness and Supportive Housing at intake and as instructed by the Department. In seeking to collect information about clients' sexual orientation and gender identity, Contractor shall: (1) communicate to clients that the provision of sexual orientation and gender identity information is voluntary, and no direct services shall be denied to clients who decline to provide that information; (2) solicit gender identity and sexual orientation data using questions and approaches consistent with the Department of Public Health's Policies and Procedures entitled "Sexual Orientation Guidelines: Principles for Collecting, Coding, and

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

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

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

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

- (1) Treat all shelter clients equally, with respect and dignity;
- (2) Provide shelter services in an environment that is safe and free of physical violence by ensuring that safety protocols are in place that include training to shelter staff regarding de-escalation techniques;
- (3) Provide soap, paper towels or hand towels, hand sanitizers, and at least one bath-size (24” × 48”) towel to shelter clients and staff in each bathroom: if hand dryers are currently installed they shall be maintained in proper working condition; in addition, shelters shall provide toilet paper in each bathroom stall and hire janitorial staff to clean the shelters on a daily basis;
- (4) Provide feminine hygiene and incontinence supplies upon request;
- (5) Comply with current City policy set forth in the San Francisco Environment Code, including the requirements set forth in Chapter 3 (the Integrated Pest Management Code) and Chapter 2 (the Environmentally Preferable Purchasing Ordinance) to ensure that shelter operators use products that are least harmful to shelter clients, staff, and the environment;
- (6) Ensure that first aid kits, CPR masks, and disposable gloves are available to staff at all times and make Automatic External Defibrillators (AED) available to staff in compliance with all regulatory requirements of state and local law relating to

the use and maintenance of AEDs;

- (7) Supply shelter clients with fresh cold or room temperature drinking water at all times during normal operating hours;
- (8) Provide shelter services in compliance with the Americans with Disabilities Act (ADA), including but not limited to:
 - A. Appropriate and secure storage of medication;
 - B. The provision of accessible sleeping, bathing and toileting facilities in previously designated ADA compliant shelters. Sleeping areas designated as accessible shall comply with federal and state law requiring a minimum of 36 inches between sleeping units and a sleeping surface height between 17-19 inches above the finished floor. In consultation with the contracting City department, and based on a history of previous usage, shelter operators shall designate an adequate number of accessible sleeping units to meet the needs of shelter clients requiring such facilities due to a mobility disability; and
 - C. Reasonable modifications to shelter policies, practices, and procedures.
- (9) Engage a nutritionist, who shall develop all meal plans, including meal plans for children and pregnant women and post menus on a daily basis;
- (10) Make dietary modifications to accommodate requests from clients based on religious beliefs and practices, health, or disability reasons;
- (11) Provide a smoke-free environment for all shelter clients and prohibit smoking within 20 feet of a children's play area;
- (12) Provide shelter clients with one clean blanket, two clean sheets, and one pillow enclosed in a plastic or vinyl sleeve with a clean pillowcase; sheets shall be cleaned at least once per week and upon client turnover;
- (13) Make the shelter facility available to shelter clients for sleeping at least 8 hours per night;
- (14) Provide daytime access to beds in all 24-hour shelters;
- (15) Provide shelter clients with pest-free, secure property storage inside each shelter. Shelter staff shall provide closable plastic bags to clients for storage purposes. If storage inside a shelter is unavailable, the shelter operator may provide free, pest-free storage off-site as long as the off-site storage is available to the shelter client up until the time of evening bed check;
- (16) Provide shelter clients with access to electricity for charging their cell phones and other durable medical equipment for clients with disabilities;
- (17) Note in writing and post in a common area in the shelter when a maintenance problem will be repaired and note the status of the repair;

- (18) Provide access to free local calls during non-sleeping hours, including TTY access and amplified phones for clients who are deaf or hearing-impaired;
- (19) Provide a minimum of 22 inches between the sides of sleeping units, excluding designated ADA-accessible sleeping units and sleeping units separated by a wall;
- (20) Provide all printed materials produced by the City and shelters in English and Spanish and other languages upon request and ensure that all written communications are provided to clients with sensory disabilities in alternate formats such as large print, Braille, etc. upon request;
- (21) Communicate with each client in the client's primary language or provide professional translation services, including but not limited to American Sign Language interpretation; however, children or other clients may be asked to translate in emergency situations;
- (22) Provide at least one front line staff at each site that is bilingual in English and Spanish;
- (23) Ensure that each shelter has an emergency disaster plan that requires drills on a monthly basis and that, in consultation with the Mayor's Office on Disability, includes specific evacuation devices and procedures for people with disabilities;
- (24) Locate an alternative sleeping unit for a client who has been immediately denied shelter services after 5:00 p.m., unless the denial of service was for acts or threats of violence;
- (25) Require all shelter staff to wear a badge that identifies the staff person by name and position;
- (26) Ensure that all clients receive appropriate and ADA-compliant transportation services, to attend medical appointments, permanent housing appointments, substance abuse treatment, job-search appointments and job interviews, mental health services, and shelter services;
- (27) Provide public notification at least 24 hours in advance of on-site, community meetings;
- (28) Provide clients with access to free laundry services with hot water and a dryer that reaches a temperature between 120-130 degrees Fahrenheit, on or off site;
- (29) To the extent not inconsistent with Proposition N. passed by the voters on November 5, 2002, ensure that all single adult shelter reservations be for a minimum of 7 nights;
- (30) Comply with the California Department of Industrial Relations, Division of Occupational Safety and Health (Cal-OSHA) General Industry Safety Orders regarding Bloodborne Pathogens (8 CCR 5193) and its Injury and Illness Prevention Program (8 CCR 3203), including but not limited to applicable

requirements regarding personal protective equipment, universal precautions, and the development of an exposure control plan, as defined therein, and

- (31) In consultation with the San Francisco Department of Public Health, provide annual all-staff mandatory trainings, appropriate for each shelter position, that address Cal-OSHA regulatory requirements listed in subsection (30), above, as well as the following topics:
- A. Hand washing requirements and other communicable disease prevention;
 - B. Proper food handling and storage;
 - C. Emergency procedures in case of disaster, fire, or other urgent health or safety risk, including but not limited to CPR requirements;
 - D. Safe and appropriate intervention with violent or aggressive shelter clients, including training on the harm reduction model in dealing with substance abuse;
 - E. Safe and appropriate interaction with shelter clients who suffer from mental illness or substance abuse;
 - F. On-the-job burn-out prevention;
 - G. Requirements under the ADA;
 - H. Policies and procedures explained in shelter training manuals; and
 - I. Cultural humility, including sensitivity training regarding homelessness, the lesbian, bisexual, gay, and transgender communities, people with visible and invisible disabilities, youth, women, and trauma victims.

(b) In addition, Contractor agrees:

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

requires may result in debarment and monetary penalties set forth in Sections 6.80 et seq. of the San Francisco Administrative Code, as well as any other remedies available under the contract or at law; and

- (5) That in the event the City brings a civil action to recover liquidated damages for breach of a contract provision required by this Article and prevails, the contractor shall be liable for the City's costs and reasonable attorney's fees.

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

**ARTICLE 17
MISCELLANEOUS**

- 17.1 No Waiver.** No waiver by the Department or City of any default or breach of this Agreement shall be implied from any failure by the Department or City to take action on account of such default if such default persists or is repeated. No express waiver by the Department or City shall affect any default other than the default specified in the waiver and shall be operative only for the time and to the extent therein stated. Waivers by City or the Department of any covenant, term or condition contained herein shall not be construed as a waiver of any subsequent breach of the same covenant, term or condition. The consent or approval by the Department or City of any action requiring further consent or approval shall not be deemed to waive or render unnecessary the consent or approval to or of any subsequent similar act.
- 17.2 Modification.** This Agreement may not be modified, nor may compliance with any of its terms be waived, except by written instrument executed and approved in the same manner as this Agreement.
- 17.3 Administrative Remedy for Agreement Interpretation.** Should any question arise as to the meaning or intent of this Agreement, the question shall, prior to any other action or resort to any other legal remedy, be referred to Department Head, as the case may be, of the Department who shall decide the true meaning and intent of the Agreement. Such decision shall be final and conclusive.
- 17.4 Governing Law; Venue.** The formation, interpretation and performance of this Agreement shall be governed by the laws of the State of California, without regard to its conflict of laws principles. Venue for all litigation relative to the formation, interpretation and performance of this Agreement shall be in San Francisco.
- 17.5 Headings.** All article and section headings and captions contained in this Agreement are for reference only and shall not be considered in construing this Agreement.
- 17.6 Entire Agreement.** This Agreement and the Application Documents set forth the entire Agreement between the parties, and supersede all other oral or written provisions. If there is any conflict between the terms of this Agreement and the Application Documents, the terms of this Agreement shall govern. The following appendices are

attached to and a part of this Agreement:

Appendix A, Services to be Provided
 Appendix B, Budget
 Appendix C, Method of Payment
 Appendix D, Interests in Other City Contracts
 Appendix E, Permitted Subgrantees

- 17.7 Certified Resolution of Signatory Authority.** Upon request of City, Grantee shall deliver to City a copy of the corporate resolution(s) authorizing the execution, delivery and performance of this Agreement, certified as true, accurate and complete by the secretary or assistant secretary of Grantee.
- 17.8 Severability.** Should the application of any provision of this Agreement to any particular facts or circumstances be found by a court of competent jurisdiction to be invalid or unenforceable, then (a) the validity of other provisions of this Agreement shall not be affected or impaired thereby, and (b) such provision shall be enforced to the maximum extent possible so as to effect the intent of the parties and shall be reformed without further action by the parties to the extent necessary to make such provision valid and enforceable.
- 17.9 Successors; No Third-Party Beneficiaries.** Subject to the terms of Article 13, the terms of this Agreement shall be binding upon, and inure to the benefit of, the parties hereto and their successors and assigns. Nothing in this Agreement, whether express or implied, shall be construed to give any person or entity (other than the parties hereto and their respective successors and assigns and, in the case of Article 9, the Indemnified Parties) any legal or equitable right, remedy or claim under or in respect of this Agreement or any covenants, conditions or provisions contained herein.
- 17.10 Survival of Terms.** The obligations of Grantee and the terms of the following provisions of this Agreement shall survive and continue following expiration or termination of this Agreement:
- | | |
|-----------------|--|
| Section 4.3 | Ownership of Results. |
| Section 6.4 | Financial Statements. |
| Section 6.5 | Books and Records. |
| Section 6.6 | Inspection and Audit. |
| Section 6.7 | Submitting False Claims; Monetary Penalties. |
| Article 7 | Taxes. |
| Article 8 | Representations and Warranties. |
| Article 9 | Indemnification and General Liability. |
| Section 10.4 | Required Post-Expiration Coverage. |
| Article 12 | Disclosure of Information and Documents. |
| Section 13.4 | Grantee Retains Responsibility. |
| Section 14.3 | Consequences of Recharacterization. |
| This Article 17 | Miscellaneous. |

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

17.12 Dispute Resolution Procedure.

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

should describe the nature of the concern or dispute, i.e., program, reporting, monitoring, budget, compliance or other concern. The Contract/Program Manager will investigate the concern with the appropriate department staff that are involved with the nonprofit agency's program, and will either convene a meeting with Grantee or provide a written response to Grantee within 10 working days.

- (2) Should the dispute or concern remain unresolved after the completion of Step 1, Grantee may request review by the Division or Department Head who supervises the Contract/Program Manager. This request shall be in writing and should describe why the concern is still unresolved and propose a solution that is satisfactory to Grantee. The Division or Department Head will consult with other Department and City staff as appropriate, and will provide a written determination of the resolution to the dispute or concern within 10 working days.
- (3) Should Steps 1 and 2 above not result in a determination of mutual agreement, Grantee may forward the dispute to the Executive Director of the Department or their designee. This dispute shall be in writing and describe both the nature of the dispute or concern and why the steps taken to date are not satisfactory to Grantee. The Department will respond in writing within 10 working days.
- (d) In addition to the above process, Grantees have an additional forum available only for disputes that concern implementation of the thirteen policies and procedures recommended by the Nonprofit Contracting Task Force and adopted by the Board of Supervisors. These recommendations are designed to improve and streamline contracting, invoicing and monitoring procedures. For more information about the Task Force's recommendations, see the June 2003 report at https://sfgov.org/ccsfgsa/sites/default/files/City%20Nonprofit%20Contracting%20Task%20Force/CNPCTF_BOS_RPT_06-26-03%281%29_3adc.PDF.
- (e) The Review/Appellate Panel oversees the implementation of the Task Force report. The Panel is composed of both City and nonprofit representatives. The Panel invites Grantees to submit concerns about a department's implementation of the policies and procedures. Grantees can notify the Panel after Step 2. However, the Panel will not review the request until all three steps are exhausted. This review is limited to a concern regarding a department's implementation of the policies and procedures in a manner which does not improve and streamline the contracting process. This review is not intended to resolve substantive disputes under the contract such as change orders, scope, term, etc. Grantee must submit the request in writing to purchasing@sfgov.org. This request shall describe both the nature of the concern and why the process to date is not satisfactory to Grantee. Once all steps are exhausted and upon receipt of the written request, the Panel will review and make recommendations regarding any necessary changes to the policies and procedures or to a department's administration of policies and procedures.

17.13 Cooperative Drafting. This Agreement has been drafted through a cooperative effort of

both parties, and both parties have had an opportunity to have the Agreement reviewed and revised by legal counsel. No party shall be considered the drafter of this Agreement, and no presumption or rule that an ambiguity shall be construed against the party drafting the clause shall apply to the interpretation or enforcement of this Agreement.

- 17.14 Services During a City-Declared Emergency.** In case of an emergency as declared by the Mayor under Charter section 3.100, Grantee will make a good faith effort to continue to provide the services set forth in Appendix A, Services to be Provided. Any services provided beyond those listed in Appendix A, Services to be Provided must be approved by the Department.
- 17.15 MacBride Principles--Northern Ireland.** Pursuant to San Francisco Administrative Code Section 12F.5, City urges companies doing business in Northern Ireland to move towards resolving employment inequities, and encourages such companies to abide by the MacBride Principles. City urges San Francisco companies to do business with corporations that abide by the MacBride Principles. By signing below, the person executing this agreement on behalf of Grantee acknowledges and agrees that he or she has read and understood this section.

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

CITY**GRANTEE**

**DEPARTMENT OF HOMELESSNESS
AND SUPPORTIVE HOUSING**

**ST. VINCENT DE PAUL SOCIETY OF
SAN FRANCISCO**

DocuSigned by:
By: Shirén McSpadden 6/19/2021
Shirén McSpadden
Director

DocuSigned by:
By: Shari Woodridge 6/14/2021
Shari Woodridge
Executive Director
City Supplier Number: 0000010571

Approved as to Form:

DocuSigned by:
By: Virginia Dario Elizondo 6/18/2021
Virginia Dario Elizondo
Deputy City Attorney

**Appendix A, Services to be Provided
by
St. Vincent de Paul Society
Multi-Service Center (MSC) South**

I. Purpose of Grant

The purpose of the grant is to provide Emergency Shelter Operations and Support Services to the served population to obtain emergency nighttime sleeping accommodations.

II. Served Population

Grantee shall serve adults, without custody of minor children, who are experiencing homelessness and do not have a fixed, regular, or adequate nighttime residence. Grantee shall determine possible accommodation of guests with service or companion animals at the shelter.

III. Referral and Prioritization

Grantee shall provide services to those who meet Department of Homelessness and Supportive Housing (HSH) established eligibility requirements for the served population. Grantee shall utilize the referral system established by the HSH, unless the City requires an alternate referral and/or prioritization process in order to maintain the health and safety of guests in accordance with City requirements.

IV. Description of Services

Grantee shall provide emergency shelter services as outlined below, unless otherwise directed by the City in cases of public health or other emergency situations.

A. Shelter Operations: Grantee shall operate the shelter to accommodate up to 340 guests at any given time, unless City requires Grantee to serve less guests in order to maintain the health and safety of guests in accordance with City requirements. Grantee shall adhere to the Shelter Standards of Care Legislation¹ unless otherwise directed by the City in cases of public health emergencies or other emergency situations.

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.
2. Reservations: Grantee shall accept and facilitate reservations, in accordance with City policy and the shelter facility's hours of operation.
3. Accommodations: Grantee shall provide at minimum, one clean blanket, two clean sheets, one pillowcase, and mats, cots, or beds, as appropriate for the shelter facility, configuration, and capacity, and in accordance with the Shelter Standards of Care.

¹ Including, but not limited to Shelter Standards of Care, as applicable:
[http://library.amlegal.com/nxt/gateway.dll/California/administrative/chapter20socialservices?f=templates\\$fn=default.htm\\$3.0\\$vid=amlegal:sanfrancisco_ca\\$anc=JD_20.404](http://library.amlegal.com/nxt/gateway.dll/California/administrative/chapter20socialservices?f=templates$fn=default.htm$3.0$vid=amlegal:sanfrancisco_ca$anc=JD_20.404).

4. Meals: Grantee shall provide two meals per day to guests with active reservations following the menu pattern developed by the San Francisco Nutrition Project. Meal menus shall be posted daily.
 5. Pets: Grantee shall provide a program that is pet-friendly, as well as accommodating to companion, service, and support animals.
 6. Storage: Grantee shall provide space for secure and pest-free storage of guest belongings, as appropriate for the facility.
 7. Entry and Exit: Grantee shall monitor guest entry and exit and keep guest records.
 8. Notice: Grantee shall provide written notice or warning to guests related to any issue that may affect ongoing stay, including, but not limited to, violations of program rules and actions that are in violation of the rules agreement.
- B. Shelter Reservation Services: Grantee shall manage and operate a shelter reservation service, a shelter reservation system, capturing client reservation and attendance information.
- C. Drop In Services: Grantee shall provide Drop In Services for up to 70 guests unless City requires Grantee to serve less guests in order to maintain the health and safety of guests in accordance with City requirements. Drop In Services shall include an indoor place to sit for those with or without reservations; access to shower facilities; snacks; and medically requested respite for those with reservations.
- D. Shelter Support Services: Grantee shall provide, at minimum, the following Shelter Support Services and incorporate the harm reduction model philosophy. Support Services shall include, but are not limited, to the following:
1. Orientation: Grantee shall provide weekly orientation meetings to new shelter guests.
 2. Shelter Community Meetings: Grantee shall conduct monthly community meetings where guests may discuss building/program concerns and program ideas.
 3. Referrals and Coordination of Services: When behavioral health services are available onsite, Grantee shall refer to and coordinate with Department of Public Health (DPH) and/or community based Behavioral Health Services to help guests to access services available within the community. Grantee shall provide access to supportive services provided by DPH and/or ECS Behavioral Health Services. Grantee shall assist with matching referrals to DPH and/or community Behavioral Health Services.

Referrals and Coordination of Services: Grantee shall inform guests of or make referrals to Access Points. Grantee may provide other resources to help individuals stabilize and begin the progress out of homelessness.

4. Support Groups, Social Events and Organized Activities: Grantee shall provide guests with opportunities to take part in organized gatherings for peer support, as appropriate. These events may be planned with or based on input from guests and shall be held onsite.
5. Safety and De-Escalation: Grantee shall ensure the general safety of the served population, staff, visitors, and property by providing staff trained in safety and de-escalation or through a security services provider during peak operational days and hours, as determined by Grantee and approved by HSH. Days and hours of coverage shall be on record with the HSH Program Manager. Safety and de-escalation shall include, but is not limited to:
 - a. Greeting the served population, staff, visitors, and conducting search of persons and property prior to entering sites for potentially dangerous items;
 - b. Utilization of a system by which possessions may be checked and safely and securely stored, as directed;
 - c. Regular patrol of the site and surrounding program area to ensure compliance with HSH's Good Neighbor Policy as described in the Good Neighbor Policies section;
 - d. Utilization of a system with written documentation to ensure that the perimeter and other areas are checked on a scheduled and regular basis; and
 - e. Assistance with conflict de-escalation and crisis management.
6. Wellness Checks: Grantee shall conduct wellness checks, in accordance to HSH policies, as necessary, to identify guests who show signs of concern.

V. Location and Time of Services

Grantee shall provide Shelter services seven days per week from 4:30 pm to 8:00 am at 525 5th Street, San Francisco, CA 94107, unless otherwise directed by the City in cases of public health or other emergency situations.

Grantee shall provide Drop-In services 24 hours per day, seven days per week at 525 5th Street, San Francisco, CA 94107, unless otherwise directed by the City in cases of public health or other emergency situations

VI. Service Requirements

Grantee shall adhere to the following service requirements, unless otherwise directed by the City in cases of public health or other emergency situations:

- A. Shelter Expansion: To respond to weather or other emergencies, HSH reserves the right to negotiate shelter expansion with the addition of mats during periods of need. HSH is looking for providers at negotiated sites to be ready to provide expansion

within twenty-four hours' notice; although HSH will attempt to give more advance notice whenever possible. Expansion may be at reduced hours or simplified services. HSH prefers that providers use their own staff during these expansions; however, if provider staffing is not available at the time of expansion, HSH reserves the right to augment coverage with City staff in order to respond to emergencies.

B. Language Accessibly: Grantee shall address the needs of and provide services to guests and households who primarily speak language(s) other than English.

C. Record Keeping:

1. Grantee shall maintain confidential files on each guest as needed, including documentation and notes that track planning and progress on achieving goals when appropriate.
2. Grantee shall also keep support services files, which contain the record of complaints, services requests, grievances, warnings and denials of service for shelter rule infractions and the outcomes and responses to guests.
3. Grantee shall maintain appropriate documentation to validate the approval of the shelter extensions to shelter guests according to HSH policies.

D. Dietary and Food Safety

Grantee shall meet the following meal dietary requirements:

1. Provide meals for guests following the menu pattern developed by San Francisco Shelter Nutrition Project 7/08. Meals shall follow the menu pattern established by the San Francisco Shelter Nutrition Project 7/08 and meet the minimum portion sizes listed for each of the food groups. Menus shall be reviewed by DPH Registered Dietician (RD) annually to meet the established meal pattern, portion sizes and vegetarian and religious/diet accommodations;
2. Acquire Registered Dietician service from HSH or other organizations to conduct annual monitoring and evaluation of food service safety/sanitation, meal preparation/service, and menu documentation using Shelter Nutrition Monitoring Tool developed by San Francisco Shelter Nutrition Project;
3. Ensure the annual nutrition monitoring report includes recommendations and actions that Grantee has taken to address any compliance issues noted; and
4. 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 standards¹. 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 by the HSH Facilities Manager and janitorial services shall occur regularly, per shift, and as required by the HSH Facilities Manager.
 - 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 Policies: Grantee shall maintain a good relationship with the neighborhood, including:

- 1. Collaboration with neighbors and relevant city agencies to ensure that neighborhood concerns about the facility are heard and addressed;
- 2. That the Grantee Director or Manager or a representative will attend all appropriate neighborhood meetings;
- 3. That Grantee management staff is available to respond to neighbors within 24 hours, if reasonable;
- 4. Minimizing the impact on the neighborhood of shelter population waiting to enter the building; and
- 5. Active discouragement of loitering in the area surrounding the building.

G. Safety and De-Escalation: Grantee shall ensure the general safety of the served population, staff, visitors, and property by providing staff trained in safety and de-escalation or through a security services provider during peak operational days and hours, as determined by Grantee and approved by HSH. Days and hours of coverage shall be on record with the HSH Program Manager. Safety and de-escalation shall include, but is not limited to:

- 1. Greeting the served population, staff, visitors, and conducting search of persons and property prior to entering sites for potentially dangerous items;
- 2. Utilization of a system by which possessions may be checked and safely and securely stored, as directed;
- 3. Regular patrol of the site and surrounding program area to ensure compliance with HSH's Good Neighbor Policy as described in the Good Neighbor Policies section;
- 4. Utilization of a system with written documentation to ensure that the perimeter and other areas are checked on a scheduled and regular basis; and
- 5. Assistance with conflict de-escalation and crisis management.

H. 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, 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.

Grantee shall also respond to guest complaints in a timely manner that are brought through the Shelter Monitoring Committee, Mayor's Office on Disability, or HSH.

I. 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^{Error! Bookmark not defined.};
2. Regular communication to HSH about the implementation of the program;
3. Attendance of HSH meetings and trainings, as required;
4. Attendance of an 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 Shelter Grievance Policy, including the processes regarding denials of service² 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;
9. Adherence to the TB Infection Control Guidelines for Homeless;
10. Adherence to the HSH Critical Incident policies, including reports to HSH, within 24 hours, regarding any deaths, serious violence or emergencies involving police, fire or ambulance calls using the Critical Incident Report form. A Critical Incident is defined as when emergency responders are called to the shelter by staff. Shelters must also send reports for incidents in which there were no emergency responders. An example is a domestic violence incident.

- J. Health Screening and Certifications: Grantee shall obtain and maintain all required staff health screenings and certifications, including but not limited to, staff Tuberculosis testing; CPR/First Aide; and AED certifications.

² Shelter Grievance Policy: <http://hsh.sfgov.org/wp-content/uploads/2018/08/Shelter-Grievance-Policy-Final-8-25-16-4.pdf>.

- K. Case Conferences: Grantee shall participate in individual case conferences and team coordination meetings with HSH-approved programs, as needed, to coordinate and collaborate regarding participants' progress.
- L. Admission Policy: Grantee admission policies for services shall be in writing and available to the public. Except to the extent that the services are to be rendered to a specific population as described in the programs listed herein, such policies must include a provision that Participants are accepted for care without discrimination on the basis of race, color, creed, religion, sex, age, national origin, ancestry, sexual orientation, gender identification, disability, or HIV status.
- M. Disaster and Emergency Response Plan: Grantee shall develop and maintain an Agency Disaster and Emergency Response Plan containing Site Specific Emergency Response Plan(s) for each service site per HSH requirements. The Agency Disaster and Emergency Response Plan shall address disaster coordination between and among service sites. Grantee shall update the Agency/site(s) plan as needed and Grantee shall train all employees regarding the provisions of the plan for their Agency/site(s).
- N. Data Standards:
 1. When applicable, records entered into the ONE system shall meet or exceed the ONE System Continuous Data Quality Improvement Process standards: <https://onesf.clarityhs.help/hc/en-us/articles/360001145547-ONE-System-Continuous-Data-Quality-Improvement-Process>.
 2. Grantee shall meet City's Coordinated Homeless Assessment of Needs and Guidance through Effective Services (CHANGES) data standards and requirements.
 3. Grantee shall be required to report certain measures or conduct interim reporting in CARBON, via secure email, or through uploads to a File Transfer Protocol (FTP) site. When required by HSH, Grantee shall submit the monthly, quarterly and/or annual metrics into either the CARBON database, via secure email, or through uploads to an FTP site. HSH will provide clear instructions to all Grantees regarding the correct mechanism for sharing data. Changes to data collection or reporting requirements shall be communicated to Grantees via written notice at least one month prior to expected implementation.
 4. Any information shared between Grantee, HSH, and other providers about the served population shall be communicated in a secure manner, with appropriate release of consent forms and in compliance with Health Insurance Portability and Accountability Act (HIPAA) and privacy guidelines.

VII. Service Objectives

Grantee shall achieve the following service objectives, unless directed otherwise by the City in a public health emergency:

- A. A minimum of 50 percent of single adults shall complete a Satisfaction Survey each quarter using the survey instrument provided by HSH.

- B. 100 percent of guests will be checked in to CHANGES upon entry into the shelter to determine if they have a reservation.
- C. Grantee will document attendance at 100 percent of monthly in-house Community Meetings.
- D. Grantee will document the average drop-in center use on a monthly basis.
- E. Grantee will ensure 100 percent of shelter staff are trained using the Homeless Shelter Training Manual.

VIII. Outcome Objectives

- A. A minimum of 75 percent of guests who complete the Quarterly Satisfaction Survey shall rate the treatment by staff, meals, connection to services and safety as good or excellent.

IX. Reporting Requirements

Grantee shall input data into systems required by HSH, such as, but not limited to CHANGES, Online Navigation and Entry (ONE) system, and CARBON, unless otherwise directed by the City in cases of public health or other emergency situations.

- A. Grantee shall provide a monthly report of activities, referencing the tasks as described in the Service and Outcome Objectives sections. Grantee shall enter the monthly metrics in the CARBON database by the 15th of the following month.
- B. Grantee shall provide a quarterly report of activities, referencing the tasks as described in the 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 contract activities, referencing the tasks as described in the Service and Outcome Objectives sections. This report shall also include accomplishments and challenges encountered by the Grantee. Grantee will enter the annual metrics in the CARBON database by the 15th of the month following the end of the program year.
- D. Grantee shall participate, as required by Department, with City, State and/or Federal government evaluative studies designed to show the effectiveness of Grantee's services. Grantee agrees to meet the requirements of and participate in the evaluation program and management information systems of the City. The City agrees that any final reports generated through the evaluation program shall be made available to Contractor within thirty working days of receipt of any evaluation report and such response will become part of the official report.

- E. Grantee shall adhere to the Department's Critical Incident Report Policy and report critical incidents to the Department using the Critical Incident Report. Examples of critical incidents include death, fire, acts of violence, or any other incident which requires the involvement of emergency services.
- F. Grantee shall provide Ad Hoc reports as required by the Department and respond to requests by the Department in a timely manner.

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

X. Monitoring Activities

- A. Program Monitoring: Grantee is subject to program monitoring and/or audits, such as, but not limited to, the following, participant files, review of the Grantee's administrative records, staff training documentation, postings, program policies and procedures, Disaster and Emergency Response Plan and training, personnel and activity reports, proper accounting for funds and other operational and administrative activities, and back-up documentation for reporting progress towards meeting service and outcome objectives.
- B. Fiscal Compliance and Contract Monitoring: 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.
- C. Food Safety: Grantee shall be responsible to utilize Department of Public Health (DPH) Registered Dietician (RD) support services to provide annual monitoring and evaluation of food safety/sanitation, meal preparation/service and menu documentation. Report will include recommendations and actions that shelter has taken to address any compliance issues noted.

	A	B	C	D	E	F	G	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING							
2	APPENDIX B, BUDGET							
3	Document Date	7/1/2021						
4	Contract Term	Begin Date	End Date	Duration (Years)				
5	Current Term	7/1/2021	6/30/2022	1				
6	Amended Term	7/1/2021	6/30/2022	1				
7	Provider Name	St. Vincent de Paul Society of San Francisco						
8	Program	Multi-Service Center (MSC) South						
9	F\$P Contract ID#	1000021524						
10	Action (select)	New Agreement						
11	Effective Date	7/1/2021						
12	Budget Name	MSC South Site D						
13		Current	New					
14	Term Budget	\$ -	\$ 7,996,904	20%				
15	Contingency	\$ -	\$ 1,599,381					
16	Not-To-Exceed	\$ -	\$ 9,596,285					
					Year 1		All Years	
17					7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2022
18					New		New	New
19	Expenditures							
20	Salaries & Benefits				\$ -	\$ 5,609,779	\$ 5,609,779	\$ 5,609,779
21	Operating Expense				\$ -	\$ 1,416,425	\$ 1,416,425	\$ 1,416,425
22	Subtotal				\$ -	\$ 7,026,204	\$ 7,026,204	\$ 7,026,204
23	Indirect Percentage				0.00%		15.00%	
24	Indirect Cost (Line 21 X Line 22)				\$ -	\$ 965,701	\$ 965,701	\$ 965,701
25	Other Expenses (Not subject to indirect %)				\$ -	\$ 5,000	\$ 5,000	\$ 5,000
26	Capital Expenditure				\$ -	\$ -	\$ -	\$ -
28	Total Expenditures				\$ -	\$ 7,996,904	\$ 7,996,904	\$ 7,996,904
29								
30	HSH Revenues (select)							
31	General Fund - Ongoing					\$ 7,996,904	\$ 7,996,904	\$ 7,996,904
32							\$ -	\$ -
39							\$ -	\$ -
40	Total HSH Revenues				\$ -	\$ 7,996,904	\$ 7,996,904	\$ 7,996,904
41	Other Revenues (to offset Total Expenditures & Reduce HSH Revenues)							
42							\$ -	\$ -
46							\$ -	\$ -
47	Total Other Revenues				\$ -	\$ -	\$ -	\$ -
48								
49	Total HSH + Other Revenues				\$ -	\$ 7,996,904	\$ 7,996,904	\$ 7,996,904
50	Rev-Exp (Budget Match Check)				\$ -		\$ -	\$ -
52								
53	Prepared by	Latasha Bellamy						
54	Phone	209-643-3777						
55	Email	latasha.bellamy@sfgov.org						

	A	B	C	D	E	F	G	H	BV
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING								
2	SALARY & BENEFIT DETAIL								
3	Document Date	7/1/2021							
4	Provider Name	St. Vincent de Paul Society of San Francisco							
5	Program	Multi-Service Center (MSC) South							
6	F\$P Contract ID#	1000021524							
7	Budget Name	MSC South Site							
8		Year 1							All Years
9	POSITION TITLE	Agency Totals		For HSH Funded Program		7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2022
New							New	New	
10			Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Change	Budgeted Salary
11									
12	Program Director	\$ 110,505	1.00	60%	0.60		\$ 66,303	\$ 66,303	\$ 66,303
13	Site Manager	\$ 77,055	1.00	100%	1.00		\$ 77,055	\$ 77,055	\$ 77,055
14	Supportive Srvcs Supervisor	\$ 74,400	1.00	100%	1.00		\$ 74,400	\$ 74,400	\$ 74,400
15	Resource Specialist	\$ 62,400	1.00	100%	1.00		\$ 62,400	\$ 62,400	\$ 62,400
16	Office Manager	\$ 66,560	1.00	100%	1.00		\$ 66,560	\$ 66,560	\$ 66,560
17	Volunteer Coordinator	\$ 72,400	1.00	90%	0.90		\$ 65,160	\$ 65,160	\$ 65,160
18	Food Services Supervisor	\$ 72,400	1.00	100%	1.00		\$ 72,400	\$ 72,400	\$ 72,400
19	Lead Cooks	\$ 50,523	3.30	100%	3.30		\$ 166,727	\$ 166,727	\$ 166,727
20	Cooks/Kitchen Assistants	\$ 45,864	10.00	100%	10.00		\$ 458,640	\$ 458,640	\$ 458,640
21	Lead Launderer	\$ 60,320	1.00	100%	1.00		\$ 60,320	\$ 60,320	\$ 60,320
22	Launderers	\$ 49,504	2.00	100%	2.00		\$ 99,008	\$ 99,008	\$ 99,008
23	Maintenance Workers	\$ 46,717	12.00	100%	12.00		\$ 560,602	\$ 560,602	\$ 560,602
24	Handyman	\$ 63,024	1.00	100%	1.00		\$ 63,024	\$ 63,024	\$ 63,024
25	Shift Supervisors	\$ 66,560	6.50	100%	6.50		\$ 432,640	\$ 432,640	\$ 432,640
26	Program Aide - Day Shift	\$ 45,718	8.00	100%	8.00		\$ 365,747	\$ 365,747	\$ 365,747
27	Program Aide - Swing Shift	\$ 46,530	14.50	100%	14.50		\$ 674,679	\$ 674,679	\$ 674,679
28	Program Aide - Night Shift	\$ 45,864	13.50	100%	13.50		\$ 619,164	\$ 619,164	\$ 619,164
29	Bilingual Program Aide	\$ 48,214	3.00	100%	3.00		\$ 144,643	\$ 144,643	\$ 144,643
30	Crisis Intervention Specialist	\$ 66,560	1.00	100%	1.00		\$ 66,560	\$ 66,560	\$ 66,560
31	Housing Specialist	\$ 66,560	1.00	100%	1.00		\$ 66,560	\$ 66,560	\$ 66,560
32	Program Data Manager	\$ 78,039	1.00	40%	0.40		\$ 31,216	\$ 31,216	\$ 31,216
33							\$ -	\$ -	\$ -
53							\$ -	\$ -	\$ -
54							\$ -	\$ -	\$ -
55		TOTAL SALARIES				\$ -	\$ 4,293,807	\$ 4,293,807	\$ 4,293,807
56		TOTAL FTE			83.70				
57		FRINGE BENEFIT RATE			30.65%				
58		EMPLOYEE FRINGE BENEFITS				\$ -	\$ 1,315,971	\$ 1,315,971	\$ 1,315,971
59		TOTAL SALARIES & BENEFITS				\$ -	\$ 5,609,779	\$ 5,609,779	\$ 5,609,779
60									
61									
62									

	A	B	C	D	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING				
2	OPERATING DETAIL				
3	Document Date	7/1/2021			
4	Provider Name	St. Vincent de Paul Society of Sar			
5	Program	Multi-Service Center (MSC) South			
6	F\$P Contract ID#	1000021524			
7	Budget Name	MSC South Site D			
8					
9		Year 1			All Years
10		7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2022
11		New		New	New
12	Operating Expenses	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense
13	Rental of Property		\$ -	\$ -	\$ -
14	Utilities(Elec, Water, Gas, Phone, Scavenger)		\$ 3,600	\$ 3,600	\$ 3,600
15	Office Supplies, Postage		\$ 13,500	\$ 13,500	\$ 13,500
16	Building Maintenance Supplies and Repair		\$ 45,000	\$ 45,000	\$ 45,000
17	Printing and Reproduction		\$ -	\$ -	\$ -
18	Insurance		\$ 23,000	\$ 23,000	\$ 23,000
19	Staff Training		\$ 20,925	\$ 20,925	\$ 20,925
20	Staff Travel-(Local & Out of Town)		\$ -	\$ -	\$ -
21	Rental of Equipment		\$ 11,000	\$ 11,000	\$ 11,000
22	Cleaning & Janitorial		\$ 25,000	\$ 25,000	\$ 25,000
23	Telephone		\$ 25,607	\$ 25,607	\$ 25,607
24	Staff Recruitment/Advertising		\$ 3,400	\$ 3,400	\$ 3,400
25	Vehicle Expense		\$ 10,500	\$ 10,500	\$ 10,500
26	Client Services & Supplies Excluding Food		\$ 475,193	\$ 475,193	\$ 475,193
27	Client Database Software		\$ 9,000	\$ 9,000	\$ 9,000
28			\$ -		\$ -
41			\$ -		\$ -
42	Consultants		\$ -		\$ -
43	IT Consultant		\$ 7,500	\$ 7,500	\$ 7,500
44	Pacific Coast Staffing		\$ 130,000	\$ 130,000	\$ 130,000
45	Security - Defense Logistics (only subject to first \$25k Indirect)		\$ 613,200	\$ 613,200	\$ 613,200
46			\$ -		\$ -
47			\$ -		\$ -
67					
68	TOTAL OPERATING EXPENSES	\$ -	\$ 1,416,425	\$ 1,416,425	\$ 1,416,425
69					
70	Other Expenses (not subject to indirect cost %)				
71	ongoing placeholder - MCO used for laptops in FY20-21		\$ 5,000	\$ 5,000	\$ 5,000
72					\$ -
83					
84	TOTAL OTHER EXPENSES	\$ -	\$ 5,000	\$ 5,000	\$ 5,000
96					
97	HSH #3				1/22/2020

Appendix C, Method of Payment

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

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

B. Invoicing System:

- Grantee shall submit invoices and all required supporting documentation demonstrating evidence of the expenditure to the Department of Homelessness and Supportive Housing (HSH)'s web-based Contracts Administration, Reporting, and Billing Online (CARBON) System at: <https://contracts.sfhsa.org>.
- Grantee Executive Director or Chief Financial Officer shall submit a letter of authorization designating specific users, including names, emails, phone number, 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 authorized personnel with CARBON login credentials shall not share or internally reassign logins.
 5. Grantee Executive Director or Chief Financial Officer shall immediately notify to the assigned HSH Contract Manager, as listed in CARBON, via email or letter regarding any need for the restriction or termination of previously authorized CARBON users and include the name(s), email(s), and phone number(s) of those previously authorized CARBON users.
 6. Grantee may invoice and submit related documentation in the format specified by HSH via paper or email only upon special, written approval from the HSH Contracts Manager.
- C. Line Item Variance: There shall be no variance from the line item budget submitted, which adversely affects Grantee's ability to provide services specified in the Appendix A(s), Services to be Provided of the Agreement; however, Grantee may invoice up to 110 percent of an **ongoing General Fund** line item, provided that total expenditures do not exceed the total budget amount, per the HSH Budget Revision Policy and Procedure: <http://hsh.sfgov.org/overview/provider-updates/>.
- D. Spend Down
1. Grantee questions regarding spend down funding source prioritization shall be directed to the assigned HSH Contract and Program Managers, as listed in CARBON.
 2. Generally, Grantee is expected to spend down ongoing funding proportionally to the fiscal year or project period. Grantee shall report unexpected delays and challenges to spending funds, as well as any lower than expected spending to the assigned Contract and Program Managers, as listed in CARBON prior to, or in conjunction with the invoicing period.
 3. Failure to spend significant amounts of funding, especially non-General Fund dollars, may result in reductions to future allocations. HSH may set specific spend down targets and communicate those to Grantees.
- E. Documentation and Record Keeping:
1. In accordance with Article 5 Use and Disbursement of Grant Funds; Article 6 Reporting Requirements; Audits; Penalties for False Claims; and the Appendix A(s), Services to be Provided of the Agreement, Grantee shall keep electronic or hard copy records and documentation of all HSH invoiced costs, including, but

not limited to, payroll records; paid invoices; receipts; and payments made for a period not fewer than five years after final payment under this Agreement, and shall provide to the City upon request.

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

General Fund	
Type	Instructions and Examples of Documentation
Salaries & Benefits	<p>Grantee shall maintain and provide documentation for all approved payroll expenses paid to any personnel included in the Appendix B, Budget(s) covered by the agreement and invoice period each time an invoice is submitted.</p> <p>Documentation includes, but is not limited to, historical and current payroll information from a payroll service or a payroll ledger from Grantee's accounting system and must include employee name, title, rate, and hours worked for each pay period.</p>

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

III. Advances or Prepayments: Advances or prepayments are allowable on certified annual ongoing General Fund amounts (e.g., 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 via email with a narrative justification that fully describes the unique circumstances to the assigned HSH Contract Manager, as listed in CARBON, for review and approval.
2. HSH, at its sole discretion, may make available to Grantee up to two months of the total ongoing annualized General Fund budget amount, per the Appendix B, Budget of this Agreement. Requests over two months of the ongoing annualized budget amount may be considered on a case-by-case basis.

C. Advance Repayment Process:

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

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

Appendix D - Interests in Other City Grants

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

City Department or Commission	Date of Grant	Amount of Grant
Department of Homelessness & Supportive Housing	2020-2021	\$7,194,332
Human Services Agency	2020-2021	\$341,317
Department on the Status of Women	2020-2021	\$266,147
Department on the Status of Women	2020-2021	\$344,905

Appendix E – Permitted Subgrantees

1. None.

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

**FIRST AMENDMENT
TO GRANT AGREEMENT**

between

CITY AND COUNTY OF SAN FRANCISCO

and

ST. VINCENT DE PAUL SOCIETY OF SAN FRANCISCO

THIS AMENDMENT of the **July 1, 2021** Grant Agreement (the "Agreement") is dated as of **August 5, 2021** and is made in the City and County of San Francisco, State of California, by and between **ST. VINCENT DE PAUL SOCIETY OF SAN FRANCISCO** ("Grantee") and the CITY AND COUNTY OF SAN FRANCISCO, a municipal corporation ("City") acting by and through The Department of Homelessness and Supportive Housing ("Department").

RECITALS

WHEREAS, the Board of Supervisors has established a new City department that will serve as the City's lead agency with respect to the provision and coordination of homeless services, and that such department will assume management of this Agreement.

WHEREAS, this Grant Agreement was procured as required through Request for Qualifications (RFQ) #127 Emergency Solutions Grant Program; and

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

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

- 1. Definitions.** Terms used and not defined in this Amendment shall have the meanings assigned to such terms in the Grant Agreement.
 - (a) Agreement. The term "Agreement" shall mean the Agreement dated **July 1, 2021** between Grantee and City.
 - (b) "HUD" shall mean the United States Department of Housing and Urban Development as referenced by Title 42 United States Code section 3532.
 - (c) "Subgrantee" shall mean any person or entity expressly permitted under Article 13 that provides services to Grantee in fulfillment of Grantee's obligations arising from this Agreement.

- (d) “Subrecipient of HUD funding” shall mean a private nonprofit organization, State, local government, or instrumentality of State or local government that receives a subgrant from a Recipient of HUD funding to carry out a project as referenced by 24 Code of Federal Regulations part 578.3 (2015).

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

2.1 ARTICLE 5 USE AND DISBURSEMENT OF GRANT FUNDS Section 5.4 State or Federal Funds of the Agreement currently reads as follows:

5.4 Reserved. (State or Federal Funds).

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

ARTICLE 5 USE AND DISBURSEMENT OF GRANT FUNDS

5.4 State or Federal Funds

(a) **Disallowance.** With respect to Grant Funds, if any, which are ultimately provided by the state or federal government, Grantee agrees that if Grantee claims or receives payment from City for an Eligible Expense, payment or reimbursement of which is later disallowed by the state or federal government, Grantee shall promptly refund the disallowed amount to City upon City's request. At its option, City may offset all or any portion of the disallowed amount against any other payment due to Grantee hereunder or under any other Agreement. Any such offset with respect to a portion of the disallowed amount shall not release Grantee from Grantee's obligation hereunder to refund the remainder of the disallowed amount.

(b) **Grant Terms.** The funding for this Agreement is provided in full or in part by a federal or state Grant to the City. As part of the terms of receiving the funds, the City is required to incorporate some of the terms into this Agreement and include certain reporting requirements. The incorporated terms and requirements are stated in Appendix F, Federal Requirements and Appendix G, Housing and Urban Development (HUD) Subrecipient Agreement.

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

6.7 Submitting False Claims. Grantee shall at all times deal in good faith with the City, shall only submit a Funding Request to the City upon a good faith and honest determination that the funds sought are for Eligible Expenses under the Grant, and shall only use Grant Funds for payment of Eligible Expenses as set forth in Appendix A, Services to be Provided (dated July 1,

2021), and Appendix A-1, Services to be Provided (dated August 5, 2021). 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.

2.3 Section 16.23 Additional Requirements for Federally-Funded Awards of the Agreement is hereby added to the Agreement:

16.23 Additional Requirements for Federally-Funded Awards

- (a) 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.
- (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.

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

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

Appendix A, Services to be Provided, (dated July 1, 2021)
 Appendix A-1, Services to be Provided, (dated August 5, 2021)
 Appendix B, Budget, (dated August 5, 2021)
 Appendix C, Method of Payment, (dated August 5, 2021)
 Appendix D, Interests in Other City Grants
 Appendix E, Permitted Subgrantees
 Appendix F, Federal Requirements (dated August 5, 2021)
 Appendix G, Housing and Urban Development (HUD) Subrecipient (dated August 5, 2021)

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

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

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

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

17.14 Services During a City-Declared Emergency. In case of an emergency as declared by the Mayor under Charter section 3.100, Grantee will make a good faith effort to continue to provide the services set forth in Appendix A, Services to be Provided (dated July 1, 2021), an Appendix A-1, Services to be Provided (dated August 5, 2021). Any services provided beyond those listed in Appendix A, Services to be Provided (dated July 1, 2021), an Appendix A-1, Services to be Provided (dated August 5, 2021) must be approved by the Department.

2.7 Appendix A, Services to be Provided, of the Agreement is hereby re-attached as **Appendix A, Services to be Provided** (dated July 1, 2021) and supplemented through the addition of **Appendix A-1, Services to be**

Provided (dated August 5, 2021) for the period of July 1, 2021 to June 30, 2022).

- 2.8 Appendix B, Budget**, of the Agreement is hereby replaced in its entirety by the modified **Appendix B, Budget**, (dated August 5, 2021) for the period of July 1, 2021 to June 30, 2022.
- 2.9 Appendix C, Method of Payment**, of the Agreement is hereby replaced in its entirety by the modified **Appendix C, Method of Payment** (dated August 5, 2022).
- 2.10 Appendix F, Federal Requirements**, (dated August 5, 2021), is hereby added in its entirety as an appendix to this Agreement.
- 2.11 Appendix G, Housing and Urban Development (HUD) Subrecipient**, (dated August 5, 2021) is hereby added in its entirety as an appendix to this Agreement.

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.

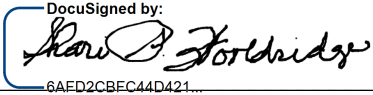
CITY

GRANTEE

**DEPARTMENT OF HOMELESSNESS
AND SUPPORTIVE HOUSING**

**ST. VINCENT DE PAUL SOCIETY OF
SAN FRANCISCO**

By: 
CAD7B781896B449...
Shireen McSpadden
Executive Director

By: 
6AED2CBEC44D421...
Shari Wooldridge
Executive Director
City Supplier Number: 0000010571
DUNS Number: 078773173

Approved as to Form:

By: 
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Virginia Dario Elizondo
Deputy City Attorney

**Appendix A, Services to be Provided
by
St. Vincent de Paul Society
Multi-Service Center (MSC) South**

I. Purpose of Grant

The purpose of the grant is to provide Emergency Shelter Operations and Support Services to the served population to obtain emergency nighttime sleeping accommodations.

II. Served Population

Grantee shall serve adults, without custody of minor children, who are experiencing homelessness and do not have a fixed, regular, or adequate nighttime residence. Grantee shall determine possible accommodation of guests with service or companion animals at the shelter.

III. Referral and Prioritization

Grantee shall provide services to those who meet Department of Homelessness and Supportive Housing (HSH) established eligibility requirements for the served population. Grantee shall utilize the referral system established by the HSH, unless the City requires an alternate referral and/or prioritization process in order to maintain the health and safety of guests in accordance with City requirements.

IV. Description of Services

Grantee shall provide emergency shelter services as outlined below, unless otherwise directed by the City in cases of public health or other emergency situations.

A. Shelter Operations: Grantee shall operate the shelter to accommodate up to 340 guests at any given time, unless City requires Grantee to serve less guests in order to maintain the health and safety of guests in accordance with City requirements. Grantee shall adhere to the Shelter Standards of Care Legislation¹ unless otherwise directed by the City in cases of public health emergencies or other emergency situations.

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.
2. Reservations: Grantee shall accept and facilitate reservations, in accordance with City policy and the shelter facility's hours of operation.
3. Accommodations: Grantee shall provide at minimum, one clean blanket, two clean sheets, one pillowcase, and mats, cots, or beds, as appropriate for the shelter facility, configuration, and capacity, and in accordance with the Shelter Standards of Care.

¹ Including, but not limited to Shelter Standards of Care, as applicable:
[http://library.amlegal.com/nxt/gateway.dll/California/administrative/chapter20socialservices?f=templates\\$fn=default.htm\\$3.0\\$vid=amlegal:sanfrancisco_ca\\$anc=JD_20.404](http://library.amlegal.com/nxt/gateway.dll/California/administrative/chapter20socialservices?f=templates$fn=default.htm$3.0$vid=amlegal:sanfrancisco_ca$anc=JD_20.404).

4. Meals: Grantee shall provide two meals per day to guests with active reservations following the menu pattern developed by the San Francisco Nutrition Project. Meal menus shall be posted daily.
 5. Pets: Grantee shall provide a program that is pet-friendly, as well as accommodating to companion, service, and support animals.
 6. Storage: Grantee shall provide space for secure and pest-free storage of guest belongings, as appropriate for the facility.
 7. Entry and Exit: Grantee shall monitor guest entry and exit and keep guest records.
 8. Notice: Grantee shall provide written notice or warning to guests related to any issue that may affect ongoing stay, including, but not limited to, violations of program rules and actions that are in violation of the rules agreement.
- B. Shelter Reservation Services: Grantee shall manage and operate a shelter reservation service, a shelter reservation system, capturing client reservation and attendance information.
- C. Drop In Services: Grantee shall provide Drop In Services for up to 70 guests unless City requires Grantee to serve less guests in order to maintain the health and safety of guests in accordance with City requirements. Drop In Services shall include an indoor place to sit for those with or without reservations; access to shower facilities; snacks; and medically requested respite for those with reservations.
- D. Shelter Support Services: Grantee shall provide, at minimum, the following Shelter Support Services and incorporate the harm reduction model philosophy. Support Services shall include, but are not limited, to the following:
1. Orientation: Grantee shall provide weekly orientation meetings to new shelter guests.
 2. Shelter Community Meetings: Grantee shall conduct monthly community meetings where guests may discuss building/program concerns and program ideas.
 3. Referrals and Coordination of Services: When behavioral health services are available onsite, Grantee shall refer to and coordinate with Department of Public Health (DPH) and/or community based Behavioral Health Services to help guests to access services available within the community. Grantee shall provide access to supportive services provided by DPH and/or ECS Behavioral Health Services. Grantee shall assist with matching referrals to DPH and/or community Behavioral Health Services.

Referrals and Coordination of Services: Grantee shall inform guests of or make referrals to Access Points. Grantee may provide other resources to help individuals stabilize and begin the progress out of homelessness.

4. Support Groups, Social Events and Organized Activities: Grantee shall provide guests with opportunities to take part in organized gatherings for peer support, as appropriate. These events may be planned with or based on input from guests and shall be held onsite.
5. Safety and De-Escalation: Grantee shall ensure the general safety of the served population, staff, visitors, and property by providing staff trained in safety and de-escalation or through a security services provider during peak operational days and hours, as determined by Grantee and approved by HSH. Days and hours of coverage shall be on record with the HSH Program Manager. Safety and de-escalation shall include, but is not limited to:
 - a. Greeting the served population, staff, visitors, and conducting search of persons and property prior to entering sites for potentially dangerous items;
 - b. Utilization of a system by which possessions may be checked and safely and securely stored, as directed;
 - c. Regular patrol of the site and surrounding program area to ensure compliance with HSH's Good Neighbor Policy as described in the Good Neighbor Policies section;
 - d. Utilization of a system with written documentation to ensure that the perimeter and other areas are checked on a scheduled and regular basis; and
 - e. Assistance with conflict de-escalation and crisis management.
6. Wellness Checks: Grantee shall conduct wellness checks, in accordance to HSH policies, as necessary, to identify guests who show signs of concern.

V. Location and Time of Services

Grantee shall provide Shelter services seven days per week from 4:30 pm to 8:00 am at 525 5th Street, San Francisco, CA 94107.

Grantee shall provide Drop-In services 24 hours per day, seven days per week at 525 5th Street, San Francisco, CA 94107.

VI. Service Requirements

Grantee shall adhere to the following service requirements, unless otherwise directed by the City in cases of public health or other emergency situations:

- A. Shelter Expansion: To respond to weather or other emergencies, HSH reserves the right to negotiate shelter expansion with the addition of mats during periods of need. HSH is looking for providers at negotiated sites to be ready to provide expansion within twenty-four hours' notice; although HSH will attempt to give more advance notice whenever possible. Expansion may be at reduced hours or simplified services.

HSH prefers that providers use their own staff during these expansions; however, if provider staffing is not available at the time of expansion, HSH reserves the right to augment coverage with City staff in order to respond to emergencies.

B. Language Accessibility: Grantee shall address the needs of and provide services to guests and households who primarily speak language(s) other than English.

C. Record Keeping:

1. Grantee shall maintain confidential files on each guest as needed, including documentation and notes that track planning and progress on achieving goals when appropriate.
2. Grantee shall also keep support services files, which contain the record of complaints, services requests, grievances, warnings and denials of service for shelter rule infractions and the outcomes and responses to guests.
3. Grantee shall maintain appropriate documentation to validate the approval of the shelter extensions to shelter guests according to HSH policies.

D. Dietary and Food Safety

Grantee shall meet the following meal dietary requirements:

1. Provide meals for guests following the menu pattern developed by San Francisco Shelter Nutrition Project 7/08. Meals shall follow the menu pattern established by the San Francisco Shelter Nutrition Project 7/08 and meet the minimum portion sizes listed for each of the food groups. Menus shall be reviewed by DPH Registered Dietician (RD) annually to meet the established meal pattern, portion sizes and vegetarian and religious/diet accommodations;
2. Acquire Registered Dietician service from HSH or other organizations to conduct annual monitoring and evaluation of food service safety/sanitation, meal preparation/service, and menu documentation using Shelter Nutrition Monitoring Tool developed by San Francisco Shelter Nutrition Project;
3. Ensure the annual nutrition monitoring report includes recommendations and actions that Grantee has taken to address any compliance issues noted; and
4. 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 standards¹. 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 by the HSH Facilities Manager and janitorial services shall occur regularly, per shift, and as required by the HSH Facilities Manager.
 - 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 Policies: Grantee shall maintain a good relationship with the neighborhood, including:
 - 1. Collaboration with neighbors and relevant city agencies to ensure that neighborhood concerns about the facility are heard and addressed;
 - 2. That the Grantee Director or Manager or a representative will attend all appropriate neighborhood meetings;
 - 3. That Grantee management staff is available to respond to neighbors within 24 hours, if reasonable;
 - 4. Minimizing the impact on the neighborhood of shelter population waiting to enter the building; and
 - 5. Active discouragement of loitering in the area surrounding the building.
- G. Safety and De-Escalation: Grantee shall ensure the general safety of the served population, staff, visitors, and property by providing staff trained in safety and de-escalation or through a security services provider during peak operational days and hours, as determined by Grantee and approved by HSH. Days and hours of coverage shall be on record with the HSH Program Manager. Safety and de-escalation shall include, but is not limited to:
 - 1. Greeting the served population, staff, visitors, and conducting search of persons and property prior to entering sites for potentially dangerous items;
 - 2. Utilization of a system by which possessions may be checked and safely and securely stored, as directed;
 - 3. Regular patrol of the site and surrounding program area to ensure compliance with HSH's Good Neighbor Policy as described in the Good Neighbor Policies section;
 - 4. Utilization of a system with written documentation to ensure that the perimeter and other areas are checked on a scheduled and regular basis; and
 - 5. Assistance with conflict de-escalation and crisis management.

H. 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, 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.

Grantee shall also respond to guest complaints in a timely manner that are brought through the Shelter Monitoring Committee, Mayor's Office on Disability, or HSH.

I. 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^{Error! Bookmark not defined.};
2. Regular communication to HSH about the implementation of the program;
3. Attendance of HSH meetings and trainings, as required;
4. Attendance of an 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 Shelter Grievance Policy, including the processes regarding denials of service² 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;
9. Adherence to the TB Infection Control Guidelines for Homeless;
10. Adherence to the HSH Critical Incident policies, including reports to HSH, within 24 hours, regarding any deaths, serious violence or emergencies involving police, fire or ambulance calls using the Critical Incident Report form. A Critical Incident is defined as when emergency responders are called to the shelter by staff. Shelters must also send reports for incidents in which there were no emergency responders. An example is a domestic violence incident.

J. Health Screening and Certifications: Grantee shall obtain and maintain all required staff health screenings and certifications, including but not limited to, staff Tuberculosis testing; CPR/First Aide; and AED certifications.

K. Case Conferences: Grantee shall participate in individual case conferences and team coordination meetings with HSH-approved programs, as needed, to coordinate and collaborate regarding participants' progress.

² Shelter Grievance Policy: <http://hsh.sfgov.org/wp-content/uploads/2018/08/Shelter-Grievance-Policy-Final-8-25-16-4.pdf>.

- L. Admission Policy: Grantee admission policies for services shall be in writing and available to the public. Except to the extent that the services are to be rendered to a specific population as described in the programs listed herein, such policies must include a provision that Participants are accepted for care without discrimination on the basis of race, color, creed, religion, sex, age, national origin, ancestry, sexual orientation, gender identification, disability, or HIV status.
- M. Disaster and Emergency Response Plan: Grantee shall develop and maintain an Agency Disaster and Emergency Response Plan containing Site Specific Emergency Response Plan(s) for each service site per HSH requirements. The Agency Disaster and Emergency Response Plan shall address disaster coordination between and among service sites. Grantee shall update the Agency/site(s) plan as needed and Grantee shall train all employees regarding the provisions of the plan for their Agency/site(s).
- N. Data Standards:
 1. When applicable, records entered into the ONE system shall meet or exceed the ONE System Continuous Data Quality Improvement Process standards: <https://onesf.clarityhs.help/hc/en-us/articles/360001145547-ONE-System-Continuous-Data-Quality-Improvement-Process>.
 2. Grantee shall meet City's Coordinated Homeless Assessment of Needs and Guidance through Effective Services (CHANGES) data standards and requirements.
 3. Grantee shall be required to report certain measures or conduct interim reporting in CARBON, via secure email, or through uploads to a File Transfer Protocol (FTP) site. When required by HSH, Grantee shall submit the monthly, quarterly and/or annual metrics into either the CARBON database, via secure email, or through uploads to an FTP site. HSH will provide clear instructions to all Grantees regarding the correct mechanism for sharing data. Changes to data collection or reporting requirements shall be communicated to Grantees via written notice at least one month prior to expected implementation.
 4. Any information shared between Grantee, HSH, and other providers about the served population shall be communicated in a secure manner, with appropriate release of consent forms and in compliance with Health Insurance Portability and Accountability Act (HIPAA) and privacy guidelines.

VII. Service Objectives

Grantee shall achieve the following service objectives, unless directed otherwise by the City in a public health emergency:

- A. A minimum of 50 percent of single adults shall complete a Satisfaction Survey each quarter using the survey instrument provided by HSH.
- B. 100 percent of guests will be checked in to CHANGES upon entry into the shelter to determine if they have a reservation.

- C. Grantee will document attendance at 100 percent of monthly in-house Community Meetings.
- D. Grantee will document the average drop-in center use on a monthly basis.
- E. Grantee will ensure 100 percent of shelter staff are trained using the Homeless Shelter Training Manual.

VIII. Outcome Objectives

- A. A minimum of 75 percent of guests who complete the Quarterly Satisfaction Survey shall rate the treatment by staff, meals, connection to services and safety as good or excellent.

IX. Reporting Requirements

Grantee shall input data into systems required by HSH, such as, but not limited to CHANGES, Online Navigation and Entry (ONE) system, and CARBON, unless otherwise directed by the City in cases of public health or other emergency situations.

- A. Grantee shall provide a monthly report of activities, referencing the tasks as described in the Service and Outcome Objectives sections. Grantee shall enter the monthly metrics in the CARBON database by the 15th of the following month.
- B. Grantee shall provide a quarterly report of activities, referencing the tasks as described in the 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 contract activities, referencing the tasks as described in the Service and Outcome Objectives sections. This report shall also include accomplishments and challenges encountered by the Grantee. Grantee will enter the annual metrics in the CARBON database by the 15th of the month following the end of the program year.
- D. Grantee shall participate, as required by Department, with City, State and/or Federal government evaluative studies designed to show the effectiveness of Grantee's services. Grantee agrees to meet the requirements of and participate in the evaluation program and management information systems of the City. The City agrees that any final reports generated through the evaluation program shall be made available to Contractor within thirty working days of receipt of any evaluation report and such response will become part of the official report.
- E. Grantee shall adhere to the Department's Critical Incident Report Policy and report critical incidents to the Department using the Critical Incident Report. Examples of

critical incidents include death, fire, acts of violence, or any other incident which requires the involvement of emergency services.

- F. Grantee shall provide Ad Hoc reports as required by the Department and respond to requests by the Department in a timely manner.

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

X. Monitoring Activities

- A. Program Monitoring: Grantee is subject to program monitoring and/or audits, such as, but not limited to, the following, participant files, review of the Grantee's administrative records, staff training documentation, postings, program policies and procedures, Disaster and Emergency Response Plan and training, personnel and activity reports, proper accounting for funds and other operational and administrative activities, and back-up documentation for reporting progress towards meeting service and outcome objectives.
- B. Fiscal Compliance and Contract Monitoring: 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.
- C. Food Safety: Grantee shall be responsible to utilize Department of Public Health (DPH) Registered Dietician (RD) support services to provide annual monitoring and evaluation of food safety/sanitation, meal preparation/service and menu documentation. Report will include recommendations and actions that shelter has taken to address any compliance issues noted.

**Appendix A-1, Services to be Provided
by
St. Vincent de Paul Society
Multi-Service Center (MSC) South
Emergency Solutions Grant (ESG)**

I. Purpose of Grant

The purpose of the grant is to provide Emergency Shelter Operations to individuals who are experiencing homelessness.

II. Served Population

Grantee shall provide Emergency Shelter services to households who meet Category 1, or 4 of homelessness in the U.S. Department of Housing and Urban Development's (HUD) Final Definition of Homeless¹:

- A. Category 1: Households who lack a fixed, regular, and adequate nighttime residence; this and includes a subset for an individual who is exiting an institution where he or she resided for 90 or fewer days and who resided in an emergency shelter or a place not meant for human habitation immediately before entering that institution; and/or
- B. Category 4: Households who are fleeing, or are attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member.

III. Referral and Prioritization

All single households (e.g. single adults) currently enter emergency shelter through HSH's current shelter reservation system. In order to enter, the single adult must be age 18 or over, and

- A. Have a CHANGES (or successor system) profile with basic demographic information, including photo and finger images, if available in the software system; and
- B. Have a current Tuberculosis (TB) screening clearance. This documentation must be updated annually, or as recommended by the Department of Public Health (DPH); and
- C. Be able to self-care, as defined by the DPH.

Participants must obtain shelter reservations through HSH's current shelter reservation process through the HSH Guest Placement Team.

IV. Description of Services

Grantee shall provide Emergency Shelter Services up to a maximum of 340 single adults per year (Capacity may fluctuate and will be discussed between grantee and HSH depending on emergencies due to natural disasters, inclement weather, pandemics or

¹ See 24 CFR 576.2.

other emergencies and per recommendations by the Department of Public Health) including the following services:

A. Emergency Shelter²:

Grantee shall provide Emergency Shelter Operations services, including:

1. Maintenance, including minor and routine repairs;
2. Rental of shelter location;
3. Security for shelter location;
4. Insurance associated with shelter location;
5. Utilities at shelter location;
6. Food served to program participants at shelter location; and
7. Shelter furnishings.

V. Location and Time of Services

Grantee shall provide Shelter services 24 hours per day, seven days per week at 525 5th Street, San Francisco, CA 94107.

VI. Service Requirements

- A. Language and Interpretation Services: Grantee shall ensure that interpreter and translation services are available to address the needs of those within the served population who primarily speak language(s) other than English.
- B. Critical Incidents: Grantee shall report critical incidents in accordance with the HSH Program Manager instructions and any published HSH policies/procedures. Examples of critical incidents include death, fire, acts of violence, or any other incidents which require the involvement of emergency services.
- C. Admission Policy: Grantee admission policies for services shall be in writing and available to the public. Except to the extent that the services are to be rendered to a specific population as described, such policies must include a provision that referrals are accepted for services without discrimination on the basis of race, color, creed, religion, sex, age, national origin, ancestry, sexual orientation, gender identification, disability, or HIV/AIDS status.
- D. Feedback, Complaint and Follow-up Policies: Grantee shall provide means for the served population to provide feedback about the program. Feedback methods shall include a written annual survey, which shall be offered to the served population to gather feedback, assess tenant satisfaction, and evaluate the effectiveness of services and systems within the program. Grantee shall offer assistance to the served population regarding completion of the survey if the written format presents any problem.
- E. Grievance Procedure: Grantee shall follow the published HSH Grievance Procedure and establish and maintain a written Grievance Procedure for the served population,

² See 24 CFR §576.102, §576.2.

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 tenant can expect a response; and
4. The HSH Program Manager's contact information for the tenant to contact after the tenant has exhausted the Grantee's internal Grievance Procedure.

Grantee shall provide a copy of this procedure, and any amendments thereto, to each tenant over the age of 18 and obtain a signed copy of the form from the program tenant(s) which must be maintained in tenant files. Additionally, Grantee shall provide a copy of the procedure and any amendments to the HSH Program Manager.

F. City Communications, Trainings and Meetings

Grantee shall keep HSH informed of program operations and comply with HSH policies and requirements related to training and meeting participation including, but not limited to:

1. Regular communication with HSH about the implementation of the program;
2. Attendance of quarterly HSH meetings, as needed, and
3. Attendance of trainings, as requested by HSH.

G. Data Standards:

1. Records entered into the HSH Homeless Management Information System (HMIS) Online Navigation and Entry (ONE) System shall meet or exceed the ONE System Continuous Data Quality Improvement Process standards: <https://onesf.clarityhs.help/hc/en-us/articles/360001145547-ONE-System-Continuous-Data-Quality-Improvement-Process>.
2. Grantee shall enter data into the ONE System, but may be required to report certain measures or conduct interim reporting in CARBON, via secure email, or through uploads to a File Transfer Protocol (FTP) site. When required by HSH, Grantee shall submit the monthly, quarterly and/or annual metrics into either the CARBON database, via secure email, or through uploads to an FTP site. HSH will provide clear instructions to all Grantees regarding the correct mechanism for sharing data. Changes to data collection or reporting requirements shall be communicated to Grantees via written notice at least one month prior to expected implementation.
3. Any information shared between Grantee, HSH, and other providers about the served population shall be communicated in a secure manner, with appropriate release of consent forms and in compliance with 24 C.F.R. Part 578, Continuum of Care; 45 C.F.R. Parts 160 and 164, the Health Insurance Portability and Accountability Act (HIPAA) and federal and state data privacy and security guidelines.

- H. Record Keeping, Documentation, and Files: Grantee shall maintain confidential files on the served population.
- I. 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).

VII. Service Objectives

Grantee shall achieve the following service objectives annually:

- A. One hundred percent of shelter guests shall be enrolled in ONE System; and
- B. Grantee shall administer an annual survey to 100 percent of guest that are active in the program.

VIII. Outcome Objectives

Grantee shall achieve the following outcome objectives annually:

- A. Grantee shall ensure that a minimum of 75 percent of guests participating in a Satisfaction Survey will rate the treatment by staff, quality of meals, connection to services and safety as good or excellent.

IX. Reporting Requirements

Grantee shall submit all data and reports as required by HSH, HUD, and MOHCD in a timely and accurate manner to ensure accurate HMIS data, Annual Performance Report (APR), Housing Inventory Count (HIC) reports, Point in Time (PIT) Counts, System-wide Performance Measures (SPM) and supplementary materials.

- A. Evaluative Studies: Grantee shall participate, as requested by HSH, in evaluative studies designed to show the effectiveness of Grantee's services. The City agrees that any final reports generated through the evaluation program shall be made available to Grantee or within 30 working days of receipt of any evaluation report and such response will become part of the official report.
- B. Consolidated Annual Performance and Evaluation Report (CAPER): Grantee shall submit, to HSH, by the 45th day following the end of the project period, a report in CARBON summarizing the contract activities, referencing the tasks as described in the Service and Outcome Objectives sections. This report shall also include accomplishments and challenges encountered by the Grantee. Data collected in this report will be used in the CAPER and report out on the served population, including progress toward objectives, and the amount of grant and matching funds expended. Objectives shall include, but are not limited to:

1. Neighborhood of origin of individuals served;
 2. Number of individuals moved into more stable housing; and
 3. Number of individuals receiving shelter services.
- C. Match Funds: Per HSH instructions, Grantee shall identify, document, and report match funds for all ESG-funded grants that meet or exceed 100 percent of funds or in-kind contributions from other sources to be used on eligible costs of the project, as defined in 24 CFR Part 576³.
- D. Personnel Activity Reports: Per HSH instructions, Grantees, partners, and subcontractors shall create and maintain personnel activity report time records showing the amount of time spent by Grantee personnel on HUD ESG projects and the costs associated with those activities. All timekeeping records shall reflect a daily breakdown of time spent on HUD ESG-funded eligible activities versus non-eligible activities.
- E. Ad Hoc Reports: Grantee shall provide Ad Hoc reports as required by HSH.

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

X. Monitoring Activities

- A. Program Monitoring: Grantee is subject to programmatic monitoring and/or audits, at any time, such as, but not limited to, review of the following: served population files, Grantee's administrative records, staff training documentation, postings, program policies and procedures, data reported on APR, documentation of match sources, personnel activity reports, proper accounting for funds and other operational and administrative activities, back-up documentation for reporting progress towards meeting service and outcome objectives, and Disaster and Emergency Response Plan and training. For additional information regarding the monitoring requirements surrounding ESG, see ESG Subrecipient Grant Management: https://www.hud.gov/program_offices/administration/hudclips/handbooks/cpd/6509.2/.
- B. Fiscal and Compliance Monitoring: Grantee is subject to fiscal and compliance monitoring, which may include review of the Grantee's organizational budget, the general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal policy manual, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring may include review of Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act (ADA), subcontracts, and Memorandum of Understanding (MOU), and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

³ See 24 CFR 576.201.

	A	B	C	D	E	F	G	AI	AJ	AK	
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING										
2	APPENDIX B, BUDGET										
3	Document Date	8/5/2021									
4	Contract Term	Begin Date	End Date	Duration (Years)							
5	Current Term	7/1/2021	6/30/2022	1							
6	Amended Term	7/1/2021	6/30/2022	1							
7	Provider Name	St. Vincent de Paul Society of San Francisco									
8	Program	Multi-Service Center (MSC) South									
9	FSP Contract ID#	1000021524									
10	Action (select)	Amendment									
11	Effective Date	7/1/2021									
12	Budget Names	MSC South Site D, ESG Shelter Operations									
13		Current	New								
14	Term Budget	\$ 7,996,904	\$ 7,996,904	20%							
15	Contingency	\$ 1,599,381	\$ 1,599,381								
16	Not-To-Exceed	\$ 9,596,285	\$ 9,596,285								
17					7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2022	
18					Current/Actuals	Amendment	New	Current/Actuals	Amendment	New	
19	Expenditures										
20	Salaries & Benefits				\$ 5,609,779	\$ -	\$ 5,609,779	\$ 5,609,779	\$ -	\$ 5,609,779	
21	Operating Expense				\$ 830,202	\$ (0)	\$ 830,201	\$ 830,202	\$ (0)	\$ 830,201	
22	Subtotal				\$ 6,439,980	\$ (0)	\$ 6,439,980	\$ 6,439,980	\$ (0)	\$ 6,439,980	
23	Indirect Percentage										
24	Indirect Cost (Line 21 X Line 22)				\$ 963,724	\$ (0)	\$ 963,724	\$ 963,724	\$ (0)	\$ 963,724	
25	Other Expenses (Not subject to indirect %)				\$ 593,200	\$ -	\$ 593,200	\$ 593,200	\$ -	\$ 593,200	
26	Capital Expenditure				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
28	Total Expenditures				\$ 7,996,904.30	\$ (0)	\$ 7,996,904	\$ 7,996,904.30	\$ (0)	\$ 7,996,904	
29											
30	HSH Revenues (select)										
31	General Fund - Ongoing				\$ 7,946,904		\$ 7,946,904	\$ 7,946,904	\$ -	\$ 7,946,904	
32					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
33	HUD ESG (CFDA 14.231)				\$ 50,000	\$ -	\$ 50,000	\$ 50,000	\$ -	\$ 50,000	
34					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
35					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
36					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
37					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
38					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
39					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
40	Total HSH Revenues				\$ 7,996,904.30	\$ -	\$ 7,996,904	\$ 7,996,904	\$ -	\$ 7,996,904	
41	Other Revenues (to offset Total Expenditures & Reduce HSH Revenues)										
42					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
43					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
44					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
45					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
46					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
47	Total Other Revenues				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
48											
49	Total HSH + Other Revenues				\$ 7,996,904.30	\$ -	\$ 7,996,904	\$ 7,996,904	\$ -	\$ 7,996,904	
50	Rev-Exp (Budget Match Check)				\$ -		\$ -	\$ -		\$ -	
52	Total Adjusted Salary FTE (All Budgets)						83.70				
53											
54	Prepared by	Latasha Bellamy									
55	Phone	209-643-3777									
56	Email	latasha.bellamy@sfgov.org									

	A	B	C	D	E	F	G	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING							
2	APPENDIX B, BUDGET							
3	Document Date	8/5/2021						
4	Contract Term	Begin Date	End Date	Duration (Years)				
5	Current Term	7/1/2021	6/30/2022	1				
6	Amended Term	7/1/2021	6/30/2022	1				
7	Provider Name	St. Vincent de Paul Society of San Francisco						
8	Program	Multi-Service Center (MSC) South						
9	FSP Contract ID#	1000021524						
10	Action (select)	Amendment						
11	Effective Date	7/1/2021						
12	Budget Name	MSC South Site D						
13		Current	New					
14	Term Budget	\$ 7,996,904	\$ 7,946,904	20%				
15	Contingency	\$ 1,599,381	\$ 1,599,381					
16	Not-To-Exceed	\$ 9,596,285	\$ 9,596,285		Year 1			
					All Years			
17					7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2022
18					Current/Actuals	Amendment	New	New
19	Expenditures							
20	Salaries & Benefits				\$ 5,609,779	\$ -	\$ 5,609,779	\$ 5,609,779
21	Operating Expense				\$ 784,747	\$ (0)	\$ 784,747	\$ 784,747
22	Subtotal				\$ 6,394,526	\$ (0)	\$ 6,394,525	\$ 6,394,525
23	Indirect Percentage				15.00%		15.00%	
24	Indirect Cost (Line 21 X Line 22)				\$ 959,179	\$ (0)	\$ 959,179	\$ 959,179
25	Other Expenses (Not subject to indirect %)				\$ 593,200	\$ -	\$ 593,200	\$ 593,200
26	Capital Expenditure				\$ -	\$ -	\$ -	\$ -
28	Total Expenditures				\$ 7,946,904.30	\$ (0)	\$ 7,946,904	\$ 7,946,904
29								
30	HSH Revenues (select)							
31	General Fund - Ongoing				\$ 7,996,904	\$ (50,000)	\$ 7,946,904	\$ 7,946,904
32							\$ -	\$ -
33	HUD ESG (CFDA 14.231)						\$ -	\$ -
34							\$ -	\$ -
35							\$ -	\$ -
36							\$ -	\$ -
37							\$ -	\$ -
38							\$ -	\$ -
39							\$ -	\$ -
40	Total HSH Revenues				\$ 7,996,904.00	\$ (50,000)	\$ 7,946,904	\$ 7,946,904
	Other Revenues (to offset Total Expenditures & Reduce HSH Revenues)							
41								
42							\$ -	\$ -
43							\$ -	\$ -
44							\$ -	\$ -
45							\$ -	\$ -
46							\$ -	\$ -
47	Total Other Revenues				\$ -	\$ -	\$ -	\$ -
48								
49	Total HSH + Other Revenues				\$ 7,996,904	\$ (50,000)	\$ 7,946,904	\$ 7,946,904
50	Rev-Exp (Budget Match Check)				\$ 50,000		\$ -	\$ -
52								
53	Prepared by	Latasha Bellamy						
54	Phone	209-643-3777						
55	Email	latasha.bellamy@sfgov.org						

	A	B	C	D	E	F	G	H	BT	BU	BV
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING										
2	SALARY & BENEFIT DETAIL										
3	8/5/2021										
4	Document Date										
5	St. Vincent de Paul Society of San Francisco										
6	Provider Name										
7	Multi-Service Center (MSC) South										
8	Program										
9	FSP Contract ID#										
10	1000021524										
11	Budget Name										
12	MSC South Site										
13	POSITION TITLE	Year 1							All Years		
14		Agency Totals		For HSH Funded Program			7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2022
15							Current/Actuals	Amendment	New	Current/Actuals	Modification
16											New
17		Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Change	Budgeted Salary	Budgeted Salary	Change	Budgeted Salary
18	Program Director	\$ 110,505	1.00	60%	0.60	\$ 66,303	\$ -	\$ 66,303	\$ 66,303	\$ -	\$ 66,303
19	Site Manager	\$ 77,055	1.00	100%	1.00	\$ 77,055	\$ -	\$ 77,055	\$ 77,055	\$ -	\$ 77,055
20	Supportive Svcs Supervisor	\$ 74,400	1.00	100%	1.00	\$ 74,400	\$ -	\$ 74,400	\$ 74,400	\$ -	\$ 74,400
21	Resource Specialist	\$ 62,400	1.00	100%	1.00	\$ 62,400	\$ -	\$ 62,400	\$ 62,400	\$ -	\$ 62,400
22	Office Manager	\$ 66,560	1.00	100%	1.00	\$ 66,560	\$ -	\$ 66,560	\$ 66,560	\$ -	\$ 66,560
23	Volunteer Coordinator	\$ 72,400	1.00	90%	0.90	\$ 65,160	\$ -	\$ 65,160	\$ 65,160	\$ -	\$ 65,160
24	Food Services Supervisor	\$ 72,400	1.00	100%	1.00	\$ 72,400	\$ -	\$ 72,400	\$ 72,400	\$ -	\$ 72,400
25	Lead Cooks	\$ 50,523	3.30	100%	3.30	\$ 166,727	\$ -	\$ 166,727	\$ 166,727	\$ -	\$ 166,727
26	Cooks/Kitchen Assistants	\$ 45,864	10.00	100%	10.00	\$ 458,640	\$ -	\$ 458,640	\$ 458,640	\$ -	\$ 458,640
27	Lead Launderer	\$ 60,320	1.00	100%	1.00	\$ 60,320	\$ -	\$ 60,320	\$ 60,320	\$ -	\$ 60,320
28	Launderers	\$ 49,504	2.00	100%	2.00	\$ 99,008	\$ -	\$ 99,008	\$ 99,008	\$ -	\$ 99,008
29	Maintenance Workers	\$ 46,717	12.00	100%	12.00	\$ 560,602	\$ -	\$ 560,602	\$ 560,602	\$ -	\$ 560,602
30	Handyman	\$ 63,024	1.00	100%	1.00	\$ 63,024	\$ -	\$ 63,024	\$ 63,024	\$ -	\$ 63,024
31	Shift Supervisors	\$ 66,560	6.50	100%	6.50	\$ 432,640	\$ -	\$ 432,640	\$ 432,640	\$ -	\$ 432,640
32	Program Aide - Day Shift	\$ 45,718	8.00	100%	8.00	\$ 365,747	\$ -	\$ 365,747	\$ 365,747	\$ -	\$ 365,747
33	Program Aide - Swing Shift	\$ 46,530	14.50	100%	14.50	\$ 674,679	\$ -	\$ 674,679	\$ 674,679	\$ -	\$ 674,679
34	Program Aide - Night Shift	\$ 45,864	13.50	100%	13.50	\$ 619,164	\$ -	\$ 619,164	\$ 619,164	\$ -	\$ 619,164
35	Bilingual Program Aide	\$ 48,214	3.00	100%	3.00	\$ 144,643	\$ -	\$ 144,643	\$ 144,643	\$ -	\$ 144,643
36	Crisis Intervention Specialist	\$ 66,560	1.00	100%	1.00	\$ 66,560	\$ -	\$ 66,560	\$ 66,560	\$ -	\$ 66,560
37	Housing Specialist	\$ 66,560	1.00	100%	1.00	\$ 66,560	\$ -	\$ 66,560	\$ 66,560	\$ -	\$ 66,560
38	Program Data Manager	\$ 78,039	1.00	40%	0.40	\$ 31,216	\$ -	\$ 31,216	\$ 31,216	\$ -	\$ 31,216
39							\$ -	\$ -	\$ -	\$ -	\$ -
40							\$ -	\$ -	\$ -	\$ -	\$ -
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58							\$ -	\$ -	\$ -	\$ -	\$ -
59							\$ -	\$ -	\$ -	\$ -	\$ -
60							\$ -	\$ -	\$ -	\$ -	\$ -
61							\$ -	\$ -	\$ -	\$ -	\$ -
62							\$ -	\$ -	\$ -	\$ -	\$ -

	A	B	C	D	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING						
2	OPERATING DETAIL						
3	Document Date	8/5/2021					
4	Provider Name	St. Vincent de Paul Society of San					
5	Program	Multi-Service Center (MSC) South					
6	FSP Contract ID#	1000021524					
7	Budget Name	MSC South Site D					
8							
9		Year 1			All Years		
10		7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2022
11		Current/Actuals	Amendment	New	Current/Actuals	Modification	New
12	Operating Expenses	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
13	Rental of Property		\$ -	\$ -	\$ -	\$ -	\$ -
14	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 3,600	\$ -	\$ 3,600	\$ 3,600	\$ -	\$ 3,600
15	Office Supplies, Postage	\$ 13,500	\$ -	\$ 13,500	\$ 13,500	\$ -	\$ 13,500
16	Building Maintenance Supplies and Repair	\$ 1,522	\$ (0)	\$ 1,522	\$ 1,522	\$ (0)	\$ 1,522
17	Printing and Reproduction		\$ -	\$ -	\$ -	\$ -	\$ -
18	Insurance	\$ 23,000	\$ -	\$ 23,000	\$ 23,000	\$ -	\$ 23,000
19	Staff Training	\$ 20,925	\$ -	\$ 20,925	\$ 20,925	\$ -	\$ 20,925
20	Staff Travel-(Local & Out of Town)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
21	Rental of Equipment	\$ 11,000	\$ -	\$ 11,000	\$ 11,000	\$ -	\$ 11,000
22	Cleaning & Janitorial	\$ 25,000	\$ -	\$ 25,000	\$ 25,000	\$ -	\$ 25,000
23	Telephone	\$ 25,607	\$ -	\$ 25,607	\$ 25,607	\$ -	\$ 25,607
24	Staff Recruitment/Advertising	\$ 3,400	\$ -	\$ 3,400	\$ 3,400	\$ -	\$ 3,400
25	Vehicle Expense	\$ 10,500	\$ -	\$ 10,500	\$ 10,500	\$ -	\$ 10,500
26	Client Services & Supplies Excluding Food	\$ 475,193	\$ -	\$ 475,193	\$ 475,193	\$ -	\$ 475,193
27	Client Database Software	\$ 9,000	\$ -	\$ 9,000	\$ 9,000	\$ -	\$ 9,000
28			\$ -		\$ -	\$ -	\$ -
41			\$ -		\$ -	\$ -	\$ -
42	Consultants		\$ -		\$ -	\$ -	\$ -
43	IT Consultant	\$ 7,500	\$ -	\$ 7,500	\$ 7,500	\$ -	\$ 7,500
44	Pacific Coast Staffing	\$ 130,000	\$ -	\$ 130,000	\$ 130,000	\$ -	\$ 130,000
45	Security - Defense Logistics (only subject to first \$25k In	\$ 25,000	\$ -	\$ 25,000	\$ 25,000	\$ -	\$ 25,000
46			\$ -		\$ -	\$ -	\$ -
47			\$ -		\$ -	\$ -	\$ -
67							
68	TOTAL OPERATING EXPENSES	\$ 784,747	\$ (0)	\$ 784,747	\$ 784,747	\$ (0)	\$ 784,747
69							
70	Other Expenses (not subject to indirect cost %)						
71	ongoing placeholder - MCO used for laptops in FY20-21	\$ 5,000	\$ -	\$ 5,000	\$ 5,000	\$ -	\$ 5,000
72	Security - Defense Logistics (only subject to first \$25k In	\$ 588,200		\$ 588,200	\$ 588,200	\$ -	\$ 588,200
73					\$ -	\$ -	\$ -
74					\$ -	\$ -	\$ -
83							
84	TOTAL OTHER EXPENSES	\$ 593,200	\$ -	\$ 593,200	\$ 593,200	\$ -	\$ 593,200
96							
97	HSH #3				Template last modified	1/22/2020	

	A	B	C	D	E	F	G	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING							
2	APPENDIX B, BUDGET							
3	Document Date	8/5/2021						
4	Contract Term	Begin Date	End Date	Duration (Years)				
5	Current Term	7/1/2021	6/30/2022	1				
6	Amended Term	7/1/2021	6/30/2022	1				
7	Provider Name	St. Vincent de Paul Society of San Francisco						
8	Program	Multi-Service Center (MSC) South						
9	F\$P Contract ID#	1000021524						
10	Action (select)	Amendment						
11	Effective Date	7/1/2021						
12	Budget Name	ESG Shelter Operations						
13		Current	New					
14	Term Budget	\$ 50,000	\$ 50,000	20%	Year 1			All Years
15	Contingency	\$ 1,599,381	\$ 1,599,381					
16	Not-To-Exceed	\$ 9,596,285	\$ 9,596,285					
17					7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2022
18					Current/Actuals	Amendment	New	New
19	Expenditures							
20	Salaries & Benefits				\$ -	\$ -	\$ -	\$ -
21	Operating Expense				\$ 45,455	\$ -	\$ 45,455	\$ 45,455
22	Subtotal				\$ 45,455	\$ -	\$ 45,455	\$ 45,455
23	Indirect Percentage				10.00%		10.00%	
24	Indirect Cost (Line 21 X Line 22)				\$ 4,545	\$ -	\$ 4,545	\$ 4,545
25	Other Expenses (Not subject to indirect %)				\$ -	\$ -	\$ -	\$ -
26	Capital Expenditure				\$ -	\$ -	\$ -	\$ -
28	Total Expenditures				\$ 50,000.00	\$ -	\$ 50,000	\$ 50,000
29								
30	HSH Revenues (select)							
31	General Fund - Ongoing						\$ -	\$ -
32							\$ -	\$ -
33	HUD ESG (CFDA 14.231)				\$ 50,000		\$ 50,000	\$ 50,000
34							\$ -	\$ -
35							\$ -	\$ -
36							\$ -	\$ -
37							\$ -	\$ -
38							\$ -	\$ -
39							\$ -	\$ -
40	Total HSH Revenues				\$ 50,000.00	\$ -	\$ 50,000	\$ 50,000
	Other Revenues (to offset Total Expenditures & Reduce HSH Revenues)							
41								
42							\$ -	\$ -
43							\$ -	\$ -
44							\$ -	\$ -
45							\$ -	\$ -
46							\$ -	\$ -
47	Total Other Revenues				\$ -	\$ -	\$ -	\$ -
48								
49	Total HSH + Other Revenues				\$ 50,000.00	\$ -	\$ 50,000.00	\$ 50,000.00
50	Rev-Exp (Budget Match Check)				\$ -		\$ -	\$ -
52								
53	Prepared by	Latasha Bellamy						
54	Phone	209-643-3777						
55	Email	latasha.bellamy@sfgov.org						

	A	B	C	D	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING						
2	OPERATING DETAIL						
3	Document Date	8/5/2021					
4	Provider Name	St. Vincent de Paul Society of Sar					
5	Program	Multi-Service Center (MSC) South					
6	FSP Contract ID#	1000021524					
7	Budget Name	ESG Shelter Operations					
8							
9		Year 1			All Years		
10		7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2022
11		Current/Actuals	Amendment	New	Current/Actuals	Modification	New
12	Operating Expenses	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
13	Rental of Property		\$ -	\$ -	\$ -	\$ -	\$ -
14	Utilities(Elec, Water, Gas, Phone, Scavenger)		\$ -	\$ -	\$ -	\$ -	\$ -
15	Office Supplies, Postage		\$ -	\$ -	\$ -	\$ -	\$ -
16	Building Maintenance Supplies and Repair	\$ 45,455	\$ -	\$ 45,455	\$ 45,455	\$ -	\$ 45,455
17	Printing and Reproduction		\$ -	\$ -	\$ -	\$ -	\$ -
18	Insurance		\$ -	\$ -	\$ -	\$ -	\$ -
19	Staff Training		\$ -	\$ -	\$ -	\$ -	\$ -
20	Staff Travel-(Local & Out of Town)		\$ -	\$ -	\$ -	\$ -	\$ -
21	Rental of Equipment		\$ -	\$ -	\$ -	\$ -	\$ -
22			\$ -		\$ -	\$ -	\$ -
40			\$ -		\$ -	\$ -	\$ -
41			\$ -		\$ -	\$ -	\$ -
42	Consultants		\$ -		\$ -	\$ -	\$ -
43			\$ -		\$ -	\$ -	\$ -
44			\$ -		\$ -	\$ -	\$ -
53			\$ -		\$ -	\$ -	\$ -
54	Subcontractors		\$ -		\$ -	\$ -	\$ -
55			\$ -		\$ -	\$ -	\$ -
66			\$ -		\$ -	\$ -	\$ -
67							
68	TOTAL OPERATING EXPENSES	\$ 45,455	\$ -	\$ 45,455	\$ 45,455	\$ -	\$ 45,455
69							
70	Other Expenses (not subject to indirect cost %)						
71			\$ -		\$ -	\$ -	\$ -
83							
84	TOTAL OTHER EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
85							
86	Capital Expenses						
87			\$ -		\$ -	\$ -	\$ -
88			\$ -		\$ -	\$ -	\$ -
94							
95	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
96							
97	HS# 3				Template last modified	1/22/2020	

Appendix C, Method of Payment

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

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

B. **Invoicing System:**

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

3. Grantee acknowledges that submittal of the invoice by Grantee's designated authorized personnel with proper login credentials constitutes Grantee's electronic signature and certification of the invoice.
 4. Grantee's authorized personnel with CARBON login credentials shall not share or internally reassign logins.
 5. Grantee's Executive Director or Chief Financial Officer shall immediately notify the assigned HSH Contract Manager, as listed in CARBON, via email or letter regarding any need for the restriction or termination of previously authorized CARBON users and include the name(s), email(s) and phone number(s) of those previously authorized CARBON users.
 6. Grantee may invoice and submit related documentation in the format specified by HSH via paper or email only upon special, written approval from the HSH Contracts Manager.
- C. Line Item Variance: There shall be no variance from the line item budget submitted, which adversely affects Grantee's ability to provide services specified in the Appendix A(s), Services to be Provided of the Agreement; however, Grantee may invoice up to 110 percent of an **ongoing General Fund** line item, provided that total expenditures do not exceed the total budget amount, per the HSH Budget Revision Policy and Procedure: <http://hsh.sfgov.org/overview/provider-updates/>.
- D. Spend Down
1. Grantee shall direct questions regarding spend down and funding source prioritization to the assigned HSH Contract and Program Managers, as listed in CARBON.
 2. Generally, Grantee is expected to spend down ongoing funding proportionally to the fiscal year or project period. Grantee shall report unexpected delays and challenges to spending funds, as well as any lower than expected spending to the assigned Contract and Program Managers, as listed in CARBON prior to, or in conjunction with the invoicing period.
 3. Failure to spend significant amounts of funding, especially non-General Fund dollars, may result in reductions to future allocations. HSH may set specific spend down targets and communicate those to Grantees.
- E. Documentation and Record Keeping:
1. In accordance with Article 5 Use and Disbursement of Grant Funds; Article 6 Reporting Requirements; Audits; Penalties for False Claims; and the Appendix A(s), Services to be Provided of the Agreement, Grantee shall keep electronic or hard copy records and documentation of all HSH invoiced costs, including, but not limited to, payroll records; paid invoices; receipts; and payments made for a period not fewer

than five years after final payment under this Agreement, and shall provide to the City upon request.

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

General Fund	
Type	Instructions and Examples of Documentation
Salaries & Benefits	<p>Grantee shall maintain and provide documentation for all approved payroll expenses paid to any personnel included in the Appendix B, Budget(s) covered by the agreement and invoice period each time an invoice is submitted.</p> <p>Documentation includes, but is not limited to, historical and current payroll information from a payroll service or a payroll ledger from Grantee's accounting system and must include employee name, title, rate, and hours worked for each pay period.</p>
Operating	Grantee shall maintain documentation for all approved Operating costs included in the Appendix B, Budget(s). Each time an invoice is submitted, Grantee shall upload documentation for all Subcontractor and Consultant costs,

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

Housing and Urban Development (HUD) Emergency Solutions Grant (ESG): CFDA #14.231	
Type	Instructions and Example of Documentation
Homelessness Prevention	<p>Grantee may use this line item in accordance with 24 CFR 576.103, 576.105, and 576.106 – Homelessness Prevention.</p> <p>Grantee shall upload all supporting documentation of eligible Operating costs in CARBON with each invoice.</p> <p>Documentation may include payroll information from a payroll service or a payroll ledger from Grantee's accounting system of the staff who provide services to ESG participants, such as:</p> <ul style="list-style-type: none"> • Housing search and placement; • Housing stability case management; and/or • Mediation. <p>Documentation may also include proof of eligible payment of rental or financial assistance paid on behalf of ESG participants.</p>
Rapid Rehousing	<p>Grantee may use this line item in accordance with 24 CFR 576.104, 576.105, and 576.106 – Rapid Rehousing.</p> <p>Grantee shall upload all supporting documentation of eligible Operating costs in CARBON with each invoice.</p>

Housing and Urban Development (HUD) Emergency Solutions Grant (ESG): CFDA #14.231	
Type	Instructions and Example of Documentation
	<p>Documentation may include payroll information from a payroll service or a payroll ledger from Grantee's accounting system of the staff who provide services to ESG participants, such as:</p> <ul style="list-style-type: none"> • Housing search and placement; • Housing stability case management; and/or • Mediation. <p>Documentation may also include proof of eligible payment of rental or financial assistance paid on behalf of ESG participants.</p>
Emergency Shelter	<p>Grantee may use this line item in accordance with 24 CFR 576.102, 576.2 – Shelter.</p> <p>Grantee shall upload all supporting documentation of eligible Operating costs in CARBON with each invoice.</p> <p>Documentation may include payroll information from a payroll service or a payroll ledger from Grantee's accounting system of the staff who provide services to ESG participants, such as:</p> <ul style="list-style-type: none"> • Housing stability case management; • Life skills training; and/or • Mental health and/or substance abuse services. <p>Documentation may also include proof of eligible payment of shelter maintenance; insurance; or utilities associate with a shelter location.</p>

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

C. Advance Repayment Process:

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

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

Appendix F, Federal Requirements: Provisions for All Federal Funds Subawards and Matching Funds to Federal Funds

I. Definitions

These are Federal definitions that come from Federal Uniform Guidance, 2 CFR Part 200, and are in addition to and may vary from definitions provided in the City's Grant Agreement, Professional Services Contract and/or Amendment documents ("Agreement").

A. City. City means the City and County of San Francisco.

B. Subaward. Subaward means an award provided by a pass-through entity (e.g., the City) to a Subrecipient for the Subrecipient to carry out all or part of a Federal award. It does not include payments to an individual that is a beneficiary of a Federal program (2 CFR §200.1). Characteristics of Subawards, as opposed to Subcontracts, include but are not limited to that a Subrecipient:

- i. Has programmatic decision-making responsibility within the scope of services of the Agreement;
- ii. May determine client eligibility for the Federal program;
- iii. In accordance with its Agreement, uses the Federal funds to carry out all or part of a Federal program, as opposed to providing goods or services to help the City administer the Federal program.

See 2 CFR §200.331 for more guidance.

C. Third Party Subaward. Third Party Subaward means a Subaward at any tier entered into by a Subrecipient, financed in whole or in part with Federal assistance originally derived from the Federal awarding agency.

D. Contract and/or Subcontract. Contract and/or Subcontract means a legal instrument by which a non-Federal entity purchases property or services needed to carry out the project or program under a Federal award (2 CFR §200.1). Characteristics of Subcontracts, as opposed to Subawards include but are not limited to that a Subcontractor:

- i. Has little or no programmatic decision-making responsibility in how it carries out the purpose of the Agreement;
- ii. Does not determine client eligibility for the federal program; and
- iii. Provides goods or services that are ancillary to the operation of the Federal program and/or that help the City administer the Federal program.

See 2 CFR §200.331 for more guidance.

E. Third Party Subcontract. Third Party Subcontract means a Subcontract at any tier entered into by Contractor or Subcontractor, financed in whole or in part with Federal assistance originally derived from the Federal awarding agency.

II. Federal Changes. Subrecipient shall at all times comply with all applicable regulations, policies, procedures and Federal awarding agency directives, including without limitation

those listed directly or by reference in the Recipient Agreement between the City and the Federal awarding agency or in this Agreement, as they may be amended or promulgated from time to time during the term of this Agreement. Subrecipient's failure to so comply shall constitute a material breach of this Agreement.

III. Requirements for Pass-Through Entities. (2 CFR §200.332)

- A.** For any Third Party Subawards that the Subrecipient enters into in the course of carrying out this Agreement, the Subrecipient shall include the following:
 - i. Federal award information as specified in 2 CFR §200.332(a)(1) to the best of its knowledge;
 - ii. Requirements imposed by the Federal awarding agency, the City, or itself in order to meet its own responsibility to the City under this Subaward as specified in 2 CFR §200.332(3);
 - iii. An approved federally recognized indirect cost rate negotiated between the Subrecipient and the Federal Government or, if no such rate exists, either a rate negotiated between the Subrecipient and its Third Party Subrecipients, or a de minimis indirect cost rate as defined in §200.414 Indirect (Facilities and Administration¹) costs, paragraph (f);
 - iv. A requirement that the Third Party Subrecipient permit the Subrecipient, the City, higher level funders, and auditors to have access to the Subrecipient's records and financial statements as necessary for the Subrecipient to meet the requirements of this part (2 § CFR 200.332(5)); and
 - v. Appropriate terms and conditions concerning closeout of the Subaward per 2 § CFR 200.332(6).

- B.** For any Third Party Subawards that the Subrecipient enters into in the course of carrying out this Agreement, the Subrecipient agrees to:
 - i. Evaluate each Third Party Subrecipient's risk of noncompliance with Federal statutes, regulations, and the terms and conditions of the Subaward for purposes of determining the appropriate Subrecipient monitoring described in paragraphs (3) of this section;
 - ii. Consider imposing specific Subaward conditions upon a Third Party Subrecipient if appropriate as described in 2 CFR §200.208 Specific conditions;
 - iii. Monitor the activities of the Third Party Subrecipient as necessary to ensure that the Subaward is used for authorized purposes, in compliance with Federal statutes, regulations, and the terms and conditions of the Subaward; and that Subaward performance goals are achieved. See 2 CFR §200.332(d) and (e) for specific requirements;
 - iv. Verify that every Third Party Subrecipient is audited as required by 2 CFR §200 Subpart F—Audit Requirements of this part when it is expected that the Subrecipient's Federal awards expended during the respective fiscal year equaled or exceeded the threshold set forth in 2 CFR §200.501 Audit requirements;

¹ 2 CFR § 200.332(a)(1)(xiv)
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 FSP#: 1000021524

- v. Consider whether the results of the Third Party Subrecipient's audits, on-site reviews, or other monitoring indicate conditions that necessitate adjustments to the pass-through entity's own records; and
- vi. Consider taking enforcement action against noncompliant Third Party Subrecipients as described in 2 CFR §200.339 Remedies for noncompliance of this part and in program regulations.

IV. Procurement Compliance. *(2 CFR §200.318 through 200.326)*

- A. Subrecipient agrees to comply with the procurement standards set forth in 2 CFR § 200.318 through § 200.326. This includes but is not limited to the following:
 - i. General procurement standards, including using its documented procurement procedures which reflect all applicable laws, regulations, and standards; maintaining oversight of Contractors; maintaining written standards of conflict covering conflicts of interest and organizational conflicts of interest; avoiding acquisition of duplicative items; awarding Contracts only to responsible Contractors possessing the ability perform the terms and conditions of the proposed procurement successfully; maintaining records sufficient to detail the history of procurements;
 - ii. Providing full and open competition as per 2 CFR § 200.319; and
 - iii. Complying with standards of the five methods of procurement described in 2 CFR § 200.320: micro-purchases, small purchases, sealed bids (formal advertising), competitive proposals, and non-competitive (sole source) proposals.

V. Cost Principles Compliance. *(2 CFR §200 Subpart E)*

- A. Subrecipient agrees to comply with the Cost Principle specified in 2 CFR § 200 Subpart E for all costs that are allowable and included in this Agreement with the City. This includes but is not limited to compliance with §200.430 Compensation – personal services, including §200.430(i) regarding Standards for Documentation for Personnel Expense. Charges to Federal awards for salaries and wages must be based on records that accurately reflect the actual work performed. The requirements for these records include but are not limited to that they:
 - i. Be supported by a system of internal control which provides reasonable assurance that the charges are accurate, allowable, and properly allocated;
 - ii. Be incorporated into the official records of the Subrecipient;
 - iii. Reasonably reflect the total activity for which the employee is compensated by the Subrecipient, not exceeding 100 percent of compensated activities;
 - iv. Encompass both federally assisted and all other activities compensated by the Subrecipient on an integrated basis, but may include the use of subsidiary records as defined in the Subrecipient's written policy;
 - v. Comply with the established accounting policies and practices of the Subrecipient;
 - vi. Support the distribution of the employee's salary or wages among specific activities or cost objectives if the employee works on more than one Federal award; a Federal award and non-Federal award; an indirect cost activity and a direct cost activity; two or more indirect activities which are allocated using different allocation bases; or an unallowable activity and a direct or indirect cost activity;

- vii. Budget estimates alone do not qualify as support for charges to Federal awards, but may be used for interim accounting purposes in certain conditions (see §200.430(i)(1)(viii));
- viii. In accordance with Department of Labor regulations implementing the Fair Labor Standards Act (FLSA) (29 CFR part 516), charges for the salaries and wages of nonexempt employees, in addition to the supporting documentation described in this section, must also be supported by records indicating the total number of hours worked each day;
- ix. Salaries and wages of employees used in meeting cost sharing or matching requirements on Federal awards must be supported in the same manner as salaries and wages claimed for reimbursement from Federal awards; and
- x. A Subrecipient whose the records may not meet the standards described in this section shall use personnel activity reports (also known as time studies), prescribed certifications for employees working 100 percent on the same Federal program, or equivalent documentation as supporting documentation.

VI. Equal Employment Opportunity Compliance. *Applicable to all construction agreements awarded in excess of \$10,000 by Grantees and their Contractors or Subgrantees; 2 CFR §200 Appendix II(C).* Subrecipient agrees to comply with Executive Order 11246 of September 24, 1965, entitled “Equal Employment Opportunity,” as amended by Executive Order 11375 of October 13, 1967, and as supplemented in Department of Labor regulations (41 CFR Part 60).

VII. Davis-Bacon Act Compliance. *Applicable to construction agreements in excess of \$2,000 awarded by Grantees and Subgrantees when required by Federal grant program legislation; 2 CFR §200 Appendix II(D).* Subrecipient agrees to comply with the Davis-Bacon Act (40 U.S.C. 3141-3148) as supplemented by Department of Labor regulations (29 CFR Part 5).

VIII. Copeland Anti-Kickback Act Compliance. *Applicable to construction agreements in excess of \$2,000 awarded by Grantees and Subgrantees when required by Federal grant program legislation; 2 CFR §200 Appendix II(D).* Subrecipient agrees to comply with the Copeland “Anti-Kickback” Act (40 U.S.C. 3145) as supplemented in Department of Labor regulations (29 CFR Part 3).

IX. Contract Work Hours and Safety Standards. *Applicable to all agreements awarded by Grantees and Subgrantees in excess of \$100,000, which involve the employment of mechanics or laborers; 2 CFR §200 Appendix II(E).*

A. Compliance. Subrecipient agrees that it shall comply with Sections 3702 and 3704 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 3701–3708) as supplemented by Department of Labor regulations (29 CFR Part 5), which are incorporated herein.

B. Overtime. No Subrecipient contracting for any part of the work under this Agreement which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of 40 hours in such workweek unless such laborer or mechanic

receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of 40 hours in such workweek.

C. Violation; liability for unpaid wages; liquidated damages. In the event of any violation of the provisions of Paragraph B, the Subrecipient and any Subcontractor responsible therefore shall be liable to any affected employee for that employee's unpaid wages. In additions, such Contractor and Subcontractor shall be liable to the United States for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic employed in violation of the provisions of paragraph B in the sum of \$10 for each calendar day on which such employee was required or permitted to be employed on such work in excess of eight hours or in excess of his standard workweek of 40 hours without payment of the overtime wages required by paragraph B.

D. Withholding for unpaid wages and liquidated damages. The City shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by the Subrecipient or Subcontractor under any such Contract or any other Federal Contract with the same Prime Contractor, or any other federally-assisted Contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same Prime Contractor, such sums as may be determined to be necessary to satisfy any liabilities of such Contractor or Subcontractor for unpaid wages and liquidated damages as provided in the clause set for in paragraph C of this section.

X. Notice of Requirements Pertaining to Intangible Property, Copyrights, Inventions, and Freedom of Information Act Requests. (2 CFR §200 Appendix II(F) and 2 CFR §200.315)

A. Title to intangible property (see 2 CFR §200.1 Intangible property) acquired under a Federal award vests upon acquisition in the Subrecipient unless otherwise detailed elsewhere in this Agreement. The Subrecipient must use that property for the originally-authorized purpose, and must not encumber the property without approval of the Federal awarding agency. When no longer needed for the originally authorized purpose, disposition of the intangible property must occur in accordance with the provisions in 2 CFR §200.313 (e).

B. The Subrecipient may copyright any work that is subject to copyright and was developed, or for which ownership was acquired, under a Federal award. The Federal awarding agency reserves a royalty-free, nonexclusive and irrevocable right to reproduce, publish, or otherwise use the work for Federal purposes, and to authorize others to do so.

C. The Subrecipient is subject to applicable regulations governing patents and inventions, including government-wide regulations issued by the Department of Commerce at 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Awards, Contracts and Cooperative Agreements."

- D. The Federal Government has the right to obtain, reproduce, publish, or otherwise use the data produced under a Federal award, and authorize others to receive, reproduce, publish, or otherwise use such data for Federal purposes.
- E. The Subrecipient shall comply with Freedom of Information Act (FOIA) requests passed down from the Federal Government to the City.

XI. Debarment and Suspension. *(applicable to all Contracts and Subcontracts; 2 CFR §200 Appendix II(H))*

- A. Subrecipient represents and warrants that it is not debarred, suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549 and 12689, "Debarment and Suspension." Subrecipient agrees that neither Subrecipient nor any of its Third Party Subrecipients or Subcontractors shall enter into any Third Party Subawards or Subcontracts for any of the work under this Agreement with a third party who is debarred, suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549 and 12689. 2 CFR Part 180.
- B. Subrecipient and Third Party Subrecipients and Subcontractors can meet this requirement with lower level entities by requiring they sign a certification to its effect and by checking those entities' status at the System for Award Management (SAM) at www.sam.gov under Search Records on a regular, but at least annual, basis.

XII. Byrd Anti-Lobbying Certification. *(applicable for Subawards or Subcontracts in excess of \$100,000; 2 CFR §200 Appendix II(I) and by inclusion, 45 CFR Part 93)*

- A. **Subrecipient hereby certifies**, to the best of their knowledge and belief, that"
 - i. No Federal appropriated funds have been paid or will be paid, by or on behalf of the person signing this Agreement, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal award or Contract, the making of any Federal grant or Contract, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal Contract, grant, loan, or cooperative agreement.
 - ii. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal Contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit, with its offer, OMB Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
 - iii. The person signing this Agreement shall require that the language of this certification be included in the award documents for all Subawards at all tiers (including Subcontracts, Subgrants, and Contracts under grants, loan, and cooperative

agreements) and require that all recipients of such awards in excess of \$100,000 shall certify and disclose accordingly.

- B. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into and is imposed by 31 U.S.C. 1352. Any person making an expenditure prohibited under this provision or who fails to file or amend the disclosure form shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

XIII. Single Audit Requirements

Subrecipient shall comply in all respects with 2 CFR §200 Subpart F – Audit Requirements. The Federal expenditures spent under this Agreement shall be counted toward the \$750,000 threshold of Federal award expenditures for a Single Audit.

XIV. Incorporation of Uniform Administrative Requirements and Exceptions from Federal Awarding Agencies

- A. The preceding provisions include, in part, certain standard terms and conditions required by the Federal awarding agency, whether or not expressly set forth in the preceding Agreement provisions. All provisions required by the Federal awarding agency, as set forth in 2 CFR Part 200, are hereby incorporated by reference. Anything to the contrary herein notwithstanding, all of the Federal awarding agency's mandated terms shall be deemed to control in the event of a conflict with other provisions contained in this Agreement. Subrecipient shall not perform any act, fail to perform any act, or refuse to comply with any City requests that would cause the City to be in violation of the Federal awarding agency's terms and conditions.
- B. Further, all provisions of each Federal awarding agency's incorporation of the Uniform Guidance are also hereby incorporated as reference:
 - i. U.S. Health and Human Services: 45 CFR Part 75 (includes some exceptions and additions);
 - ii. U.S. Department of Housing and Urban Development: (no exceptions or additions);
 - iii. U.S. Department of Education: (no exceptions); and
 - iv. U.S. Department of Agriculture: 2 CFR Part 400.

XV. Inclusion of Federal Requirements in Third Party Subawards and Subcontracts

Subrecipient agrees to include all of the above clauses in each Third Party Subaward and Subcontract (Subcontracts shall exclude requirements for pass-through Entities) financed in whole or in part with Federal assistance provided by the Federal awarding agency, unless the third party agreements do not meet the dollar thresholds indicated.

Appendix G, Housing and Urban Development (HUD) Subrecipient Agreement

- I.** Subrecipient shall maintain the confidentiality of records pertaining to any individual or family that was provided family violence prevention or treatment services through the project.
 - A.** The address or location of any family violence project assisted with grant funds will not be made public, except with written authorization of the person responsible for the operations of such project.
- II.** Subrecipient shall establish policies and practices that are consistent with, and do not restrict, the exercise of rights provided by subtitle B of title VII of the Act and other laws relating to the provision of educational and related services to individuals and families experiencing homelessness.
- III.** In the case of a project that provides housing or services to families, the Subrecipient shall designate a staff person to be responsible for ensuring that children being served in the program are enrolled in school and connected to appropriate services in the community, including early childhood programs such as Head Start, part C of the Individuals with Disabilities Education Act, and programs authorized under subtitle B of title VII of the Act.
- IV.** The Subrecipient, its officers, and employees are not debarred or suspended from doing business with the Federal Government.
- V.** Subrecipient shall provide information, such as data and reports, as required by the U.S. Department of Housing and Urban Development (HUD).

**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

ST. VINCENT DE PAUL SOCIETY OF SAN FRANCISCO

THIS AMENDMENT of the **July 1, 2021** Grant Agreement (the "Agreement") is dated as of **April 19, 2022** and is made in the City and County of San Francisco, State of California, by and between **ST. VINCENT DE PAUL SOCIETY OF SAN FRANCISCO** ("Grantee") and the CITY AND COUNTY OF SAN FRANCISCO, a municipal corporation ("City") acting by and through The Department of Homelessness and Supportive Housing ("Department").

RECITALS

WHEREAS, the Agreement was competitively procured as required through Request for Qualifications (RFQ) #127, issued January 30, 2020, and this modification is consistent therewith; and

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

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

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

(a) Agreement. The term "Agreement" shall mean the Agreement dated **July 1, 2021** between Grantee and City; and **First Amendment**, dated **August 5, 2021**.

(b) "HUD" shall mean the United States Department of Housing and Urban Development as referenced by Title 42 United States Code section 3532.

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

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

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

3.2 Duration of Term.

- (a) The term of this Agreement shall commence on July 1, 2021 and expire on June 30, 2022, unless earlier terminated as otherwise provided herein. Grantee shall not begin performance of its obligations under this Agreement until it receives written notice from City to proceed.

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

ARTICLE 3 TERM

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

3.2 Duration of Term.

- (a) The term of this Agreement shall commence on **July 1, 2021** and expire on **August 31, 2022**, unless earlier terminated as otherwise provided herein. Grantee shall not begin performance of its obligations under this Agreement until it receives written notice from City to proceed.

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

4.2 Grantee's Personnel.

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

(b) **Grantor Vaccination Policy.**

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

<https://sf.gov/confirm-vaccine-status-your-employees-and-subcontractors>.

(2) A Contract or Grant subject to the Emergency Declaration is an agreement between the City and any other entity or individual and any subcontract under such agreement, where Covered Employees of the Contractor/Grantee or Subcontractor work in-person with City employees in connection with the work or services performed under the agreement at a City owned, leased, or controlled facility. Such agreements include, but are not limited to, professional services contracts, general services contracts, public works contracts, and grants. Contract or Grant includes such agreements currently in place or entered into during the term of the Emergency Declaration. Contract or Grant does not include an agreement with a state or federal governmental entity or agreements that do not involve the City paying or receiving funds.

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

- A. Where applicable, Grantee shall ensure it complies with the requirements of the [Contractor Vaccination Policy](https://sf.gov/confirm-vaccine-status-your-employees-and-subcontractors) pertaining to Covered Employees, as they are defined under the Emergency Declaration and the Contractor Vaccination Policy, and insure such Covered Employees are either fully vaccinated for COVID-19 or obtain from Grantee an exemption based on medical or religious grounds; and
- B. If Grantee grants Covered Employees an exemption based on medical or religious grounds, Grantee will promptly notify City by completing and submitting the Covered Employees Granted Exemptions Form ("Exemptions Form"), which can be found at <https://sf.gov/confirm-vaccine-status-your-employees-and-subcontractors> (navigate to "Exemptions" to download the form).

2.3 ARTICLE 5 USE AND DIBURSEMENTS OF GRANT FUNDS Section 5.1 and 5.4 of the Agreement currently reads as follows:

5.1 Maximum Amount of Grant Funds.

(a) In no event shall the amount of Grant Funds disbursed hereunder exceed **Nine Million Five Hundred Ninety Six Thousand Two Hundred Eighty Five Dollars (\$9,596,285)**.

(b) Grantee understands that, of the Maximum Amount Of Grant Funds listed under Article 5.1 (a) of this Agreement, **One Million Five Hundred Ninety**

Nine Thousand Three Hundred Eighty One Dollars (\$1,599,381) is included as a contingency amount and is neither to be used in Budget(s) attached to this Agreement or available to Grantee without a modification to the Appendix B, Budget, which has been approved by the Department of Homelessness and Supportive Housing. Grantee further understands that no payment for any portion of this contingency amount will be made unless and until a modification or revision has been fully approved and executed in accordance with applicable City and Department laws, regulations, policies/procedures and certification as to the availability of funds by Controller. Grantee agrees to fully comply with these laws, regulations, and policies/procedures.

5.4 State or Federal Funds

(a) Disallowance. With respect to Grant Funds, if any, which are ultimately provided by the state or federal government, Grantee agrees that if Grantee claims or receives payment from City for an Eligible Expense, payment or reimbursement of which is later disallowed by the state or federal government, Grantee shall promptly refund the disallowed amount to City upon City's request. At its option, City may offset all or any portion of the disallowed amount against any other payment due to Grantee hereunder or under any other Agreement. Any such offset with respect to a portion of the disallowed amount shall not release Grantee from Grantee's obligation hereunder to refund the remainder of the disallowed amount.

(b) Grant Terms. The funding for this Agreement is provided in full or in part by a federal or state Grant to the City. As part of the terms of receiving the funds, the City is required to incorporate some of the terms into this Agreement and include certain reporting requirements. The incorporated terms and requirements are stated in Appendix F, Federal Requirements and Appendix G, Housing and Urban Development (HUD) Subrecipient Agreement.

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

ARTICLE 5 USE AND DISBURSEMENT OF GRANT FUNDS

5.1 Maximum Amount of Grant Funds.

- (a) In no event shall the amount of Grant Funds disbursed hereunder exceed **Nine Million Nine Hundred Ninety Nine Thousand Nine Hundred Thirty Five Dollars (\$9,999,935).**
- (b) Grantee understands that, of the Maximum Amount of Grant Funds listed under Article 5.1 (a) of this Agreement, **Three Hundred Thirty Seven Thousand Nine Hundred Seventy Five Dollars (\$337,975)** is included

as a contingency amount and is neither to be used in Budget(s) attached to this Agreement or available to Grantee without a modification to the Appendix B, Budget, which has been approved by the Department of Homelessness and Supportive Housing. Grantee further understands that no payment for any portion of this contingency amount will be made unless and until a modification or revision has been fully approved and executed in accordance with applicable City and Department laws, regulations, policies/procedures and certification as to the availability of funds by Controller. Grantee agrees to fully comply with these laws, regulations, and policies/procedures.

5.4 State or Federal Funds.

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

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

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

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

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

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

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

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

If to the Department or City:	Department of Homelessness and Supportive Housing Contracts Unit 440 Turk Street San Francisco, CA 94102 hshcontracts@sfgov.org
If to Grantee:	St. Vincent de Paul Society of San Francisco 1175 Howard Street San Francisco, CA 94103 Attn: Estella Balauro ebalauro@svdp-sf.org

Any notice of default must be sent by registered mail.

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

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

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

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

Appendix A, Services to be Provided (dated April 19, 2022)
Appendix A-1, Services to be Provided (dated April 19, 2022)
Appendix B, Budget (dated April 19, 2022)
Appendix C, Method of Payment
Appendix D, Interests in Other City Grants (dated April 19, 2022)
Appendix E, Federal Requirements (dated April 19, 2022)
Appendix F, Housing and Urban Development (HUD) Subrecipient Agreement (dated April 19, 2022)

- 2.7 Appendix A, Services to be Provided**, of the Agreement is hereby replaced in its entirety by **Appendix A, Services to be Provided** (dated April 19, 2022), for the period of July 1, 2021 to August 31, 2022.
- 2.8 Appendix A-1, Services to be Provided**, of the Agreement is hereby replaced in its entirety by **Appendix A-1, Services to be Provided** (dated April 19, 2022), for the period of July 1, 2021 to August 31, 2022.
- 2.9 Appendix B, Budget**, of the Agreement is hereby replaced in its entirety by the modified **Appendix B, Budget** (dated April 19, 2022), for the period of July 1, 2021 to August 31, 2022.
- 2.10 Appendix D, Interests in Other City Grants**, of the Agreement is hereby replaced in its entirety by the modified **Appendix D, Interests in Other City Grants** (dated April 19, 2022).
- 2.11 Appendix E, Permitted Subcontractors**, of the Agreement is hereby deleted.
- 2.12 Appendix F, Federal Requirements**, of the Agreement is hereby replaced in its entirety by the modified **Appendix E, Federal Requirements** (dated April 19, 2022).

2.13 Appendix G, HUD Subrecipient Agreement, of the Agreement is hereby replaced in its entirety by the modified **Appendix F, HUD Subrecipient Agreement** (dated April 19, 2022).

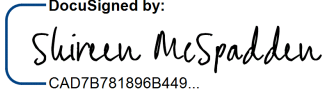
IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as of the date first specified herein. The signatories to this Agreement warrant and represent that they have the authority to enter into this agreement on behalf of the respective parties and to bind them to the terms of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

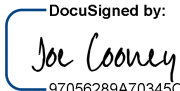
CITY

GRANTEE


**DEPARTMENT OF HOMELESSNESS
AND SUPPORTIVE HOUSING**

**ST. VINCENT DE PAUL SOCIETY OF
SAN FRANCISCO**

By: 
CAD7B781896B449...
Shireen McSpadden
Executive Director

By: 
97056289A70345C...
Joe Cooney
Board Treasurer
City Supplier Number: 0000010571
Unique Entity ID: RNXFTHW14FC4

Approved as to Form:
David Chiu
City Attorney

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

**Appendix A, Services to be Provided
by
St. Vincent de Paul Society
Multi-Service Center (MSC) South**

I. Purpose of Grant

The purpose of the grant is to provide Emergency Shelter Operations and Support Services to the served population to obtain emergency nighttime sleeping accommodations.

II. Served Population

Grantee shall serve adults, without custody of minor children, who are experiencing homelessness and do not have a fixed, regular, or adequate nighttime residence. Grantee shall determine possible accommodation of guests with service or companion animals at the shelter.

III. Referral and Prioritization

Grantee shall provide services to those who meet Department of Homelessness and Supportive Housing (HSH) established eligibility requirements for the served population. Grantee shall utilize the referral system established by the HSH, unless the City requires an alternate referral and/or prioritization process in order to maintain the health and safety of guests in accordance with City requirements.

IV. Description of Services

Grantee shall provide emergency shelter services as outlined below, unless otherwise directed by the City in cases of public health or other emergency situations.

A. Shelter Operations: Grantee shall operate the shelter to accommodate up to the number of guests listed on the Appendix B at any given time, unless City requires Grantee to serve less guests in order to maintain the health and safety of guests in accordance with City requirements. Grantee shall adhere to the Shelter Standards of Care Legislation¹ unless otherwise directed by the City in cases of public health emergencies or other emergency situations.

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.
2. Reservations: Grantee shall accept and facilitate reservations, in accordance with City policy and the shelter facility's hours of operation.
3. Accommodations: Grantee shall provide at minimum, one clean blanket, two clean sheets, one pillowcase, and mats, cots, or beds, as appropriate for the shelter facility, configuration, and capacity, and in accordance with the Shelter Standards of Care.

¹ Including, but not limited to Shelter Standards of Care, as applicable:
[http://library.amlegal.com/nxt/gateway.dll/California/administrative/chapter20socialservices?f=templates\\$fn=default.htm\\$3.0\\$vid=amlegal:sanfrancisco_ca\\$sanc=JD_20.404](http://library.amlegal.com/nxt/gateway.dll/California/administrative/chapter20socialservices?f=templates$fn=default.htm$3.0$vid=amlegal:sanfrancisco_ca$sanc=JD_20.404).

4. Meals: Grantee shall provide two meals per day to guests with active reservations following the menu pattern developed by the San Francisco Nutrition Project. Meal menus shall be posted daily.
 5. Pets: Grantee shall provide a program that is pet-friendly, as well as accommodating to companion, service, and support animals.
 6. Storage: Grantee shall provide space for secure and pest-free storage of guest belongings, as appropriate for the facility.
 7. Entry and Exit: Grantee shall monitor guest entry and exit and keep guest records.
 8. Notice: Grantee shall provide written notice or warning to guests related to any issue that may affect ongoing stay, including, but not limited to, violations of program rules and actions that are in violation of the rules agreement.
- B. Shelter Reservation Services: Grantee shall manage and operate a shelter reservation service, a shelter reservation system, capturing client reservation and attendance information.
- C. Drop In Services: Grantee shall provide Drop In Services for up to the number of guests listed on the Appendix B unless City requires Grantee to serve less guests in order to maintain the health and safety of guests in accordance with City requirements. Drop In Services shall include an indoor place to sit for those with or without reservations; access to shower facilities; snacks; and medically requested respite for those with reservations.
- D. Shelter Support Services: Grantee shall provide, at minimum, the following Shelter Support Services and incorporate the harm reduction model philosophy. Support Services shall include, but are not limited, to the following:
1. Orientation: Grantee shall provide weekly orientation meetings to new shelter guests.
 2. Shelter Community Meetings: Grantee shall conduct monthly community meetings where guests may discuss building/program concerns and program ideas.
 3. Referrals and Coordination of Services: When behavioral health services are available onsite, Grantee shall refer to and coordinate with Department of Public Health (DPH) and/or community based Behavioral Health Services to help guests to access services available within the community. Grantee shall provide access to supportive services provided by DPH and/or ECS Behavioral

Health Services. Grantee shall assist with matching referrals to DPH and/or community Behavioral Health Services.

Referrals and Coordination of Services: Grantee shall inform guests of or make referrals to Access Points. Grantee may provide other resources to help individuals stabilize and begin the progress out of homelessness.

4. Support Groups, Social Events and Organized Activities: Grantee shall provide guests with opportunities to take part in organized gatherings for peer support, as appropriate. These events may be planned with or based on input from guests and shall be held onsite.
5. Safety and De-Escalation: Grantee shall ensure the general safety of the served population, staff, visitors, and property by providing staff trained in safety and de-escalation or through a security services provider during peak operational days and hours, as determined by Grantee and approved by HSH. Days and hours of coverage shall be on record with the HSH Program Manager. Safety and de-escalation shall include, but is not limited to:
 - a. Greeting the served population, staff, visitors, and conducting search of persons and property prior to entering sites for potentially dangerous items;
 - b. Utilization of a system by which possessions may be checked and safely and securely stored, as directed;
 - c. Regular patrol of the site and surrounding program area to ensure compliance with HSH's Good Neighbor Policy as described in the Good Neighbor Policies section;
 - d. Utilization of a system with written documentation to ensure that the perimeter and other areas are checked on a scheduled and regular basis; and
 - e. Assistance with conflict de-escalation and crisis management.
6. Wellness Checks: Grantee shall conduct wellness checks, in accordance to HSH policies, as necessary, to identify guests who show signs of concern.

V. Location and Time of Services

Grantee shall provide Shelter services seven days per week from 4:30 pm to 8:00 am at 525 5th Street, San Francisco, CA 94107.

Grantee shall provide Drop-In services 24 hours per day, seven days per week at 525 5th Street, San Francisco, CA 94107.

VI. Service Requirements

Grantee shall adhere to the following service requirements, unless otherwise directed by the City in cases of public health or other emergency situations:

- A. Shelter Expansion: To respond to weather or other emergencies, HSH reserves the right to negotiate shelter expansion with the addition of mats during periods of need. HSH is looking for providers at negotiated sites to be ready to provide expansion

within twenty-four hours' notice; although HSH will attempt to give more advance notice whenever possible. Expansion may be at reduced hours or simplified services. HSH prefers that providers use their own staff during these expansions; however, if provider staffing is not available at the time of expansion, HSH reserves the right to augment coverage with City staff in order to respond to emergencies.

B. Language Accessibly: Grantee shall address the needs of and provide services to guests and households who primarily speak language(s) other than English.

C. Record Keeping:

1. Grantee shall maintain confidential files on each guest as needed, including documentation and notes that track planning and progress on achieving goals when appropriate.
2. Grantee shall also keep support services files, which contain the record of complaints, services requests, grievances, warnings and denials of service for shelter rule infractions and the outcomes and responses to guests.
3. Grantee shall maintain appropriate documentation to validate the approval of the shelter extensions to shelter guests according to HSH policies.

D. Dietary and Food Safety

Grantee shall meet the following meal dietary requirements:

1. Provide meals for guests following the menu pattern developed by San Francisco Shelter Nutrition Project 7/08. Meals shall follow the menu pattern established by the San Francisco Shelter Nutrition Project 7/08 and meet the minimum portion sizes listed for each of the food groups. Menus shall be reviewed by DPH Registered Dietician (RD) annually to meet the established meal pattern, portion sizes and vegetarian and religious/diet accommodations;
2. Acquire Registered Dietician service from HSH or other organizations to conduct annual monitoring and evaluation of food service safety/sanitation, meal preparation/service, and menu documentation using Shelter Nutrition Monitoring Tool developed by San Francisco Shelter Nutrition Project;
3. Ensure the annual nutrition monitoring report includes recommendations and actions that Grantee has taken to address any compliance issues noted; and
4. 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 standards¹. 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 by the HSH Facilities Manager and janitorial services shall occur regularly, per shift, and as required by the HSH Facilities Manager.
 - 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 Policies: Grantee shall maintain a good relationship with the neighborhood, including:

- 1. Collaboration with neighbors and relevant city agencies to ensure that neighborhood concerns about the facility are heard and addressed;
- 2. That the Grantee Director or Manager or a representative will attend all appropriate neighborhood meetings;
- 3. That Grantee management staff is available to respond to neighbors within 24 hours, if reasonable;
- 4. Minimizing the impact on the neighborhood of shelter population waiting to enter the building; and
- 5. Active discouragement of loitering in the area surrounding the building.

G. Safety and De-Escalation: Grantee shall ensure the general safety of the served population, staff, visitors, and property by providing staff trained in safety and de-escalation or through a security services provider during peak operational days and hours, as determined by Grantee and approved by HSH. Days and hours of coverage shall be on record with the HSH Program Manager. Safety and de-escalation shall include, but is not limited to:

- 1. Greeting the served population, staff, visitors, and conducting search of persons and property prior to entering sites for potentially dangerous items;
- 2. Utilization of a system by which possessions may be checked and safely and securely stored, as directed;
- 3. Regular patrol of the site and surrounding program area to ensure compliance with HSH's Good Neighbor Policy as described in the Good Neighbor Policies section;
- 4. Utilization of a system with written documentation to ensure that the perimeter and other areas are checked on a scheduled and regular basis; and
- 5. Assistance with conflict de-escalation and crisis management.

H. 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, 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.

Grantee shall also respond to guest complaints in a timely manner that are brought through the Shelter Monitoring Committee, Mayor's Office on Disability, or HSH.

I. 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^{Error! Bookmark not defined.};
2. Regular communication to HSH about the implementation of the program;
3. Attendance of HSH meetings and trainings, as required;
4. Attendance of an 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 Shelter Grievance Policy, including the processes regarding denials of service² 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;
9. Adherence to the TB Infection Control Guidelines for Homeless;
10. Adherence to the HSH Critical Incident policies, including reports to HSH, within 24 hours, regarding any deaths, serious violence or emergencies involving police, fire or ambulance calls using the Critical Incident Report form. A Critical Incident is defined as when emergency responders are called to the shelter by staff. Shelters must also send reports for incidents in which there were no emergency responders. An example is a domestic violence incident.

- J. Health Screening and Certifications: Grantee shall obtain and maintain all required staff health screenings and certifications, including but not limited to, staff Tuberculosis testing; CPR/First Aide; and AED certifications.

² Shelter Grievance Policy: <http://hsh.sfgov.org/wp-content/uploads/2018/08/Shelter-Grievance-Policy-Final-8-25-16-4.pdf>.

- K. Case Conferences: Grantee shall participate in individual case conferences and team coordination meetings with HSH-approved programs, as needed, to coordinate and collaborate regarding participants' progress.
- L. Admission Policy: Grantee admission policies for services shall be in writing and available to the public. Except to the extent that the services are to be rendered to a specific population as described in the programs listed herein, such policies must include a provision that Participants are accepted for care without discrimination on the basis of race, color, creed, religion, sex, age, national origin, ancestry, sexual orientation, gender identification, disability, or HIV status.
- M. Disaster and Emergency Response Plan: Grantee shall develop and maintain an Agency Disaster and Emergency Response Plan containing Site Specific Emergency Response Plan(s) for each service site per HSH requirements. The Agency Disaster and Emergency Response Plan shall address disaster coordination between and among service sites. Grantee shall update the Agency/site(s) plan as needed and Grantee shall train all employees regarding the provisions of the plan for their Agency/site(s).
- N. Data Standards:
 1. When applicable, records entered into the ONE system shall meet or exceed the ONE System Continuous Data Quality Improvement Process standards: <https://onesf.clarityhs.help/hc/en-us/articles/360001145547-ONE-System-Continuous-Data-Quality-Improvement-Process>.
 2. Grantee shall meet City's Coordinated Homeless Assessment of Needs and Guidance through Effective Services (CHANGES) data standards and requirements.
 3. Grantee shall be required to report certain measures or conduct interim reporting in CARBON, via secure email, or through uploads to a File Transfer Protocol (FTP) site. When required by HSH, Grantee shall submit the monthly, quarterly and/or annual metrics into either the CARBON database, via secure email, or through uploads to an FTP site. HSH will provide clear instructions to all Grantees regarding the correct mechanism for sharing data. Changes to data collection or reporting requirements shall be communicated to Grantees via written notice at least one month prior to expected implementation.
 4. Any information shared between Grantee, HSH, and other providers about the served population shall be communicated in a secure manner, with appropriate release of consent forms and in compliance with Health Insurance Portability and Accountability Act (HIPAA) and privacy guidelines.

VII. Service Objectives

Grantee shall achieve the following service objectives, unless directed otherwise by the City in a public health emergency:

- A. A minimum of 50 percent of single adults shall complete a Satisfaction Survey each quarter using the survey instrument provided by HSH.

- B. 100 percent of guests will be checked in to CHANGES upon entry into the shelter to determine if they have a reservation.
- C. Grantee will document attendance at 100 percent of monthly in-house Community Meetings.
- D. Grantee will document the average drop-in center use on a monthly basis.
- E. Grantee will ensure 100 percent of shelter staff are trained using the Homeless Shelter Training Manual.

VIII. Outcome Objectives

- A. A minimum of 75 percent of guests who complete the Quarterly Satisfaction Survey shall rate the treatment by staff, meals, connection to services and safety as good or excellent.

IX. Reporting Requirements

Grantee shall input data into systems required by HSH, such as, but not limited to CHANGES, Online Navigation and Entry (ONE) system, and CARBON, unless otherwise directed by the City in cases of public health or other emergency situations.

- A. Grantee shall provide a monthly report of activities, referencing the tasks as described in the Service and Outcome Objectives sections. Grantee shall enter the monthly metrics in the CARBON database by the 15th of the following month.
- B. Grantee shall provide a quarterly report of activities, referencing the tasks as described in the 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 contract activities, referencing the tasks as described in the Service and Outcome Objectives sections. This report shall also include accomplishments and challenges encountered by the Grantee. Grantee will enter the annual metrics in the CARBON database by the 15th of the month following the end of the program year.
- D. Grantee shall participate, as required by Department, with City, State and/or Federal government evaluative studies designed to show the effectiveness of Grantee's services. Grantee agrees to meet the requirements of and participate in the evaluation program and management information systems of the City. The City agrees that any final reports generated through the evaluation program shall be made available to Contractor within thirty working days of receipt of any evaluation report and such response will become part of the official report.

- E. Grantee shall adhere to the Department's Critical Incident Report Policy and report critical incidents to the Department using the Critical Incident Report. Examples of critical incidents include death, fire, acts of violence, or any other incident which requires the involvement of emergency services.
- F. Grantee shall provide Ad Hoc reports as required by the Department and respond to requests by the Department in a timely manner.

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

X. Monitoring Activities

- A. Program Monitoring: Grantee is subject to program monitoring and/or audits, such as, but not limited to, the following, participant files, review of the Grantee's administrative records, staff training documentation, postings, program policies and procedures, Disaster and Emergency Response Plan and training, personnel and activity reports, proper accounting for funds and other operational and administrative activities, and back-up documentation for reporting progress towards meeting service and outcome objectives.
- B. Fiscal Compliance and Contract Monitoring: 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.
- C. Food Safety: Grantee shall be responsible to utilize Department of Public Health (DPH) Registered Dietician (RD) support services to provide annual monitoring and evaluation of food safety/sanitation, meal preparation/service and menu documentation. Report will include recommendations and actions that shelter has taken to address any compliance issues noted.

**Appendix A-1, Services to be Provided
by
St. Vincent de Paul Society
Multi-Service Center (MSC) South
Emergency Solutions Grant (ESG)**

I. Purpose of Grant

The purpose of the grant is to provide Emergency Shelter Operations to individuals who are experiencing homelessness.

II. Served Population

Grantee shall provide Emergency Shelter services to households who meet Category 1, or 4 of homelessness in the U.S. Department of Housing and Urban Development's (HUD) Final Definition of Homeless¹:

- A. Category 1: Households who lack a fixed, regular, and adequate nighttime residence; this and includes a subset for an individual who is exiting an institution where he or she resided for 90 or fewer days and who resided in an emergency shelter or a place not meant for human habitation immediately before entering that institution; and/or
- B. Category 4: Households who are fleeing, or are attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member.

III. Referral and Prioritization

All single households (e.g. single adults) currently enter emergency shelter through HSH's current shelter reservation system. In order to enter, the single adult must be age 18 or over, and

- A. Have a CHANGES (or successor system) profile with basic demographic information, including photo and finger images, if available in the software system; and
- B. Have a current Tuberculosis (TB) screening clearance. This documentation must be updated annually, or as recommended by the Department of Public Health (DPH); and
- C. Be able to self-care, as defined by the DPH.

Participants must obtain shelter reservations through HSH's current shelter reservation process through the HSH Guest Placement Team.

IV. Description of Services

Grantee shall provide Emergency Shelter Services up to a maximum number of single adults listed on the Appendix B per year (Capacity may fluctuate and will be discussed between grantee and HSH depending on emergencies due to natural disasters, inclement

¹ See 24 CFR 576.2.

weather, pandemics or other emergencies and per recommendations by the Department of Public Health) including the following services:

A. Emergency Shelter²:

Grantee shall provide Emergency Shelter Operations services, including:

1. Maintenance, including minor and routine repairs;
2. Rental of shelter location;
3. Security for shelter location;
4. Insurance associated with shelter location;
5. Utilities at shelter location;
6. Food served to program participants at shelter location; and
7. Shelter furnishings.

V. Location and Time of Services

Grantee shall provide Shelter services 24 hours per day, seven days per week at 525 5th Street, San Francisco, CA 94107.

VI. Service Requirements

- A. Language and Interpretation Services: Grantee shall ensure that interpreter and translation services are available to address the needs of those within the served population who primarily speak language(s) other than English.
- B. Critical Incidents: Grantee shall report critical incidents in accordance with the HSH Program Manager instructions and any published HSH policies/procedures. Examples of critical incidents include death, fire, acts of violence, or any other incidents which require the involvement of emergency services.
- C. Admission Policy: Grantee admission policies for services shall be in writing and available to the public. Except to the extent that the services are to be rendered to a specific population as described, such policies must include a provision that referrals are accepted for services without discrimination on the basis of race, color, creed, religion, sex, age, national origin, ancestry, sexual orientation, gender identification, disability, or HIV/AIDS status.
- D. Feedback, Complaint and Follow-up Policies: Grantee shall provide means for the served population to provide feedback about the program. Feedback methods shall include a written annual survey, which shall be offered to the served population to gather feedback, assess tenant satisfaction, and evaluate the effectiveness of services and systems within the program. Grantee shall offer assistance to the served population regarding completion of the survey if the written format presents any problem.
- E. Grievance Procedure: Grantee shall follow the published HSH Grievance Procedure and establish and maintain a written Grievance Procedure for the served population,

² See 24 CFR §576.102, §576.2.

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 tenant can expect a response; and
4. The HSH Program Manager's contact information for the tenant to contact after the tenant has exhausted the Grantee's internal Grievance Procedure.

Grantee shall provide a copy of this procedure, and any amendments thereto, to each tenant over the age of 18 and obtain a signed copy of the form from the program tenant(s) which must be maintained in tenant files. Additionally, Grantee shall provide a copy of the procedure and any amendments to the HSH Program Manager.

F. City Communications, Trainings and Meetings

Grantee shall keep HSH informed of program operations and comply with HSH policies and requirements related to training and meeting participation including, but not limited to:

1. Regular communication with HSH about the implementation of the program;
2. Attendance of quarterly HSH meetings, as needed, and
3. Attendance of trainings, as requested by HSH.

G. Data Standards:

1. Records entered into the HSH Homeless Management Information System (HMIS) Online Navigation and Entry (ONE) System shall meet or exceed the ONE System Continuous Data Quality Improvement Process standards:
<https://onesf.clarityhs.help/hc/en-us/articles/360001145547-ONE-System-Continuous-Data-Quality-Improvement-Process>.
2. Grantee shall enter data into the ONE System, but may be required to report certain measures or conduct interim reporting in CARBON, via secure email, or through uploads to a File Transfer Protocol (FTP) site. When required by HSH, Grantee shall submit the monthly, quarterly and/or annual metrics into either the CARBON database, via secure email, or through uploads to an FTP site. HSH will provide clear instructions to all Grantees regarding the correct mechanism for sharing data. Changes to data collection or reporting requirements shall be communicated to Grantees via written notice at least one month prior to expected implementation.
3. Any information shared between Grantee, HSH, and other providers about the served population shall be communicated in a secure manner, with appropriate release of consent forms and in compliance with 24 C.F.R. Part 578, Continuum of Care; 45 C.F.R. Parts 160 and 164, the Health Insurance Portability and Accountability Act (HIPAA) and federal and state data privacy and security guidelines.

- H. Record Keeping, Documentation, and Files: Grantee shall maintain confidential files on the served population.
- I. 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).

VII. Service Objectives

Grantee shall achieve the following service objectives annually:

- A. One hundred percent of shelter guests shall be enrolled in ONE System; and
- B. Grantee shall administer an annual survey to 100 percent of guest that are active in the program.

VIII. Outcome Objectives

Grantee shall achieve the following outcome objectives annually:

- A. Grantee shall ensure that a minimum of 75 percent of guests participating in a Satisfaction Survey will rate the treatment by staff, quality of meals, connection to services and safety as good or excellent.

IX. Reporting Requirements

Grantee shall submit all data and reports as required by HSH, HUD, and MOHCD in a timely and accurate manner to ensure accurate HMIS data, Annual Performance Report (APR), Housing Inventory Count (HIC) reports, Point in Time (PIT) Counts, System-wide Performance Measures (SPM) and supplementary materials.

- A. Evaluative Studies: Grantee shall participate, as requested by HSH, in evaluative studies designed to show the effectiveness of Grantee's services. The City agrees that any final reports generated through the evaluation program shall be made available to Grantee or within 30 working days of receipt of any evaluation report and such response will become part of the official report.
- B. Consolidated Annual Performance and Evaluation Report (CAPER): Grantee shall submit, to HSH, by the 45th day following the end of the project period, a report in CARBON summarizing the contract activities, referencing the tasks as described in the Service and Outcome Objectives sections. This report shall also include accomplishments and challenges encountered by the Grantee. Data collected in this report will be used in the CAPER and report out on the served population, including progress toward objectives, and the amount of grant and matching funds expended. Objectives shall include, but are not limited to:

1. Neighborhood of origin of individuals served;
 2. Number of individuals moved into more stable housing; and
 3. Number of individuals receiving shelter services.
- C. Match Funds: Per HSH instructions, Grantee shall identify, document, and report match funds for all ESG-funded grants that meet or exceed 100 percent of funds or in-kind contributions from other sources to be used on eligible costs of the project, as defined in 24 CFR Part 576³.
- D. Personnel Activity Reports: Per HSH instructions, Grantees, partners, and subcontractors shall create and maintain personnel activity report time records showing the amount of time spent by Grantee personnel on HUD ESG projects and the costs associated with those activities. All timekeeping records shall reflect a daily breakdown of time spent on HUD ESG-funded eligible activities versus non-eligible activities.
- E. Ad Hoc Reports: Grantee shall provide Ad Hoc reports as required by HSH.

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

X. Monitoring Activities

- A. Program Monitoring: Grantee is subject to programmatic monitoring and/or audits, at any time, such as, but not limited to, review of the following: served population files, Grantee's administrative records, staff training documentation, postings, program policies and procedures, data reported on APR, documentation of match sources, personnel activity reports, proper accounting for funds and other operational and administrative activities, back-up documentation for reporting progress towards meeting service and outcome objectives, and Disaster and Emergency Response Plan and training. For additional information regarding the monitoring requirements surrounding ESG, see ESG Subrecipient Grant Management: https://www.hud.gov/program_offices/administration/hudclips/handbooks/cpd/6509.2/.
- B. Fiscal and Compliance Monitoring: Grantee is subject to fiscal and compliance monitoring, which may include review of the Grantee's organizational budget, the general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal policy manual, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring may include review of Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act (ADA), subcontracts, and Memorandum of Understanding (MOU), and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

³ See 24 CFR 576.201.

	A	B	C	D	G	J	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING								
2	APPENDIX B, BUDGET								
3	Document Date	4/19/2022							
4	Contract Term	Begin Date	End Date	Duration (Years)					
5	Current Term	7/1/2021	6/30/2022	1					
6	Amended Term	7/1/2021	8/31/2022	2					
7	Provider Name	St. Vincent de Paul Society of San Francisco							
8	Program	Multi-Service Center (MSC) South							
9	F\$P Contract ID#	1000021524							
10	Action (select)	Amendment							
11	Effective Date	7/1/2021							
	Budget Names	MSC South Site D, ESG Shelter Operations, One-Time - General Fund Carryforward							
12									
13		Current	New						
14	Term Budget	\$ 8,289,408	\$ 9,661,959	3%					
15	Contingency	\$ 1,306,877	\$ 337,975						
16	Not-To-Exceed	\$ 9,596,285	\$ 9,999,935		Year 1	Year 2	All Years		
17					7/1/2021 - 6/30/2022	7/1/2022 - 8/31/2022	7/1/2021- 8/31/2022	7/1/2021 - 8/31/2022	7/1/2021 - 8/31/2022
18					New	New	Current/Actuals	Amendment	New
19	Expenditures								
20	Salaries & Benefits				\$ 5,757,567	\$ 971,039	\$ 5,757,567	\$ 971,039	\$ 6,728,606
21	Operating Expense				\$ 921,542	\$ 134,600	\$ 921,542	\$ 134,600	\$ 1,056,142
22	Subtotal				\$ 6,679,108	\$ 1,105,639	\$ 6,679,108	\$ 1,105,639	\$ 7,784,747
23	Indirect Percentage								
24	Indirect Cost (Line 21 X Line 22)				\$ 998,003	\$ 165,579	\$ 998,003	\$ 165,579	\$ 1,163,582
25	Other Expenses (Not subject to indirect %)				\$ 612,296	\$ 101,333	\$ 612,296	\$ 101,334	\$ 713,630
26	Capital Expenditure				\$ -	\$ -	\$ -	\$ -	\$ -
28	Total Expenditures				\$ 8,289,407	\$ 1,372,551.83	\$ 8,289,406.80	\$ 1,372,552	\$ 9,661,959
29									
30	HSH Revenues (select)								
31	General Fund - Ongoing				\$ 7,946,904	\$ 1,364,219	\$ 7,946,904	\$ 1,364,219	\$ 9,311,123
32	General Fund - CODB				\$ 238,407	\$ -	\$ 238,407	\$ -	\$ 238,407
33	HUD ESG (CFDA 14.231)				\$ 50,000	\$ 8,333	\$ 50,000	\$ 8,333	\$ 58,333
34	ESG One-Time				\$ 50,000	\$ -	\$ 50,000	\$ -	\$ 50,000
35	General Fund - One-Time Carryforward				\$ 4,096	\$ -	\$ 4,096	\$ -	\$ 4,096
36					\$ -	\$ -	\$ -	\$ -	\$ -
37					\$ -	\$ -	\$ -	\$ -	\$ -
38					\$ -	\$ -	\$ -	\$ -	\$ -
39					\$ -	\$ -	\$ -	\$ -	\$ -
40	Total HSH Revenues				\$ 8,289,407	\$ 1,372,552	\$ 8,289,408	\$ 1,372,552	\$ 9,661,959
41	Other Revenues (to offset Total Expenditures & Reduce HSH Revenues)								
42					\$ -	\$ -	\$ -	\$ -	\$ -
43					\$ -	\$ -	\$ -	\$ -	\$ -
44					\$ -	\$ -	\$ -	\$ -	\$ -
45					\$ -	\$ -	\$ -	\$ -	\$ -
46					\$ -	\$ -	\$ -	\$ -	\$ -
47	Total Other Revenues				\$ -	\$ -	\$ -	\$ -	\$ -
48									
49	Total HSH + Other Revenues				\$ 8,289,407	\$ 1,372,552	\$ 8,289,408	\$ 1,372,552	\$ 9,661,959
50	Rev-Exp (Budget Match Check)				\$ -	\$ -	\$ -		\$ -
52	Total Adjusted Salary FTE (All Budgets)				83.30	86.30			
53									
54	Prepared by	Latasha Bellamy							
55	Phone	209-643-3777							
56	Email	latasha.bellamy@sfgov.org							

	A	B	C	D	G	J	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING								
2	APPENDIX B, BUDGET								
3	Document Date	4/19/2022							
4	Contract Term	Begin Date	End Date	Duration (Years)					
5	Current Term	7/1/2021	6/30/2022	1					
6	Amended Term	7/1/2021	8/31/2022	2					
7	Provider Name	St. Vincent de Paul Society of San Francisco							
8	Program	Multi-Service Center (MSC) South							
9	FSP Contract ID#	1000021524							
10	Action (select)	Amendment							
11	Effective Date	7/1/2021							
12	Budget Name	MSC South Site D							
13		Current	New						
14	Term Budget	\$ 8,185,311	\$ 9,549,530	3%					
15	Contingency	\$ 1,306,877	\$ 337,975						
16	Not-To-Exceed	\$ 9,596,285	\$ 9,999,935						
					Year 1	Year 2	All Years		
17					7/1/2021 - 6/30/2022	7/1/2022- 8/31/2022	7/1/2021 - 6/30/2022	7/1/2021 - 8/31/2022	7/1/2021 - 8/31/2022
18					New	New	Current/Actuals	Amendment	New
19	Expenditures								
20	Salaries & Benefits				\$ 5,757,567	\$ 971,039	\$ 5,757,567	\$ 971,039	\$ 6,728,606
21	Operating Expense				\$ 844,269	\$ 129,267	\$ 844,269	\$ 129,266	\$ 973,536
22	Subtotal				\$ 6,601,836	\$ 1,100,306	\$ 6,601,836	\$ 1,100,306	\$ 7,702,141
23	Indirect Percentage				15.00%	15.00%			
24	Indirect Cost (Line 21 X Line 22)				\$ 990,275	\$ 165,046	\$ 990,275	\$ 165,046	\$ 1,155,321
25	Other Expenses (Not subject to indirect %)				\$ 593,200	\$ 98,867	\$ 593,200	\$ 98,867	\$ 692,067
26	Capital Expenditure				\$ -	\$ -	\$ -	\$ -	\$ -
28	Total Expenditures				\$ 8,185,311	\$ 1,364,219	\$ 8,185,310.62	\$ 1,364,218.42	\$ 9,549,529
29									
30	HSH Revenues (select)								
31	General Fund - Ongoing				\$ 7,946,904	\$ 1,364,219	\$ 7,946,904	\$ 1,364,219	\$ 9,311,123
32	General Fund - CODB				\$ 238,407	\$ -	\$ 238,407	\$ -	\$ 238,407
33	HUD ESG (CFDA 14.231)				\$ -	\$ -	\$ -	\$ -	\$ -
34	ESG One-Time				\$ -	\$ -	\$ -	\$ -	\$ -
35	General Fund - One-Time Carryforward				\$ -	\$ -	\$ -	\$ -	\$ -
36					\$ -	\$ -	\$ -	\$ -	\$ -
37					\$ -	\$ -	\$ -	\$ -	\$ -
38					\$ -	\$ -	\$ -	\$ -	\$ -
39					\$ -	\$ -	\$ -	\$ -	\$ -
40	Total HSH Revenues				\$ 8,185,311	\$ 1,364,219	\$ 8,185,311	\$ 1,364,219	\$ 9,549,530
	Other Revenues (to offset Total Expenditures & Reduce HSH Revenues)								
41									
42					\$ -	\$ -	\$ -	\$ -	\$ -
43					\$ -	\$ -	\$ -	\$ -	\$ -
44					\$ -	\$ -	\$ -	\$ -	\$ -
45					\$ -	\$ -	\$ -	\$ -	\$ -
46					\$ -	\$ -	\$ -	\$ -	\$ -
47	Total Other Revenues				\$ -	\$ -	\$ -	\$ -	\$ -
48									
49	Total HSH + Other Revenues				\$ 8,185,311	\$ 1,364,219	\$ 8,185,311	\$ 1,364,219	\$ 9,549,530
50	Rev-Exp (Budget Match Check)				\$ -	\$ -	\$ -		\$ -
52									
53	Prepared by	Latasha Bellamy							
54	Phone	209-643-3777							
55	Email	latasha.bellamy@sfgov.org							

	A	D	G	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING					
2	OPERATING DETAIL					
3	Document Date					
4	Provider Name					
5	Program					
6	F\$P Contract ID#					
7	Budget Name					
8						
9		Year 1	Year 2	All Years		
10		7/1/2021 - 6/30/2022	7/1/2022- 8/31/2022	7/1/2021 - 6/30/2022	7/1/2021 - 8/31/2022	7/1/2021 - 8/31/2022
11		New	New	Current/Actuals	Modification	New
12	Operating Expenses	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
13	Rental of Property	\$ -	\$ -	\$ -	\$ -	\$ -
14	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 3,600	\$ 600	\$ 3,600	\$ 600	\$ 4,200
15	Office Supplies, Postage	\$ 16,500	\$ 2,000	\$ 16,500	\$ 2,000	\$ 18,500
16	Building Maintenance Supplies and Repair	\$ 1,522	\$ 254	\$ 1,522	\$ 254	\$ 1,776
17	Printing and Reproduction	\$ -	\$ -	\$ -	\$ -	\$ -
18	Insurance	\$ 25,500	\$ 4,250	\$ 25,500	\$ 4,250	\$ 29,750
19	Staff Training	\$ 20,925	\$ 2,519	\$ 20,925	\$ 2,519	\$ 23,444
20	Staff Travel-(Local & Out of Town)	\$ -	\$ -	\$ -	\$ -	\$ -
21	Rental of Equipment	\$ 15,000	\$ 2,500	\$ 15,000	\$ 2,500	\$ 17,500
22	Cleaning & Janitorial	\$ 48,200	\$ 4,333	\$ 48,200	\$ 4,333	\$ 52,533
23	Telephone	\$ 27,622	\$ 4,604	\$ 27,622	\$ 4,604	\$ 32,226
24	Staff Recruitment/Advertising	\$ 3,400	\$ 567	\$ 3,400	\$ 567	\$ 3,967
25	Vehicle Expense	\$ 10,500	\$ 1,750	\$ 10,500	\$ 1,750	\$ 12,250
26	Client Services, Supplies and Food	\$ 500,000	\$ 77,307	\$ 500,000	\$ 77,307	\$ 577,307
27	Client Database Software	\$ 9,000	\$ 1,500	\$ 9,000	\$ 1,500	\$ 10,500
28				\$ -	\$ -	\$ -
41				\$ -	\$ -	\$ -
42	Consultants			\$ -	\$ -	\$ -
43	IT Consultant	\$ 7,500	\$ 1,250	\$ 7,500	\$ 1,250	\$ 8,750
44	Pacific Coast Staffing	\$ 130,000	\$ 21,667	\$ 130,000	\$ 21,667	\$ 151,667
45	Security - Defense Logistics (only subject to first \$25k Ir	\$ 25,000	\$ 4,167	\$ 25,000	\$ 4,167	\$ 29,167
46				\$ -	\$ -	\$ -
47				\$ -	\$ -	\$ -
67						
68	TOTAL OPERATING EXPENSES	\$ 844,269	\$ 129,267	\$ 844,269	\$ 129,266	\$ 973,536
69						
70	Other Expenses (not subject to indirect cost %)					
71	ongoing placeholder - MCO used for laptops/desktop in	\$ 5,000	\$ 833	\$ 5,000	\$ 834	\$ 5,833
72	Security - Defense Logistics (only subject to first \$25k Ir	\$ 588,200	\$ 98,033	\$ 588,200	\$ 98,033	\$ 686,233
73		\$ -		\$ -	\$ -	\$ -
74				\$ -	\$ -	\$ -
83						
84	TOTAL OTHER EXPENSES	\$ 593,200	\$ 98,867	\$ 593,200	\$ 98,867	\$ 692,067
96						
97	HSH #3			Template last modified		1/22/2020

BUDGET NARRATIVE		Fiscal Year				Fiscal Term Start	Fiscal Term End	
MSC South Site 0		FY21-22	< Select from the drop-down list the fiscal year in which the proposed budget changes will first become effective				7/1/2021	6/30/2022
Salaries & Benefits	Adjusted Budgeted FTE	Budgeted Salary	Justification	Calculation	Employee Name			
Program Director	0.80	\$ 66,618	The Program Director position is 0.80 FTE with hazard pay	$(\$100,830.40 + (\$5 * 2080)) * 80\% = \$66,618$	Benedith, Leszy			
Site Manager	1.00	\$ 80,400	The Site Manager position is 1.0 FTE with hazard pay	$\$70,000 + (\$5 * 2080) = \$80,400$	Aaron, Sharonide			
Supportive Svcs Supervisor	1.00	\$ 75,400	The Supportive Services Supervisor position is 1.0 FTE with hazard pay	$\$65,000 + (\$5 * 2080) = \$75,400$	Donchoe, Joseph			
Resource Specialist	1.00	\$ 70,720	This is 1 FTE for Resource Specialist that will support clients in moving forward with employment and educational needs. The salary includes hazard pay	$((\$2,240 * 13) + (\$2,400 * 13) + (\$5 * 2080)) = \$70,720$	Ocegueda, Dora E			
Program Assistant	1.00	\$ 72,020	The Office Manager salary was adjusted to reflect the new minimum wage salary and includes hazard pay	$(\$2,240 * 13) + (\$2,500 * 13) + (\$5 * 2080) = \$72,020$	Perez-Bautista, L.			
Assistant Site Manager	0.75	\$ 56,550	The Assistant Site Manager position is 0.75 FTE and includes hazard pay	$(\$65,000 * 75\%) + (\$5 * 2080 * 75\%) = \$56,550$	TBD			
Food Services Supervisor	1.00	\$ 73,330	The Food Services Supervisor is 1.0 FTE salary with hazard pay	$(\$62,000.14) + (\$5 * 2080)) = \$72,400$	Garcia, Dinorah S			
Lead Cooks	3.30	\$ 174,414	Lead Cook Salaries at 3.30 FTE with hazard pay	$(\$20,411 * 2080) + (\$5 * 2080)) * 3.30 = \$174,414$	Various			
Cook/Kitchen Assistants	10.00	\$ 464,672	Cook/Kitchen Assistants at 10 FTE with hazard pay	$(\$17.34 * 2080) + (\$5 * 2080)) * 10 = \$464,672$	Various			
Lead Launderer	1.00	\$ 63,544	The Lead Launderer is 1.0 FTE with hazard pay	$(\$25.55 * 2080) + (\$5 * 2080) = \$63,544$	de Genovezo Orellana, Rafaela			
Launderers	2.00	\$ 97,094	The Launderer is 2.0 FTE with hazard pay	$(\$18.34 * 2080) + (\$5 * 2080)) * 2 = \$97,094$	Xie, Guibao or Zhang, Yutshu			
Maintenance Workers	12.00	\$ 565,594	Maintenance Salaries at 12 FTE with hazard pay	$(\$17.66 * 2080) + (\$5 * 2080)) * 12 = \$565,594$	Various			
Handyman	1.00	\$ 63,024	The Handyman is 1.0 FTE with hazard pay	$(\$25.30 * 2080) + (\$5 * 2080) = \$63,024$	Moran, Ricardo			
Shift Supervisors	6.50	\$ 459,680	Shift Supervisor Salaries to include hazard pay	$(\$2,240 * 13) + (\$2,400 * 13) + (\$5 * 2080)) * 6.5 = \$459,680$	Various			
Program Aide - Day Shift	8.00	\$ 384,883	Day Shift Program Aides with active Drop In center, 24 hour operation and hazard pay	$(\$18.13 * 2080) + (\$5 * 2080)) * 8.0 = \$384,883$	Various			
Program Aide - Swing Shift	14.50	\$ 700,918	Swing Shift Program Aides at 14.50 FTE with hazard pay	$(\$18.24 * 2080) + (\$5 * 2080)) * 14.5 = \$700,918$	Various			
Program Aide - Night Shift	13.50	\$ 633,204	Grawyard Shift Program Aides at 13.50 FTE with hazard pay	$(\$17.55 * 2080) + (\$5 * 2080)) * 13.5 = \$633,204$	Various			
Bilingual Program Aide	3.00	\$ 149,885	Bilingual Program Aides 3 FTE with hazard pay	$(\$19.02 * 2080) + (\$5 * 2080)) * 3.0 = \$149,885$	Various			
Crisis Intervention Specialist	1.00	\$ 70,720	The Crisis Intervention Specialist position is 1.0 FTE with hazard pay	$(\$2,240 * 13) + (\$2,400 * 13) + (\$5 * 2080)) = \$70,720$	Boyer, V.			
Housing Specialist	0.75	\$ 53,040	The Housing Specialist is 0.75 FTE with hazard pay	$(\$2,240 * 13) + (\$2,400 * 13) + (\$5 * 2080)) * 0.75 = \$53,040$	TBD			
Program Data Manager	0.40	\$ 31,216	Program Data Manager at 0.40 FTE	$\$78,039 * 0.40 = \$31,216$	Wong, Yueh Hai			
TOTAL	63.30	\$ 4,406,927	Includes FICA, SSUI, Workers Compensation and Medical calculated.					
Employee Fringe Benefits		\$ 1,350,640	at 30.65% of total salaries.					
Salaries & Benefits Total		\$ 5,757,567						

Operating Expenses	Budgeted Expense	Justification	Calculation
Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 3,600	Garbage collection fees at average \$300/month for 12 months	\$300 x 12 = \$3,600
Office Supplies, Postage	\$ 16,500	Office supplies, computers and accessories, printers and postage at average \$1,375/month for 12 months	\$1,375 x 12 = \$16,500
Building Maintenance Supplies and Repair	\$ 1,522	Building maintenance and supplies for \$1,522. Remainder of budget is in ESG funds.	\$1,522
Insurance	\$ 25,500	General commercial and liability insurance at \$2,125/month for 12 months	\$2,125 x 12 = \$25,500
Staff Training	\$ 20,925	Staff training for 83.30 FTE x approx. \$250/staff. Trainings include CAL-OSHA safety order, communicable disease prevention, de-escalation training, proper food handling, disaster procedure, ADA requirements, cultural humility, standard of care training. Also includes professional development (i.e. staff retreats), training food, transportation and meeting space rental.	\$1,743.75 x 12 = \$20,925
Rental of Equipment	\$ 15,000	Monthly copier and wash rental at \$1,250/month for 12 months	\$1,250 x 12 = \$15,000
Cleaning & Janitorial	\$ 48,200	Adjusted Cleaning and Janitorial to reflect the increased need due to the pandemic. Average of \$4,016.67/month x 12 months	\$4,016.67 x 12 = \$48,200
Telephone	\$ 27,622	Telephone, cell phone, internet, elevator line at average of \$2,301.83/month x 12 months	\$2,301.83 x 12 = \$27,622
Staff Recruitment/Advertising	\$ 3,400	Recruitment and job posting costs and testing of SVDP employment candidates. Average \$283.33/month x 12 months	\$283.33/month x 12 = \$3,400
Vehicle Expense	\$ 10,500	Vehicle insurance, gas, registration and maintenance. Average \$875/month x 12 months	\$875/month x 12 = \$10,500
Client Services, Supplies and Food	\$ 500,000	Client supplies and needs including blankets, sheets, towels, etc. Average at \$15,000/month x 12 months	Supplies - \$15,000/month x 12 months = \$180,000
		Breakfast, Lunch and dinner for clients at average \$21.667/month x 12 months	Breakfast, Lunch, Dinner = \$21,667/month x 12 = \$260,000
		Daily Snacks for clients at average of \$3.333/month x 12 months	Snacks - \$3,333/month x 12 = \$40,000
		Total \$500,000	Total \$500,000
Client Database Software	\$ 9,000	Database support service \$750/month x 12 months	\$750 x 12 = \$9,000
Building Maintenance Supplies and Repair - (ESG 10% Indirect)	\$ 45,455	Building maintenance and supplies at average of \$3,787.92/month for 12 months	\$3,787.92 x 12 months = \$45,455
Client Supplies - (ESG 10% Indirect)	\$ 10,000	Client supplies and needs including blankets, sheets, towels, etc. Average at \$15,000/month x 12 months	\$833.33 x 12 months = \$10,000
Client Food - (ESG 10% Indirect)	\$ 10,000	Client food and needs including snacks on average \$833.33 x 12 months	\$833.33 x 12 months = \$10,000
Cleaning and Janitorial - (ESG 10% Indirect)	\$ 11,818	Adjusted Cleaning and Janitorial to reflect the increased need due to the pandemic. Average of \$984.83/month x 12 months	\$984.83 x 12 months = \$11,818
Consultants			
IT Consultant	\$ 7,500	IT consultant and related equipment install work on average \$625/month x 12 months	\$625 x 12 = \$7,500
Pacific Coast Staffing	\$ 130,000	We anticipate temporary staffing need from Pacific Coast Staffing, 1.2 FTE at \$37.10/hour (including hazard pay), 8 hours/day at 365 days	\$37.10/hour x 8 hours/day x 1.2 FTE x 365 days = \$130,000
Security - Defense Logistics (only subject to first \$25k Indn	\$ 25,000	Security services with hazard pay at \$35/hour x 2 security/shift, x 3 shifts/day	\$35/hour x 24 hours/day x 2 security x 365 days = \$613,200
TOTAL OPERATING EXPENSES	\$ 921,542		
Indirect Cost	15.0% \$ 998,003		

Other Expenses (not subject to indirect cost %)	Amount	Justification	Calculation
Ongoing placeholder - MCO used for laptops/desktop in FY	\$ 5,000	Needed Desktop/Laptops for MCO	\$ 5,000
Security - Defense Logistics (only subject to first \$25k Indn	\$ 588,200	Security services with hazard pay at \$35/hour x 2 security/shift, x 3 shifts/day	\$35/hour x 24 hours/day x 2 security x 365 days = \$613,200
Moving Expenses and Household Assistance - (ESG)	\$ 15,000	Client's needs when being re-housed and transitioning from shelter to their own space. This includes moving or household items, rental and first month deposit rental assistance.	\$15,000 to clients based on application, until funds are expended.
TOTAL OTHER EXPENSES	\$ 608,200		

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

Admin Cost (HUD Agreements Only)	Amount	Description	Calculation
TOTAL ADMIN EXPENSES	\$ -		
Allowable Admin Cost	#VALUE!		
Difference	#VALUE!		

* Note: Per HUD CoC requirements, Administrative budgets may only be spent on specific HUD-authorized Eligible Costs, which include:			
Category	Description	Examples	Notes
1) General Management, Oversight, and Coordination	(i) Salaries, wages, and related costs of the recipient's staff, the staff of subrecipients, or other staff engaged in program administration, including staff who:		In charging costs to this category, the recipient may include the entire salary, wages, and related costs allocable to the program of each person whose primary responsibilities with regard to the program involve program administration assignments, or the pro rata share of the salary, wages, and related costs of each person whose job includes any program administration assignments. The recipient may use only one of these methods for each fiscal year grant.
	A) Prepare and update program budgets and schedules;		
	B) Develop systems for assuring compliance with program requirements;		
	C) Develop agreements with subrecipients and contractors to carry out program activities;		
	D) Monitor program activities for progress and compliance with program requirements;		
	E) Prepare reports and other documents directly related to the program for submission to HUD;		
	F) Coordinate the resolution of audit and monitoring findings;		
	G) Evaluate program results against stated objectives; or		
	H) Manage or supervise persons whose primary responsibilities with regard to the program include these administrative tasks.		
	(ii) Travel costs incurred for monitoring of subrecipients;		
2) Training on Continuum of Care Requirements	(iii) Administrative Services performed under third-party contracts or agreements		
	(iv) Other costs for goods and services required for administration of the program.		
	Costs of providing training on Continuum of Care requirements and attending HUD-sponsored Continuum of Care trainings.		
3) Environmental Review	Costs of carrying out the environmental review responsibilities under § 578.31.		

For more information on Eligible Administrative Costs, see Section 578.58 (page 87) of the CoC Program Interim Rule, 24 CFR: https://www.hudexchange.info/resources/documents/CoCProgramInterimRule_-_FormattedVersion.pdf

	A	B	C	D	G	J	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING								
2	APPENDIX B, BUDGET								
3	Document Date	4/19/2022							
4	Contract Term	Begin Date	End Date	Duration (Years)					
5	Current Term	7/1/2021	6/30/2022	1					
6	Amended Term	7/1/2021	8/31/2022	2					
7	Provider Name	St. Vincent de Paul Society of San Francisco							
8	Program	Multi-Service Center (MSC) South							
9	FSP Contract ID#	1000021524							
10	Action (select)	Amendment							
11	Effective Date	7/1/2021							
12	Budget Name	ESG Shelter Operations							
13		Current	New						
14	Term Budget	\$ 100,000	\$ 108,333						
15	Contingency	\$ 1,306,877	\$ 337,975	3%					
16	Not-To-Exceed	\$ 9,596,285	\$ 9,999,935						
17					Year 1	Year 2	All Years		
18					7/1/2021 - 6/30/2022	7/1/2022- 8/31/2022	7/1/2021 - 6/30/2022	7/1/2021 - 8/31/2022	7/1/2021 - 8/31/2022
19	Expenditures				New	New	Current/Actuals	Amendment	New
20	Salaries & Benefits	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
21	Operating Expense	\$ 77,273	\$ 5,333		\$ 77,273	\$ 5,333	\$ 5,333	\$ 5,333	\$ 82,606
22	Subtotal	\$ 77,273	\$ 5,333		\$ 77,273	\$ 5,333	\$ 5,333	\$ 5,333	\$ 82,606
23	Indirect Percentage		10.00%						
24	Indirect Cost (Line 21 X Line 22)	\$ 7,727.25	\$ 533		\$ 7,727	\$ 533	\$ 533	\$ 533	\$ 8,261
25	Other Expenses (Not subject to indirect %)	\$ 15,000	\$ 2,467		\$ 15,000	\$ 2,467	\$ 2,467	\$ 2,467	\$ 17,467
26	Capital Expenditure	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
28	Total Expenditures	\$ 100,000	\$ 8,333		\$ 100,000	\$ 8,333	\$ 8,333	\$ 8,333	\$ 108,333
29									
30	HSH Revenues (select)								
31	General Fund - Ongoing	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
32	General Fund - CODB	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
33	HUD ESG (CFDA 14.231)	\$ 50,000	\$ 8,333		\$ 50,000	\$ 8,333	\$ 8,333	\$ 8,333	\$ 58,333
34	ESG One-Time	\$ 50,000	\$ -		\$ 50,000	\$ -	\$ -	\$ -	\$ 50,000
35	General Fund - One-Time Carryforward	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
36		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
37		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
38		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
39		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
40	Total HSH Revenues	\$ 100,000	\$ 8,333		\$ 100,000	\$ 8,333	\$ 8,333	\$ 8,333	\$ 108,333
41	Other Revenues (to offset Total Expenditures & Reduce HSH Revenues)								
42		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
43		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
44		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
45		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
46		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
47	Total Other Revenues	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
48									
49	Total HSH + Other Revenues	\$ 100,000.00	\$ 8,333.33		\$ 100,000.00	\$ 8,333.33	\$ 8,333.33	\$ 8,333.33	\$ 108,333.33
50	Rev-Exp (Budget Match Check)	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
52									
53	Prepared by	Latasha Bellamy							
54	Phone	209-643-3777							
55	Email	latasha.bellamy@sfgov.org							

	A	D	G	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING					
2	OPERATING DETAIL					
3	Document Date					
4	Provider Name					
5	Program					
6	F\$P Contract ID#					
7	Budget Name					
8						
9		Year 1	Year 2	All Years		
10		7/1/2021 - 6/30/2022	7/1/2022- 8/31/2022	7/1/2021 - 6/30/2022	7/1/2021 - 8/31/2022	7/1/2021 - 8/31/2022
11		New	New	Current/Actuals	Modification	New
12		Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
13	Rental of Property	\$ -	\$ -	\$ -	\$ -	\$ -
14	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ -	\$ -	\$ -	\$ -	\$ -
15	Office Supplies, Postage	\$ -	\$ -	\$ -	\$ -	\$ -
16	Building Maintenance Supplies and Repair	\$ 45,455	\$ -	\$ 45,455	\$ -	\$ 45,455
17	Printing and Reproduction	\$ -	\$ -	\$ -	\$ -	\$ -
18	Insurance	\$ -	\$ -	\$ -	\$ -	\$ -
19	Staff Training	\$ -	\$ -	\$ -	\$ -	\$ -
20	Staff Travel-Local & Out of Town)	\$ -	\$ -	\$ -	\$ -	\$ -
21	Rental of Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
22	Client Supplies	\$ 10,000.00	\$ 2,333.33	\$ 10,000	\$ 2,333	\$ 12,333
23	Client Food	\$ 10,000.00	\$ 3,000.00	\$ 10,000	\$ 3,000	\$ 13,000
24	Cleaning and Janitorial	\$ 11,818.00	\$ -	\$ 11,818	\$ -	\$ 11,818
67						
68	TOTAL OPERATING EXPENSES	\$ 77,273	\$ 5,333	\$ 77,273	\$ 5,333	\$ 82,606
69						
70	Other Expenses (not subject to indirect cost %)					
71	Moving Expenses and Household Assistance	\$ 15,000	\$ 2,467	\$ 15,000	\$ 2,467	\$ 17,467
83						
84	TOTAL OTHER EXPENSES	\$ 15,000	\$ 2,467	\$ 15,000	\$ 2,467	\$ 17,467
85						
86	Capital Expenses					
87				\$ -	\$ -	\$ -
88				\$ -	\$ -	\$ -
94						
95	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -
96						
97	HSH #3			Template last modified 1/22/2020		

	A	B	C	D	G	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING					
2	APPENDIX B, BUDGET					
3	Document Date	4/19/2022				
4	Contract Term	Begin Date	End Date	Duration (Years)		
5	Current Term	7/1/2021	6/30/2022	1		
6	Amended Term	7/1/2021	8/31/2022	2		
7	Provider Name	St. Vincent de Paul Society of San Francisco				
8	Program	Multi-Service Center (MSC) South				
9	F\$P Contract ID#	1000021524				
10	Action (select)	Amendment				
11	Effective Date	7/1/2021				
12	Budget Name	One-Time - General Fund Carryforward				
13		Current	New			
14	Term Budget	\$ 4,096	\$ 4,096	3%	Year 1	All Years
15	Contingency	\$ 1,306,877	\$ 337,975			
16	Not-To-Exceed	\$ 9,596,285	\$ 9,999,935			
17					7/1/2021 - 6/30/2022	7/1/2021 - 8/31/2022
18					New	New
19	Expenditures					
20	Salaries & Benefits				\$ -	\$ -
21	Operating Expense				\$ -	\$ -
22	Subtotal				\$ -	\$ -
23	Indirect Percentage				0.00%	
24	Indirect Cost (Line 21 X Line 22)				\$ -	\$ -
25	Other Expenses (Not subject to indirect %)				\$ 4,096	\$ 4,096
26	Capital Expenditure				\$ -	\$ -
27	Admin Cost (HUD Agreements Only)				\$ -	\$ -
28	Total Expenditures				\$ 4,096	\$ 4,096.38
29						
30	HSH Revenues (select)					
31	General Fund - Ongoing				\$ -	\$ -
32	General Fund - CODB				\$ -	\$ -
33	HUD ESG (CFDA 14.231)				\$ -	\$ -
34	ESG One-Time				\$ -	\$ -
35	General Fund - One-Time Carryforward				\$ 4,096	\$ 4,096
36					\$ -	\$ -
37					\$ -	\$ -
38					\$ -	\$ -
39					\$ -	\$ -
40	Total HSH Revenues				\$ 4,096.38	\$ 4,096.38
41	Other Revenues (to offset Total Expenditures & Reduce HSH Revenues)					
42					\$ -	\$ -
43					\$ -	\$ -
44					\$ -	\$ -
45					\$ -	\$ -
46					\$ -	\$ -
47	Total Other Revenues				\$ -	\$ -
48						
49	Total HSH + Other Revenues				\$ 4,096.38	\$ 4,096.38
50	Rev-Exp (Budget Match Check)				\$ -	\$ -
52						
53	Prepared by	Latasha Bellamy				
54	Phone	209-643-3777				
55	Email	latasha.bellamy@sfgov.org				

	A		D	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING			
2	OPERATING DETAIL			
3	Document Date			
4	Provider Name			
5	Program			
6	FSP Contract ID#			
7	Budget Name			
8				
9			Year 1	All Years
10			7/1/2021 - 6/30/2022	7/1/2021 - 8/31/2022
11			New	New
12	Operating Expenses		Budgeted Expense	Budgeted Expense
31			\$	-
32			\$	-
33			\$	-
64			\$	-
65			\$	-
66			\$	-
67				
68	TOTAL OPERATING EXPENSES	\$	-	\$ -
69				
70	Other Expenses (not subject to indirect cost %)			
71	One-Time Carry Forward from FY20-21 (itemized below)	\$	-	\$ -
72	Walkie Talkie	\$	132	\$ 132
73	Headsets	\$	2,352	\$ 2,352
74	iPads	\$	1,612	\$ 1,612
75			\$	-
76			\$	-
77			\$	-
78			\$	-
79			\$	-
80			\$	-
81			\$	-
82			\$	-
83				
84	TOTAL OTHER EXPENSES	\$	4,096	\$ 4,096
85				
86	Capital Expenses			
87			\$	-
88			\$	-
89			\$	-
90			\$	-
91			\$	-
92			\$	-
93			\$	-
94				
95	TOTAL CAPITAL EXPENSES	\$	-	\$ -
96				
97	HSH #3			1/22/2020

BUDGET NARRATIVE

Fiscal Year

One-Time - General Fund Carryfor

FY21-22

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

Fiscal Term Start
7/1/2021

Fiscal Term End
6/30/2022

Other Expenses (not subject to indirect cost %)	Amount	Justification	Calculation
Walkie Talkie	\$ 132	Using funds from FY 20/21 to purchase walkie talkies for program	\$400 x 20 walkies = \$132.38
Headsets	\$ 2,352	Using funds from FY 20/21 to purchase walkie talkies for program	\$196 X 12 pcs = \$2,352
iPads	\$ 1,612	Using funds from FY 20/21 to purchase walkie talkies for program	\$403 x 4 pcs = \$1,612
	\$ -		
	\$ -		
	\$ -		
	\$ -		
	\$ -		
	\$ -		
	\$ -		
	\$ -		
	\$ -		
TOTAL OTHER EXPENSES	\$ 4,096		

	A	B	C	D	E	F	G	H	I	J
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING									
2	APPENDIX B, BUDGET									
3	Document Date	3/9/2021								
4	Contract Term	Begin Date	End Date	Duration (Years)						
5	Current Term	7/1/2021	6/30/2022	1						
6	Amended Term	7/1/2022	8/31/2022	1						
7					Year 1		Year 2			
8	Service Component				7/1/2021-6/30/2022		7/1/2022-8/31/2022			
10	Shelter Operations				340		340			
11	Drop In Services				70		70			
12										
13										
14										
15										
16										
17										
18										

	A	B	C	D
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING			
2	APPENDIX B, BUDGET			
3	Document Date	3/9/2022		
4	Contract Term	Begin Date	End Date	Duration (Years)
5	Current Term	7/1/2021	6/30/2022	1
6	Amended Term	7/1/2021	8/31/2022	2
7				
8	Approved Subcontractors			
10	None.			
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				

Appendix C, Method of Payment

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

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

B. **Invoicing System:**

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

3. Grantee acknowledges that submittal of the invoice by Grantee's designated authorized personnel with proper login credentials constitutes Grantee's electronic signature and certification of the invoice.
 4. Grantee's authorized personnel with CARBON login credentials shall not share or internally reassign logins.
 5. Grantee's Executive Director or Chief Financial Officer shall immediately notify the assigned HSH Contract Manager, as listed in CARBON, via email or letter regarding any need for the restriction or termination of previously authorized CARBON users and include the name(s), email(s) and phone number(s) of those previously authorized CARBON users.
 6. Grantee may invoice and submit related documentation in the format specified by HSH via paper or email only upon special, written approval from the HSH Contracts Manager.
- C. Line Item Variance: There shall be no variance from the line item budget submitted, which adversely affects Grantee's ability to provide services specified in the Appendix A(s), Services to be Provided of the Agreement; however, Grantee may invoice up to 110 percent of an **ongoing General Fund** line item, provided that total expenditures do not exceed the total budget amount, per the HSH Budget Revision Policy and Procedure: <http://hsh.sfgov.org/overview/provider-updates/>.
- D. Spend Down
1. Grantee shall direct questions regarding spend down and funding source prioritization to the assigned HSH Contract and Program Managers, as listed in CARBON.
 2. Generally, Grantee is expected to spend down ongoing funding proportionally to the fiscal year or project period. Grantee shall report unexpected delays and challenges to spending funds, as well as any lower than expected spending to the assigned Contract and Program Managers, as listed in CARBON prior to, or in conjunction with the invoicing period.
 3. Failure to spend significant amounts of funding, especially non-General Fund dollars, may result in reductions to future allocations. HSH may set specific spend down targets and communicate those to Grantees.
- E. Documentation and Record Keeping:
1. In accordance with Article 5 Use and Disbursement of Grant Funds; Article 6 Reporting Requirements; Audits; Penalties for False Claims; and the Appendix A(s), Services to be Provided of the Agreement, Grantee shall keep electronic or hard copy records and documentation of all HSH invoiced costs, including, but not limited to, payroll records; paid invoices; receipts; and payments made for a period not fewer

than five years after final payment under this Agreement, and shall provide to the City upon request.

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

General Fund	
Type	Instructions and Examples of Documentation
Salaries & Benefits	<p>Grantee shall maintain and provide documentation for all approved payroll expenses paid to any personnel included in the Appendix B, Budget(s) covered by the agreement and invoice period each time an invoice is submitted.</p> <p>Documentation includes, but is not limited to, historical and current payroll information from a payroll service or a payroll ledger from Grantee's accounting system and must include employee name, title, rate, and hours worked for each pay period.</p>
Operating	Grantee shall maintain documentation for all approved Operating costs included in the Appendix B, Budget(s). Each time an invoice is submitted, Grantee shall upload documentation for all Subcontractor and Consultant costs,

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

Housing and Urban Development (HUD) Emergency Solutions Grant (ESG): CFDA #14.231	
Type	Instructions and Example of Documentation
Homelessness Prevention	<p>Grantee may use this line item in accordance with 24 CFR 576.103, 576.105, and 576.106 – Homelessness Prevention.</p> <p>Grantee shall upload all supporting documentation of eligible Operating costs in CARBON with each invoice.</p> <p>Documentation may include payroll information from a payroll service or a payroll ledger from Grantee's accounting system of the staff who provide services to ESG participants, such as:</p> <ul style="list-style-type: none"> • Housing search and placement; • Housing stability case management; and/or • Mediation. <p>Documentation may also include proof of eligible payment of rental or financial assistance paid on behalf of ESG participants.</p>
Rapid Rehousing	<p>Grantee may use this line item in accordance with 24 CFR 576.104, 576.105, and 576.106 – Rapid Rehousing.</p>

Housing and Urban Development (HUD) Emergency Solutions Grant (ESG): CFDA #14.231	
Type	Instructions and Example of Documentation
	<p>Grantee shall upload all supporting documentation of eligible Operating costs in CARBON with each invoice.</p> <p>Documentation may include payroll information from a payroll service or a payroll ledger from Grantee's accounting system of the staff who provide services to ESG participants, such as:</p> <ul style="list-style-type: none"> • Housing search and placement; • Housing stability case management; and/or • Mediation. <p>Documentation may also include proof of eligible payment of rental or financial assistance paid on behalf of ESG participants.</p>
Emergency Shelter	<p>Grantee may use this line item in accordance with 24 CFR 576.102, 576.2 – Shelter.</p> <p>Grantee shall upload all supporting documentation of eligible Operating costs in CARBON with each invoice.</p> <p>Documentation may include payroll information from a payroll service or a payroll ledger from Grantee's accounting system of the staff who provide services to ESG participants, such as:</p> <ul style="list-style-type: none"> • Housing stability case management; • Life skills training; and/or • Mental health and/or substance abuse services. <p>Documentation may also include proof of eligible payment of shelter maintenance; insurance; or utilities associate with a shelter location.</p>

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

C. Advance Repayment Process:

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

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

Appendix D - Interests In Other City Grants

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

City Department or Commission	Date of Grant	Amount of Grant
San Francisco Department on the Status of Women – Rosalie House	07/01/2021-06/30/2022	\$309,123
San Francisco Department on the Status of Women – Brennan House	07/01/2021-06/30/2022	\$265,964
Division Circle	07/01/2021-06/30/2022	\$7,347,780
Riley Center Domestic Violence Coordinated Entry	01/01/2022-12/31/2022	\$100,000
Adult Access Point	07/01/2022-06/30/2022	\$452,406

Appendix E, Federal Requirements: Provisions for All Federal Funds Subawards and Matching Funds to Federal Funds

I. Definitions

These are Federal definitions that come from Federal Uniform Guidance, 2 CFR Part 200, and are in addition to and may vary from definitions provided in the City's Grant Agreement, Professional Services Contract and/or Amendment documents ("Agreement").

A. City. City means the City and County of San Francisco.

B. Subaward. Subaward means an award provided by a pass-through entity (e.g., the City) to a Subrecipient for the Subrecipient to carry out all or part of a Federal award. It does not include payments to an individual that is a beneficiary of a Federal program (2 CFR §200.1). Characteristics of Subawards, as opposed to Subcontracts, include but are not limited to that a Subrecipient:

- i. Has programmatic decision-making responsibility within the scope of services of the Agreement;
- ii. May determine client eligibility for the Federal program;
- iii. In accordance with its Agreement, uses the Federal funds to carry out all or part of a Federal program, as opposed to providing goods or services to help the City administer the Federal program.

See 2 CFR §200.331 for more guidance.

C. Third Party Subaward. Third Party Subaward means a Subaward at any tier entered into by a Subrecipient, financed in whole or in part with Federal assistance originally derived from the Federal awarding agency.

D. Contract and/or Subcontract. Contract and/or Subcontract means a legal instrument by which a non-Federal entity purchases property or services needed to carry out the project or program under a Federal award (2 CFR §200.1). Characteristics of Subcontracts, as opposed to Subawards include but are not limited to that a Subcontractor:

- i. Has little or no programmatic decision-making responsibility in how it carries out the purpose of the Agreement;
- ii. Does not determine client eligibility for the federal program; and
- iii. Provides goods or services that are ancillary to the operation of the Federal program and/or that help the City administer the Federal program.

See 2 CFR §200.331 for more guidance.

E. Third Party Subcontract. Third Party Subcontract means a Subcontract at any tier entered into by Contractor or Subcontractor, financed in whole or in part with Federal assistance originally derived from the Federal awarding agency.

II. Federal Changes. Subrecipient shall at all times comply with all applicable regulations, policies, procedures and Federal awarding agency directives, including without limitation

those listed directly or by reference in the Recipient Agreement between the City and the Federal awarding agency or in this Agreement, as they may be amended or promulgated from time to time during the term of this Agreement. Subrecipient's failure to so comply shall constitute a material breach of this Agreement.

III. Requirements for Pass-Through Entities. (2 CFR §200.332)

- A.** For any Third Party Subawards that the Subrecipient enters into in the course of carrying out this Agreement, the Subrecipient shall include the following:
 - i. Federal award information as specified in 2 CFR §200.332(a)(1) to the best of its knowledge;
 - ii. Requirements imposed by the Federal awarding agency, the City, or itself in order to meet its own responsibility to the City under this Subaward as specified in 2 CFR CFR §200.332(3);
 - iii. An approved federally recognized indirect cost rate negotiated between the Subrecipient and the Federal Government or, if no such rate exists, either a rate negotiated between the Subrecipient and its Third Party Subrecipients, or a de minimis indirect cost rate as defined in §200.414 Indirect (Facilities and Administration¹) costs, paragraph (f);
 - iv. A requirement that the Third Party Subrecipient permit the Subrecipient, the City, higher level funders, and auditors to have access to the Subrecipient's records and financial statements as necessary for the Subrecipient to meet the requirements of this part (2 § CFR 200.332(5)); and
 - v. Appropriate terms and conditions concerning closeout of the Subaward per 2 § CFR 200.332(6).

- B.** For any Third Party Subawards that the Subrecipient enters into in the course of carrying out this Agreement, the Subrecipient agrees to:
 - i. Evaluate each Third Party Subrecipient's risk of noncompliance with Federal statutes, regulations, and the terms and conditions of the Subaward for purposes of determining the appropriate Subrecipient monitoring described in paragraphs (3) of this section;
 - ii. Consider imposing specific Subaward conditions upon a Third Party Subrecipient if appropriate as described in 2 CFR §200.208 Specific conditions;
 - iii. Monitor the activities of the Third Party Subrecipient as necessary to ensure that the Subaward is used for authorized purposes, in compliance with Federal statutes, regulations, and the terms and conditions of the Subaward; and that Subaward performance goals are achieved. See 2 CFR §200.332(d) and (e) for specific requirements;
 - iv. Verify that every Third Party Subrecipient is audited as required by 2 CFR §200 Subpart F—Audit Requirements of this part when it is expected that the Subrecipient's Federal awards expended during the respective fiscal year equaled or exceeded the threshold set forth in 2 CFR §200.501 Audit requirements;

¹ 2 CFR § 200.332(a)(1)(xiv)
 Appendix E to G-100 (3-21)
 FSP#: 1000021524

- v. Consider whether the results of the Third Party Subrecipient's audits, on-site reviews, or other monitoring indicate conditions that necessitate adjustments to the pass-through entity's own records; and
- vi. Consider taking enforcement action against noncompliant Third Party Subrecipients as described in 2 CFR §200.339 Remedies for noncompliance of this part and in program regulations.

IV. Procurement Compliance. *(2 CFR §200.318 through 200.326)*

- A. Subrecipient agrees to comply with the procurement standards set forth in 2 CFR § 200.318 through § 200.326. This includes but is not limited to the following:
 - i. General procurement standards, including using its documented procurement procedures which reflect all applicable laws, regulations, and standards; maintaining oversight of Contractors; maintaining written standards of conflict covering conflicts of interest and organizational conflicts of interest; avoiding acquisition of duplicative items; awarding Contracts only to responsible Contractors possessing the ability perform the terms and conditions of the proposed procurement successfully; maintaining records sufficient to detail the history of procurements;
 - ii. Providing full and open competition as per 2 CFR § 200.319; and
 - iii. Complying with standards of the five methods of procurement described in 2 CFR § 200.320: micro-purchases, small purchases, sealed bids (formal advertising), competitive proposals, and non-competitive (sole source) proposals.

V. Cost Principles Compliance. *(2 CFR §200 Subpart E)*

- A. Subrecipient agrees to comply with the Cost Principle specified in 2 CFR § 200 Subpart E for all costs that are allowable and included in this Agreement with the City. This includes but is not limited to compliance with §200.430 Compensation – personal services, including §200.430(i) regarding Standards for Documentation for Personnel Expense. Charges to Federal awards for salaries and wages must be based on records that accurately reflect the actual work performed. The requirements for these records include but are not limited to that they:
 - i. Be supported by a system of internal control which provides reasonable assurance that the charges are accurate, allowable, and properly allocated;
 - ii. Be incorporated into the official records of the Subrecipient;
 - iii. Reasonably reflect the total activity for which the employee is compensated by the Subrecipient, not exceeding 100 percent of compensated activities;
 - iv. Encompass both federally assisted and all other activities compensated by the Subrecipient on an integrated basis, but may include the use of subsidiary records as defined in the Subrecipient's written policy;
 - v. Comply with the established accounting policies and practices of the Subrecipient;
 - vi. Support the distribution of the employee's salary or wages among specific activities or cost objectives if the employee works on more than one Federal award; a Federal award and non-Federal award; an indirect cost activity and a direct cost activity; two or more indirect activities which are allocated using different allocation bases; or an unallowable activity and a direct or indirect cost activity;

- vii. Budget estimates alone do not qualify as support for charges to Federal awards, but may be used for interim accounting purposes in certain conditions (see §200.430(i)(1)(viii));
- viii. In accordance with Department of Labor regulations implementing the Fair Labor Standards Act (FLSA) (29 CFR part 516), charges for the salaries and wages of nonexempt employees, in addition to the supporting documentation described in this section, must also be supported by records indicating the total number of hours worked each day;
- ix. Salaries and wages of employees used in meeting cost sharing or matching requirements on Federal awards must be supported in the same manner as salaries and wages claimed for reimbursement from Federal awards; and
- x. A Subrecipient whose the records may not meet the standards described in this section shall use personnel activity reports (also known as time studies), prescribed certifications for employees working 100 percent on the same Federal program, or equivalent documentation as supporting documentation.

VI. Equal Employment Opportunity Compliance. *Applicable to all construction agreements awarded in excess of \$10,000 by Grantees and their Contractors or Subgrantees; 2 CFR §200 Appendix II(C).* Subrecipient agrees to comply with Executive Order 11246 of September 24, 1965, entitled “Equal Employment Opportunity,” as amended by Executive Order 11375 of October 13, 1967, and as supplemented in Department of Labor regulations (41 CFR Part 60).

VII. Davis-Bacon Act Compliance. *Applicable to construction agreements in excess of \$2,000 awarded by Grantees and Subgrantees when required by Federal grant program legislation; 2 CFR §200 Appendix II(D).* Subrecipient agrees to comply with the Davis-Bacon Act (40 U.S.C. 3141-3148) as supplemented by Department of Labor regulations (29 CFR Part 5).

VIII. Copeland Anti-Kickback Act Compliance. *Applicable to construction agreements in excess of \$2,000 awarded by Grantees and Subgrantees when required by Federal grant program legislation; 2 CFR §200 Appendix II(D).* Subrecipient agrees to comply with the Copeland “Anti-Kickback” Act (40 U.S.C. 3145) as supplemented in Department of Labor regulations (29 CFR Part 3).

IX. Contract Work Hours and Safety Standards. *Applicable to all agreements awarded by Grantees and Subgrantees in excess of \$100,000, which involve the employment of mechanics or laborers; 2 CFR §200 Appendix II(E).*

A. Compliance. Subrecipient agrees that it shall comply with Sections 3702 and 3704 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 3701–3708) as supplemented by Department of Labor regulations (29 CFR Part 5), which are incorporated herein.

B. Overtime. No Subrecipient contracting for any part of the work under this Agreement which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of 40 hours in such workweek unless such laborer or mechanic

receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of 40 hours in such workweek.

C. Violation; liability for unpaid wages; liquidated damages. In the event of any violation of the provisions of Paragraph B, the Subrecipient and any Subcontractor responsible therefore shall be liable to any affected employee for that employee's unpaid wages. In additions, such Contractor and Subcontractor shall be liable to the United States for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic employed in violation of the provisions of paragraph B in the sum of \$10 for each calendar day on which such employee was required or permitted to be employed on such work in excess of eight hours or in excess of his standard workweek of 40 hours without payment of the overtime wages required by paragraph B.

D. Withholding for unpaid wages and liquidated damages. The City shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by the Subrecipient or Subcontractor under any such Contract or any other Federal Contract with the same Prime Contractor, or any other federally-assisted Contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same Prime Contractor, such sums as may be determined to be necessary to satisfy any liabilities of such Contractor or Subcontractor for unpaid wages and liquidated damages as provided in the clause set for in paragraph C of this section.

X. Notice of Requirements Pertaining to Intangible Property, Copyrights, Inventions, and Freedom of Information Act Requests. (2 CFR §200 Appendix II(F) and 2 CFR §200.315)

A. Title to intangible property (see 2 CFR §200.1 Intangible property) acquired under a Federal award vests upon acquisition in the Subrecipient unless otherwise detailed elsewhere in this Agreement. The Subrecipient must use that property for the originally-authorized purpose, and must not encumber the property without approval of the Federal awarding agency. When no longer needed for the originally authorized purpose, disposition of the intangible property must occur in accordance with the provisions in 2 CFR §200.313 (e).

B. The Subrecipient may copyright any work that is subject to copyright and was developed, or for which ownership was acquired, under a Federal award. The Federal awarding agency reserves a royalty-free, nonexclusive and irrevocable right to reproduce, publish, or otherwise use the work for Federal purposes, and to authorize others to do so.

C. The Subrecipient is subject to applicable regulations governing patents and inventions, including government-wide regulations issued by the Department of Commerce at 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Awards, Contracts and Cooperative Agreements."

- D. The Federal Government has the right to obtain, reproduce, publish, or otherwise use the data produced under a Federal award, and authorize others to receive, reproduce, publish, or otherwise use such data for Federal purposes.
- E. The Subrecipient shall comply with Freedom of Information Act (FOIA) requests passed down from the Federal Government to the City.

XI. Debarment and Suspension. *(applicable to all Contracts and Subcontracts; 2 CFR §200 Appendix II(H))*

- A. Subrecipient represents and warrants that it is not debarred, suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549 and 12689, "Debarment and Suspension." Subrecipient agrees that neither Subrecipient nor any of its Third Party Subrecipients or Subcontractors shall enter into any Third Party Subawards or Subcontracts for any of the work under this Agreement with a third party who is debarred, suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549 and 12689. 2 CFR Part 180.
- B. Subrecipient and Third Party Subrecipients and Subcontractors can meet this requirement with lower level entities by requiring they sign a certification to its effect and by checking those entities' status at the System for Award Management (SAM) at www.sam.gov under Search Records on a regular, but at least annual, basis.

XII. Byrd Anti-Lobbying Certification. *(applicable for Subawards or Subcontracts in excess of \$100,000; 2 CFR §200 Appendix II(I) and by inclusion, 45 CFR Part 93)*

- A. **Subrecipient hereby certifies**, to the best of their knowledge and belief, that"
 - i. No Federal appropriated funds have been paid or will be paid, by or on behalf of the person signing this Agreement, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal award or Contract, the making of any Federal grant or Contract, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal Contract, grant, loan, or cooperative agreement.
 - ii. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal Contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit, with its offer, OMB Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
 - iii. The person signing this Agreement shall require that the language of this certification be included in the award documents for all Subawards at all tiers (including Subcontracts, Subgrants, and Contracts under grants, loan, and cooperative

agreements) and require that all recipients of such awards in excess of \$100,000 shall certify and disclose accordingly.

- B.** This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into and is imposed by 31 U.S.C. 1352. Any person making an expenditure prohibited under this provision or who fails to file or amend the disclosure form shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

XIII. Single Audit Requirements

Subrecipient shall comply in all respects with 2 CFR §200 Subpart F – Audit Requirements. The Federal expenditures spent under this Agreement shall be counted toward the \$750,000 threshold of Federal award expenditures for a Single Audit.

XIV. Incorporation of Uniform Administrative Requirements and Exceptions from Federal Awarding Agencies

- A.** The preceding provisions include, in part, certain standard terms and conditions required by the Federal awarding agency, whether or not expressly set forth in the preceding Agreement provisions. All provisions required by the Federal awarding agency, as set forth in 2 CFR Part 200, are hereby incorporated by reference. Anything to the contrary herein notwithstanding, all of the Federal awarding agency's mandated terms shall be deemed to control in the event of a conflict with other provisions contained in this Agreement. Subrecipient shall not perform any act, fail to perform any act, or refuse to comply with any City requests that would cause the City to be in violation of the Federal awarding agency's terms and conditions.
- B.** Further, all provisions of each Federal awarding agency's incorporation of the Uniform Guidance are also hereby incorporated as reference:
 - i. U.S. Health and Human Services: 45 CFR Part 75 (includes some exceptions and additions);
 - ii. U.S. Department of Housing and Urban Development: (no exceptions or additions);
 - iii. U.S. Department of Education: (no exceptions); and
 - iv. U.S. Department of Agriculture: 2 CFR Part 400.

XV. Inclusion of Federal Requirements in Third Party Subawards and Subcontracts

Subrecipient agrees to include all of the above clauses in each Third Party Subaward and Subcontract (Subcontracts shall exclude requirements for pass-through Entities) financed in whole or in part with Federal assistance provided by the Federal awarding agency, unless the third party agreements do not meet the dollar thresholds indicated.

Appendix F, Housing and Urban Development (HUD) Subrecipient Agreement

- I.** Subrecipient shall maintain the confidentiality of records pertaining to any individual or family that was provided family violence prevention or treatment services through the project.
 - A.** The address or location of any family violence project assisted with grant funds will not be made public, except with written authorization of the person responsible for the operations of such project.
- II.** Subrecipient shall establish policies and practices that are consistent with, and do not restrict, the exercise of rights provided by subtitle B of title VII of the Act and other laws relating to the provision of educational and related services to individuals and families experiencing homelessness.
- III.** In the case of a project that provides housing or services to families, the Subrecipient shall designate a staff person to be responsible for ensuring that children being served in the program are enrolled in school and connected to appropriate services in the community, including early childhood programs such as Head Start, part C of the Individuals with Disabilities Education Act, and programs authorized under subtitle B of title VII of the Act.
- IV.** The Subrecipient, its officers, and employees are not debarred or suspended from doing business with the Federal Government.
- V.** Subrecipient shall provide information, such as data and reports, as required by the U.S. Department of Housing and Urban Development (HUD).

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

**THIRD AMENDMENT
TO GRANT AGREEMENT**

between

CITY AND COUNTY OF SAN FRANCISCO

and

ST. VINCENT DE PAUL SOCIETY OF SAN FRANCISCO

THIS AMENDMENT of the **July 1, 2021** Grant Agreement (the "Agreement") is dated as of **June 28, 2022** and is made in the City and County of San Francisco, State of California, by and between **ST. VINCENT DE PAUL SOCIETY OF SAN FRANCISCO** ("Grantee") and the CITY AND COUNTY OF SAN FRANCISCO, a municipal corporation ("City") acting by and through The Department of Homelessness and Supportive Housing ("Department").

RECITALS

WHEREAS, the Agreement was competitively procured as required through Request for Qualifications (RFQ) #127, issued January 30, 2020, and this modification is consistent therewith; and

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

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

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

- (a) Agreement. The term "Agreement" shall mean the Agreement dated **July 1, 2021** between Grantee and City; and **First Amendment**, dated **August 5, 2021**, and **Second Amendment**, dated **April 19, 2022**.
- (b) "HUD" shall mean the United States Department of Housing and Urban Development as referenced by Title 42 United States Code section 3532.

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

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

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

3.2 Duration of Term.

- (a) The term of this Agreement shall commence on **July 1, 2021** and expire on **August 31, 2022**, unless earlier terminated as otherwise provided herein. Grantee shall not begin performance of its obligations under this Agreement until it receives written notice from City to proceed.

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

ARTICLE 3 TERM

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

3.2 Duration of Term.

- (a) The term of this Agreement shall commence on **July 1, 2021** and expire on **September 30, 2022**, unless earlier terminated as otherwise provided herein. Grantee shall not begin performance of its obligations under this Agreement until it receives written notice from City to proceed.

2.2 ARTICLE 5 USE AND DISBURSEMENT OF GRANT FUNDS Section 5.1 Maximum Amount of Grant Funds of the Agreement currently reads as follows:

- (a) In no event shall the amount of Grant Funds disbursed hereunder exceed **Nine Million Nine Hundred Ninety Nine Thousand Nine Hundred Thirty Five Dollars (\$9,999,935)**.

- (b) Grantee understands that, of the Maximum Amount of Grant Funds listed under Article 5.1 (a) of this Agreement, **Three Hundred Thirty Seven Thousand Nine Hundred Seventy Five Dollars (\$337,975)** is included as a contingency amount and is neither to be used in Budget(s) attached to this Agreement or available to Grantee without a modification to the Appendix B, Budget, which has been approved by the Department of Homelessness and Supportive Housing. Grantee further understands that no payment for any portion of this contingency amount will be made unless and until a modification or revision has been fully approved and executed in accordance with applicable City and Department laws, regulations, policies/procedures and certification as to the availability of funds by Controller. Grantee agrees to fully comply with these laws, regulations, and policies/procedures.

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

**ARTICLE 5 USE AND DISBURSEMENT OF GRANT FUNDS Section
5.1 Maximum Amount of Grant Funds**

5.1 Maximum Amount of Grant Funds.

- (a) In no event shall the amount of Grant Funds disbursed hereunder exceed **Eight Million Nine Hundred Fifty One Thousand Seven Hundred Sixty Six (\$8,951,766)**.
- (b) Grantee understands that, of the Maximum Amount of Grant Funds listed under Article 5.1 (a) of this Agreement, **Three Hundred Thousand (\$300,000)** is included as a contingency amount and is neither to be used in Budget(s) attached to this Agreement or available to Grantee without a modification to the Appendix B, Budget, which has been approved by the Department of Homelessness and Supportive Housing. Grantee further understands that no payment for any portion of this contingency amount will be made unless and until a modification or revision has been fully approved and executed in accordance with applicable City and Department laws, regulations, policies/procedures and certification as to the availability of funds by Controller. Grantee agrees to fully comply with these laws, regulations, and policies/procedures.

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

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

If to the Department or City:	Department of Homelessness and Supportive Housing Contracts Unit 440 Turk Street San Francisco, CA 94102 hshcontracts@sfgov.org
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If to Grantee:	St. Vincent de Paul Society of San Francisco 1175 Howard Street San Francisco, CA 94103 Attn: Margi English menglish@svdp-sf.org
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Any notice of default must be sent by registered mail.

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

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

2.4 Section 16.23 Additional Requirements for Federally-Funded Awards is hereby added to the Agreement.

16.23 Additional Requirements for Federally-Funded Awards.

- (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.

2.5 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 June 28, 2022)
Appendix A-1, Services to be Provided (dated June 28, 2022)
Appendix B, Budget (dated June 28, 2022)
Appendix C, Method of Payment
Appendix D, Interests in Other City Grants
Appendix E, Federal Requirements

Appendix F, Housing and Urban Development (HUD) Subrecipient Agreement

- 2.6 **Appendix A, Services to be Provided**, of the Agreement is hereby replaced in its entirety by **Appendix A, Services to be Provided** (dated June 28, 2022), for the period of July 1, 2021 to September 30, 2022.
- 2.7 **Appendix A-1, Services to be Provided**, of the Agreement is hereby replaced in its entirety by **Appendix A-1, Services to be Provided** (dated June 28, 2022), for the period of July 1, 2021 to September 30, 2022.
- 2.8 **Appendix B, Budget**, of the Agreement is hereby replaced in its entirety by the modified **Appendix B, Budget** (dated June 28, 2022), for the period of July 1, 2021 to September 30, 2022.

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


CITY

GRANTEE


**DEPARTMENT OF HOMELESSNESS
AND SUPPORTIVE HOUSING**

**ST. VINCENT DE PAUL SOCIETY OF
SAN FRANCISCO**

By:  CAD7B781896B449...
Shireen McSpadden
Executive Director

By:  97056289A70345C...
Joe Cooney
Board Treasurer
City Supplier Number: 0000010571
Unique Entity ID: RNXFTHW14FC4

Approved as to Form:
David Chiu
City Attorney

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

**Appendix A, Services to be Provided
by
St. Vincent de Paul Society
Multi-Service Center (MSC) South**

I. Purpose of Grant

The purpose of the grant is to provide Emergency Shelter Operations and Support Services to the served population to obtain emergency nighttime sleeping accommodations.

II. Served Population

Grantee shall serve adults, without custody of minor children, who are experiencing homelessness and do not have a fixed, regular, or adequate nighttime residence. Grantee shall determine possible accommodation of guests with service or companion animals at the shelter.

III. Referral and Prioritization

Grantee shall provide services to those who meet Department of Homelessness and Supportive Housing (HSH) established eligibility requirements for the served population. Grantee shall utilize the referral system established by the HSH, unless the City requires an alternate referral and/or prioritization process in order to maintain the health and safety of guests in accordance with City requirements.

IV. Description of Services

Grantee shall provide emergency shelter services as outlined below, unless otherwise directed by the City in cases of public health or other emergency situations.

A. Shelter Operations: Grantee shall operate the shelter to accommodate up to the number of guests listed on the Appendix B at any given time, unless City requires Grantee to serve less guests in order to maintain the health and safety of guests in accordance with City requirements. Grantee shall adhere to the Shelter Standards of Care Legislation¹ unless otherwise directed by the City in cases of public health emergencies or other emergency situations.

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.
2. Reservations: Grantee shall accept and facilitate reservations, in accordance with City policy and the shelter facility's hours of operation.
3. Accommodations: Grantee shall provide at minimum, one clean blanket, two clean sheets, one pillowcase, and mats, cots, or beds, as appropriate for the shelter facility, configuration, and capacity, and in accordance with the Shelter Standards of Care.

¹ Including, but not limited to Shelter Standards of Care, as applicable:
[http://library.amlegal.com/nxt/gateway.dll/California/administrative/chapter20socialservices?f=templates\\$fn=default.htm\\$3.0\\$vid=amlegal:sanfrancisco_ca\\$sanc=JD_20.404](http://library.amlegal.com/nxt/gateway.dll/California/administrative/chapter20socialservices?f=templates$fn=default.htm$3.0$vid=amlegal:sanfrancisco_ca$sanc=JD_20.404).

4. Meals: Grantee shall provide two meals per day to guests with active reservations following the menu pattern developed by the San Francisco Nutrition Project. Meal menus shall be posted daily.
 5. Pets: Grantee shall provide a program that is pet-friendly, as well as accommodating to companion, service, and support animals.
 6. Storage: Grantee shall provide space for secure and pest-free storage of guest belongings, as appropriate for the facility.
 7. Entry and Exit: Grantee shall monitor guest entry and exit and keep guest records.
 8. Notice: Grantee shall provide written notice or warning to guests related to any issue that may affect ongoing stay, including, but not limited to, violations of program rules and actions that are in violation of the rules agreement.
- B. Shelter Reservation Services: Grantee shall manage and operate a shelter reservation service, a shelter reservation system, capturing client reservation and attendance information.
- C. Drop In Services: Grantee shall provide Drop In Services for up to the number of guests listed on the Appendix B unless City requires Grantee to serve less guests in order to maintain the health and safety of guests in accordance with City requirements. Drop In Services shall include an indoor place to sit for those with or without reservations; access to shower facilities; snacks; and medically requested respite for those with reservations.
- D. Shelter Support Services: Grantee shall provide, at minimum, the following Shelter Support Services and incorporate the harm reduction model philosophy. Support Services shall include, but are not limited, to the following:
1. Orientation: Grantee shall provide weekly orientation meetings to new shelter guests.
 2. Shelter Community Meetings: Grantee shall conduct monthly community meetings where guests may discuss building/program concerns and program ideas.
 3. Referrals and Coordination of Services: When behavioral health services are available onsite, Grantee shall refer to and coordinate with Department of Public Health (DPH) and/or community based Behavioral Health Services to help guests to access services available within the community. Grantee shall provide access to supportive services provided by DPH and/or ECS Behavioral

Health Services. Grantee shall assist with matching referrals to DPH and/or community Behavioral Health Services.

Referrals and Coordination of Services: Grantee shall inform guests of or make referrals to Access Points. Grantee may provide other resources to help individuals stabilize and begin the progress out of homelessness.

4. Support Groups, Social Events and Organized Activities: Grantee shall provide guests with opportunities to take part in organized gatherings for peer support, as appropriate. These events may be planned with or based on input from guests and shall be held onsite.
5. Safety and De-Escalation: Grantee shall ensure the general safety of the served population, staff, visitors, and property by providing staff trained in safety and de-escalation or through a security services provider during peak operational days and hours, as determined by Grantee and approved by HSH. Days and hours of coverage shall be on record with the HSH Program Manager. Safety and de-escalation shall include, but is not limited to:
 - a. Greeting the served population, staff, visitors, and conducting search of persons and property prior to entering sites for potentially dangerous items;
 - b. Utilization of a system by which possessions may be checked and safely and securely stored, as directed;
 - c. Regular patrol of the site and surrounding program area to ensure compliance with HSH's Good Neighbor Policy as described in the Good Neighbor Policies section;
 - d. Utilization of a system with written documentation to ensure that the perimeter and other areas are checked on a scheduled and regular basis; and
 - e. Assistance with conflict de-escalation and crisis management.
6. Wellness Checks: Grantee shall conduct wellness checks, in accordance to HSH policies, as necessary, to identify guests who show signs of concern.

V. Location and Time of Services

Grantee shall provide Shelter services seven days per week from 4:30 pm to 8:00 am at 525 5th Street, San Francisco, CA 94107.

Grantee shall provide Drop-In services 24 hours per day, seven days per week at 525 5th Street, San Francisco, CA 94107.

VI. Service Requirements

Grantee shall adhere to the following service requirements, unless otherwise directed by the City in cases of public health or other emergency situations:

- A. Shelter Expansion: To respond to weather or other emergencies, HSH reserves the right to negotiate shelter expansion with the addition of mats during periods of need. HSH is looking for providers at negotiated sites to be ready to provide expansion

within twenty-four hours' notice; although HSH will attempt to give more advance notice whenever possible. Expansion may be at reduced hours or simplified services. HSH prefers that providers use their own staff during these expansions; however, if provider staffing is not available at the time of expansion, HSH reserves the right to augment coverage with City staff in order to respond to emergencies.

B. Language Accessibility: Grantee shall address the needs of and provide services to guests and households who primarily speak language(s) other than English.

C. Record Keeping:

1. Grantee shall maintain confidential files on each guest as needed, including documentation and notes that track planning and progress on achieving goals when appropriate.
2. Grantee shall also keep support services files, which contain the record of complaints, services requests, grievances, warnings and denials of service for shelter rule infractions and the outcomes and responses to guests.
3. Grantee shall maintain appropriate documentation to validate the approval of the shelter extensions to shelter guests according to HSH policies.

D. Dietary and Food Safety

Grantee shall meet the following meal dietary requirements:

1. Provide meals for guests following the menu pattern developed by San Francisco Shelter Nutrition Project 7/08. Meals shall follow the menu pattern established by the San Francisco Shelter Nutrition Project 7/08 and meet the minimum portion sizes listed for each of the food groups. Menus shall be reviewed by DPH Registered Dietician (RD) annually to meet the established meal pattern, portion sizes and vegetarian and religious/diet accommodations;
2. Acquire Registered Dietician service from HSH or other organizations to conduct annual monitoring and evaluation of food service safety/sanitation, meal preparation/service, and menu documentation using Shelter Nutrition Monitoring Tool developed by San Francisco Shelter Nutrition Project;
3. Ensure the annual nutrition monitoring report includes recommendations and actions that Grantee has taken to address any compliance issues noted; and
4. 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 standards¹. 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 by the HSH Facilities Manager and janitorial services shall occur regularly, per shift, and as required by the HSH Facilities Manager.
 - 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 Policies: Grantee shall maintain a good relationship with the neighborhood, including:

1. Collaboration with neighbors and relevant city agencies to ensure that neighborhood concerns about the facility are heard and addressed;
2. That the Grantee Director or Manager or a representative will attend all appropriate neighborhood meetings;
3. That Grantee management staff is available to respond to neighbors within 24 hours, if reasonable;
4. Minimizing the impact on the neighborhood of shelter population waiting to enter the building; and
5. Active discouragement of loitering in the area surrounding the building.

G. Safety and De-Escalation: Grantee shall ensure the general safety of the served population, staff, visitors, and property by providing staff trained in safety and de-escalation or through a security services provider during peak operational days and hours, as determined by Grantee and approved by HSH. Days and hours of coverage shall be on record with the HSH Program Manager. Safety and de-escalation shall include, but is not limited to:

1. Greeting the served population, staff, visitors, and conducting search of persons and property prior to entering sites for potentially dangerous items;
2. Utilization of a system by which possessions may be checked and safely and securely stored, as directed;
3. Regular patrol of the site and surrounding program area to ensure compliance with HSH's Good Neighbor Policy as described in the Good Neighbor Policies section;
4. Utilization of a system with written documentation to ensure that the perimeter and other areas are checked on a scheduled and regular basis; and
5. Assistance with conflict de-escalation and crisis management.

H. 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, 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.

Grantee shall also respond to guest complaints in a timely manner that are brought through the Shelter Monitoring Committee, Mayor's Office on Disability, or HSH.

I. 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^{Error! Bookmark not defined.};
2. Regular communication to HSH about the implementation of the program;
3. Attendance of HSH meetings and trainings, as required;
4. Attendance of an 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 Shelter Grievance Policy, including the processes regarding denials of service² 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;
9. Adherence to the TB Infection Control Guidelines for Homeless;
10. Adherence to the HSH Critical Incident policies, including reports to HSH, within 24 hours, regarding any deaths, serious violence or emergencies involving police, fire or ambulance calls using the Critical Incident Report form. A Critical Incident is defined as when emergency responders are called to the shelter by staff. Shelters must also send reports for incidents in which there were no emergency responders. An example is a domestic violence incident.

- J. Health Screening and Certifications: Grantee shall obtain and maintain all required staff health screenings and certifications, including but not limited to, staff Tuberculosis testing; CPR/First Aide; and AED certifications.

² Shelter Grievance Policy: <http://hsh.sfgov.org/wp-content/uploads/2018/08/Shelter-Grievance-Policy-Final-8-25-16-4.pdf>.

- K. Case Conferences: Grantee shall participate in individual case conferences and team coordination meetings with HSH-approved programs, as needed, to coordinate and collaborate regarding participants' progress.
- L. Admission Policy: Grantee admission policies for services shall be in writing and available to the public. Except to the extent that the services are to be rendered to a specific population as described in the programs listed herein, such policies must include a provision that Participants are accepted for care without discrimination on the basis of race, color, creed, religion, sex, age, national origin, ancestry, sexual orientation, gender identification, disability, or HIV status.
- M. Disaster and Emergency Response Plan: Grantee shall develop and maintain an Agency Disaster and Emergency Response Plan containing Site Specific Emergency Response Plan(s) for each service site per HSH requirements. The Agency Disaster and Emergency Response Plan shall address disaster coordination between and among service sites. Grantee shall update the Agency/site(s) plan as needed and Grantee shall train all employees regarding the provisions of the plan for their Agency/site(s).
- N. Data Standards:
1. Grantee shall ensure compliance with the HMIS Participation Agreement, including but not limited to:
 - a. Entering all client data within three working days (unless specifically requested to do so sooner);
 - b. Ensuring accurate dates for client enrollment, client exit, and client move in (if appropriate); and
 - c. Running monthly data quality reports and correcting errors.
 2. When applicable, records entered into the ONE system shall meet or exceed the ONE System Continuous Data Quality Improvement Process standards: <https://onesf.clarityhs.help/hc/en-us/articles/360001145547-ONE-System-Continuous-Data-Quality-Improvement-Process>.
 3. Grantee shall meet City's Coordinated Homeless Assessment of Needs and Guidance through Effective Services (CHANGES) data standards and requirements.
 4. Grantee shall be required to report certain measures or conduct interim reporting in CARBON, via secure email, or through uploads to a File Transfer Protocol (FTP) site. When required by HSH, Grantee shall submit the monthly, quarterly and/or annual metrics into either the CARBON database, via secure email, or through uploads to an FTP site. HSH will provide clear instructions to all Grantees regarding the correct mechanism for sharing data. Changes to data collection or reporting requirements shall be communicated to Grantees via written notice at least one month prior to expected implementation.
 5. Any information shared between Grantee, HSH, and other providers about the served population shall be communicated in a secure manner, with appropriate release of consent forms and in compliance with Health Insurance Portability and Accountability Act (HIPAA) and privacy guidelines.

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.

VII. Service Objectives

Grantee shall achieve the following service objectives, unless directed otherwise by the City in a public health emergency:

- A. A minimum of 50 percent of single adults shall complete a Satisfaction Survey each quarter using the survey instrument provided by HSH.
- B. 100 percent of guests will be checked in to CHANGES upon entry into the shelter to determine if they have a reservation.
- C. Grantee will document attendance at 100 percent of monthly in-house Community Meetings.
- D. Grantee will document the average drop-in center use on a monthly basis.
- E. Grantee will ensure 100 percent of shelter staff are trained using the Homeless Shelter Training Manual.

VIII. Outcome Objectives

- A. A minimum of 75 percent of guests who complete the Quarterly Satisfaction Survey shall rate the treatment by staff, meals, connection to services and safety as good or excellent.

IX. Reporting Requirements

Grantee shall input data into systems required by HSH, such as, but not limited to CHANGES, Online Navigation and Entry (ONE) system, and CARBON, unless otherwise directed by the City in cases of public health or other emergency situations.

- A. Grantee shall provide a monthly report of activities, referencing the tasks as described in the Service and Outcome Objectives sections. Grantee shall enter the monthly metrics in the CARBON database by the 15th of the following month.
- B. Grantee shall provide a quarterly report of activities, referencing the tasks as described in the 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 contract activities, referencing the tasks as described in the Service and Outcome Objectives sections. This report shall also include accomplishments and challenges encountered by the Grantee. Grantee will enter the annual metrics in the CARBON database by the 15th of the month following the end of the program year.
- D. Grantee shall participate, as required by Department, with City, State and/or Federal government evaluative studies designed to show the effectiveness of Grantee's services. Grantee agrees to meet the requirements of and participate in the evaluation program and management information systems of the City. The City agrees that any final reports generated through the evaluation program shall be made available to Contractor within thirty working days of receipt of any evaluation report and such response will become part of the official report.
- E. Grantee shall adhere to the Department's Critical Incident Report Policy and report critical incidents to the Department using the Critical Incident Report. Examples of critical incidents include death, fire, acts of violence, or any other incident which requires the involvement of emergency services.
- F. Grantee shall provide Ad Hoc reports as required by the Department and respond to requests by the Department in a timely manner.

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

X. Monitoring Activities

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

- C. Food Safety: Grantee shall be responsible to utilize Department of Public Health (DPH) Registered Dietician (RD) support services to provide annual monitoring and evaluation of food safety/sanitation, meal preparation/service and menu documentation. Report will include recommendations and actions that shelter has taken to address any compliance issues noted.

**Appendix A-1, Services to be Provided
by
St. Vincent de Paul Society
Multi-Service Center (MSC) South
Emergency Solutions Grant (ESG)**

I. Purpose of Grant

The purpose of the grant is to provide Emergency Shelter Operations to individuals who are experiencing homelessness.

II. Served Population

Grantee shall provide Emergency Shelter services to households who meet Category 1, or 4 of homelessness in the U.S. Department of Housing and Urban Development's (HUD) Final Definition of Homeless¹:

- A. Category 1: Households who lack a fixed, regular, and adequate nighttime residence; this and includes a subset for an individual who is exiting an institution where he or she resided for 90 or fewer days and who resided in an emergency shelter or a place not meant for human habitation immediately before entering that institution; and/or
- B. Category 4: Households who are fleeing, or are attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member.

III. Referral and Prioritization

All single households (e.g. single adults) currently enter emergency shelter through HSH's current shelter reservation system. In order to enter, the single adult must be age 18 or over, and

- A. Have a CHANGES (or successor system) profile with basic demographic information, including photo and finger images, if available in the software system; and
- B. Have a current Tuberculosis (TB) screening clearance. This documentation must be updated annually, or as recommended by the Department of Public Health (DPH); and
- C. Be able to self-care, as defined by the DPH.

Participants must obtain shelter reservations through HSH's current shelter reservation process through the HSH Guest Placement Team.

IV. Description of Services

Grantee shall provide Emergency Shelter Services up to a maximum number of single adults listed on the Appendix B per year (Capacity may fluctuate and will be discussed between grantee and HSH depending on emergencies due to natural disasters, inclement

¹ See 24 CFR 576.2.

weather, pandemics or other emergencies and per recommendations by the Department of Public Health) including the following services:

A. Emergency Shelter²:

Grantee shall provide Emergency Shelter Operations services, including:

1. Maintenance, including minor and routine repairs;
2. Rental of shelter location;
3. Security for shelter location;
4. Insurance associated with shelter location;
5. Utilities at shelter location;
6. Food served to program participants at shelter location; and
7. Shelter furnishings.

V. Location and Time of Services

Grantee shall provide Shelter services 24 hours per day, seven days per week at 525 5th Street, San Francisco, CA 94107.

VI. Service Requirements

- A. Language and Interpretation Services: Grantee shall ensure that interpreter and translation services are available to address the needs of those within the served population who primarily speak language(s) other than English.
- B. Critical Incidents: Grantee shall report critical incidents in accordance with the HSH Program Manager instructions and any published HSH policies/procedures. Examples of critical incidents include death, fire, acts of violence, or any other incidents which require the involvement of emergency services.
- C. Admission Policy: Grantee admission policies for services shall be in writing and available to the public. Except to the extent that the services are to be rendered to a specific population as described, such policies must include a provision that referrals are accepted for services without discrimination on the basis of race, color, creed, religion, sex, age, national origin, ancestry, sexual orientation, gender identification, disability, or HIV/AIDS status.
- D. Feedback, Complaint and Follow-up Policies: Grantee shall provide means for the served population to provide feedback about the program. Feedback methods shall include a written annual survey, which shall be offered to the served population to gather feedback, assess tenant satisfaction, and evaluate the effectiveness of services and systems within the program. Grantee shall offer assistance to the served population regarding completion of the survey if the written format presents any problem.
- E. Grievance Procedure: Grantee shall follow the published HSH Grievance Procedure and establish and maintain a written Grievance Procedure for the served population,

² See 24 CFR §576.102, §576.2.

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 tenant can expect a response; and
4. The HSH Program Manager's contact information for the tenant to contact after the tenant has exhausted the Grantee's internal Grievance Procedure.

Grantee shall provide a copy of this procedure, and any amendments thereto, to each tenant over the age of 18 and obtain a signed copy of the form from the program tenant(s) which must be maintained in tenant files. Additionally, Grantee shall provide a copy of the procedure and any amendments to the HSH Program Manager.

F. City Communications, Trainings and Meetings

Grantee shall keep HSH informed of program operations and comply with HSH policies and requirements related to training and meeting participation including, but not limited to:

1. Regular communication with HSH about the implementation of the program;
2. Attendance of quarterly HSH meetings, as needed, and
3. Attendance of trainings, as requested by HSH.

G. Data Standards:

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

4. Any information shared between Grantee, HSH, and other providers about the served population shall be communicated in a secure manner, with appropriate release of consent forms and in compliance with 24 C.F.R. Part 578, Continuum of Care; 45 C.F.R. Parts 160 and 164, the Health Insurance Portability and Accountability Act (HIPAA) and federal and state data privacy and security guidelines.
- H. Record Keeping, Documentation, and Files: Grantee shall maintain confidential files on the served population.
- I. 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).
- J. 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.
- I. Service Objectives**
Grantee shall achieve the following service objectives annually:
- A. One hundred percent of shelter guests shall be enrolled in ONE System; and
 - B. Grantee shall administer an annual survey to 100 percent of guest that are active in the program.
- VII. Outcome Objectives**
Grantee shall achieve the following outcome objectives annually:
- A. Grantee shall ensure that a minimum of 75 percent of guests participating in a Satisfaction Survey will rate the treatment by staff, quality of meals, connection to services and safety as good or excellent.
- VIII. Reporting Requirements**
Grantee shall submit all data and reports as required by HSH, HUD, and MOHCD in a timely and accurate manner to ensure accurate HMIS data, Annual Performance Report (APR), Housing Inventory Count (HIC) reports, Point in Time (PIT) Counts, System-wide Performance Measures (SPM) and supplementary materials.

- A. Evaluative Studies: Grantee shall participate, as requested by HSH, in evaluative studies designed to show the effectiveness of Grantee's services. The City agrees that any final reports generated through the evaluation program shall be made available to Grantee or within 30 working days of receipt of any evaluation report and such response will become part of the official report.
- B. Consolidated Annual Performance and Evaluation Report (CAPER): Grantee shall submit, to HSH, by the 45th day following the end of the project period, a report in CARBON summarizing the contract activities, referencing the tasks as described in the Service and Outcome Objectives sections. This report shall also include accomplishments and challenges encountered by the Grantee. Data collected in this report will be used in the CAPER and report out on the served population, including progress toward objectives, and the amount of grant and matching funds expended. Objectives shall include, but are not limited to:
 - 1. Neighborhood of origin of individuals served;
 - 2. Number of individuals moved into more stable housing; and
 - 3. Number of individuals receiving shelter services.
- C. Match Funds: Per HSH instructions, Grantee shall identify, document, and report match funds for all ESG-funded grants that meet or exceed 100 percent of funds or in-kind contributions from other sources to be used on eligible costs of the project, as defined in 24 CFR Part 576³.
- D. Personnel Activity Reports: Per HSH instructions, Grantees, partners, and subcontractors shall create and maintain personnel activity report time records showing the amount of time spent by Grantee personnel on HUD ESG projects and the costs associated with those activities. All timekeeping records shall reflect a daily breakdown of time spent on HUD ESG-funded eligible activities versus non-eligible activities.
- E. Ad Hoc Reports: Grantee shall provide Ad Hoc reports as required by HSH.

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

IX. Monitoring Activities

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

³ See 24 CFR 576.201.

surrounding ESG, see ESG Subrecipient Grant Management:

https://www.hud.gov/program_offices/administration/hudclips/handbooks/cpd/6509.2/.

1. Monitoring of program participation in the ONE system may include, but not limited to, data quality reports from the ONE system, records of timeliness of data entry, and attendance records at required training and agency lead meetings.
- B. Fiscal and Compliance Monitoring: Grantee is subject to fiscal and compliance monitoring, which may include review of the Grantee's organizational budget, the general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal policy manual, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring may include review of Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act (ADA), subcontracts, and Memorandum of Understanding (MOU), and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

	A	B	C	D	E	F	G	H	I	J	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING												
2	APPENDIX B, BUDGET												
3	Document Date	6/28/2022											
4	Contract Term	Begin Date	End Date	Duration (Years)									
5	Current Term	7/1/2021	8/31/2022	2									
6	Amended Term	7/1/2021	9/30/2022	2									
7	Provider Name	St. Vincent de Paul Society of San Francisco											
8	Program	Multi-Service Center (MSC) South											
9	F\$P Contract ID#	1000021524											
10	Action (select)	Amendment											
11	Effective Date	7/1/2022											
	Budget Names	MSC South Site D, ESG Shelter Operations, One-Time - General Fund Carryforward											
12													
13		Current	New										
14	Term Budget	\$ 8,057,598	\$ 8,651,766	3%									
15	Contingency	\$ 1,942,337	\$ 300,000										
16	Not-To-Exceed	\$ 9,999,935	\$ 8,951,766										
					Year 1			Year 2			All Years		
17					7/1/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2022	7/1/2022 - 9/30/2022	7/1/2022 - 9/30/2022	7/1/2022 - 8/31/2022	7/1/2021- 8/31/2022	7/1/2021- 9/30/2022	7/1/2021- 9/30/2022
18					Current/Actuals	Amendment	New	Current/Actuals	Amendment	New	Current/Actuals	Amendment	New
19	Expenditures												
20	Salaries & Benefits				\$ 5,757,567	\$ -	\$ 5,757,567	\$ 801,545	\$ 400,772	\$ 1,202,317	\$ 6,559,111	\$ 400,772	\$ 6,959,884
21	Operating Expense				\$ 921,542	\$ -	\$ 921,542	\$ 134,600	\$ 75,338	\$ 209,938	\$ 1,056,142	\$ 75,338	\$ 1,131,480
22	Subtotal				\$ 6,679,108	\$ -	\$ 6,679,108	\$ 936,145	\$ 476,111	\$ 1,412,255	\$ 7,615,253	\$ 476,111	\$ 8,091,364
23	Indirect Percentage												
24	Indirect Cost (Line 21 X Line 22)				\$ 998,003	\$ -	\$ 998,002	\$ 140,155	\$ 71,283	\$ 211,438	\$ 1,138,158	\$ 71,283	\$ 1,209,441
25	Other Expenses (Not subject to indirect %)				\$ (797,146)	\$ -	\$ (797,146)	\$ 101,333	\$ 46,774	\$ 148,108	\$ (695,813)	\$ 46,774	\$ (649,038)
26	Capital Expenditure				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
28	Total Expenditures				\$ 6,879,964.80	\$ -	\$ 6,879,965	\$ 1,177,633.22	\$ 594,168.13	\$ 1,771,801.35	\$ 8,057,598.02	\$ 594,168	\$ 8,651,766
29													
30	HSH Revenues (select)												
31	General Fund - Ongoing				\$ 6,537,462		\$ 6,537,462	\$ 1,169,300	\$ 590,001	\$ 1,759,301	\$ 7,706,762	\$ 590,001	\$ 8,296,763
32	General Fund - CODB				\$ 238,407	\$ -	\$ 238,407	\$ -	\$ -	\$ -	\$ 238,407	\$ -	\$ 238,407
33	HUD ESG (CFDA 14.231)				\$ 50,000	\$ -	\$ 50,000	\$ 8,333	\$ 4,167	\$ 12,500	\$ 58,333	\$ 4,167	\$ 62,500
34	ESG One-Time				\$ 50,000	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ 50,000	\$ -	\$ 50,000
35	General Fund - One-Time Carryforward				\$ 4,096	\$ -	\$ 4,096	\$ -	\$ -	\$ -	\$ 4,096	\$ -	\$ 4,096
36					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
37					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
38					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
39					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
40	Total HSH Revenues				\$ 6,879,965.38	\$ -	\$ 6,879,965	\$ 1,177,633	\$ 594,168	\$ 1,771,801	\$ 8,057,598	\$ 594,168	\$ 8,651,766
	Other Revenues (to offset Total Expenditures & Reduce HSH Revenues)												
41	Revenues)												
42					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
43					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
44					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
45					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
46					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
47	Total Other Revenues				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
48													
49	Total HSH + Other Revenues				\$ 6,879,965.38	\$ -	\$ 6,879,965	\$ 1,177,633	\$ 594,168	\$ 1,771,801	\$ 8,057,598	\$ 594,168	\$ 8,651,766
50	Rev-Exp (Budget Match Check)				\$ -		\$ -	\$ -		\$ -	\$ -		\$ -
52	Total Adjusted Salary FTE (All Budgets)						83.30			86.30			
53													
54	Prepared by	Latasha Bellamy											
55	Phone	209-643-3777											
56	Email	latasha.bellamy@sfgov.org											

	A	B	C	D	E	F	G	H	I	J	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING												
2	APPENDIX B, BUDGET												
3	Document Date	6/28/2022											
4	Contract Term	Begin Date	End Date	Duration (Years)									
5	Current Term	7/1/2021	8/31/2022	2									
6	Amended Term	7/1/2021	9/30/2022	2									
7	Provider Name	St. Vincent de Paul Society of San Francisco											
8	Program	Multi-Service Center (MSC) South											
9	FSP Contract ID#	1000021524											
10	Action (select)	Amendment											
11	Effective Date	7/1/2022											
12	Budget Name	MSC South Site D											
13		Current	New	5%									
14	Term Budget	\$ 7,945,169	\$ 8,535,170										
15	Contingency	\$ 1,942,337	\$ 300,000										
16	Not-To-Exceed	\$ 9,999,935	\$ 8,951,766		Year 1			Year 2			All Years		
17					7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2022	7/1/2022- 8/31/2022	7/1/2022- 9/30/2022	7/1/2022- 9/30/2022	7/1/2021 - 8/31/2022	7/1/2021 - 9/30/2022	7/1/2021 - 9/30/2022
18					Current/Actuals	Amendment	New	Current/Actuals	Amendment	New	Current/Actuals	Amendment	New
19	Expenditures												
20	Salaries & Benefits				\$ 5,757,567	\$ -	\$ 5,757,567	\$ 801,545	\$ 400,772	\$ 1,202,317	\$ 6,559,111	\$ 400,772	\$ 6,959,884
21	Operating Expense				\$ 844,269	\$ -	\$ 844,269	\$ 129,267	\$ 72,672	\$ 201,939	\$ 973,536	\$ 72,672	\$ 1,046,208
22	Subtotal				\$ 6,601,836	\$ -	\$ 6,601,836	\$ 930,811	\$ 473,445	\$ 1,404,256	\$ 7,532,647	\$ 473,445	\$ 8,006,092
23	Indirect Percentage				15.00%		15.00%	15.00%		15.00%			
24	Indirect Cost (Line 21 X Line 22)				\$ 990,275	\$ -	\$ 990,275	\$ 139,622	\$ 71,017	\$ 210,638	\$ 1,129,897	\$ 71,017	\$ 1,200,913
25	Other Expenses (Not subject to indirect %)				\$ (816,242)	\$ -	\$ (816,242)	\$ 98,867	\$ 45,540	\$ 144,407	\$ (717,376)	\$ 45,540	\$ (671,835)
26	Capital Expenditure				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
28	Total Expenditures				\$ 6,775,869	\$ -	\$ 6,775,869	\$ 1,169,300	\$ 590,002	\$ 1,759,301	\$ 7,945,168.51	\$ 590,001.51	\$ 8,535,170
29													
30	HSH Revenues (select)												
31	General Fund - Ongoing				\$ 6,537,462	\$ -	\$ 6,537,462	\$ 1,169,300	\$ 590,001	\$ 1,759,301	\$ 7,706,762	\$ 590,001	\$ 8,296,763
32	General Fund - CODB				\$ 238,407	\$ -	\$ 238,407			\$ -	\$ 238,407	\$ -	\$ 238,407
33	HUD ESG (CFDA 14.231)						\$ -			\$ -	\$ -	\$ -	\$ -
34	ESG One-Time						\$ -			\$ -	\$ -	\$ -	\$ -
35	General Fund - One-Time Carryforward						\$ -			\$ -	\$ -	\$ -	\$ -
36							\$ -			\$ -	\$ -	\$ -	\$ -
37							\$ -			\$ -	\$ -	\$ -	\$ -
38							\$ -			\$ -	\$ -	\$ -	\$ -
39							\$ -			\$ -	\$ -	\$ -	\$ -
40	Total HSH Revenues				\$ 6,775,869.00	\$ -	\$ 6,775,869	\$ 1,169,300	\$ 590,001	\$ 1,759,301	\$ 7,945,169	\$ 590,001	\$ 8,535,170
	Other Revenues (to offset Total Expenditures & Reduce HSH Revenues)												
41							\$ -			\$ -	\$ -	\$ -	\$ -
42							\$ -			\$ -	\$ -	\$ -	\$ -
43							\$ -			\$ -	\$ -	\$ -	\$ -
44							\$ -			\$ -	\$ -	\$ -	\$ -
45							\$ -			\$ -	\$ -	\$ -	\$ -
46							\$ -			\$ -	\$ -	\$ -	\$ -
47	Total Other Revenues				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
48													
49	Total HSH + Other Revenues				\$ 6,775,869	\$ -	\$ 6,775,869	\$ 1,169,300	\$ 590,001	\$ 1,759,301	\$ 7,945,169	\$ 590,001	\$ 8,535,170
50	Rev-Exp (Budget Match Check)				\$ -		\$ -	\$ -		\$ -	\$ -		\$ -
52													
53	Prepared by	Latasha Bellamy											
54	Phone	209-643-3777											
55	Email	latasha.bellamy@sfgov.org											

	A	B	C	D	E	F	G	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING									
2	OPERATING DETAIL									
3	Document Date	6/28/2022								
4	Provider Name	St. Vincent de Paul Society of Sar								
5	Program	Multi-Service Center (MSC) Sout								
6	F\$P Contract ID#	1000021524								
7	Budget Name	MSC South Site D								
8										
9		Year 1			Year 2			All Years		
10		7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2022	7/1/2021 - 6/30/2022	7/1/2022- 8/31/2022	7/1/2022- 9/30/2022	7/1/2022- 9/30/2022	7/1/2021 - 8/31/2022	7/1/2021 - 9/30/2022	7/1/2021 - 9/30/2022
11		Current/Actuals	Amendment	New	Current/Actuals	Amendment	New	Current/Actuals	Modification	New
12	Operating Expenses	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
13	Rental of Property		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
14	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 3,600	\$ -	\$ 3,600	\$ 600	\$ 300	\$ 900	\$ 4,200	\$ 300	\$ 4,500
15	Office Supplies, Postage	\$ 16,500	\$ -	\$ 16,500	\$ 2,000	\$ 2,125	\$ 4,125	\$ 18,500	\$ 2,125	\$ 20,625
16	Building Maintenance Supplies and Repair	\$ 1,522	\$ -	\$ 1,522	\$ 254	\$ 10,996	\$ 11,250	\$ 1,776	\$ 10,996	\$ 12,772
17	Printing and Reproduction	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
18	Insurance	\$ 25,500	\$ -	\$ 25,500	\$ 4,250	\$ 2,125	\$ 6,375	\$ 29,750	\$ 2,125	\$ 31,875
19	Staff Training	\$ 20,925	\$ -	\$ 20,925	\$ 2,519	\$ 2,712	\$ 5,231	\$ 23,444	\$ 2,712	\$ 26,156
20	Staff Travel-(Local & Out of Town)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
21	Rental of Equipment	\$ 15,000	\$ -	\$ 15,000	\$ 2,500	\$ 1,250	\$ 3,750	\$ 17,500	\$ 1,250	\$ 18,750
22	Cleaning & Janitorial	\$ 48,200	\$ -	\$ 48,200	\$ 4,333	\$ 1,667	\$ 6,000	\$ 52,533	\$ 1,667	\$ 54,200
23	Telephone	\$ 27,622	\$ -	\$ 27,622	\$ 4,604	\$ 2,302	\$ 6,906	\$ 32,226	\$ 2,302	\$ 34,528
24	Staff Recruitment/Advertising	\$ 3,400	\$ -	\$ 3,400	\$ 567	\$ 1,433	\$ 2,000	\$ 3,967	\$ 1,433	\$ 5,400
25	Vehicle Expense	\$ 10,500	\$ -	\$ 10,500	\$ 1,750	\$ 875	\$ 2,625	\$ 12,250	\$ 875	\$ 13,125
26	Client Services, Supplies and Food	\$ 500,000	\$ -	\$ 500,000	\$ 77,307	\$ 32,595	\$ 109,902	\$ 577,307	\$ 32,595	\$ 609,902
27	Client Database Software	\$ 9,000	\$ -	\$ 9,000	\$ 1,500	\$ 750	\$ 2,250	\$ 10,500	\$ 750	\$ 11,250
28			\$ -			\$ -		\$ -	\$ -	\$ -
41			\$ -			\$ -		\$ -	\$ -	\$ -
42	Consultants		\$ -			\$ -		\$ -	\$ -	\$ -
43	IT Consultant	\$ 7,500	\$ -	\$ 7,500	\$ 1,250	\$ 625	\$ 1,875	\$ 8,750	\$ 625	\$ 9,375
44	Pacific Coast Staffing	\$ 130,000	\$ -	\$ 130,000	\$ 21,667	\$ 10,833	\$ 32,500	\$ 151,667	\$ 10,833	\$ 162,500
45	Security - Defense Logistics (only subject to first \$25k Ir	\$ 25,000	\$ -	\$ 25,000	\$ 4,167	\$ 2,083	\$ 6,250	\$ 29,167	\$ 2,083	\$ 31,250
46						\$ -	\$ -	\$ -	\$ -	\$ -
47			\$ -			\$ -		\$ -	\$ -	\$ -
67										
68	TOTAL OPERATING EXPENSES	\$ 844,269	\$ -	\$ 844,269	\$ 129,267	\$ 72,672	\$ 201,939	\$ 973,536	\$ 72,672	\$ 1,046,208
69										
70	Other Expenses (not subject to indirect cost %)									
71	ongoing placeholder - MCO used for laptops/desktop in	\$ 5,000	\$ 0	\$ 5,000	\$ 833	\$ 417	\$ 1,250	\$ 5,833	\$ 417	\$ 6,250
72	Security - Defense Logistics (only subject to first \$25k Ir	\$ 588,200	\$ -	\$ 588,200	\$ 98,033	\$ 45,124	\$ 143,157	\$ 686,233	\$ 45,124	\$ 731,357
73	FY21-22 Adjust for Actuals	\$ (1,409,442)		\$ (1,409,442)		\$ -	\$ -	\$ (1,409,442)	\$ -	\$ (1,409,442)
74						\$ -		\$ -	\$ -	\$ -
83										
84	TOTAL OTHER EXPENSES	\$ (816,242)	\$ 0	\$ (816,242)	\$ 98,867	\$ 45,540	\$ 144,407	\$ (717,376)	\$ 45,541	\$ (671,835)
96										
97	HSH #3							Template last modified	1/22/2020	

BUDGET NARRATIVE		Fiscal Year				Fiscal Term Start	Fiscal Term End	
MSC South Site 0		FY21-22	< Select from the drop-down list the fiscal year in which the proposed budget changes will first become effective				7/1/2021	6/30/2022
Salaries & Benefits	Adjusted Budgeted FTE	Budgeted Salary	Justification	Calculation	Employee Name			
Program Director	0.80	\$ 66,618	The Program Director position is 0.80 FTE with hazard pay	$(\$100,830.40 + (\$5 * 2080)) * 80\% = \$66,618$	Benedith, Leszy			
Site Manager	1.00	\$ 80,400	The Site Manager position is 1.0 FTE with hazard pay	$\$70,000 + (\$5 * 2080) = \$80,400$	Aaron, Sharonde			
Supportive Svcs Supervisor	1.00	\$ 75,400	The Supportive Services Supervisor position is 1.0 FTE with hazard pay	$\$65,000 + (\$5 * 2080) = \$75,400$	Donchoe, Joseph			
Resource Specialist	1.00	\$ 70,720	This is 1 FTE for Resource Specialist that will support clients in moving forward with employment and educational needs. The salary includes hazard pay	$((\$2,240 * 13) + (\$2,400 * 13) + (\$5 * 2080)) = \$70,720$	Ocegueda, Dora E			
Program Assistant	1.00	\$ 72,020	The Office Manager salary was adjusted to reflect the new minimum wage salary and includes hazard pay	$(\$2,240 * 13) + (\$2,500 * 13) + (\$5 * 2080) = \$72,020$	Perez-Bautista, L.			
Assistant Site Manager	0.75	\$ 56,550	The Assistant Site Manager position is 0.75 FTE and includes hazard pay	$(\$65,000 * 75\%) + (\$5 * 2080 * 75\%) = \$56,550$	TBD			
Food Services Supervisor	1.00	\$ 73,330	The Food Services Supervisor is 1.0 FTE salary with hazard pay	$(\$62,000.14) + (\$5 * 2080) = \$72,400$	Garcia, Dinorah S			
Lead Cooks	3.30	\$ 174,414	Lead Cook Salaries at 3.30 FTE with hazard pay	$(\$20,411 * 2080) + (\$5 * 2080)) * 3.30 = \$174,414$	Various			
Cook/Kitchen Assistants	10.00	\$ 464,672	Cook/Kitchen Assistants at 10 FTE with hazard pay	$(\$17.34 * 2080) + (\$5 * 2080)) * 10 = \$464,672$	Various			
Lead Launderer	1.00	\$ 63,544	The Lead Launderer is 1.0 FTE with hazard pay	$(\$25.55 * 2080) + (\$5 * 2080) = \$63,544$	de Genovezo Orellana, Rafaela			
Launderers	2.00	\$ 97,094	The Launderer is 2.0 FTE with hazard pay	$(\$18.34 * 2080) + (\$5 * 2080)) * 2 = \$97,094$	Xie, Guibao or Zhang, Yutshu			
Maintenance Workers	12.00	\$ 565,594	Maintenance Salaries at 12 FTE with hazard pay	$(\$17.66 * 2080) + (\$5 * 2080)) * 12 = \$565,594$	Various			
Handyman	1.00	\$ 63,024	The Handyman is 1.0 FTE with hazard pay	$(\$25.30 * 2080) + (\$5 * 2080) = \$63,024$	Moran, Ricardo			
Shift Supervisors	6.50	\$ 459,680	Shift Supervisor Salaries to include hazard pay	$(\$2,240 * 13) + (\$2,400 * 13) + (\$5 * 2080)) * 6.5 = \$459,680$	Various			
Program Aide - Day Shift	8.00	\$ 384,883	Day Shift Program Aides with active Drop In center, 24 hour operation and hazard pay	$(\$18.13 * 2080) + (\$5 * 2080)) * 8.0 = \$384,883$	Various			
Program Aide - Swing Shift	14.50	\$ 700,918	Swing Shift Program Aides at 14.50 FTE with hazard pay	$(\$18.24 * 2080) + (\$5 * 2080)) * 14.5 = \$700,918$	Various			
Program Aide - Night Shift	13.50	\$ 633,204	Grawood Shift Program Aides at 13.50 FTE with hazard pay	$(\$17.55 * 2080) + (\$5 * 2080)) * 13.5 = \$633,204$	Various			
Bilingual Program Aide	3.00	\$ 149,885	Bilingual Program Aides 3 FTE with hazard pay	$(\$19.02 * 2080) + (\$5 * 2080)) * 3.0 = \$149,885$	Various			
Crisis Intervention Specialist	1.00	\$ 70,720	The Crisis Intervention Specialist position is 1.0 FTE with hazard pay	$(\$2,240 * 13) + (\$2,400 * 13) + (\$5 * 2080) = \$70,720$	Boyer, V.			
Housing Specialist	0.75	\$ 53,040	The Housing Specialist is 0.75 FTE with hazard pay	$(\$2,240 * 13) + (\$2,400 * 13) + (\$5 * 2080)) * 0.75 = \$53,040$	TBD			
Program Data Manager	0.40	\$ 31,216	Program Data Manager at 0.40 FTE	$\$78,039 * 0.40 = \$31,216$	Wong, Yueh Hai			
TOTAL	63.30	\$ 4,456,927	Includes FICA, SSUI, Workers Compensation and Medical calculated.					
Employee Fringe Benefits		\$ 1,350,640	at 30.65% of total salaries.					
Salaries & Benefits Total		\$ 5,787,567						

Operating Expenses	Budgeted Expense	Justification	Calculation
Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 3,600	Garbage collection fees at average \$300/month for 12 months	\$300 x 12 = \$3,600
Office Supplies, Postage	\$ 16,500	Office supplies, computers and accessories, printers and postage at average \$1,375/month for 12 months	\$1,375 x 12 = \$16,500
Building Maintenance Supplies and Repair	\$ 1,522	Building maintenance and supplies for \$1,522. Remainder of budget is in ESG funds.	\$1,522
Insurance	\$ 25,500	General commercial and liability insurance at \$2,125/month for 12 months	\$2,125 x 12 = \$25,500
Staff Training	\$ 20,925	Staff training for 83.30 FTE x approx. \$250/staff. Trainings include CAL-OSHA safety order, communicable disease prevention, de-escalation training, proper food handling, disaster procedure, ADA requirements, cultural humility, standard of care training. Also includes professional development (i.e. staff retreats), training food, transportation and meeting space rental.	\$1,743.75 x 12 = \$20,925
Rental of Equipment	\$ 15,000	Monthly copier and wash rental at \$1,250/month for 12 months	\$1,250 x 12 = \$15,000
Cleaning & Janitorial	\$ 48,200	Adjusted Cleaning and Janitorial to reflect the increased need due to the pandemic. Average of \$4,016.67/month x 12 months	\$4,016.67 x 12 = \$48,200
Telephone	\$ 27,622	Telephone, cell phone, internet, elevator line at average of \$2,301.83/month x 12 months	\$2,301.83 x 12 = \$27,622
Staff Recruitment/Advertising	\$ 3,400	Recruitment and job posting costs and testing of SVDP employment candidates. Average \$283.33/month x 12 months	\$283.33/month x 12 = \$3,400
Vehicle Expense	\$ 10,500	Vehicle insurance, gas, registration and maintenance. Average \$875/month x 12 months	\$875/month x 12 = \$10,500
Client Services, Supplies and Food	\$ 500,000	Client supplies and needs including blankets, sheets, towels, etc. Average at \$15,000/month x 12 months Breakfast, lunch and dinner for clients at average \$21,667/month x 12 months Snacks - \$3,333/month x 12 = \$40,000 Total \$500,000	Supplies - \$15,000/month x 12 months = \$180,000 Breakfast, Lunch, Dinner = \$21,667/month x 12 = \$260,000 Snacks - \$3,333/month x 12 = \$40,000 Total \$500,000
Client Database Software	\$ 9,000	Database support service \$750/month x 12 months	\$750 x 12 = \$9,000
Building Maintenance Supplies and Repair - (ESG 10% Indirect)	\$ 45,455	Building maintenance and supplies at average of \$3,787.92/month for 12 months	\$3,787.92 x 12 months = \$45,455
Client Supplies - (ESG 10% Indirect)	\$ 10,000	Client supplies and needs including blankets, sheets, towels, etc. Average at \$15,000/month x 12 months	\$833.33 x 12 months = \$10,000
Client Food - (ESG 10% Indirect)	\$ 10,000	Client food and needs including snacks on average \$833.33 x 12 months	\$833.33 x 12 months = \$10,000
Cleaning and Janitorial - (ESG 10% Indirect)	\$ 11,818	Adjusted Cleaning and Janitorial to reflect the increased need due to the pandemic. Average of \$984.83/month x 12 months	\$984.83 x 12 months = \$11,818
Consultants			
IT Consultant	\$ 7,500	IT consultant and related equipment install work on average \$625/month x 12 months	\$625 x 12 = \$7,500
Pacific Coast Staffing	\$ 130,000	We anticipate temporary staffing need from Pacific Coast Staffing, 1.2 FTE at \$37.10/hour (including hazard pay), 8 hours/day at 365 days	\$37.10/hour x 8 hours/day x 1.2 FTE x 365 days = \$130,000
Security - Defense Logistics (only subject to first \$25k Indn)	\$ 25,000	Security services with hazard pay at \$35/hour x 2 security/shift, x 3 shifts/day	\$35/hour x 24 hours/day x 2 security x 365 days = \$613,200
TOTAL OPERATING EXPENSES	\$ 921,542		
Indirect Cost	15.0% \$ 998,003		

Other Expenses (not subject to indirect cost %)	Amount	Justification	Calculation
Ongoing placeholder - MCO used for laptops/desktop in FY:	\$ 5,000	Needed Desktop/Laptops for MCO	\$ 5,000
Security - Defense Logistics (only subject to first \$25k Indn)	\$ 588,200	Security services with hazard pay at \$35/hour x 2 security/shift, x 3 shifts/day	\$35/hour x 24 hours/day x 2 security x 365 days = \$613,200
Moving Expenses and Household Assistance - (ESG)	\$ 15,000	Client's needs when being re-housed and transitioning from shelter to their own space. This includes moving or household items, rental and first month deposit rental assistance.	\$15,000 to clients based on application, until funds are expended.
TOTAL OTHER EXPENSES	\$ 608,200		

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

Admin Cost (HUD Agreements Only)	Amount	Description	Calculation
TOTAL ADMIN EXPENSES	\$ -		
Allowable Admin Cost	#VALUE!		
Difference	#VALUE!		

* Note: Per HUD CoC requirements, Administrative budgets may only be spent on specific HUD-authorized Eligible Costs, which include:			
Category	Description	Examples	Notes
1) General Management, Oversight, and Coordination	(i) Salaries, wages, and related costs of the recipient's staff, the staff of subrecipients, or other staff engaged in program administration, including staff who:		In charging costs to this category, the recipient may include the entire salary, wages, and related costs allocable to the program of each person whose primary responsibilities with regard to the program involve program administration assignments, or the pro rata share of the salary, wages, and related costs of each person whose job includes any program administration assignments. The recipient may use only one of these methods for each fiscal year grant.
	A) Prepare and update program budgets and schedules;		
	B) Develop systems for assuring compliance with program requirements;		
	C) Develop agreements with subrecipients and contractors to carry out program activities;		
	D) Monitor program activities for progress and compliance with program requirements;		
	E) Prepare reports and other documents directly related to the program for submission to HUD;		
	F) Coordinate the resolution of audit and monitoring findings;		
	G) Evaluate program results against stated objectives; or		
	H) Manage or supervise persons whose primary responsibilities with regard to the program include these administrative tasks.		
	(ii) Travel costs incurred for monitoring of subrecipients;		
2) Training on Continuum of Care Requirements	(iii) Administrative Services performed under third-party contracts or agreements		
	(iv) Other costs for goods and services required for administration of the program.		
	Costs of providing training on Continuum of Care requirements and attending HUD-sponsored Continuum of Care trainings.		
3) Environmental Review	Costs of carrying out the environmental review responsibilities under § 578.31.		

For more information on Eligible Administrative Costs, see Section 578.58 (page 87) of the CoC Program Interim Rule, 24 CFR: https://www.hudexchange.info/resources/documents/CoCProgramInterimRule_FormattedVersion.pdf

	A	D	E	F	G	AF	AG	AH							
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING														
2	OPERATING DETAIL														
3	Document Date														
4	Provider Name														
5	Program														
6	F\$P Contract ID#														
7	Budget Name														
8															
9									Year 1	Year 2			All Years		
10									7/1/2021 - 6/30/2022	7/1/2022-8/31/2022	7/1/2022- 9/30/2022	7/1/2022- 9/30/2022	7/1/2021 - 8/31/2022	7/1/2021 - 9/30/2022	7/1/2021 - 9/30/2022
11									New	Current/Actuals	Amendment	New	Current/Actuals	Modification	New
12									Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
13	Rental of Property	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -							
14	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -							
15	Office Supplies, Postage	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -							
16	Building Maintenance Supplies and Repair	\$ 45,455		\$ -	\$ -	\$ 45,455	\$ -	\$ 45,455							
17	Printing and Reproduction	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -							
18	Insurance	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -							
19	Staff Training	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -							
20	Staff Travel-(Local & Out of Town)	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -							
21	Rental of Equipment	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -							
22	Client Supplies	\$ 10,000.00	\$ 2,333	\$ 1,166	\$ 3,499.50	\$ 12,333	\$ 1,166	\$ 13,500							
23	Client Food	\$ 10,000.00	\$ 3,000	\$ 1,500	\$ 4,500.00	\$ 13,000	\$ 1,500	\$ 14,500							
24	Cleaning and Janitorial	\$ 11,818.00		\$ -	\$ -	\$ 11,818	\$ -	\$ 11,818							
67															
68	TOTAL OPERATING EXPENSES	\$ 77,273	\$ 5,333	\$ 2,666	\$ 8,000	\$ 82,606	\$ 2,666	\$ 85,272							
69															
70	Other Expenses (not subject to indirect cost %)														
71	Moving Expenses and Household Assistance	\$ 15,000	\$ 2,467	\$ 1,234	\$ 3,701	\$ 17,467	\$ 1,234	\$ 18,701							
83															
84	TOTAL OTHER EXPENSES	\$ 15,000	\$ 2,467	\$ 1,234	\$ 3,701	\$ 17,467	\$ 1,234	\$ 18,701							
85															
86	Capital Expenses														
87				\$ -		\$ -	\$ -	\$ -							
88				\$ -		\$ -	\$ -	\$ -							
94															
95	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -							
96						Template last modified 1/22/2020									
97	HSH #3														

	A	B	C	D	G	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING					
2	APPENDIX B, BUDGET					
3	Document Date	6/28/2022				
4	Contract Term	Begin Date	End Date	Duration (Years)		
5	Current Term	7/1/2021	8/31/2022	2		
6	Amended Term	7/1/2021	9/30/2022	2		
7	Provider Name	St. Vincent de Paul Society of San Francisco				
8	Program	Multi-Service Center (MSC) South				
9	F\$P Contract ID#	1000021524				
10	Action (select)	Amendment				
11	Effective Date	7/1/2022				
12	Budget Name	One-Time - General Fund Carryforward				
13		Current	New			
14	Term Budget	\$ 4,096	\$ 4,096			
15	Contingency	\$ 1,942,337	\$ 300,000	5%		
16	Not-To-Exceed	\$ 9,999,935	\$ 8,951,766		Year 1	All Years
17					7/1/2021 - 6/30/2022	7/1/2021 - 9/30/2022
18					New	New
19	Expenditures					
20	Salaries & Benefits				\$ -	\$ -
21	Operating Expense				\$ -	\$ -
22	Subtotal				\$ -	\$ -
23	Indirect Percentage				0.00%	
24	Indirect Cost (Line 21 X Line 22)				\$ -	\$ -
25	Other Expenses (Not subject to indirect %)				\$ 4,096	\$ 4,096
26	Capital Expenditure				\$ -	\$ -
27	Admin Cost (HUD Agreements Only)				\$ -	\$ -
28	Total Expenditures				\$ 4,096	\$ 4,096.38
29						
30	HSH Revenues (select)					
31	General Fund - Ongoing				\$ -	\$ -
32	General Fund - CODB				\$ -	\$ -
33	HUD ESG (CFDA 14.231)				\$ -	\$ -
34	ESG One-Time				\$ -	\$ -
35	General Fund - One-Time Carryforward				\$ 4,096	\$ 4,096
36					\$ -	\$ -
37					\$ -	\$ -
38					\$ -	\$ -
39					\$ -	\$ -
40	Total HSH Revenues				\$ 4,096.38	\$ 4,096.38
41	Other Revenues (to offset Total Expenditures & Reduce HSH Revenues)					
42					\$ -	\$ -
43					\$ -	\$ -
44					\$ -	\$ -
45					\$ -	\$ -
46					\$ -	\$ -
47	Total Other Revenues				\$ -	\$ -
48						
49	Total HSH + Other Revenues				\$ 4,096.38	\$ 4,096.38
50	Rev-Exp (Budget Match Check)				\$ -	\$ -
52						
53	Prepared by	Latasha Bellamy				
54	Phone	209-643-3777				
55	Email	latasha.bellamy@sfgov.org				

	A		D	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING			
2	OPERATING DETAIL			
3	Document Date			
4	Provider Name			
5	Program			
6	FSP Contract ID#			
7	Budget Name			
8				
9		Year 1	All Years	
10		7/1/2021 - 6/30/2022	7/1/2021 - 9/30/2022	
11		New	New	
12	Operating Expenses	Budgeted Expense	Budgeted Expense	
31			\$ -	
32			\$ -	
33			\$ -	
64			\$ -	
65			\$ -	
66			\$ -	
67				
68	TOTAL OPERATING EXPENSES	\$ -	\$ -	
69				
70	Other Expenses (not subject to indirect cost %)			
71	One-Time Carry Forward from FY20-21 (itemized below)	\$ -	\$ -	
72	Walkie Talkie	\$ 132	\$ 132	
73	Headsets	\$ 2,352	\$ 2,352	
74	iPads	\$ 1,612	\$ 1,612	
75			\$ -	
76			\$ -	
77			\$ -	
78			\$ -	
79			\$ -	
80			\$ -	
81			\$ -	
82			\$ -	
83				
84	TOTAL OTHER EXPENSES	\$ 4,096	\$ 4,096	
85				
86	Capital Expenses			
87			\$ -	
88			\$ -	
89			\$ -	
90			\$ -	
91			\$ -	
92			\$ -	
93			\$ -	
94				
95	TOTAL CAPITAL EXPENSES	\$ -	\$ -	
96				
97	HSH #3			1/22/2020

BUDGET NARRATIVE

Fiscal Year

One-Time - General Fund Carryfor

FY21-22

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

Fiscal Term Start
7/1/2021

Fiscal Term End
6/30/2022

Other Expenses (not subject to indirect cost %)	Amount	Justification	Calculation
Walkie Talkie	\$ 132	Using funds from FY 20/21 to purchase walkie talkies for program	\$400 x 20 walkies = \$132.38
Headsets	\$ 2,352	Using funds from FY 20/21 to purchase walkie talkies for program	\$196 X 12 pcs = \$2,352
iPads	\$ 1,612	Using funds from FY 20/21 to purchase walkie talkies for program	\$403 x 4 pcs = \$1,612
	\$ -		
	\$ -		
	\$ -		
	\$ -		
	\$ -		
	\$ -		
	\$ -		
	\$ -		
	\$ -		
	\$ -		
TOTAL OTHER EXPENSES	\$ 4,096		

	A	B	C	D	E	F	G	H	I	J
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING									
2	APPENDIX B, BUDGET									
3	Document Date	3/9/2021								
4	Contract Term	Begin Date	End Date	Duration (Years)						
5	Current Term	7/1/2021	8/31/2022	2						
6	Amended Term	7/1/2022	9/30/2022	1						
7					Year 1		Year 2			
8	Service Component				7/1/2021-6/30/2022		7/1/2022-8/31/2022			
10	Shelter Operations				340		340			
11	Drop In Services				70		70			
12										
13										
14										
15										
16										
17										
18										

	A	B	C	D
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING			
2	APPENDIX B, BUDGET			
3	Document Date	6/28/2022		
4	Contract Term	Begin Date	End Date	Duration (Years)
5	Current Term	7/1/2021	8/31/2022	2
6	Amended Term	7/1/2021	9/30/2022	2
7				
8	Approved Subcontractors			
10	None.			
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				

Appendix C, Method of Payment

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

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

B. **Invoicing System:**

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

3. Grantee acknowledges that submittal of the invoice by Grantee's designated authorized personnel with proper login credentials constitutes Grantee's electronic signature and certification of the invoice.
 4. Grantee's authorized personnel with CARBON login credentials shall not share or internally reassign logins.
 5. Grantee's Executive Director or Chief Financial Officer shall immediately notify the assigned HSH Contract Manager, as listed in CARBON, via email or letter regarding any need for the restriction or termination of previously authorized CARBON users and include the name(s), email(s) and phone number(s) of those previously authorized CARBON users.
 6. Grantee may invoice and submit related documentation in the format specified by HSH via paper or email only upon special, written approval from the HSH Contracts Manager.
- C. Line Item Variance: There shall be no variance from the line item budget submitted, which adversely affects Grantee's ability to provide services specified in the Appendix A(s), Services to be Provided of the Agreement; however, Grantee may invoice up to 110 percent of an **ongoing General Fund** line item, provided that total expenditures do not exceed the total budget amount, per the HSH Budget Revision Policy and Procedure: <http://hsh.sfgov.org/overview/provider-updates/>.
- D. Spend Down
1. Grantee shall direct questions regarding spend down and funding source prioritization to the assigned HSH Contract and Program Managers, as listed in CARBON.
 2. Generally, Grantee is expected to spend down ongoing funding proportionally to the fiscal year or project period. Grantee shall report unexpected delays and challenges to spending funds, as well as any lower than expected spending to the assigned Contract and Program Managers, as listed in CARBON prior to, or in conjunction with the invoicing period.
 3. Failure to spend significant amounts of funding, especially non-General Fund dollars, may result in reductions to future allocations. HSH may set specific spend down targets and communicate those to Grantees.
- E. Documentation and Record Keeping:
1. In accordance with Article 5 Use and Disbursement of Grant Funds; Article 6 Reporting Requirements; Audits; Penalties for False Claims; and the Appendix A(s), Services to be Provided of the Agreement, Grantee shall keep electronic or hard copy records and documentation of all HSH invoiced costs, including, but not limited to, payroll records; paid invoices; receipts; and payments made for a period not fewer

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

General Fund	
Type	Instructions and Examples of Documentation
Salaries & Benefits	<p>Grantee shall maintain and provide documentation for all approved payroll expenses paid to any personnel included in the Appendix B, Budget(s) covered by the agreement and invoice period each time an invoice is submitted.</p> <p>Documentation includes, but is not limited to, historical and current payroll information from a payroll service or a payroll ledger from Grantee's accounting system and must include employee name, title, rate, and hours worked for each pay period.</p>
Operating	Grantee shall maintain documentation for all approved Operating costs included in the Appendix B, Budget(s). Each time an invoice is submitted, Grantee shall upload documentation for all Subcontractor and Consultant costs,

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

Housing and Urban Development (HUD) Emergency Solutions Grant (ESG): CFDA #14.231	
Type	Instructions and Example of Documentation
Homelessness Prevention	<p>Grantee may use this line item in accordance with 24 CFR 576.103, 576.105, and 576.106 – Homelessness Prevention.</p> <p>Grantee shall upload all supporting documentation of eligible Operating costs in CARBON with each invoice.</p> <p>Documentation may include payroll information from a payroll service or a payroll ledger from Grantee's accounting system of the staff who provide services to ESG participants, such as:</p> <ul style="list-style-type: none"> • Housing search and placement; • Housing stability case management; and/or • Mediation. <p>Documentation may also include proof of eligible payment of rental or financial assistance paid on behalf of ESG participants.</p>
Rapid Rehousing	<p>Grantee may use this line item in accordance with 24 CFR 576.104, 576.105, and 576.106 – Rapid Rehousing.</p>

Housing and Urban Development (HUD) Emergency Solutions Grant (ESG): CFDA #14.231	
Type	Instructions and Example of Documentation
	<p>Grantee shall upload all supporting documentation of eligible Operating costs in CARBON with each invoice.</p> <p>Documentation may include payroll information from a payroll service or a payroll ledger from Grantee's accounting system of the staff who provide services to ESG participants, such as:</p> <ul style="list-style-type: none"> • Housing search and placement; • Housing stability case management; and/or • Mediation. <p>Documentation may also include proof of eligible payment of rental or financial assistance paid on behalf of ESG participants.</p>
Emergency Shelter	<p>Grantee may use this line item in accordance with 24 CFR 576.102, 576.2 – Shelter.</p> <p>Grantee shall upload all supporting documentation of eligible Operating costs in CARBON with each invoice.</p> <p>Documentation may include payroll information from a payroll service or a payroll ledger from Grantee's accounting system of the staff who provide services to ESG participants, such as:</p> <ul style="list-style-type: none"> • Housing stability case management; • Life skills training; and/or • Mental health and/or substance abuse services. <p>Documentation may also include proof of eligible payment of shelter maintenance; insurance; or utilities associate with a shelter location.</p>

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

C. Advance Repayment Process:

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

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

Appendix D - Interests In Other City Grants

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

City Department or Commission	Date of Grant	Amount of Grant
San Francisco Department on the Status of Women – Rosalie House	07/01/2021-06/30/2022	\$309,123
San Francisco Department on the Status of Women – Brennan House	07/01/2021-06/30/2022	\$265,964
Division Circle	07/01/2021-06/30/2022	\$7,347,780
Riley Center Domestic Violence Coordinated Entry	01/01/2022-12/31/2022	\$100,000
Adult Access Point	07/01/2022-06/30/2022	\$452,406

Appendix E, Federal Requirements: Provisions for All Federal Funds Subawards and Matching Funds to Federal Funds

I. Definitions

These are Federal definitions that come from Federal Uniform Guidance, 2 CFR Part 200, and are in addition to and may vary from definitions provided in the City's Grant Agreement, Professional Services Contract and/or Amendment documents ("Agreement").

A. City. City means the City and County of San Francisco.

B. Subaward. Subaward means an award provided by a pass-through entity (e.g., the City) to a Subrecipient for the Subrecipient to carry out all or part of a Federal award. It does not include payments to an individual that is a beneficiary of a Federal program (2 CFR §200.1). Characteristics of Subawards, as opposed to Subcontracts, include but are not limited to that a Subrecipient:

- i. Has programmatic decision-making responsibility within the scope of services of the Agreement;
- ii. May determine client eligibility for the Federal program;
- iii. In accordance with its Agreement, uses the Federal funds to carry out all or part of a Federal program, as opposed to providing goods or services to help the City administer the Federal program.

See 2 CFR §200.331 for more guidance.

C. Third Party Subaward. Third Party Subaward means a Subaward at any tier entered into by a Subrecipient, financed in whole or in part with Federal assistance originally derived from the Federal awarding agency.

D. Contract and/or Subcontract. Contract and/or Subcontract means a legal instrument by which a non-Federal entity purchases property or services needed to carry out the project or program under a Federal award (2 CFR §200.1). Characteristics of Subcontracts, as opposed to Subawards include but are not limited to that a Subcontractor:

- i. Has little or no programmatic decision-making responsibility in how it carries out the purpose of the Agreement;
- ii. Does not determine client eligibility for the federal program; and
- iii. Provides goods or services that are ancillary to the operation of the Federal program and/or that help the City administer the Federal program.

See 2 CFR §200.331 for more guidance.

E. Third Party Subcontract. Third Party Subcontract means a Subcontract at any tier entered into by Contractor or Subcontractor, financed in whole or in part with Federal assistance originally derived from the Federal awarding agency.

II. Federal Changes. Subrecipient shall at all times comply with all applicable regulations, policies, procedures and Federal awarding agency directives, including without limitation

those listed directly or by reference in the Recipient Agreement between the City and the Federal awarding agency or in this Agreement, as they may be amended or promulgated from time to time during the term of this Agreement. Subrecipient's failure to so comply shall constitute a material breach of this Agreement.

III. Requirements for Pass-Through Entities. (2 CFR §200.332)

- A.** For any Third Party Subawards that the Subrecipient enters into in the course of carrying out this Agreement, the Subrecipient shall include the following:
 - i. Federal award information as specified in 2 CFR §200.332(a)(1) to the best of its knowledge;
 - ii. Requirements imposed by the Federal awarding agency, the City, or itself in order to meet its own responsibility to the City under this Subaward as specified in 2 CFR CFR §200.332(3);
 - iii. An approved federally recognized indirect cost rate negotiated between the Subrecipient and the Federal Government or, if no such rate exists, either a rate negotiated between the Subrecipient and its Third Party Subrecipients, or a de minimis indirect cost rate as defined in §200.414 Indirect (Facilities and Administration¹) costs, paragraph (f);
 - iv. A requirement that the Third Party Subrecipient permit the Subrecipient, the City, higher level funders, and auditors to have access to the Subrecipient's records and financial statements as necessary for the Subrecipient to meet the requirements of this part (2 § CFR 200.332(5)); and
 - v. Appropriate terms and conditions concerning closeout of the Subaward per 2 § CFR 200.332(6).
- B.** For any Third Party Subawards that the Subrecipient enters into in the course of carrying out this Agreement, the Subrecipient agrees to:
 - i. Evaluate each Third Party Subrecipient's risk of noncompliance with Federal statutes, regulations, and the terms and conditions of the Subaward for purposes of determining the appropriate Subrecipient monitoring described in paragraphs (3) of this section;
 - ii. Consider imposing specific Subaward conditions upon a Third Party Subrecipient if appropriate as described in 2 CFR §200.208 Specific conditions;
 - iii. Monitor the activities of the Third Party Subrecipient as necessary to ensure that the Subaward is used for authorized purposes, in compliance with Federal statutes, regulations, and the terms and conditions of the Subaward; and that Subaward performance goals are achieved. See 2 CFR §200.332(d) and (e) for specific requirements;
 - iv. Verify that every Third Party Subrecipient is audited as required by 2 CFR §200 Subpart F—Audit Requirements of this part when it is expected that the Subrecipient's Federal awards expended during the respective fiscal year equaled or exceeded the threshold set forth in 2 CFR §200.501 Audit requirements;

¹ 2 CFR § 200.332(a)(1)(xiv)
 Appendix E to G-100 (3-21)
 FSP#: 1000021524

- v. Consider whether the results of the Third Party Subrecipient's audits, on-site reviews, or other monitoring indicate conditions that necessitate adjustments to the pass-through entity's own records; and
- vi. Consider taking enforcement action against noncompliant Third Party Subrecipients as described in 2 CFR §200.339 Remedies for noncompliance of this part and in program regulations.

IV. Procurement Compliance. *(2 CFR §200.318 through 200.326)*

- A. Subrecipient agrees to comply with the procurement standards set forth in 2 CFR § 200.318 through § 200.326. This includes but is not limited to the following:
 - i. General procurement standards, including using its documented procurement procedures which reflect all applicable laws, regulations, and standards; maintaining oversight of Contractors; maintaining written standards of conflict covering conflicts of interest and organizational conflicts of interest; avoiding acquisition of duplicative items; awarding Contracts only to responsible Contractors possessing the ability perform the terms and conditions of the proposed procurement successfully; maintaining records sufficient to detail the history of procurements;
 - ii. Providing full and open competition as per 2 CFR § 200.319; and
 - iii. Complying with standards of the five methods of procurement described in 2 CFR § 200.320: micro-purchases, small purchases, sealed bids (formal advertising), competitive proposals, and non-competitive (sole source) proposals.

V. Cost Principles Compliance. *(2 CFR §200 Subpart E)*

- A. Subrecipient agrees to comply with the Cost Principle specified in 2 CFR § 200 Subpart E for all costs that are allowable and included in this Agreement with the City. This includes but is not limited to compliance with §200.430 Compensation – personal services, including §200.430(i) regarding Standards for Documentation for Personnel Expense. Charges to Federal awards for salaries and wages must be based on records that accurately reflect the actual work performed. The requirements for these records include but are not limited to that they:
 - i. Be supported by a system of internal control which provides reasonable assurance that the charges are accurate, allowable, and properly allocated;
 - ii. Be incorporated into the official records of the Subrecipient;
 - iii. Reasonably reflect the total activity for which the employee is compensated by the Subrecipient, not exceeding 100 percent of compensated activities;
 - iv. Encompass both federally assisted and all other activities compensated by the Subrecipient on an integrated basis, but may include the use of subsidiary records as defined in the Subrecipient's written policy;
 - v. Comply with the established accounting policies and practices of the Subrecipient;
 - vi. Support the distribution of the employee's salary or wages among specific activities or cost objectives if the employee works on more than one Federal award; a Federal award and non-Federal award; an indirect cost activity and a direct cost activity; two or more indirect activities which are allocated using different allocation bases; or an unallowable activity and a direct or indirect cost activity;

- vii. Budget estimates alone do not qualify as support for charges to Federal awards, but may be used for interim accounting purposes in certain conditions (see §200.430(i)(1)(viii));
- viii. In accordance with Department of Labor regulations implementing the Fair Labor Standards Act (FLSA) (29 CFR part 516), charges for the salaries and wages of nonexempt employees, in addition to the supporting documentation described in this section, must also be supported by records indicating the total number of hours worked each day;
- ix. Salaries and wages of employees used in meeting cost sharing or matching requirements on Federal awards must be supported in the same manner as salaries and wages claimed for reimbursement from Federal awards; and
- x. A Subrecipient whose the records may not meet the standards described in this section shall use personnel activity reports (also known as time studies), prescribed certifications for employees working 100 percent on the same Federal program, or equivalent documentation as supporting documentation.

VI. Equal Employment Opportunity Compliance. *Applicable to all construction agreements awarded in excess of \$10,000 by Grantees and their Contractors or Subgrantees; 2 CFR §200 Appendix II(C).* Subrecipient agrees to comply with Executive Order 11246 of September 24, 1965, entitled “Equal Employment Opportunity,” as amended by Executive Order 11375 of October 13, 1967, and as supplemented in Department of Labor regulations (41 CFR Part 60).

VII. Davis-Bacon Act Compliance. *Applicable to construction agreements in excess of \$2,000 awarded by Grantees and Subgrantees when required by Federal grant program legislation; 2 CFR §200 Appendix II(D).* Subrecipient agrees to comply with the Davis-Bacon Act (40 U.S.C. 3141-3148) as supplemented by Department of Labor regulations (29 CFR Part 5).

VIII. Copeland Anti-Kickback Act Compliance. *Applicable to construction agreements in excess of \$2,000 awarded by Grantees and Subgrantees when required by Federal grant program legislation; 2 CFR §200 Appendix II(D).* Subrecipient agrees to comply with the Copeland “Anti-Kickback” Act (40 U.S.C. 3145) as supplemented in Department of Labor regulations (29 CFR Part 3).

IX. Contract Work Hours and Safety Standards. *Applicable to all agreements awarded by Grantees and Subgrantees in excess of \$100,000, which involve the employment of mechanics or laborers; 2 CFR §200 Appendix II(E).*

A. Compliance. Subrecipient agrees that it shall comply with Sections 3702 and 3704 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 3701–3708) as supplemented by Department of Labor regulations (29 CFR Part 5), which are incorporated herein.

B. Overtime. No Subrecipient contracting for any part of the work under this Agreement which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of 40 hours in such workweek unless such laborer or mechanic

receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of 40 hours in such workweek.

C. Violation; liability for unpaid wages; liquidated damages. In the event of any violation of the provisions of Paragraph B, the Subrecipient and any Subcontractor responsible therefore shall be liable to any affected employee for that employee's unpaid wages. In additions, such Contractor and Subcontractor shall be liable to the United States for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic employed in violation of the provisions of paragraph B in the sum of \$10 for each calendar day on which such employee was required or permitted to be employed on such work in excess of eight hours or in excess of his standard workweek of 40 hours without payment of the overtime wages required by paragraph B.

D. Withholding for unpaid wages and liquidated damages. The City shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by the Subrecipient or Subcontractor under any such Contract or any other Federal Contract with the same Prime Contractor, or any other federally-assisted Contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same Prime Contractor, such sums as may be determined to be necessary to satisfy any liabilities of such Contractor or Subcontractor for unpaid wages and liquidated damages as provided in the clause set for in paragraph C of this section.

X. Notice of Requirements Pertaining to Intangible Property, Copyrights, Inventions, and Freedom of Information Act Requests. (2 CFR §200 Appendix II(F) and 2 CFR §200.315)

A. Title to intangible property (see 2 CFR §200.1 Intangible property) acquired under a Federal award vests upon acquisition in the Subrecipient unless otherwise detailed elsewhere in this Agreement. The Subrecipient must use that property for the originally-authorized purpose, and must not encumber the property without approval of the Federal awarding agency. When no longer needed for the originally authorized purpose, disposition of the intangible property must occur in accordance with the provisions in 2 CFR §200.313 (e).

B. The Subrecipient may copyright any work that is subject to copyright and was developed, or for which ownership was acquired, under a Federal award. The Federal awarding agency reserves a royalty-free, nonexclusive and irrevocable right to reproduce, publish, or otherwise use the work for Federal purposes, and to authorize others to do so.

C. The Subrecipient is subject to applicable regulations governing patents and inventions, including government-wide regulations issued by the Department of Commerce at 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Awards, Contracts and Cooperative Agreements."

- D. The Federal Government has the right to obtain, reproduce, publish, or otherwise use the data produced under a Federal award, and authorize others to receive, reproduce, publish, or otherwise use such data for Federal purposes.
- E. The Subrecipient shall comply with Freedom of Information Act (FOIA) requests passed down from the Federal Government to the City.

XI. Debarment and Suspension. *(applicable to all Contracts and Subcontracts; 2 CFR §200 Appendix II(H))*

- A. Subrecipient represents and warrants that it is not debarred, suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549 and 12689, "Debarment and Suspension." Subrecipient agrees that neither Subrecipient nor any of its Third Party Subrecipients or Subcontractors shall enter into any Third Party Subawards or Subcontracts for any of the work under this Agreement with a third party who is debarred, suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549 and 12689. 2 CFR Part 180.
- B. Subrecipient and Third Party Subrecipients and Subcontractors can meet this requirement with lower level entities by requiring they sign a certification to its effect and by checking those entities' status at the System for Award Management (SAM) at www.sam.gov under Search Records on a regular, but at least annual, basis.

XII. Byrd Anti-Lobbying Certification. *(applicable for Subawards or Subcontracts in excess of \$100,000; 2 CFR §200 Appendix II(I) and by inclusion, 45 CFR Part 93)*

- A. **Subrecipient hereby certifies**, to the best of their knowledge and belief, that"
 - i. No Federal appropriated funds have been paid or will be paid, by or on behalf of the person signing this Agreement, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal award or Contract, the making of any Federal grant or Contract, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal Contract, grant, loan, or cooperative agreement.
 - ii. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal Contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit, with its offer, OMB Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
 - iii. The person signing this Agreement shall require that the language of this certification be included in the award documents for all Subawards at all tiers (including Subcontracts, Subgrants, and Contracts under grants, loan, and cooperative

agreements) and require that all recipients of such awards in excess of \$100,000 shall certify and disclose accordingly.

- B.** This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into and is imposed by 31 U.S.C. 1352. Any person making an expenditure prohibited under this provision or who fails to file or amend the disclosure form shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

XIII. Single Audit Requirements

Subrecipient shall comply in all respects with 2 CFR §200 Subpart F – Audit Requirements. The Federal expenditures spent under this Agreement shall be counted toward the \$750,000 threshold of Federal award expenditures for a Single Audit.

XIV. Incorporation of Uniform Administrative Requirements and Exceptions from Federal Awarding Agencies

- A.** The preceding provisions include, in part, certain standard terms and conditions required by the Federal awarding agency, whether or not expressly set forth in the preceding Agreement provisions. All provisions required by the Federal awarding agency, as set forth in 2 CFR Part 200, are hereby incorporated by reference. Anything to the contrary herein notwithstanding, all of the Federal awarding agency's mandated terms shall be deemed to control in the event of a conflict with other provisions contained in this Agreement. Subrecipient shall not perform any act, fail to perform any act, or refuse to comply with any City requests that would cause the City to be in violation of the Federal awarding agency's terms and conditions.
- B.** Further, all provisions of each Federal awarding agency's incorporation of the Uniform Guidance are also hereby incorporated as reference:
- i. U.S. Health and Human Services: 45 CFR Part 75 (includes some exceptions and additions);
 - ii. U.S. Department of Housing and Urban Development: (no exceptions or additions);
 - iii. U.S. Department of Education: (no exceptions); and
 - iv. U.S. Department of Agriculture: 2 CFR Part 400.

XV. Inclusion of Federal Requirements in Third Party Subawards and Subcontracts

Subrecipient agrees to include all of the above clauses in each Third Party Subaward and Subcontract (Subcontracts shall exclude requirements for pass-through Entities) financed in whole or in part with Federal assistance provided by the Federal awarding agency, unless the third party agreements do not meet the dollar thresholds indicated.

Appendix F, Housing and Urban Development (HUD) Subrecipient Agreement

- I.** Subrecipient shall maintain the confidentiality of records pertaining to any individual or family that was provided family violence prevention or treatment services through the project.
 - A.** The address or location of any family violence project assisted with grant funds will not be made public, except with written authorization of the person responsible for the operations of such project.
- II.** Subrecipient shall establish policies and practices that are consistent with, and do not restrict, the exercise of rights provided by subtitle B of title VII of the Act and other laws relating to the provision of educational and related services to individuals and families experiencing homelessness.
- III.** In the case of a project that provides housing or services to families, the Subrecipient shall designate a staff person to be responsible for ensuring that children being served in the program are enrolled in school and connected to appropriate services in the community, including early childhood programs such as Head Start, part C of the Individuals with Disabilities Education Act, and programs authorized under subtitle B of title VII of the Act.
- IV.** The Subrecipient, its officers, and employees are not debarred or suspended from doing business with the Federal Government.
- V.** Subrecipient shall provide information, such as data and reports, as required by the U.S. Department of Housing and Urban Development (HUD).

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

**FOURTH AMENDMENT
TO GRANT AGREEMENT**

between

CITY AND COUNTY OF SAN FRANCISCO

and

ST. VINCENT DE PAUL SOCIETY OF SAN FRANCISCO

THIS AMENDMENT of the **July 1, 2021** Grant Agreement (the "Agreement") is dated as of **July 1, 2022** and is made in the City and County of San Francisco, State of California, by and between **ST. VINCENT DE PAUL SOCIETY OF SAN FRANCISCO** ("Grantee") and the CITY AND COUNTY OF SAN FRANCISCO, a municipal corporation ("City") acting by and through The Department of Homelessness and Supportive Housing ("Department").

RECITALS

WHEREAS, the Agreement was competitively procured as required through Request for Qualifications (RFQ) #127, issued January 30, 2020, and this modification is consistent therewith; and

WHEREAS, the City's Board of Supervisors approved this Agreement under San Francisco Charter Section 9.118 by Resolution 376-22 on September 7, 2022 to extend the grant term by 21 months and increase the grant amount to approve the fourth amendment; and

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

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

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

(a) Agreement. The term "Agreement" shall mean the Agreement dated **July 1, 2021** between Grantee and City; and **First Amendment**, dated **August 5, 2021**, and **Second Amendment**, dated **April 19, 2022**, and **Third Amendment**, dated **June 28, 2022**.

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

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

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

3.2 Duration of Term.

- (a) The term of this Agreement shall commence on **July 1, 2021** and expire on **September 30, 2022**, unless earlier terminated as otherwise provided herein. Grantee shall not begin performance of its obligations under this Agreement until it receives written notice from City to proceed.

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

ARTICLE 3 TERM

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

3.2 Duration of Term.

- (a) The term of this Agreement shall commence on **July 1, 2021** and expire on **June 30, 2024**, unless earlier terminated as otherwise provided herein. Grantee shall not begin performance of its obligations under this Agreement until it receives written notice from City to proceed.

2.2 ARTICLE 5 USE AND DISBURSEMENT OF GRANT FUNDS Section 5.1 Maximum Amount of Grant Funds of the Agreement currently reads as follows:

- (a) In no event shall the amount of Grant Funds disbursed hereunder exceed **Eight Million Nine Hundred Fifty One Thousand Seven Hundred Sixty Six (\$8,951,766)**.
- (b) Grantee understands that, of the Maximum Amount of Grant Funds listed under Article 5.1 (a) of this Agreement, **Three Hundred Thousand (\$300,000)** is included as a contingency amount and is neither to be used in Budget(s) attached to this Agreement or available to Grantee without a modification to the Appendix B, Budget, which has been approved by the Department of Homelessness and Supportive Housing. Grantee further understands that no payment for any portion of this contingency amount will be made unless and until a modification or revision has been fully approved and executed in accordance with applicable City and Department laws, regulations, policies/procedures and certification as to the availability of funds

by Controller. Grantee agrees to fully comply with these laws, regulations, and policies/procedures.
Such section is hereby deleted and replaced in its entirety to read as follows:

ARTICLE 5 USE AND DISBURSEMENT OF GRANT FUNDS Section 5.1 Maximum Amount of Grant Funds

5.1 Maximum Amount of Grant Funds.

- (a) In no event shall the amount of Grant Funds disbursed hereunder exceed **Twenty Five Million Nine Hundred Thirty Eight Thousand Three Hundred Forty Eight Dollars (\$25,938,348).**
- (b) Grantee understands that, of the Maximum Amount of Grant Funds listed under Article 5.1 (a) of this Agreement, **Four Million Eight Hundred Eighty Three Thousand Eight Hundred Ninety Two Dollars (\$4,883,892)** is included as a contingency amount and is neither to be used in Budget(s) attached to this Agreement or available to Grantee without a modification to the Appendix B, Budget, which has been approved by the Department of Homelessness and Supportive Housing. Grantee further understands that no payment for any portion of this contingency amount will be made unless and until a modification or revision has been fully approved and executed in accordance with applicable City and Department laws, regulations, policies/procedures and certification as to the availability of funds by Controller. Grantee agrees to fully comply with these laws, regulations, and policies/procedures.

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

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

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

If to Grantee:	St. Vincent de Paul Society of San Francisco 1175 Howard Street San Francisco, CA 94103 Attn: Margi English
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menglish@svdp-sf.org

Any notice of default must be sent by registered mail.

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

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

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

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

Appendix A, Services to be Provided

Appendix A-1, Services to be Provided

Appendix B, Budget (dated July 1, 2022)

Appendix C, Method of Payment

Appendix D, Interests in Other City Grants

Appendix E, Federal Requirements

Appendix F, Housing and Urban Development (HUD) Subrecipient Agreement

2.5 Appendix B, Budget, of the Agreement is hereby replaced in its entirety by the modified **Appendix B, Budget** (dated July 1, 2022), for the period of July 1, 2021 to June 30, 2024.

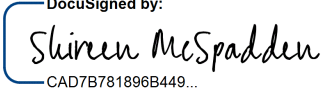
IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as of the date first specified herein. The signatories to this Agreement warrant and represent that they have the authority to enter into this agreement on behalf of the respective parties and to bind them to the terms of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

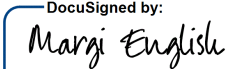
CITY

GRANTEE

**DEPARTMENT OF HOMELESSNESS
AND SUPPORTIVE HOUSING**

**ST. VINCENT DE PAUL SOCIETY OF
SAN FRANCISCO**

By: 
CAD7B781896B449...
Shireen McSpadden
Executive Director

By: 
9A2CC5BC7707436...
Margi English
Executive Director
City Supplier Number: 0000010571
Unique Entity ID: RNXFTHW14FC4

Approved as to Form:
David Chiu
City Attorney

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

**Appendix A, Services to be Provided
by
St. Vincent de Paul Society
Multi-Service Center (MSC) South**

I. Purpose of Grant

The purpose of the grant is to provide Emergency Shelter Operations and Support Services to the served population to obtain emergency nighttime sleeping accommodations.

II. Served Population

Grantee shall serve adults, without custody of minor children, who are experiencing homelessness and do not have a fixed, regular, or adequate nighttime residence. Grantee shall determine possible accommodation of guests with service or companion animals at the shelter.

III. Referral and Prioritization

Grantee shall provide services to those who meet Department of Homelessness and Supportive Housing (HSH) established eligibility requirements for the served population. Grantee shall utilize the referral system established by the HSH, unless the City requires an alternate referral and/or prioritization process in order to maintain the health and safety of guests in accordance with City requirements.

IV. Description of Services

Grantee shall provide emergency shelter services as outlined below, unless otherwise directed by the City in cases of public health or other emergency situations.

A. Shelter Operations: Grantee shall operate the shelter to accommodate up to the number of guests listed on the Appendix B at any given time, unless City requires Grantee to serve less guests in order to maintain the health and safety of guests in accordance with City requirements. Grantee shall adhere to the Shelter Standards of Care Legislation¹ unless otherwise directed by the City in cases of public health emergencies or other emergency situations.

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.
2. Reservations: Grantee shall accept and facilitate reservations, in accordance with City policy and the shelter facility's hours of operation.
3. Accommodations: Grantee shall provide at minimum, one clean blanket, two clean sheets, one pillowcase, and mats, cots, or beds, as appropriate for the shelter facility, configuration, and capacity, and in accordance with the Shelter Standards of Care.

¹ Including, but not limited to Shelter Standards of Care, as applicable:
[http://library.amlegal.com/nxt/gateway.dll/California/administrative/chapter20socialservices?f=templates\\$fn=default.htm\\$3.0\\$vid=amlegal:sanfrancisco_ca\\$sanc=JD_20.404](http://library.amlegal.com/nxt/gateway.dll/California/administrative/chapter20socialservices?f=templates$fn=default.htm$3.0$vid=amlegal:sanfrancisco_ca$sanc=JD_20.404).

4. Meals: Grantee shall provide two meals per day to guests with active reservations following the menu pattern developed by the San Francisco Nutrition Project. Meal menus shall be posted daily.
 5. Pets: Grantee shall provide a program that is pet-friendly, as well as accommodating to companion, service, and support animals.
 6. Storage: Grantee shall provide space for secure and pest-free storage of guest belongings, as appropriate for the facility.
 7. Entry and Exit: Grantee shall monitor guest entry and exit and keep guest records.
 8. Notice: Grantee shall provide written notice or warning to guests related to any issue that may affect ongoing stay, including, but not limited to, violations of program rules and actions that are in violation of the rules agreement.
- B. Shelter Reservation Services: Grantee shall manage and operate a shelter reservation service, a shelter reservation system, capturing client reservation and attendance information.
- C. Drop In Services: Grantee shall provide Drop In Services for up to the number of guests listed on the Appendix B unless City requires Grantee to serve less guests in order to maintain the health and safety of guests in accordance with City requirements. Drop In Services shall include an indoor place to sit for those with or without reservations; access to shower facilities; snacks; and medically requested respite for those with reservations.
- D. Shelter Support Services: Grantee shall provide, at minimum, the following Shelter Support Services and incorporate the harm reduction model philosophy. Support Services shall include, but are not limited, to the following:
1. Orientation: Grantee shall provide weekly orientation meetings to new shelter guests.
 2. Shelter Community Meetings: Grantee shall conduct monthly community meetings where guests may discuss building/program concerns and program ideas.
 3. Referrals and Coordination of Services: When behavioral health services are available onsite, Grantee shall refer to and coordinate with Department of Public Health (DPH) and/or community based Behavioral Health Services to help guests to access services available within the community. Grantee shall provide access to supportive services provided by DPH and/or ECS Behavioral

Health Services. Grantee shall assist with matching referrals to DPH and/or community Behavioral Health Services.

Referrals and Coordination of Services: Grantee shall inform guests of or make referrals to Access Points. Grantee may provide other resources to help individuals stabilize and begin the progress out of homelessness.

4. Support Groups, Social Events and Organized Activities: Grantee shall provide guests with opportunities to take part in organized gatherings for peer support, as appropriate. These events may be planned with or based on input from guests and shall be held onsite.
5. Safety and De-Escalation: Grantee shall ensure the general safety of the served population, staff, visitors, and property by providing staff trained in safety and de-escalation or through a security services provider during peak operational days and hours, as determined by Grantee and approved by HSH. Days and hours of coverage shall be on record with the HSH Program Manager. Safety and de-escalation shall include, but is not limited to:
 - a. Greeting the served population, staff, visitors, and conducting search of persons and property prior to entering sites for potentially dangerous items;
 - b. Utilization of a system by which possessions may be checked and safely and securely stored, as directed;
 - c. Regular patrol of the site and surrounding program area to ensure compliance with HSH's Good Neighbor Policy as described in the Good Neighbor Policies section;
 - d. Utilization of a system with written documentation to ensure that the perimeter and other areas are checked on a scheduled and regular basis; and
 - e. Assistance with conflict de-escalation and crisis management.
6. Wellness Checks: Grantee shall conduct wellness checks, in accordance to HSH policies, as necessary, to identify guests who show signs of concern.

V. Location and Time of Services

Grantee shall provide Shelter services seven days per week from 4:30 pm to 8:00 am at 525 5th Street, San Francisco, CA 94107.

Grantee shall provide Drop-In services 24 hours per day, seven days per week at 525 5th Street, San Francisco, CA 94107.

VI. Service Requirements

Grantee shall adhere to the following service requirements, unless otherwise directed by the City in cases of public health or other emergency situations:

- A. Shelter Expansion: To respond to weather or other emergencies, HSH reserves the right to negotiate shelter expansion with the addition of mats during periods of need. HSH is looking for providers at negotiated sites to be ready to provide expansion

within twenty-four hours' notice; although HSH will attempt to give more advance notice whenever possible. Expansion may be at reduced hours or simplified services. HSH prefers that providers use their own staff during these expansions; however, if provider staffing is not available at the time of expansion, HSH reserves the right to augment coverage with City staff in order to respond to emergencies.

B. Language Accessibly: Grantee shall address the needs of and provide services to guests and households who primarily speak language(s) other than English.

C. Record Keeping:

1. Grantee shall maintain confidential files on each guest as needed, including documentation and notes that track planning and progress on achieving goals when appropriate.
2. Grantee shall also keep support services files, which contain the record of complaints, services requests, grievances, warnings and denials of service for shelter rule infractions and the outcomes and responses to guests.
3. Grantee shall maintain appropriate documentation to validate the approval of the shelter extensions to shelter guests according to HSH policies.

D. Dietary and Food Safety

Grantee shall meet the following meal dietary requirements:

1. Provide meals for guests following the menu pattern developed by San Francisco Shelter Nutrition Project 7/08. Meals shall follow the menu pattern established by the San Francisco Shelter Nutrition Project 7/08 and meet the minimum portion sizes listed for each of the food groups. Menus shall be reviewed by DPH Registered Dietician (RD) annually to meet the established meal pattern, portion sizes and vegetarian and religious/diet accommodations;
2. Acquire Registered Dietician service from HSH or other organizations to conduct annual monitoring and evaluation of food service safety/sanitation, meal preparation/service, and menu documentation using Shelter Nutrition Monitoring Tool developed by San Francisco Shelter Nutrition Project;
3. Ensure the annual nutrition monitoring report includes recommendations and actions that Grantee has taken to address any compliance issues noted; and
4. 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 standards¹. 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 by the HSH Facilities Manager and janitorial services shall occur regularly, per shift, and as required by the HSH Facilities Manager.
 - 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 Policies: Grantee shall maintain a good relationship with the neighborhood, including:

- 1. Collaboration with neighbors and relevant city agencies to ensure that neighborhood concerns about the facility are heard and addressed;
- 2. That the Grantee Director or Manager or a representative will attend all appropriate neighborhood meetings;
- 3. That Grantee management staff is available to respond to neighbors within 24 hours, if reasonable;
- 4. Minimizing the impact on the neighborhood of shelter population waiting to enter the building; and
- 5. Active discouragement of loitering in the area surrounding the building.

G. Safety and De-Escalation: Grantee shall ensure the general safety of the served population, staff, visitors, and property by providing staff trained in safety and de-escalation or through a security services provider during peak operational days and hours, as determined by Grantee and approved by HSH. Days and hours of coverage shall be on record with the HSH Program Manager. Safety and de-escalation shall include, but is not limited to:

- 1. Greeting the served population, staff, visitors, and conducting search of persons and property prior to entering sites for potentially dangerous items;
- 2. Utilization of a system by which possessions may be checked and safely and securely stored, as directed;
- 3. Regular patrol of the site and surrounding program area to ensure compliance with HSH's Good Neighbor Policy as described in the Good Neighbor Policies section;
- 4. Utilization of a system with written documentation to ensure that the perimeter and other areas are checked on a scheduled and regular basis; and
- 5. Assistance with conflict de-escalation and crisis management.

H. 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, 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.

Grantee shall also respond to guest complaints in a timely manner that are brought through the Shelter Monitoring Committee, Mayor's Office on Disability, or HSH.

I. 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^{Error! Bookmark not defined.};
2. Regular communication to HSH about the implementation of the program;
3. Attendance of HSH meetings and trainings, as required;
4. Attendance of an 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 Shelter Grievance Policy, including the processes regarding denials of service² 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;
9. Adherence to the TB Infection Control Guidelines for Homeless;
10. Adherence to the HSH Critical Incident policies, including reports to HSH, within 24 hours, regarding any deaths, serious violence or emergencies involving police, fire or ambulance calls using the Critical Incident Report form. A Critical Incident is defined as when emergency responders are called to the shelter by staff. Shelters must also send reports for incidents in which there were no emergency responders. An example is a domestic violence incident.

- J. Health Screening and Certifications: Grantee shall obtain and maintain all required staff health screenings and certifications, including but not limited to, staff Tuberculosis testing; CPR/First Aide; and AED certifications.

² Shelter Grievance Policy: <http://hsh.sfgov.org/wp-content/uploads/2018/08/Shelter-Grievance-Policy-Final-8-25-16-4.pdf>.

- K. Case Conferences: Grantee shall participate in individual case conferences and team coordination meetings with HSH-approved programs, as needed, to coordinate and collaborate regarding participants' progress.
- L. Admission Policy: Grantee admission policies for services shall be in writing and available to the public. Except to the extent that the services are to be rendered to a specific population as described in the programs listed herein, such policies must include a provision that Participants are accepted for care without discrimination on the basis of race, color, creed, religion, sex, age, national origin, ancestry, sexual orientation, gender identification, disability, or HIV status.
- M. Disaster and Emergency Response Plan: Grantee shall develop and maintain an Agency Disaster and Emergency Response Plan containing Site Specific Emergency Response Plan(s) for each service site per HSH requirements. The Agency Disaster and Emergency Response Plan shall address disaster coordination between and among service sites. Grantee shall update the Agency/site(s) plan as needed and Grantee shall train all employees regarding the provisions of the plan for their Agency/site(s).
- N. Data Standards:
1. Grantee shall ensure compliance with the HMIS Participation Agreement, including but not limited to:
 - a. Entering all client data within three working days (unless specifically requested to do so sooner);
 - b. Ensuring accurate dates for client enrollment, client exit, and client move in (if appropriate); and
 - c. Running monthly data quality reports and correcting errors.
 2. When applicable, records entered into the ONE system shall meet or exceed the ONE System Continuous Data Quality Improvement Process standards: <https://onesf.clarityhs.help/hc/en-us/articles/360001145547-ONE-System-Continuous-Data-Quality-Improvement-Process>.
 3. Grantee shall meet City's Coordinated Homeless Assessment of Needs and Guidance through Effective Services (CHANGES) data standards and requirements.
 4. Grantee shall be required to report certain measures or conduct interim reporting in CARBON, via secure email, or through uploads to a File Transfer Protocol (FTP) site. When required by HSH, Grantee shall submit the monthly, quarterly and/or annual metrics into either the CARBON database, via secure email, or through uploads to an FTP site. HSH will provide clear instructions to all Grantees regarding the correct mechanism for sharing data. Changes to data collection or reporting requirements shall be communicated to Grantees via written notice at least one month prior to expected implementation.
 5. Any information shared between Grantee, HSH, and other providers about the served population shall be communicated in a secure manner, with appropriate release of consent forms and in compliance with Health Insurance Portability and Accountability Act (HIPAA) and privacy guidelines.

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.

VII. Service Objectives

Grantee shall achieve the following service objectives, unless directed otherwise by the City in a public health emergency:

- A. A minimum of 50 percent of single adults shall complete a Satisfaction Survey each quarter using the survey instrument provided by HSH.
- B. 100 percent of guests will be checked in to CHANGES upon entry into the shelter to determine if they have a reservation.
- C. Grantee will document attendance at 100 percent of monthly in-house Community Meetings.
- D. Grantee will document the average drop-in center use on a monthly basis.
- E. Grantee will ensure 100 percent of shelter staff are trained using the Homeless Shelter Training Manual.

VIII. Outcome Objectives

- A. A minimum of 75 percent of guests who complete the Quarterly Satisfaction Survey shall rate the treatment by staff, meals, connection to services and safety as good or excellent.

IX. Reporting Requirements

Grantee shall input data into systems required by HSH, such as, but not limited to CHANGES, Online Navigation and Entry (ONE) system, and CARBON, unless otherwise directed by the City in cases of public health or other emergency situations.

- A. Grantee shall provide a monthly report of activities, referencing the tasks as described in the Service and Outcome Objectives sections. Grantee shall enter the monthly metrics in the CARBON database by the 15th of the following month.
- B. Grantee shall provide a quarterly report of activities, referencing the tasks as described in the 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 contract activities, referencing the tasks as described in the Service and Outcome Objectives sections. This report shall also include accomplishments and challenges encountered by the Grantee. Grantee will enter the annual metrics in the CARBON database by the 15th of the month following the end of the program year.
- D. Grantee shall participate, as required by Department, with City, State and/or Federal government evaluative studies designed to show the effectiveness of Grantee's services. Grantee agrees to meet the requirements of and participate in the evaluation program and management information systems of the City. The City agrees that any final reports generated through the evaluation program shall be made available to Contractor within thirty working days of receipt of any evaluation report and such response will become part of the official report.
- E. Grantee shall adhere to the Department's Critical Incident Report Policy and report critical incidents to the Department using the Critical Incident Report. Examples of critical incidents include death, fire, acts of violence, or any other incident which requires the involvement of emergency services.
- F. Grantee shall provide Ad Hoc reports as required by the Department and respond to requests by the Department in a timely manner.

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

X. Monitoring Activities

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

- C. Food Safety: Grantee shall be responsible to utilize Department of Public Health (DPH) Registered Dietician (RD) support services to provide annual monitoring and evaluation of food safety/sanitation, meal preparation/service and menu documentation. Report will include recommendations and actions that shelter has taken to address any compliance issues noted.

**Appendix A-1, Services to be Provided
by
St. Vincent de Paul Society
Multi-Service Center (MSC) South
Emergency Solutions Grant (ESG)**

I. Purpose of Grant

The purpose of the grant is to provide Emergency Shelter Operations to individuals who are experiencing homelessness.

II. Served Population

Grantee shall provide Emergency Shelter services to households who meet Category 1, or 4 of homelessness in the U.S. Department of Housing and Urban Development's (HUD) Final Definition of Homeless¹:

- A. Category 1: Households who lack a fixed, regular, and adequate nighttime residence; this and includes a subset for an individual who is exiting an institution where he or she resided for 90 or fewer days and who resided in an emergency shelter or a place not meant for human habitation immediately before entering that institution; and/or
- B. Category 4: Households who are fleeing, or are attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member.

III. Referral and Prioritization

All single households (e.g. single adults) currently enter emergency shelter through HSH's current shelter reservation system. In order to enter, the single adult must be age 18 or over, and

- A. Have a CHANGES (or successor system) profile with basic demographic information, including photo and finger images, if available in the software system; and
- B. Have a current Tuberculosis (TB) screening clearance. This documentation must be updated annually, or as recommended by the Department of Public Health (DPH); and
- C. Be able to self-care, as defined by the DPH.

Participants must obtain shelter reservations through HSH's current shelter reservation process through the HSH Guest Placement Team.

IV. Description of Services

Grantee shall provide Emergency Shelter Services up to a maximum number of single adults listed on the Appendix B per year (Capacity may fluctuate and will be discussed between grantee and HSH depending on emergencies due to natural disasters, inclement

¹ See 24 CFR 576.2.

weather, pandemics or other emergencies and per recommendations by the Department of Public Health) including the following services:

A. Emergency Shelter²:

Grantee shall provide Emergency Shelter Operations services, including:

1. Maintenance, including minor and routine repairs;
2. Rental of shelter location;
3. Security for shelter location;
4. Insurance associated with shelter location;
5. Utilities at shelter location;
6. Food served to program participants at shelter location; and
7. Shelter furnishings.

V. Location and Time of Services

Grantee shall provide Shelter services 24 hours per day, seven days per week at 525 5th Street, San Francisco, CA 94107.

VI. Service Requirements

- A. Language and Interpretation Services: Grantee shall ensure that interpreter and translation services are available to address the needs of those within the served population who primarily speak language(s) other than English.
- B. Critical Incidents: Grantee shall report critical incidents in accordance with the HSH Program Manager instructions and any published HSH policies/procedures. Examples of critical incidents include death, fire, acts of violence, or any other incidents which require the involvement of emergency services.
- C. Admission Policy: Grantee admission policies for services shall be in writing and available to the public. Except to the extent that the services are to be rendered to a specific population as described, such policies must include a provision that referrals are accepted for services without discrimination on the basis of race, color, creed, religion, sex, age, national origin, ancestry, sexual orientation, gender identification, disability, or HIV/AIDS status.
- D. Feedback, Complaint and Follow-up Policies: Grantee shall provide means for the served population to provide feedback about the program. Feedback methods shall include a written annual survey, which shall be offered to the served population to gather feedback, assess tenant satisfaction, and evaluate the effectiveness of services and systems within the program. Grantee shall offer assistance to the served population regarding completion of the survey if the written format presents any problem.
- E. Grievance Procedure: Grantee shall follow the published HSH Grievance Procedure and establish and maintain a written Grievance Procedure for the served population,

² See 24 CFR §576.102, §576.2.

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 tenant can expect a response; and
4. The HSH Program Manager's contact information for the tenant to contact after the tenant has exhausted the Grantee's internal Grievance Procedure.

Grantee shall provide a copy of this procedure, and any amendments thereto, to each tenant over the age of 18 and obtain a signed copy of the form from the program tenant(s) which must be maintained in tenant files. Additionally, Grantee shall provide a copy of the procedure and any amendments to the HSH Program Manager.

F. City Communications, Trainings and Meetings

Grantee shall keep HSH informed of program operations and comply with HSH policies and requirements related to training and meeting participation including, but not limited to:

1. Regular communication with HSH about the implementation of the program;
2. Attendance of quarterly HSH meetings, as needed, and
3. Attendance of trainings, as requested by HSH.

G. Data Standards:

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

4. Any information shared between Grantee, HSH, and other providers about the served population shall be communicated in a secure manner, with appropriate release of consent forms and in compliance with 24 C.F.R. Part 578, Continuum of Care; 45 C.F.R. Parts 160 and 164, the Health Insurance Portability and Accountability Act (HIPAA) and federal and state data privacy and security guidelines.
- H. Record Keeping, Documentation, and Files: Grantee shall maintain confidential files on the served population.
 - I. 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).
 - J. 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.
- I. Service Objectives**
Grantee shall achieve the following service objectives annually:
- A. One hundred percent of shelter guests shall be enrolled in ONE System; and
 - B. Grantee shall administer an annual survey to 100 percent of guest that are active in the program.
- VII. Outcome Objectives**
Grantee shall achieve the following outcome objectives annually:
- A. Grantee shall ensure that a minimum of 75 percent of guests participating in a Satisfaction Survey will rate the treatment by staff, quality of meals, connection to services and safety as good or excellent.
- VIII. Reporting Requirements**
Grantee shall submit all data and reports as required by HSH, HUD, and MOHCD in a timely and accurate manner to ensure accurate HMIS data, Annual Performance Report (APR), Housing Inventory Count (HIC) reports, Point in Time (PIT) Counts, System-wide Performance Measures (SPM) and supplementary materials.

- A. Evaluative Studies: Grantee shall participate, as requested by HSH, in evaluative studies designed to show the effectiveness of Grantee's services. The City agrees that any final reports generated through the evaluation program shall be made available to Grantee or within 30 working days of receipt of any evaluation report and such response will become part of the official report.
- B. Consolidated Annual Performance and Evaluation Report (CAPER): Grantee shall submit, to HSH, by the 45th day following the end of the project period, a report in CARBON summarizing the contract activities, referencing the tasks as described in the Service and Outcome Objectives sections. This report shall also include accomplishments and challenges encountered by the Grantee. Data collected in this report will be used in the CAPER and report out on the served population, including progress toward objectives, and the amount of grant and matching funds expended. Objectives shall include, but are not limited to:
 - 1. Neighborhood of origin of individuals served;
 - 2. Number of individuals moved into more stable housing; and
 - 3. Number of individuals receiving shelter services.
- C. Match Funds: Per HSH instructions, Grantee shall identify, document, and report match funds for all ESG-funded grants that meet or exceed 100 percent of funds or in-kind contributions from other sources to be used on eligible costs of the project, as defined in 24 CFR Part 576³.
- D. Personnel Activity Reports: Per HSH instructions, Grantees, partners, and subcontractors shall create and maintain personnel activity report time records showing the amount of time spent by Grantee personnel on HUD ESG projects and the costs associated with those activities. All timekeeping records shall reflect a daily breakdown of time spent on HUD ESG-funded eligible activities versus non-eligible activities.
- E. Ad Hoc Reports: Grantee shall provide Ad Hoc reports as required by HSH.

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

IX. Monitoring Activities

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

³ See 24 CFR 576.201.

surrounding ESG, see ESG Subrecipient Grant Management:

https://www.hud.gov/program_offices/administration/hudclips/handbooks/cpd/6509.2/.

1. Monitoring of program participation in the ONE system may include, but not limited to, data quality reports from the ONE system, records of timeliness of data entry, and attendance records at required training and agency lead meetings.
- B. Fiscal and Compliance Monitoring: Grantee is subject to fiscal and compliance monitoring, which may include review of the Grantee's organizational budget, the general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal policy manual, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring may include review of Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act (ADA), subcontracts, and Memorandum of Understanding (MOU), and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.

1	A		B		C		D		G		J		M		AK	
2	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING															
3	APPENDIX B, BUDGET															
3	Document Date		7/1/2022													
4	Contract Term		Begin Date		End Date		Duration (Years)									
5	Current Term		7/1/2021		9/30/2022		2									
6	Amended Term		7/1/2021		6/3/2024		3									
7	Provider Name		St. Vincent de Paul Society of San Francisco													
8	Program		Multi-Service Center (MSC) South													
9	F\$P Contract ID#		1000021524													
10	Action (select)		Amendment													
11	Effective Date		7/1/2022													
12	Budget Names		MSC South Site D, ESG Shelter Operations, One-Time - General Fund Carryforward													
13			Current		New											
14	Term Budget		\$ 8,651,766		\$ 21,054,456		23%									
15	Contingency		\$ 300,000		\$ 4,883,892											
16	Not-To-Exceed		\$ 8,951,766		\$ 25,938,348				Year 1		Year 2		Year 3		All Years	
17									7/1/2021 - 6/30/2022		7/1/2022- 6/30/2023		7/1/2023 - 6/30/2024		7/1/2021- 9/30/2022	
18									New		New		New		New	
19	Expenditures															
20	Salaries & Benefits								\$ 5,757,567		\$ 4,752,910		\$ 4,752,910		\$ 15,263,387	
21	Operating Expense								\$ 921,542		\$ 896,062		\$ 896,062		\$ 2,713,666	
22	Subtotal								\$ 6,679,108		\$ 5,648,972		\$ 5,648,972		\$ 17,977,053	
23	Indirect Percentage															
24	Indirect Cost (Line 21 X Line 22)								\$ 998,002		\$ 845,073		\$ 845,073		\$ 2,688,148	
25	Other Expenses (Not subject to indirect %)								\$ (797,146)		\$ 593,200		\$ 593,200		\$ 389,254	
26	Capital Expenditure								\$ -		\$ -		\$ -		\$ -	
28	Total Expenditures								\$ 6,879,965		\$ 7,087,245.48		\$ 7,087,245.48		\$ 21,054,456	
29																
30	HSH Revenues (select)															
31	General Fund - Ongoing								\$ 6,537,462		\$ 7,037,246		\$ 7,037,246		\$ 20,611,953	
32	General Fund - CODB								\$ 238,407		\$ -		\$ -		\$ 238,407	
33	HUD ESG (CFDA 14.231)								\$ 50,000		\$ 50,000		\$ 50,000		\$ 150,000	
34	ESG One-Time								\$ 50,000		\$ -		\$ -		\$ 50,000	
35	General Fund - One-Time Carryforward								\$ 4,096		\$ -		\$ -		\$ 4,096	
36									\$ -		\$ -		\$ -		\$ -	
37									\$ -		\$ -		\$ -		\$ -	
38									\$ -		\$ -		\$ -		\$ -	
39									\$ -		\$ -		\$ -		\$ -	
40	Total HSH Revenues								\$ 6,879,965		\$ 7,087,246		\$ 7,087,246		\$ 21,054,456	
41	Other Revenues (to offset Total Expenditures & Reduce HSH Revenues)															
42									\$ -		\$ -		\$ -		\$ -	
43									\$ -		\$ -		\$ -		\$ -	
44									\$ -		\$ -		\$ -		\$ -	
45									\$ -		\$ -		\$ -		\$ -	
46									\$ -		\$ -		\$ -		\$ -	
47	Total Other Revenues								\$ -		\$ -		\$ -		\$ -	
48																
49	Total HSH + Other Revenues								\$ 6,879,965		\$ 7,087,246		\$ 7,087,246		\$ 21,054,456	
50	Rev-Exp (Budget Match Check)								\$ -		\$ -		\$ -		\$ -	
52	Total Adjusted Salary FTE (All Budgets)								83.30		86.30		86.30			
53																
54	Prepared by		Latasha Bellamy													
55	Phone		209-643-3777													
56	Email		latasha.bellamy@sfgov.org													

	A	D	G	J	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING						
2	OPERATING DETAIL						
3	Document Date						
4	Provider Name						
5	Program						
6	F\$P Contract ID#						
7	Budget Name						
8							
9		Year 1	Year 2	Year 3	All Years		
10		7/1/2021 - 6/30/2022	7/1/2022- 6/30/2023	7/1/2023 - 6/30/2024	7/1/2021 - 9/30/2022	7/1/2021 - 6/30/2024	7/1/2021 - 6/30/2024
11		New	New	New	Current/Actuals	Modification	New
12	Operating Expenses	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
13	Rental of Property	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
14	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 3,600	\$ 3,600	\$ 3,600	\$ 4,500	\$ 6,300	\$ 10,800
15	Office Supplies, Postage, and Meeting Costs	\$ 16,500	\$ 16,500	\$ 16,500	\$ 20,625	\$ 28,875	\$ 49,500
16	Building Maintenance Supplies and Repair	\$ 1,522	\$ 11,250	\$ 11,250	\$ 12,772	\$ 11,250	\$ 24,022
17	Printing and Reproduction	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
18	Insurance	\$ 25,500	\$ 26,775	\$ 26,775	\$ 31,875	\$ 47,175	\$ 79,050
19	Staff Training	\$ 20,925	\$ 20,925	\$ 20,925	\$ 26,156	\$ 36,619	\$ 62,775
20	Staff Travel-(Local & Out of Town)	\$ -	\$ 1,000	\$ 1,000	\$ -	\$ 2,000	\$ 2,000
21	Rental of Equipment	\$ 15,000	\$ 15,000	\$ 15,000	\$ 18,750	\$ 26,250	\$ 45,000
22	Cleaning & Janitorial	\$ 48,200	\$ 48,200	\$ 48,200	\$ 54,200	\$ 90,400	\$ 144,600
23	Telephone	\$ 27,622	\$ 27,622	\$ 27,622	\$ 34,528	\$ 48,339	\$ 82,866
24	Staff Recruitment/Advertising	\$ 3,400	\$ 3,400	\$ 3,400	\$ 5,400	\$ 4,800	\$ 10,200
25	Vehicle Expense	\$ 10,500	\$ 10,500	\$ 10,500	\$ 13,125	\$ 18,375	\$ 31,500
26	Client Services, Supplies and Food	\$ 500,000	\$ 494,335	\$ 494,335	\$ 609,902	\$ 878,768	\$ 1,488,670
27	Client Database Software	\$ 9,000	\$ 9,000	\$ 9,000	\$ 11,250	\$ 15,750	\$ 27,000
28					\$ -	\$ -	\$ -
41					\$ -	\$ -	\$ -
42	Consultants				\$ -	\$ -	\$ -
43	IT Consultant	\$ 7,500	\$ 7,500	\$ 7,500	\$ 9,375	\$ 13,125	\$ 22,500
44	Pacific Coast Staffing	\$ 130,000	\$ 130,000	\$ 130,000	\$ 162,500	\$ 227,500	\$ 390,000
45	Security - Defense Logistics (only subject to first \$25k Ir	\$ 25,000	\$ 25,000	\$ 25,000	\$ 31,250	\$ 43,750	\$ 75,000
46			\$ -		\$ -	\$ -	\$ -
47					\$ -	\$ -	\$ -
67							
68	TOTAL OPERATING EXPENSES	\$ 844,269	\$ 850,607	\$ 850,607	\$ 1,046,208	\$ 1,499,275	\$ 2,545,483
69							
70	Other Expenses (not subject to indirect cost %)						
71	ongoing placeholder - MCO used for laptops/desktop in	\$ 5,000	\$ 5,000	\$ 5,000	\$ 6,250	\$ 8,750	\$ 15,000
72	Security - Defense Logistics (only subject to first \$25k Ir	\$ 588,200	\$ 588,200	\$ 588,200	\$ 731,357	\$ 1,033,243	\$ 1,764,600
73	FY21-22 Adjust for Actuals	\$ (1,409,442)	\$ -	\$ -	\$ (1,409,442)	\$ -	\$ (1,409,442)
74					\$ -	\$ -	\$ -
83							
84	TOTAL OTHER EXPENSES	\$ (816,242)	\$ 593,200	\$ 593,200	\$ (671,835)	\$ 1,041,993	\$ 370,158
96							
97	HSH #3				Template last modified	1/22/2020	

<u>Admin Cost (HUD Agreements Only)</u>	<u>Amount</u>	<u>Description</u>	<u>Calculation</u>
TOTAL ADMIN EXPENSES	\$ -		
Allowable Admin Cost	{VALUE}		
Difference	{VALUE}		

For more information on Eligible Administrative Costs, see Section 578.59 (page 87) of the CoC Program Interim Rule, 24 CFR: https://www.hudexchange.info/resources/documents/CoCProgramInterimRule_FormattedVersion.pdf

	A	D	G	J	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING				
2	OPERATING DETAIL				
3	Document Date				
4	Provider Name				
5	Program				
6	F\$P Contract ID#				
7	Budget Name				
8					
9		Year 1	Year 2	Year 3	All Years
10		7/1/2021 - 6/30/2022	7/1/2022- 6/30/2023	7/1/2023 - 6/30/2024	7/1/2021 - 6/30/2024
11		New	New	New	New
12	<u>Operating Expenses</u>	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense
13	Rental of Property	\$ -	\$ -	\$ -	\$ -
14	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ -	\$ -	\$ -	\$ -
15	Office Supplies, Postage	\$ -	\$ -	\$ -	\$ -
16	Building Maintenance Supplies and Repair	\$ 45,455	\$ 32,955	\$ 32,955	\$ 111,365
17	Printing and Reproduction	\$ -	\$ -	\$ -	\$ -
18	Insurance	\$ -	\$ -	\$ -	\$ -
19	Staff Training	\$ -	\$ -	\$ -	\$ -
20	Staff Travel-(Local & Out of Town)	\$ -	\$ -	\$ -	\$ -
21	Rental of Equipment	\$ -	\$ -	\$ -	\$ -
22	Client Supplies	\$ 10,000.00	\$ 5,000.00	\$ 5,000	\$ 20,000
23	Client Food	\$ 10,000.00	\$ 5,000.00	\$ 5,000	\$ 20,000
24	Cleaning and Janitorial	\$ 11,818.00	\$ 2,500.00	\$ 2,500	\$ 16,818
67					
68	TOTAL OPERATING EXPENSES	\$ 77,273	\$ 45,455	\$ 45,455	\$ 168,183
69					
70	<u>Other Expenses (not subject to indirect cost %)</u>				
71	Moving Expenses and Household Assistance	\$ 15,000	\$ -	\$ -	\$ 15,000
83					
84	TOTAL OTHER EXPENSES	\$ 15,000	\$ -	\$ -	\$ 15,000
85					
86	<u>Capital Expenses</u>				
87					\$ -
88					\$ -
94					
95	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -
96					
97	HSH #3				1/22/2020

	A	B	C	D	G	J	M	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING							
2	APPENDIX B, BUDGET							
3	Document Date	7/1/2022						
4	Contract Term	Begin Date	End Date	Duration (Years)				
5	Current Term	7/1/2021	9/30/2022	2				
6	Amended Term	7/1/2021	6/30/2024	3				
7	Provider Name	St. Vincent de Paul Society of San Francisco						
8	Program	Multi-Service Center (MSC) South						
9	FSP Contract ID#	1000021524						
10	Action (select)	Amendment						
11	Effective Date	7/1/2022						
12	Budget Name	MSC South Site D						
13		Current	New					
14	Term Budget	\$ 8,535,170	\$ 20,850,360	5%				
15	Contingency	\$ 300,000	\$ 4,883,892					
16	Not-To-Exceed	\$ 8,951,766	\$ 25,938,348		Year 1	Year 2	Year 3	All Years
17					7/1/2021 - 6/30/2022	7/1/2022- 6/30/2023	7/1/2023 - 6/30/2024	7/1/2021 - 6/30/2024
18					New	New	New	New
19	Expenditures							
20	Salaries & Benefits				\$ 5,757,567	\$ 4,752,910	\$ 4,752,910	\$ 15,263,387
21	Operating Expense				\$ 844,269	\$ 850,607	\$ 850,607	\$ 2,545,483
22	Subtotal				\$ 6,601,836	\$ 5,603,517	\$ 5,603,517	\$ 17,808,870
23	Indirect Percentage				15.00%	15.00%	15.00%	
24	Indirect Cost (Line 21 X Line 22)				\$ 990,275	\$ 840,528	\$ 840,528	\$ 2,671,330
25	Other Expenses (Not subject to indirect %)				\$ (816,242)	\$ 593,200	\$ 593,200	\$ 370,158
26	Capital Expenditure				\$ -	\$ -	\$ -	\$ -
28	Total Expenditures				\$ 6,775,869	\$ 7,037,245	\$ 7,037,244.98	\$ 20,850,358
29								
30	HSH Revenues (select)							
31	General Fund - Ongoing				\$ 6,537,462	\$ 7,037,246	\$ 7,037,246	\$ 20,611,953
32	General Fund - CODB				\$ 238,407	\$ -	\$ -	\$ 238,407
33	HUD ESG (CFDA 14.231)				\$ -	\$ -	\$ -	\$ -
34	ESG One-Time				\$ -	\$ -	\$ -	\$ -
35	General Fund - One-Time Carryforward				\$ -	\$ -	\$ -	\$ -
36					\$ -	\$ -	\$ -	\$ -
37					\$ -	\$ -	\$ -	\$ -
38					\$ -	\$ -	\$ -	\$ -
39					\$ -	\$ -	\$ -	\$ -
40	Total HSH Revenues				\$ 6,775,869	\$ 7,037,246	\$ 7,037,246	\$ 20,850,360
41	Other Revenues (to offset Total Expenditures & Reduce HSH Revenues)							
42					\$ -	\$ -	\$ -	\$ -
43					\$ -	\$ -	\$ -	\$ -
44					\$ -	\$ -	\$ -	\$ -
45					\$ -	\$ -	\$ -	\$ -
46					\$ -	\$ -	\$ -	\$ -
47	Total Other Revenues				\$ -	\$ -	\$ -	\$ -
48								
49	Total HSH + Other Revenues				\$ 6,775,869	\$ 7,037,246	\$ 7,037,246	\$ 20,850,360
50	Rev-Exp (Budget Match Check)				\$ -	\$ -	\$ -	\$ -
52								
53	Prepared by	Latasha Bellamy						
54	Phone	209-643-3777						
55	Email	latasha.bellamy@sfgov.org						

	A	B	C	D	E	F	G	H	I	J
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING									
2	APPENDIX B, BUDGET									
3	Document Date	3/9/2021								
4	Contract Term	Begin Date	End Date	Duration (Years)						
5	Current Term	7/1/2021	9/30/2022	2						
6	Amended Term	7/1/2022	6/30/2024	2						
7					Year 1		Year 2			
8	Service Component				7/1/2021-6/30/2022		7/1/2022-6/30/22			
10	Shelter Operations				340		340			
11	Drop In Services				70		70			
12										
13										
14										
15										
16										
17										
18										

	A	B	C	D
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING			
2	APPENDIX B, BUDGET			
3	Document Date	6/28/2022		
4	Contract Term	Begin Date	End Date	Duration (Years)
5	Current Term	7/1/2021	9/30/2022	2
6	Amended Term	7/1/2021	6/30/2024	3
7				
8	Approved Subcontractors			
10	Defense Logistics			
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				

Appendix C, Method of Payment

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

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

B. **Invoicing System:**

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

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

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

D. Spend Down

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

E. Documentation and Record Keeping:

1. In accordance with Article 5 Use and Disbursement of Grant Funds; Article 6 Reporting Requirements; Audits; Penalties for False Claims; and the Appendix A(s), Services to be Provided of the Agreement, Grantee shall keep electronic or hard copy records and documentation of all HSH invoiced costs, including, but not limited to, payroll records; paid invoices; receipts; and payments made for a period not fewer

than five years after final payment under this Agreement, and shall provide to the City upon request.

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

General Fund	
Type	Instructions and Examples of Documentation
Salaries & Benefits	<p>Grantee shall maintain and provide documentation for all approved payroll expenses paid to any personnel included in the Appendix B, Budget(s) covered by the agreement and invoice period each time an invoice is submitted.</p> <p>Documentation includes, but is not limited to, historical and current payroll information from a payroll service or a payroll ledger from Grantee's accounting system and must include employee name, title, rate, and hours worked for each pay period.</p>
Operating	Grantee shall maintain documentation for all approved Operating costs included in the Appendix B, Budget(s). Each time an invoice is submitted, Grantee shall upload documentation for all Subcontractor and Consultant costs,

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

Housing and Urban Development (HUD) Emergency Solutions Grant (ESG): CFDA #14.231	
Type	Instructions and Example of Documentation
Homelessness Prevention	<p>Grantee may use this line item in accordance with 24 CFR 576.103, 576.105, and 576.106 – Homelessness Prevention.</p> <p>Grantee shall upload all supporting documentation of eligible Operating costs in CARBON with each invoice.</p> <p>Documentation may include payroll information from a payroll service or a payroll ledger from Grantee's accounting system of the staff who provide services to ESG participants, such as:</p> <ul style="list-style-type: none"> • Housing search and placement; • Housing stability case management; and/or • Mediation. <p>Documentation may also include proof of eligible payment of rental or financial assistance paid on behalf of ESG participants.</p>
Rapid Rehousing	<p>Grantee may use this line item in accordance with 24 CFR 576.104, 576.105, and 576.106 – Rapid Rehousing.</p>

Housing and Urban Development (HUD) Emergency Solutions Grant (ESG): CFDA #14.231	
Type	Instructions and Example of Documentation
	<p>Grantee shall upload all supporting documentation of eligible Operating costs in CARBON with each invoice.</p> <p>Documentation may include payroll information from a payroll service or a payroll ledger from Grantee's accounting system of the staff who provide services to ESG participants, such as:</p> <ul style="list-style-type: none"> • Housing search and placement; • Housing stability case management; and/or • Mediation. <p>Documentation may also include proof of eligible payment of rental or financial assistance paid on behalf of ESG participants.</p>
Emergency Shelter	<p>Grantee may use this line item in accordance with 24 CFR 576.102, 576.2 – Shelter.</p> <p>Grantee shall upload all supporting documentation of eligible Operating costs in CARBON with each invoice.</p> <p>Documentation may include payroll information from a payroll service or a payroll ledger from Grantee's accounting system of the staff who provide services to ESG participants, such as:</p> <ul style="list-style-type: none"> • Housing stability case management; • Life skills training; and/or • Mental health and/or substance abuse services. <p>Documentation may also include proof of eligible payment of shelter maintenance; insurance; or utilities associate with a shelter location.</p>

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

C. Advance Repayment Process:

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

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

Appendix D - Interests In Other City Grants

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

City Department or Commission	Date of Grant	Amount of Grant
San Francisco Department on the Status of Women – Rosalie House	07/01/2021-06/30/2022	\$309,123
San Francisco Department on the Status of Women – Brennan House	07/01/2021-06/30/2022	\$265,964
Division Circle	07/01/2021-06/30/2022	\$7,347,780
Riley Center Domestic Violence Coordinated Entry	01/01/2022-12/31/2022	\$100,000
Adult Access Point	07/01/2022-06/30/2022	\$452,406

Appendix E, Federal Requirements: Provisions for All Federal Funds Subawards and Matching Funds to Federal Funds

I. Definitions

These are Federal definitions that come from Federal Uniform Guidance, 2 CFR Part 200, and are in addition to and may vary from definitions provided in the City's Grant Agreement, Professional Services Contract and/or Amendment documents ("Agreement").

A. City. City means the City and County of San Francisco.

B. Subaward. Subaward means an award provided by a pass-through entity (e.g., the City) to a Subrecipient for the Subrecipient to carry out all or part of a Federal award. It does not include payments to an individual that is a beneficiary of a Federal program (2 CFR §200.1). Characteristics of Subawards, as opposed to Subcontracts, include but are not limited to that a Subrecipient:

- i. Has programmatic decision-making responsibility within the scope of services of the Agreement;
- ii. May determine client eligibility for the Federal program;
- iii. In accordance with its Agreement, uses the Federal funds to carry out all or part of a Federal program, as opposed to providing goods or services to help the City administer the Federal program.

See 2 CFR §200.331 for more guidance.

C. Third Party Subaward. Third Party Subaward means a Subaward at any tier entered into by a Subrecipient, financed in whole or in part with Federal assistance originally derived from the Federal awarding agency.

D. Contract and/or Subcontract. Contract and/or Subcontract means a legal instrument by which a non-Federal entity purchases property or services needed to carry out the project or program under a Federal award (2 CFR §200.1). Characteristics of Subcontracts, as opposed to Subawards include but are not limited to that a Subcontractor:

- i. Has little or no programmatic decision-making responsibility in how it carries out the purpose of the Agreement;
- ii. Does not determine client eligibility for the federal program; and
- iii. Provides goods or services that are ancillary to the operation of the Federal program and/or that help the City administer the Federal program.

See 2 CFR §200.331 for more guidance.

E. Third Party Subcontract. Third Party Subcontract means a Subcontract at any tier entered into by Contractor or Subcontractor, financed in whole or in part with Federal assistance originally derived from the Federal awarding agency.

II. Federal Changes. Subrecipient shall at all times comply with all applicable regulations, policies, procedures and Federal awarding agency directives, including without limitation

those listed directly or by reference in the Recipient Agreement between the City and the Federal awarding agency or in this Agreement, as they may be amended or promulgated from time to time during the term of this Agreement. Subrecipient's failure to so comply shall constitute a material breach of this Agreement.

III. Requirements for Pass-Through Entities. (2 CFR §200.332)

- A.** For any Third Party Subawards that the Subrecipient enters into in the course of carrying out this Agreement, the Subrecipient shall include the following:
 - i. Federal award information as specified in 2 CFR §200.332(a)(1) to the best of its knowledge;
 - ii. Requirements imposed by the Federal awarding agency, the City, or itself in order to meet its own responsibility to the City under this Subaward as specified in 2 CFR CFR §200.332(3);
 - iii. An approved federally recognized indirect cost rate negotiated between the Subrecipient and the Federal Government or, if no such rate exists, either a rate negotiated between the Subrecipient and its Third Party Subrecipients, or a de minimis indirect cost rate as defined in §200.414 Indirect (Facilities and Administration¹) costs, paragraph (f);
 - iv. A requirement that the Third Party Subrecipient permit the Subrecipient, the City, higher level funders, and auditors to have access to the Subrecipient's records and financial statements as necessary for the Subrecipient to meet the requirements of this part (2 § CFR 200.332(5)); and
 - v. Appropriate terms and conditions concerning closeout of the Subaward per 2 § CFR 200.332(6).

- B.** For any Third Party Subawards that the Subrecipient enters into in the course of carrying out this Agreement, the Subrecipient agrees to:
 - i. Evaluate each Third Party Subrecipient's risk of noncompliance with Federal statutes, regulations, and the terms and conditions of the Subaward for purposes of determining the appropriate Subrecipient monitoring described in paragraphs (3) of this section;
 - ii. Consider imposing specific Subaward conditions upon a Third Party Subrecipient if appropriate as described in 2 CFR §200.208 Specific conditions;
 - iii. Monitor the activities of the Third Party Subrecipient as necessary to ensure that the Subaward is used for authorized purposes, in compliance with Federal statutes, regulations, and the terms and conditions of the Subaward; and that Subaward performance goals are achieved. See 2 CFR §200.332(d) and (e) for specific requirements;
 - iv. Verify that every Third Party Subrecipient is audited as required by 2 CFR §200 Subpart F—Audit Requirements of this part when it is expected that the Subrecipient's Federal awards expended during the respective fiscal year equaled or exceeded the threshold set forth in 2 CFR §200.501 Audit requirements;

¹ 2 CFR § 200.332(a)(1)(xiv)
 Appendix E to G-100 (3-21)
 FSP#: 1000021524

- v. Consider whether the results of the Third Party Subrecipient's audits, on-site reviews, or other monitoring indicate conditions that necessitate adjustments to the pass-through entity's own records; and
- vi. Consider taking enforcement action against noncompliant Third Party Subrecipients as described in 2 CFR §200.339 Remedies for noncompliance of this part and in program regulations.

IV. Procurement Compliance. *(2 CFR §200.318 through 200.326)*

- A. Subrecipient agrees to comply with the procurement standards set forth in 2 CFR § 200.318 through § 200.326. This includes but is not limited to the following:
 - i. General procurement standards, including using its documented procurement procedures which reflect all applicable laws, regulations, and standards; maintaining oversight of Contractors; maintaining written standards of conflict covering conflicts of interest and organizational conflicts of interest; avoiding acquisition of duplicative items; awarding Contracts only to responsible Contractors possessing the ability perform the terms and conditions of the proposed procurement successfully; maintaining records sufficient to detail the history of procurements;
 - ii. Providing full and open competition as per 2 CFR § 200.319; and
 - iii. Complying with standards of the five methods of procurement described in 2 CFR § 200.320: micro-purchases, small purchases, sealed bids (formal advertising), competitive proposals, and non-competitive (sole source) proposals.

V. Cost Principles Compliance. *(2 CFR §200 Subpart E)*

- A. Subrecipient agrees to comply with the Cost Principle specified in 2 CFR § 200 Subpart E for all costs that are allowable and included in this Agreement with the City. This includes but is not limited to compliance with §200.430 Compensation – personal services, including §200.430(i) regarding Standards for Documentation for Personnel Expense. Charges to Federal awards for salaries and wages must be based on records that accurately reflect the actual work performed. The requirements for these records include but are not limited to that they:
 - i. Be supported by a system of internal control which provides reasonable assurance that the charges are accurate, allowable, and properly allocated;
 - ii. Be incorporated into the official records of the Subrecipient;
 - iii. Reasonably reflect the total activity for which the employee is compensated by the Subrecipient, not exceeding 100 percent of compensated activities;
 - iv. Encompass both federally assisted and all other activities compensated by the Subrecipient on an integrated basis, but may include the use of subsidiary records as defined in the Subrecipient's written policy;
 - v. Comply with the established accounting policies and practices of the Subrecipient;
 - vi. Support the distribution of the employee's salary or wages among specific activities or cost objectives if the employee works on more than one Federal award; a Federal award and non-Federal award; an indirect cost activity and a direct cost activity; two or more indirect activities which are allocated using different allocation bases; or an unallowable activity and a direct or indirect cost activity;

- vii. Budget estimates alone do not qualify as support for charges to Federal awards, but may be used for interim accounting purposes in certain conditions (see §200.430(i)(1)(viii));
- viii. In accordance with Department of Labor regulations implementing the Fair Labor Standards Act (FLSA) (29 CFR part 516), charges for the salaries and wages of nonexempt employees, in addition to the supporting documentation described in this section, must also be supported by records indicating the total number of hours worked each day;
- ix. Salaries and wages of employees used in meeting cost sharing or matching requirements on Federal awards must be supported in the same manner as salaries and wages claimed for reimbursement from Federal awards; and
- x. A Subrecipient whose the records may not meet the standards described in this section shall use personnel activity reports (also known as time studies), prescribed certifications for employees working 100 percent on the same Federal program, or equivalent documentation as supporting documentation.

VI. Equal Employment Opportunity Compliance. *Applicable to all construction agreements awarded in excess of \$10,000 by Grantees and their Contractors or Subgrantees; 2 CFR §200 Appendix II(C).* Subrecipient agrees to comply with Executive Order 11246 of September 24, 1965, entitled “Equal Employment Opportunity,” as amended by Executive Order 11375 of October 13, 1967, and as supplemented in Department of Labor regulations (41 CFR Part 60).

VII. Davis-Bacon Act Compliance. *Applicable to construction agreements in excess of \$2,000 awarded by Grantees and Subgrantees when required by Federal grant program legislation; 2 CFR §200 Appendix II(D).* Subrecipient agrees to comply with the Davis-Bacon Act (40 U.S.C. 3141-3148) as supplemented by Department of Labor regulations (29 CFR Part 5).

VIII. Copeland Anti-Kickback Act Compliance. *Applicable to construction agreements in excess of \$2,000 awarded by Grantees and Subgrantees when required by Federal grant program legislation; 2 CFR §200 Appendix II(D).* Subrecipient agrees to comply with the Copeland “Anti-Kickback” Act (40 U.S.C. 3145) as supplemented in Department of Labor regulations (29 CFR Part 3).

IX. Contract Work Hours and Safety Standards. *Applicable to all agreements awarded by Grantees and Subgrantees in excess of \$100,000, which involve the employment of mechanics or laborers; 2 CFR §200 Appendix II(E).*

A. Compliance. Subrecipient agrees that it shall comply with Sections 3702 and 3704 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 3701–3708) as supplemented by Department of Labor regulations (29 CFR Part 5), which are incorporated herein.

B. Overtime. No Subrecipient contracting for any part of the work under this Agreement which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of 40 hours in such workweek unless such laborer or mechanic

receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of 40 hours in such workweek.

C. Violation; liability for unpaid wages; liquidated damages. In the event of any violation of the provisions of Paragraph B, the Subrecipient and any Subcontractor responsible therefore shall be liable to any affected employee for that employee's unpaid wages. In additions, such Contractor and Subcontractor shall be liable to the United States for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic employed in violation of the provisions of paragraph B in the sum of \$10 for each calendar day on which such employee was required or permitted to be employed on such work in excess of eight hours or in excess of his standard workweek of 40 hours without payment of the overtime wages required by paragraph B.

D. Withholding for unpaid wages and liquidated damages. The City shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by the Subrecipient or Subcontractor under any such Contract or any other Federal Contract with the same Prime Contractor, or any other federally-assisted Contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same Prime Contractor, such sums as may be determined to be necessary to satisfy any liabilities of such Contractor or Subcontractor for unpaid wages and liquidated damages as provided in the clause set for in paragraph C of this section.

X. Notice of Requirements Pertaining to Intangible Property, Copyrights, Inventions, and Freedom of Information Act Requests. (2 CFR §200 Appendix II(F) and 2 CFR §200.315)

A. Title to intangible property (see 2 CFR §200.1 Intangible property) acquired under a Federal award vests upon acquisition in the Subrecipient unless otherwise detailed elsewhere in this Agreement. The Subrecipient must use that property for the originally-authorized purpose, and must not encumber the property without approval of the Federal awarding agency. When no longer needed for the originally authorized purpose, disposition of the intangible property must occur in accordance with the provisions in 2 CFR §200.313 (e).

B. The Subrecipient may copyright any work that is subject to copyright and was developed, or for which ownership was acquired, under a Federal award. The Federal awarding agency reserves a royalty-free, nonexclusive and irrevocable right to reproduce, publish, or otherwise use the work for Federal purposes, and to authorize others to do so.

C. The Subrecipient is subject to applicable regulations governing patents and inventions, including government-wide regulations issued by the Department of Commerce at 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Awards, Contracts and Cooperative Agreements."

- D. The Federal Government has the right to obtain, reproduce, publish, or otherwise use the data produced under a Federal award, and authorize others to receive, reproduce, publish, or otherwise use such data for Federal purposes.
- E. The Subrecipient shall comply with Freedom of Information Act (FOIA) requests passed down from the Federal Government to the City.

XI. Debarment and Suspension. *(applicable to all Contracts and Subcontracts; 2 CFR §200 Appendix II(H))*

- A. Subrecipient represents and warrants that it is not debarred, suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549 and 12689, "Debarment and Suspension." Subrecipient agrees that neither Subrecipient nor any of its Third Party Subrecipients or Subcontractors shall enter into any Third Party Subawards or Subcontracts for any of the work under this Agreement with a third party who is debarred, suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549 and 12689. 2 CFR Part 180.
- B. Subrecipient and Third Party Subrecipients and Subcontractors can meet this requirement with lower level entities by requiring they sign a certification to its effect and by checking those entities' status at the System for Award Management (SAM) at www.sam.gov under Search Records on a regular, but at least annual, basis.

XII. Byrd Anti-Lobbying Certification. *(applicable for Subawards or Subcontracts in excess of \$100,000; 2 CFR §200 Appendix II(I) and by inclusion, 45 CFR Part 93)*

- A. **Subrecipient hereby certifies**, to the best of their knowledge and belief, that"
 - i. No Federal appropriated funds have been paid or will be paid, by or on behalf of the person signing this Agreement, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal award or Contract, the making of any Federal grant or Contract, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal Contract, grant, loan, or cooperative agreement.
 - ii. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal Contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit, with its offer, OMB Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
 - iii. The person signing this Agreement shall require that the language of this certification be included in the award documents for all Subawards at all tiers (including Subcontracts, Subgrants, and Contracts under grants, loan, and cooperative

agreements) and require that all recipients of such awards in excess of \$100,000 shall certify and disclose accordingly.

- B.** This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into and is imposed by 31 U.S.C. 1352. Any person making an expenditure prohibited under this provision or who fails to file or amend the disclosure form shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

XIII. Single Audit Requirements

Subrecipient shall comply in all respects with 2 CFR §200 Subpart F – Audit Requirements. The Federal expenditures spent under this Agreement shall be counted toward the \$750,000 threshold of Federal award expenditures for a Single Audit.

XIV. Incorporation of Uniform Administrative Requirements and Exceptions from Federal Awarding Agencies

- A.** The preceding provisions include, in part, certain standard terms and conditions required by the Federal awarding agency, whether or not expressly set forth in the preceding Agreement provisions. All provisions required by the Federal awarding agency, as set forth in 2 CFR Part 200, are hereby incorporated by reference. Anything to the contrary herein notwithstanding, all of the Federal awarding agency's mandated terms shall be deemed to control in the event of a conflict with other provisions contained in this Agreement. Subrecipient shall not perform any act, fail to perform any act, or refuse to comply with any City requests that would cause the City to be in violation of the Federal awarding agency's terms and conditions.
- B.** Further, all provisions of each Federal awarding agency's incorporation of the Uniform Guidance are also hereby incorporated as reference:
- i. U.S. Health and Human Services: 45 CFR Part 75 (includes some exceptions and additions);
 - ii. U.S. Department of Housing and Urban Development: (no exceptions or additions);
 - iii. U.S. Department of Education: (no exceptions); and
 - iv. U.S. Department of Agriculture: 2 CFR Part 400.

XV. Inclusion of Federal Requirements in Third Party Subawards and Subcontracts

Subrecipient agrees to include all of the above clauses in each Third Party Subaward and Subcontract (Subcontracts shall exclude requirements for pass-through Entities) financed in whole or in part with Federal assistance provided by the Federal awarding agency, unless the third party agreements do not meet the dollar thresholds indicated.

Appendix F, Housing and Urban Development (HUD) Subrecipient Agreement

- I.** Subrecipient shall maintain the confidentiality of records pertaining to any individual or family that was provided family violence prevention or treatment services through the project.
 - A. The address or location of any family violence project assisted with grant funds will not be made public, except with written authorization of the person responsible for the operations of such project.
- II.** Subrecipient shall establish policies and practices that are consistent with, and do not restrict, the exercise of rights provided by subtitle B of title VII of the Act and other laws relating to the provision of educational and related services to individuals and families experiencing homelessness.
- III.** In the case of a project that provides housing or services to families, the Subrecipient shall designate a staff person to be responsible for ensuring that children being served in the program are enrolled in school and connected to appropriate services in the community, including early childhood programs such as Head Start, part C of the Individuals with Disabilities Education Act, and programs authorized under subtitle B of title VII of the Act.
- IV.** The Subrecipient, its officers, and employees are not debarred or suspended from doing business with the Federal Government.
- V.** Subrecipient shall provide information, such as data and reports, as required by the U.S. Department of Housing and Urban Development (HUD).

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

**FIFTH AMENDMENT
TO GRANT AGREEMENT**

**between
CITY AND COUNTY OF SAN FRANCISCO
and
ST. VINCENT DE PAUL SOCIETY OF SAN FRANCISCO**

THIS AMENDMENT of the **July 1, 2021** 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 **ST. VINCENT DE PAUL SOCIETY OF SAN FRANCISCO** ("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 Board of Supervisors approved this Agreement under San Francisco Charter Section 9.118 by Resolution 376-22 on September 7, 2022; 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. The term "Agreement" shall mean the Agreement dated **July 1, 2021** between Grantee and City; and **First Amendment**, dated **August 5, 2021**, and **Second Amendment**, dated **April 19, 2022**, and **Third Amendment**, dated **June 28, 2022**, and **Fourth Amendment**, dated **July 1, 2022**.
- (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 **July 1, 2021** and expire on **June 30, 2024**, unless earlier terminated as otherwise provided herein. Grantee shall not begin performance of its obligations under this Agreement until it receives written notice from City to proceed.

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

3.2 Duration of Term. The term of this Agreement shall commence on **July 1, 2021** and expire on **June 30, 2025**, unless earlier terminated as otherwise provided herein. Grantee shall not begin performance of its obligations under this Agreement until it receives written notice from City to proceed.

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

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

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

5.1 Maximum Amount of Grant Funds.

- (a) In no event shall the amount of Grant Funds disbursed hereunder exceed **Twenty Five Million Nine Hundred Thirty Eight Thousand Three Hundred Forty Eight Dollars (\$25,938,348).**

- (b) Grantee understands that, of the Maximum Amount of Grant Funds listed under Article 5.1 (a) of this Agreement, **Four Million Eight Hundred Eighty Three Thousand Eight Hundred Ninety Two Dollars (\$4,883,892)** 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. In no event shall the amount of Grant Funds disbursed hereunder exceed **Twenty Five Million Nine Hundred Thirty Eight Thousand Three Hundred Forty Eight Dollars (\$25,938,348)**.

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

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

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

5.4 State or Federal Funds.

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

the funds, the City is required to incorporate some of the terms into this Agreement and include certain reporting requirements.

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

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

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

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

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

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

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

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

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

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

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

San Francisco, CA 94102
hshcontracts@sfgov.org

If to Grantee: St. Vincent de Paul Society of San Francisco
1175 Howard Street
San Francisco, CA 94103
Attn: Patrick B. Schmalz
pschmalz@svdp-sf.org

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

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

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

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

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

2.11 Section 16.19 Distribution of Beverages and Water of the Agreement is hereby deleted and replaced in its entirety to read as follows:

16.19 Distribution of Beverages and Water

- (a) **Sugar-Sweetened Beverage Prohibition.** Grantee agrees that it shall not sell, provide, or otherwise distribute Sugar-Sweetened Beverages, as defined by San Francisco Administrative Code Chapter 101, as part of its performance of this Agreement.
- (b) **Waived pursuant to San Francisco Environment Code Chapter 24, section 2406. (Packaged Water Prohibition).**

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

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

2.13 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.

2.14 Section 16.23 Additional Requirements for Federally-Funded Awards of the Agreement is hereby deleted and replaced in its entirety to read as follows:

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

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

(2) Procures a commercial sex act during the period of time that the award is in effect; or

(3) Uses forced labor in the performance of the award or sub-awards under the award.

2.15 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)

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

17.12 Reserved.

2.17 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.

2.18 Appendix A, Services to be Provided, of the Agreement is hereby replaced in its entirety by the modified **Appendix A, Services to be Provided** (dated July 1, 2024) for the period of July 1, 2024 to June 30, 2025.

2.19 Appendix A-1, Services to be Provided, of the Agreement is hereby deleted.

2.20 Appendix B, Budget, of the Agreement is hereby replaced in its entirety by the modified **Appendix B, Budget** (dated July 1, 2024), for the period of July 1, 2021 to June 30, 2025.

- 2.21 **Appendix C, Method of Payment**, of the Agreement is hereby replaced in its entirety by the modified **Appendix C, Method of Payment** (dated July 1, 2024).
- 2.22 **Appendix D, Interests in Other City Grants**, of the Agreement is hereby replaced in its entirety by the modified **Appendix D, Interests in Other City Grants** (dated July 1, 2024).
- 2.23 **Appendix E, Federal Requirements** of the Agreement is hereby deleted.
- 2.24 **Appendix F, Housing and Urban Development (HUD) Subrecipient Agreement**, of the Agreement is hereby deleted.

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

CITY

GRANTEE

**DEPARTMENT OF HOMELESSNESS
AND SUPPORTIVE HOUSING**

**ST. VINCENT DE PAUL SOCIETY OF
SAN FRANCISCO**

DocuSigned by:
By Shireen McSpadden
Shireen McSpadden
Executive Director

DocuSigned by:
By Patrick Schmalz
Patrick B. Schmalz
Executive Director
City Supplier Number: 10751

Approved as to Form:
David Chiu
City Attorney

DocuSigned by:
By Adam Radtke
Adam Radtke
Deputy City Attorney

**Appendix A, Services to be Provided
by
St. Vincent de Paul Society
Multi-Service Center (MSC) South**

I. Purpose of Grant

The purpose of the grant is to provide Emergency Shelter Operations and Support Services to the served population to obtain emergency nighttime sleeping accommodations.

II. Served Population

Grantee shall serve adults, without custody of minor children, who are experiencing homelessness and do not have a fixed, regular, or adequate nighttime residence. Grantee shall determine possible accommodation of guests with service or companion animals at the shelter.

III. Referral and Prioritization

Grantee shall provide services to those who meet Department of Homelessness and Supportive Housing (HSH) established eligibility requirements for the served population. Grantee shall utilize the referral system established by the HSH, unless the City requires an alternate referral and/or prioritization process in order to maintain the health and safety of guests in accordance with City requirements.

IV. Description of Services

Grantee shall provide emergency shelter services as outlined below, unless otherwise directed by the City in cases of public health or other emergency situations.

A. Shelter Operations: Grantee shall operate the shelter to accommodate up to the number of guests listed on the Appendix B, Budget “Client Counts” tab at any given time, unless City requires Grantee to serve less guests in order to maintain the health and safety of guests in accordance with City requirements. Grantee shall adhere to the Shelter Standards of Care Legislation¹ unless otherwise directed by the City in cases of public health emergencies or other emergency situations.

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.
2. Referrals and Reservations: Grantee shall accept and facilitate reservations, in accordance with City policy and the shelter facility’s hours of operation.
3. Accommodations: Grantee shall provide at minimum, one clean blanket, two clean sheets, one pillowcase, and mats, cots, or beds, as appropriate for the shelter facility, configuration, and capacity, and in accordance with the Shelter Standards of Care.

¹ Including, but not limited to Shelter Standards of Care, as applicable:

[http://library.amlegal.com/nxt/gateway.dll/California/administrative/chapter20socialservices?f=templates\\$fn=default.htm\\$3.0\\$vid=amlegal:sanfrancisco_ca\\$anc=JD_20.404](http://library.amlegal.com/nxt/gateway.dll/California/administrative/chapter20socialservices?f=templates$fn=default.htm$3.0$vid=amlegal:sanfrancisco_ca$anc=JD_20.404).

4. Meals: Grantee shall provide two meals per day to guests with active reservations following the menu pattern developed by the San Francisco Nutrition Project. Meal menus shall be posted daily.
 5. Pets: Grantee shall provide a program that is pet-friendly, as well as accommodating to companion, service, and support animals.
 6. Storage: Grantee shall provide space for secure and pest-free storage of guest belongings, as appropriate for the facility.
 7. Entry and Exit: Grantee shall monitor guest entry and exit and keep guest records.
 8. Notice: Grantee shall provide written notice or warning to guests related to any issue that may affect ongoing stay, including, but not limited to, violations of program rules and actions that are in violation of the rules agreement.
- B. Shelter Support Services: Grantee shall provide, at minimum, the following Shelter Support Services and incorporate the harm reduction model philosophy. Support Services shall include, but are not limited, to the following:
1. Intake: Grantee shall conduct an intake, and make any updates, to determine and document participant identification and stay information. The intake shall include a program orientation outlining the services available on site. The intake shall also include established consent forms that support exchange of participant information with program partners, including the data tracking partners for purposes of program analysis.
 2. Assessment and Individual Service Plan: Grantee shall conduct a support services assessment to document participant needs. Grantee shall create service plans based on intake and assessment information. Service plans shall include issues identified by the participant and prioritize key issues, particularly those identified by HSH and the placement referral sources, which are the focus during the participant's stay.
 3. Engagement: Grantee shall actively engage with participants to support their connection to needed services, progress on their individual service plans and end participant homelessness. Grantee shall create a regular schedule of outreach to participants and shall provide services based on participant services plans and goals. Grantee shall provide outreach to and offer onsite services and/or referrals to all participants who display indications of placement instability. This includes but is not limited to discontinuance from benefits, services, rule violations or warnings, and conflicts with staff or other shelter participants.
 4. Case Management:
 - a. Grantee shall provide ongoing meetings and counseling services with participants to establish goals, support individualized action and service plans, and track progress toward meeting the goals.
 - b. Grantee shall assist Housing Referral Status participants in applying for and securing the required documents needed to become "document ready" for permanent housing application. This includes, but is not limited to, the acquisition of identification, income and homelessness verifications, and other required documents as needed. Grantee shall communicate with the Coordinated Entry Housing Navigation staff regularly about the status of

documentation acquisition and upload acquired documents into the Online Navigation and Entry (ONE) System via the protocol developed by HSH. Grantee shall engage the Coordinated Entry Housing Navigation staff in discussion and/or case conferencing when participants show signs of difficulty or lack of progress in acquiring necessary documentation.

5. **Benefits Navigation:** Grantee shall work in partnership with Human Services Agency (HSA) to assist eligible participants to obtain Medi-Cal, CalFresh, and County Adult Assistance Program (CAAP) benefits. As needed, HSA will outstation SFBN and CAAP Eligibility Workers (EWs) at shelter sites with the goals of fully integrating benefits application services into the shelter environment and approving participants for benefits without requiring them to go to HSA offices. Grantee shall provide on-site services space for the HSA EWs when present at the site. Grantee shall provide on-site services space for the HSA EWs when present at the site.
6. **Safety and De-Escalation:** Grantee shall ensure the general safety of the served population, staff, visitors, and property by providing staff trained in safety and de-escalation or through a security services provider during peak operational days and hours, as determined by Grantee and approved by HSH. Days and hours of coverage shall be on record with the HSH Program Manager. Safety and de-escalation shall include, but is not limited to:
 - a. Greeting the served population, staff, visitors, and conducting search of persons and property prior to entering sites for potentially dangerous items;
 - b. Utilization of a system by which possessions may be checked and safely and securely stored, as directed;
 - c. Regular patrol of the site and surrounding program area to ensure compliance with HSH's Good Neighbor Policy as described in the Good Neighbor Policies section;
 - d. Utilization of a system with written documentation to ensure that the perimeter and other areas are checked on a scheduled and regular basis; and
 - e. Assistance with conflict de-escalation and crisis management.
7. **Wellness Checks:** Grantee shall conduct Wellness Checks in accordance with HSH policy to assess participant safety when there is reason to believe the participant is in immediate and substantial risk due to a medical and/or psychiatric emergency.
8. **Support Groups, Social Events and Organized Participant Activities:**
 - a. Grantee shall provide participants with opportunities to participate in organized gatherings for peer support, to gain information from presenters and each other, to form social connections with other participants, or to celebrate/commemorate significant individual, holiday and community events. These events may be planned with or based on input from participants. Grantee shall post a monthly calendar of events.
 - b. Grantee shall conduct monthly community meetings for participants during which participants may discuss concerns and program ideas.
 - c. Grantee shall provide community service, training, and/or employment opportunities to participants in partnership with local organizations or City agencies.

9. Referrals and Coordination of Services:
 - a. Grantee shall link Problem-Solving status shelter participants to HSH Access Points, in order for the participants to receive Problem-Solving and/or a Coordinated Entry assessment. Grantee shall request the services of the Mobile Access Point team for any participants who display indications of difficulty getting to an HSH Access Point.
 - b. Grantee shall assist participants to identify and access services available within the community that meet specific needs or support progress toward identified goals. This may include providing information about services, calling to help establish appointments, assisting with the completion of applications, helping with appointment reminders, follow up/checking in with participants regarding the process, and, as necessary, re-referral.
 - c. Grantee shall escort participants to critical off-site appointments, particularly those related to benefits and exit placements, and support participants to keep appointments. When needed, Grantee shall provide bus tokens and/or transportation vouchers to assist participants in getting to critical appointments.
10. Exit Planning: Grantee shall provide exit planning to participants preparing to leave the shelter for any number of reasons, including but not limited to participants moving into permanent supportive housing, participants about to be issued a Denial of Service (DOS), and participants who are talking about leaving the program. Grantee shall notify Coordinated Entry and/or HSH Outreach as directed by HSH when Housing Referral status participants exit their shelter program.

V. Location and Time of Services

Grantee shall provide shelter services 24 hours per day, seven days per week at 525 5th Street, San Francisco, CA 94107.

Grantee shall provide support services at least Monday through Friday, as necessary to best serve the needs of participants.

VI. Service Requirements

Grantee shall adhere to the following service requirements, unless otherwise directed by the City in cases of public health or other emergency situations:

- A. Shelter Expansion: To respond to weather or other emergencies, HSH reserves the right to negotiate shelter expansion with the addition of mats during periods of need. HSH is looking for providers at negotiated sites to be ready to provide expansion within twenty-four hours' notice; although HSH will attempt to give more advance notice whenever possible. Expansion may be at reduced hours or simplified services. HSH prefers that providers use their own staff during these expansions; however, if provider staffing is not available at the time of expansion, HSH reserves the right to augment coverage with City staff in order to respond to emergencies.

B. Staffing and Volunteers:

1. Grantee shall employ at least one staff member on each shift who has at least one year of experience in providing services to people experiencing homelessness, or comparable experience.
2. Grantee shall employ at least one staff member on each shift who is identified as the American with Disabilities Act (ADA) Liaison and post the name of the staff on duty near the front desk.

C. Language and Interpretation Services: Grantee shall ensure that translation and interpreter services are available, as needed. Grantee shall address the needs of and provide services to the served population who primarily speak language(s) other than English. Additional information on Language Access standards can be found on the HSH Providers Connect website: <https://sfgov1.sharepoint.com/sites/HOM-Ext-Providers>.

D. Record Keeping:

1. Grantee shall maintain confidential files on each guest as needed, including documentation and notes that track planning and progress on achieving goals when appropriate.
2. Grantee shall also keep support services files, which contain the record of complaints, services requests, grievances, warnings and denials of service for shelter rule infractions and the outcomes and responses to guests.
3. Grantee shall maintain appropriate documentation to validate the approval of the shelter extensions to shelter guests according to HSH policies.
4. Grantee shall maintain all eligibility and inspection documentation in the ONE System and maintain hard copy files with eligibility, including homelessness verification documents.

E. Dietary and Food Safety

Grantee shall meet the following meal dietary requirements:

1. Provide meals for guests following the menu pattern developed by San Francisco Shelter Nutrition Project 7/08. Meals shall follow the menu pattern established by the San Francisco Shelter Nutrition Project 7/08 and meet the minimum portion sizes listed for each of the food groups. Menus shall be reviewed by DPH Registered Dietician (RD) annually to meet the established meal pattern, portion sizes and vegetarian and religious/diet accommodations;
2. Acquire Registered Dietician service from HSH or other organizations to conduct annual monitoring and evaluation of food service safety/sanitation, meal preparation/service, and menu documentation using Shelter Nutrition Monitoring Tool developed by San Francisco Shelter Nutrition Project;
3. Ensure the annual nutrition monitoring report includes recommendations and actions that Grantee has taken to address any compliance issues noted; and
4. Grantee shall ensure that at least one staff person responsible for food service has a valid Food Safety Certification.

F. Facilities:

1. Grantee shall maintain facilities in full compliance with requirements of the law and local standards¹³. 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 by the HSH Facilities Manager and janitorial services shall occur regularly, per shift, and as required by the HSH Facilities Manager.
 - 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.

G. Good Neighbor Policies: Grantee shall maintain a good relationship with the neighborhood, including:

1. Grantee shall work with neighbors, Department of Homelessness and Supportive Housing (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.

H. Safety and De-Escalation: Grantee shall ensure the general safety of the served population, staff, visitors, and property by providing staff trained in safety and de-escalation or through a security services provider during peak operational days and hours, as determined by Grantee and approved by HSH. Days and hours of coverage shall be on record with the HSH Program Manager. Safety and de-escalation shall include, but is not limited to:

1. Greeting the served population, staff, visitors, and conducting search of persons and property prior to entering sites for potentially dangerous items;
2. Utilization of a system by which possessions may be checked and safely and securely stored, as directed;
3. Regular patrol of the site and surrounding program area to ensure compliance with HSH's Good Neighbor Policy as described in the Good Neighbor Policies section;
4. Utilization of a system with written documentation to ensure that the perimeter and other areas are checked on a scheduled and regular basis; and
5. Assistance with conflict de-escalation and crisis management.

I. 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, 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.

Grantee shall also respond to guest complaints in a timely manner that are brought through the Shelter Monitoring Committee, Mayor's Office on Disability, or HSH.

J. 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 Error! Bookmark not defined.;
2. Regular communication to HSH about the implementation of the program;
3. Attendance of HSH meetings and trainings, as required;
4. Attendance of an 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 Shelter Grievance Policy, including the processes regarding denials of service² 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.

K. Grantee shall report critical incidents, as defined in the Critical Incident Policy, to HSH, within 72 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.

L. Health Screening and Certifications: Grantee shall obtain and maintain all required staff health screenings and certifications, including but not limited to, staff Tuberculosis testing; CPR/First Aide; and AED certifications.

M. 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 participants will participate in annual trainings on harm reduction, overdose recognition and response. Grantee shall promote harm-

² Shelter Grievance Policy: <http://hsh.sfgov.org/wp-content/uploads/2018/08/Shelter-Grievance-Policy-Final-8-25-16-4.pdf>.

- reduction and community safety by addressing biohazard disposal, needle stick protocols, and facilitation of access to and administration of overdose response supplies, such as Naloxone.
- N. 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.
 - O. Staff Training: Grantee shall promote and support staff training and development, including but not limited to training on de-escalation and safety, participant engagement, professionalism, ethics, harm-reduction, trauma-informed care, cultural competency, health, overdose prevention and response, respect for participants and fellow staff, mental health and substance abuse issues, and trainings required under the Shelter Standards of Care (Section 16.22 of the Agreement)
 - P. Case Conferences: Grantee shall participate in individual case conferences and team coordination meetings with HSH-approved programs, as needed, to coordinate and collaborate regarding participants' progress.
 - Q. Admission Policy: Grantee admission policies for services shall be in writing and available to the public. Except to the extent that the services are to be rendered to a specific population as described in the programs listed herein, such policies must include a provision that Participants are accepted for care without discrimination on the basis of race, color, creed, religion, sex, age, national origin, ancestry, sexual orientation, gender identification, disability, or HIV status.
 - R. 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).
 - S. Data Standards:
 - 1. Grantee shall ensure compliance with the Homeless Management Information System (HMIS) Participation Agreement and Continuous Data Quality Improvement (CDQI) Process¹, including but not limited to:
 - a. Entering all client data within three working days (unless specifically requested to do so sooner);
 - b. Ensuring accurate dates for client enrollment, client exit, and client move in (if appropriate); and
 - c. Running monthly data quality reports and correcting errors.
 - 2. Records entered into the ONE system shall meet or exceed the ONE System Continuous Data Quality Improvement Process standards:

<https://onesf.clarityhs.help/hc/en-us/articles/360001145547-ONE-System-Continuous-Data-Quality-Improvement-Process>.

3. Grantee shall enter data into the ONE System, but may be required to report certain measures or conduct interim reporting in CARBON, via secure email, or through uploads to a File Transfer Protocol (FTP) site. When required by HSH, Grantee shall submit the monthly, quarterly and/or annual metrics into either the CARBON database, via secure email, or through uploads to an FTP site. HSH will provide clear instructions to all Grantees regarding the correct mechanism for sharing data. Changes to data collection or reporting requirements shall be communicated to Grantees via written notice at least one month prior to expected implementation.
4. Any information shared between Grantee, HSH, and other providers about the served population shall be communicated in a secure manner, with appropriate release of consent forms and in compliance with 24 C.F.R. Part 578, Continuum of Care; 45 C.F.R. Parts 160 and 164, the Health Insurance Portability and Accountability Act (HIPAA) and federal and state data privacy and security guidelines.
5. Failure to comply with data security, storage and access requirements may result in loss of access to the HMIS and other data systems.

VII. Service Objectives

Grantee shall achieve the following service objectives, unless directed otherwise by the City in a public health emergency:

- A. Grantee shall provide intake and program orientation to 100 percent of all initial participants and updates for returning participants in a new stay within 24 hours of arrival to the site.
- B. Grantee shall utilize intake and assessment information with partnering service providers to identify options and create a service plan for 95 percent of participants. Written service plans shall include clear goals and objectives and identified barriers. Service connections, progress, and follow up on these service plans will be documented in the participant's record.
- C. Ninety percent of participants shall be offered referral for problem-solving and/or assessment via Adult Coordinated Entry within one week of placement at the shelter.
- D. Ninety percent of participants with referral needs shall be provided referrals related to benefits, employment, health, and related transportation support if needed.
- E. A minimum of 50 percent of single adult participants shall complete a Satisfaction Survey each quarter using the survey instrument provided by HSH.

- F. One hundred percent of shelter staff shall be trained using the Homeless Shelter Training Guide.
- G. Sixty percent of participants shall attend monthly in-house Community meetings (unless excused for work, school, or medical appointments).

VIII. Outcome Objectives

- A. A minimum of 75 percent of guests who complete the Quarterly Satisfaction Survey shall rate the treatment by staff, meals, connection to services and safety as good or excellent.
- B. Eighty percent of Housing Referral Status participants will receive support gathering and uploading of vital documents into the ONE System and meet document readiness standards within six months of initial intake.

IX. Reporting Requirements

Grantee shall input data into systems required by HSH, such as, but not limited to CHANGES, ONE system, and CARBON, unless otherwise directed by the City in cases of public health or other emergency situations.

- A. Grantee shall provide a monthly report of activities, referencing the tasks as described in the Service and Outcome Objectives sections. Grantee shall enter the monthly metrics in the CARBON database by the 15th of the following month.
- B. Grantee shall provide a quarterly report of activities, referencing the tasks as described in the 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 contract activities, referencing the tasks as described in the Service and Outcome Objectives sections. This report shall also include accomplishments and challenges encountered by the Grantee. Grantee will enter the annual metrics in the CARBON database by the 15th of the month following the end of the program year.
- D. Grantee shall participate, as required by Department, with City, State and/or Federal government evaluative studies designed to show the effectiveness of Grantee's services. Grantee agrees to meet the requirements of and participate in the evaluation program and management information systems of the City. The City agrees that any final reports generated through the evaluation program shall be made available to Contractor within thirty working days of receipt of any evaluation report and such response will become part of the official report.
- E. Grantee shall submit Project Descriptor data elements as described in the U.S. Department of Housing and Urban Development (HUD)'s latest HMIS Data

Standards Manual <https://files.hudexchange.info/resources/documents/HMIS-Data-Standards-Manual.pdf>) to HSH at the following intervals: 1) at the point of project setup; 2) when project information changes; 3) at least annually or as requested by HSH. Data is used for reporting mandated by HUD and California's Interagency Council on Homelessness, and to ensure HSH's ongoing accurate representation of program and inventory information for various reporting needs, including monitoring of occupancy and vacancy rates.

- F. Grantee shall provide Ad Hoc reports as required by the Department and respond to requests by the Department in a timely manner.

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

X. Monitoring Activities

- A. Program Monitoring: Grantee is subject to program monitoring and/or audits, such as, but not limited to, the following, participant files, review of the Grantee's administrative records, staff training documentation, postings, program policies and procedures, Disaster and Emergency Response Plan and training, personnel and activity reports, proper accounting for funds and other operational and administrative activities, and back-up documentation for reporting progress towards meeting service and outcome objectives.
1. Monitoring of program participation in the ONE system may include, but not limited to, data quality reports from the ONE system, records of timeliness of data entry, and attendance records at required training and agency lead meetings.
- B. Fiscal Compliance and Contract Monitoring: Fiscal monitoring will include review of the Grantee's organizational budget, the general ledger, quarterly balance sheet, cost allocation procedures and plan, State and Federal tax forms, audited financial statement, fiscal policy manual, supporting documentation for selected invoices, cash receipts and disbursement journals. The compliance monitoring will include review of Personnel Manual, Emergency Operations Plan, Compliance with the Americans with Disabilities Act, subcontracts, and MOUs, and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.
- C. Food Safety: Grantee shall be responsible to utilize Department of Public Health (DPH) Registered Dietician (RD) support services to provide annual monitoring and evaluation of food safety/sanitation, meal preparation/service and menu documentation. Report will include recommendations and actions that shelter has taken to address any compliance issues noted.

	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	7/1/2021	6/30/2024	3												
6	Amended Term	7/1/2022	6/30/2025	3												
7					Year 1		Year 2		Year 3			Year 4				
8	Service Component				7/1/2021-6/30/2022		7/1/2022-6/30/2023		7/1/2023-6/30/2024			7/1/2024-6/30/2025				
10	Shelter Operations				218		218		327			327				
11	Drop In Services				70		70		0							
12																
13																
14																
15																
16																
17																
18																

	A	B	C	D
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING			
2	APPENDIX B, BUDGET			
3	Document Date	6/28/2022		
4	Contract Term	Begin Date	End Date	Duration (Years)
5	Current Term	7/1/2021	9/30/2022	2
6	Amended Term	7/1/2021	6/30/2024	3
7				
8	Approved Subcontractors			
10	Defense Logistics			
11				
12				
13				
14				
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23				
24				
25				

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																																				
2	APPENDIX B, BUDGET																																				
3	Document Date	7/1/2024																																			
4	Contract Term	Begin Date	End Date	Duration (Years)																																	
5	Current Term	7/1/2021	6/30/2024	3																																	
6	Amended Term	7/1/2021	6/30/2025	4																																	
7	Provider Name	St. Vincent de Paul Society of San Francisco																																			
8	Program	Multi-Service Center (MSC) South																																			
9	FSP Contract ID#	1000021524																																			
10	Action (select)	Amendment																																			
11	Effective Date	7/1/2024																																			
	Budget Names	MSC South Site D, ESG Shelter Operations, One-Time - General Fund Carryforward, ESG One time Carry Forward																																			
12																																					
13		Current	New																																		
14	Term Budget	\$ 23,008,507	\$ 25,938,348																																		
15	Contingency	\$ 2,929,841	\$ 0	20%																																	
16	Not-To-Exceed	\$ 25,938,348	\$ 25,938,348		EXTENSION YEAR																																
					Year 1	Year 2	Year 3	Year 4			All Years																										
17		7/1/2021 - 6/30/2022	7/1/2022- 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 10/31/2024	7/1/2024 - 10/31/2024	7/1/2024 - 10/31/2024	7/1/2021 - 6/30/2024	7/1/2021 - 10/31/2024	7/1/2021 - 10/31/2024																											
18		Actuals	Actuals	Current	Current	Amendment	New	Actuals/Current	Amendment	Actuals																											
19	Expenditures																																				
20	Salaries & Benefits	\$ 5,757,567	\$ 5,641,234	\$ 6,084,095	\$ -	\$ 2,137,490	\$ 2,137,490	\$ 17,482,895	\$ 2,137,490	\$ 19,620,384																											
21	Operating Expense	\$ 921,542	\$ 957,143	\$ 1,490,405	\$ -	\$ 505,732	\$ 505,732	\$ 3,369,090	\$ 505,732	\$ 3,874,822																											
22	Subtotal	\$ 6,679,108	\$ 6,598,377	\$ 7,574,500	\$ -	\$ 2,643,222	\$ 2,643,222	\$ 20,851,985	\$ 2,643,222	\$ 23,495,207																											
23	Indirect Percentage																																				
24	Indirect Cost (Line 21 X Line 22)	\$ 998,003	\$ 982,095	\$ 1,133,901	\$ -	\$ 166,871	\$ 166,871	\$ 3,113,998	\$ 166,871	\$ 3,280,869																											
25	Other Expenses (Not subject to indirect %)	\$ (1,133,821)	\$ (908,966)	\$ 1,085,310	\$ -	\$ 119,748	\$ 119,748	\$ (957,477)	\$ 119,748	\$ (837,728)																											
26	Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -																											
27	Total Expenditures	6,543,290	6,671,506	9,793,711	-	2,929,841	2,929,841	23,008,507	2,929,841	25,938,348																											
28																																					
29																																					
30	HSR Revenues (select)																																				
31	General Fund - Ongoing	8,185,311	8,075,743	8,976,576	-	2,929,841	2,929,841	25,237,630	2,929,841	28,167,471																											
32	HUD ESG (CFDA 14.231)	50,000	50,000	50,000	-	-	-	150,000	-	150,000																											
33	ESG One-Time	14,072	-	-	-	-	-	14,072	-	14,072																											
34	General Fund - One-Time Carryforward	4,096	-	-	-	-	-	4,096	-	4,096																											
35	ESG One-Time Carryforward	-	35,928	-	-	-	-	35,928	-	35,928																											
36	One-Time Shelter Enhancement	-	152,026	385,000	-	-	-	537,026	-	537,026																											
37	Adjustment to Actuals	(1,710,189)	(1,642,191)	-	-	-	-	(3,352,380)	-	(3,352,380)																											
38	Total HSR Revenues	6,543,290	6,671,506	9,793,711	-	2,929,841	2,929,841	23,008,507	2,929,841	25,938,348																											
39	Other Revenues (to offset Total Expenditures & Reduce HSR Revenues)																																				
40	Total Other Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -																											
41																																					
42	Total HSR + Other Revenues	\$ 6,543,289.59	\$ 6,671,506	\$ 9,793,711	\$ -	\$ 2,929,841	\$ 2,929,841	\$ 23,008,507	\$ 2,929,841	\$ 25,938,348																											
43	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -			\$ -		\$ -																											
44	Total Adjusted Salary FTE (All Budgets)							33.64																													
45																																					
46	Prepared by	Estella Balauro																																			
47	Phone	415.977.1270																																			
48	Email	Ebalauro@svdsp-sf.org																																			

	A	B	C	D	E	F	I	J	K	L	M	P	Q	R	S	
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING															
2	SALARY & BENEFIT DETAIL															
3	Document Date		7/1/2024													
4	Provider Name		St. Vincent de Paul Society of San Francisco													
5	Program		Multi-Service Center (MSC) South													
6	FSP Contract ID#		1000021524													
7	Budget Name		MSC South Site													
8		Year 1					Year 2					Year 3				
9	POSITION TITLE	Agency Totals		For HSH Funded Program		7/1/2021 - 6/30/2022	Agency Totals		For HSH Funded Program		7/1/2022- 6/30/2023	Agency Totals		For HSH Funded Program		
10						Actuals					Actuals					
		Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	
11																
12	Homeless Services Director	\$ 111,030	1.00	60%	0.60	\$ 66,618	\$ 113,423	1.00	60%	0.60	\$ 68,054	\$ 113,423	1.00	60%	0.60	
13	Program Director	\$ 80,400	1.00	100%	1.00	\$ 80,400	\$ 87,780	1.00	100%	1.00	\$ 87,780	\$ 87,780	1.00	100%	1.00	
14	Supportive Services Supervisor	\$ 75,400	1.00	100%	1.00	\$ 75,400	\$ 85,704	1.00	100%	1.00	\$ 85,704	\$ 85,704	1.00	100%	1.00	
15	Case Manager [specialist]	\$ 70,720	1.00	100%	1.00	\$ 70,720	\$ 64,622.00	1.00	100%	1.00	\$ 64,622	\$ 64,622	1.00	100%	1.00	
16	Program & Operations Assistant	\$ 72,020	1.00	100%	1.00	\$ 72,020	\$ 70,000	1.00	100%	1.00	\$ 70,000	\$ 70,000	1.00	100%	1.00	
17	Assistant Site Manager	\$ 75,400	0.75	100%	0.75	\$ 56,550	\$ 71,000	0.75	100%	0.75	\$ 53,250	\$ 71,000	1.00	100%	1.00	
18	Food Services Supervisor	\$ 73,330	1.00	100%	1.00	\$ 73,330	\$ 68,000	1.00	100%	1.00	\$ 68,000	\$ 68,000	1.00	100%	1.00	
19	Lead Cooks	\$ 52,853	3.30	100%	3.30	\$ 174,414	\$ 47,902	3.30	100%	3.30	\$ 158,078	\$ 47,902	3.30	100%	3.30	
20	Cooks/Kitchen Assistants	\$ 46,467	10.00	100%	10.00	\$ 464,672	\$ 44,262	10.00	100%	10.00	\$ 442,624	\$ 44,262	11.00	100%	11.00	
21	Lead Launderer	\$ 63,544	1.00	100%	1.00	\$ 63,544	\$ 55,245	1.00	100%	1.00	\$ 55,245	\$ 55,245	1.00	100%	1.00	
22	Launderers	\$ 48,547	2.00	100%	2.00	\$ 97,094	\$ 46,800	2.00	100%	2.00	\$ 93,600	\$ 46,800	3.00	100%	3.00	
23	Maintenance Workers	\$ 47,133	12.00	100%	12.00	\$ 565,594	\$ 44,096	12.00	100%	12.00	\$ 529,152	\$ 44,096	13.00	100%	13.00	
24	Handyman	\$ 63,024	1.00	100%	1.00	\$ 63,024	\$ 59,259.20	1.00	100%	1.00	\$ 59,259	\$ 59,259	1.00	100%	1.00	
25	Shift Supervisors	\$ 70,720	6.50	100%	6.50	\$ 459,680	\$ 64,622.00	6.50	100%	6.50	\$ 420,043	\$ 67,853	6.50	100%	6.50	
26	Program Aide - Day Shift	\$ 48,110	8.00	100%	8.00	\$ 384,883	\$ 46,758.40	9.20	100%	9.20	\$ 430,177	\$ 46,758	10.20	100%	10.20	
27	Program Aide - Swing Shift	\$ 48,339	14.50	100%	14.50	\$ 700,918	\$ 47,528.00	14.00	100%	14.00	\$ 665,392	\$ 47,528	16.00	100%	16.00	
28	Program Aide - Night Shift	\$ 46,904	13.50	100%	13.50	\$ 633,204	\$ 47,424.00	13.00	100%	13.00	\$ 616,512	\$ 47,424	14.00	100%	14.00	
29	Bilingual Program Aide	\$ 49,962	3.00	100%	3.00	\$ 149,885	\$ 48,776.00	3.00	100%	3.00	\$ 146,328	\$ 48,776	3.00	100%	3.00	
30	Case Manager [specialist]	\$ 70,720	1.00	100%	1.00	\$ 70,720	\$ 64,622.00	1.00	100%	1.00	\$ 64,622	\$ 64,622	1.00	100%	1.00	
31	Case Manager [specialist]	\$ 70,720	0.75	100%	0.75	\$ 53,040	\$ 64,622.00	0.75	100%	0.75	\$ 48,467	\$ 64,622	1.00	100%	1.00	
32	Program Data Manager	\$ 78,039	1.00	40%	0.40	\$ 31,216	\$ 82,507.10	1.00	40%	0.40	\$ 33,003	\$ 82,507	1.00	40%	0.40	
33	Additional Case Managers	\$ -	0.00	0%	0.00		\$ 58,240.00	5.75	58%	3.35	\$ 195,347	\$ 58,240	6.75	100%	6.75	
34	HR Coordinator	\$ -	0.00	0%	0.00		\$ 64,480.00	1.00	50%	0.50	\$ 32,240	\$ 64,480	1.00	50%	0.50	
35	Assistant Supportive Services Supervisor	\$ -	0.00	0%	0.00		\$ -	0.00	0%	0.00		\$ 70,000	1.00	100%	1.00	
55		TOTAL SALARIES				\$ 4,406,927	TOTAL SALARIES				\$ 4,487,498	TOTAL SALARIES				
56		TOTAL FTE			83.30		TOTAL FTE			87.35		TOTAL FTE			99.25	
57		FRINGE BENEFIT RATE			30.65%		FRINGE BENEFIT RATE			25.71%		FRINGE BENEFIT RATE				
58		EMPLOYEE FRINGE BENEFITS				\$ 1,350,640	EMPLOYEE FRINGE BENEFITS				\$ 1,153,736	EMPLOYEE FRINGE BENEFITS				
59		TOTAL SALARIES & BENEFITS				\$ 5,757,567	TOTAL SALARIES & BENEFITS				\$ 5,641,234	TOTAL SALARIES & BENEFITS				
60																

	A	V	W	X	Y	Z	AA	AB	AC	BT	BU	BV
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING											
2	SALARY & BENEFIT DETAIL											
3	Document Date											
4	Provider Name											
5	Program											
6	FSP Contract ID#											
7	Budget Name											
8			EXTENSION YEAR									
9	POSITION TITLE	7/1/2023 - 6/30/2024	Year 4						All Years			
10			Agency Totals		For HSH Funded Program		7/1/2024 - 10/31/2024	7/1/2024 - 10/31/2024	7/1/2024 - 10/31/2024	7/1/2021 - 10/31/2024	7/1/2021 - 10/31/2024	7/1/2021 - 10/31/2024
		Actuals					Current	Modification	New	Current/Actuals	Modification	New
11		Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Change	Budgeted Salary	Budgeted Salary	Change	Budgeted Salary
12	Homeless Services Director	\$ 68,054	\$ 113,423	1.00	20%	0.20		\$ 22,685	\$ 22,685	\$ 202,726	\$ 22,685	\$ 225,410
13	Program Director	\$ 87,780	\$ 87,780	1.00	35%	0.35		\$ 30,723	\$ 30,723	\$ 255,960	\$ 30,723	\$ 286,683
14	Supportive Services Supervisor	\$ 85,704	\$ 85,704	1.00	35%	0.35		\$ 29,996	\$ 29,996	\$ 246,808	\$ 29,996	\$ 276,804
15	Case Manager [specialist]	\$ 64,622	\$ 64,622	1.00	35%	0.35		\$ 22,618	\$ 22,618	\$ 199,964	\$ 22,618	\$ 222,582
16	Program & Operations Assistant	\$ 70,000	\$ 70,000	1.00	35%	0.35		\$ 24,500	\$ 24,500	\$ 212,020	\$ 24,500	\$ 236,520
17	Assistant Site Manager	\$ 71,000	\$ 71,000	1.00	35%	0.35		\$ 24,850	\$ 24,850	\$ 180,800	\$ 24,850	\$ 205,650
18	Food Services Supervisor	\$ 68,000	\$ 68,000	1.00	35%	0.35		\$ 23,800	\$ 23,800	\$ 209,330	\$ 23,800	\$ 233,130
19	Lead Cooks	\$ 158,078	\$ 47,902	3.30	35%	1.16		\$ 55,327	\$ 55,327	\$ 490,570	\$ 55,327	\$ 545,897
20	Cooks/Kitchen Assistants	\$ 465,575	\$ 44,262	11.00	35%	3.85		\$ 170,410	\$ 170,410	\$ 1,372,871	\$ 170,410	\$ 1,543,281
21	Lead Launderer	\$ 55,245	\$ 55,245	1.00	35%	0.35		\$ 19,336	\$ 19,336	\$ 174,034	\$ 19,336	\$ 193,369
22	Launderers	\$ 117,867	\$ 46,800	3.00	35%	1.05		\$ 49,140	\$ 49,140	\$ 308,561	\$ 49,140	\$ 357,701
23	Maintenance Workers	\$ 552,017	\$ 44,096	13.00	35%	4.55		\$ 200,637	\$ 200,637	\$ 1,646,763	\$ 200,637	\$ 1,847,399
24	Handyman	\$ 59,259	\$ 59,259	1.00	35%	0.35		\$ 20,741	\$ 20,741	\$ 181,542	\$ 20,741	\$ 202,283
25	Shift Supervisors	\$ 430,933	\$ 67,853	6.50	35%	2.28		\$ 154,366	\$ 154,366	\$ 1,310,656	\$ 154,366	\$ 1,465,022
26	Program Aide - Day Shift	\$ 454,422	\$ 46,758	10.20	35%	3.57		\$ 166,927	\$ 166,927	\$ 1,269,482	\$ 166,927	\$ 1,436,410
27	Program Aide - Swing Shift	\$ 714,680	\$ 47,528	16.00	35%	5.60		\$ 266,157	\$ 266,157	\$ 2,080,990	\$ 266,157	\$ 2,347,147
28	Program Aide - Night Shift	\$ 641,102	\$ 47,424	14.00	35%	4.90		\$ 232,378	\$ 232,378	\$ 1,890,818	\$ 232,378	\$ 2,123,196
29	Bilingual Program Aide	\$ 146,328	\$ 48,776	3.00	35%	1.05		\$ 51,215	\$ 51,215	\$ 442,541	\$ 51,215	\$ 493,756
30	Case Manager [specialist]	\$ 64,622	\$ 64,622	1.00	35%	0.35		\$ 22,618	\$ 22,618	\$ 199,964	\$ 22,618	\$ 222,582
31	Case Manager [specialist]	\$ 64,622	\$ 64,622	1.00	35%	0.35		\$ 22,618	\$ 22,618	\$ 166,129	\$ 22,618	\$ 188,746
32	Program Data Manager	\$ 33,003	\$ 82,507	1.00	14%	0.14		\$ 11,551	\$ 11,551	\$ 97,221	\$ 11,551	\$ 108,772
33	Additional Case Managers	\$ 365,079	\$ 58,240	6.75	20%	1.35		\$ 78,624	\$ 78,624	\$ 560,426	\$ 78,624	\$ 639,050
34	HR Coordinator	\$ 32,240	\$ 64,480	1.00	10%	0.10		\$ 6,448	\$ 6,448	\$ 64,480	\$ 6,448	\$ 70,928
35	Assistant Supportive Services Supervisor	\$ 36,296	\$ 70,000	1.00	35%	0.35		\$ 24,500	\$ 24,500	\$ 36,296	\$ 24,500	\$ 60,796
55		\$ 4,906,528	TOTAL SALARIES				\$ -	\$ 1,732,163	\$ 1,732,163	\$ 13,800,952	\$ 1,732,163	\$ 15,533,115
56			TOTAL FTE			33.64						
57		23.40%	FRINGE BENEFIT RATE				23.40%	0.00%	23.40%			
58		\$ 1,177,567	EMPLOYEE FRINGE BENEFITS				\$ -	\$ 405,326	\$ 405,326	\$ 3,681,943	\$ 405,326	\$ 4,087,269
59		\$ 6,084,095	TOTAL SALARIES & BENEFITS				\$ -	\$ 2,137,490	\$ 2,137,490	\$ 17,482,895	\$ 2,137,490	\$ 19,620,384
60												

	A	B	E	H	K	L	M	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING									
2	OPERATING DETAIL									
3	Document Date	7/1/2024								
4	Provider Name	St. Vincent de P								
5	Program	Multi-Service Ce								
6	FSP Contract ID#	1000021524								
7	Budget Name	MSC South Site								
8										
9		Year 1	Year 2	Year 3	EXTENSION YEAR			All Years		
10		7/1/2021 - 6/30/2022	7/1/2022- 6/30/2023	7/1/2023 - 6/30/2024	7/1/2024 - 10/31/2024	7/1/2024 - 10/31/2024	7/1/2024 - 10/31/2024	7/1/2021 - 10/31/2024	7/1/2021 - 10/31/2024	7/1/2021 - 10/31/2024
11		Actuals	Actuals	Current	Current	Modification	New	Current/Actuals	Modification	New
12	Operating Expenses	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
14	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 3,600	\$ 3,600	\$ 7,600		\$ 2,660	\$ 2,660	\$ 14,800	\$ 2,660	\$ 17,460
15	Office Supplies, Postage, and Meeting Costs	\$ 16,500	\$ 36,500	\$ 56,500		\$ 19,775	\$ 19,775	\$ 109,500	\$ 19,775	\$ 129,275
16	Building Maintenance Supplies and Repair	\$ 1,522	\$ 31,250	\$ 75,250		\$ 26,338	\$ 26,338	\$ 108,022	\$ 26,338	\$ 134,360
18	Insurance	\$ 25,500	\$ 26,775	\$ 26,775		\$ 9,371	\$ 9,371	\$ 79,050	\$ 9,371	\$ 88,421
19	Staff Training	\$ 20,925	\$ 20,925	\$ 20,925		\$ 7,324	\$ 7,324	\$ 62,775	\$ 7,324	\$ 70,099
20	Travel	\$ -	\$ 5,000	\$ 7,798		\$ 2,729	\$ 2,729	\$ 12,798	\$ 2,729	\$ 15,527
21	Rental of Equipment	\$ 15,000	\$ 15,000	\$ 15,984		\$ 5,594	\$ 5,594	\$ 45,984	\$ 5,594	\$ 51,578
22	Cleaning & Janitorial	\$ 48,200	\$ 24,200	\$ 86,200		\$ 30,170	\$ 30,170	\$ 158,600	\$ 30,170	\$ 188,770
23	Telephone	\$ 27,622	\$ 32,422	\$ 38,922		\$ 13,623	\$ 13,623	\$ 98,966	\$ 13,623	\$ 112,589
24	Staff Recruitment/Advertising	\$ 3,400	\$ 3,400	\$ 3,400		\$ 1,190	\$ 1,190	\$ 10,200	\$ 1,190	\$ 11,390
25	Vehicle Expense	\$ 10,500	\$ 10,500	\$ 10,500		\$ 3,675	\$ 3,675	\$ 31,500	\$ 3,675	\$ 35,175
26	Client Services, Supplies and Food	\$ 500,000	\$ 484,495	\$ 717,946		\$ 251,281	\$ 251,281	\$ 1,702,442	\$ 251,281	\$ 1,953,723
27	Client Database Software	\$ 9,000	\$ 9,000	\$ 9,000		\$ 3,150	\$ 3,150	\$ 27,000	\$ 3,150	\$ 30,150
41				\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
42	Consultants	\$ -		\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
43	IT Consultant	\$ 7,500	\$ 7,500	\$ 7,500		\$ 2,625	\$ 2,625	\$ 22,500	\$ 2,625	\$ 25,125
44	Pacific Coast Staffing	\$ 130,000	\$ 140,193	\$ 335,650		\$ 117,478	\$ 117,478	\$ 605,843	\$ 117,478	\$ 723,320
45	Security - Defense Logistics (only subject to first \$25k Ind	\$ 25,000	\$ 25,000	\$ 25,000		\$ 8,750	\$ 8,750	\$ 75,000	\$ 8,750	\$ 83,750
67										
68	TOTAL OPERATING EXPENSES	\$ 844,269	\$ 875,760	\$ 1,444,950	\$ -	\$ 505,732	\$ 505,732	\$ 3,164,979	\$ 505,732	\$ 3,670,712
69										
70	Other Expenses (not subject to indirect cost %)									
71	Laptops (10 Qty X \$2,000) + Carryover \$5,000	\$ 5,000	\$ 5,000	\$ 25,000		\$ 1,750	\$ 1,750	\$ 35,000	\$ 1,750	\$ 36,750
72	Security - Defense Logistics (only subject to first \$25k Ind	\$ 588,200	\$ 588,200	\$ 735,191		\$ 117,998	\$ 117,998	\$ 1,911,591	\$ 117,998	\$ 2,029,589
73	Adjustment to Actuals	\$ (1,690,504)	\$ (1,642,191)	\$ -		\$ -	\$ -	\$ (3,332,695)	\$ -	\$ (3,332,695)
74	One-Time Pest Control (Bed Bugs)		\$ 132,026	\$ -		\$ -	\$ -	\$ 132,026	\$ -	\$ 132,026
75	Cabling			\$ 30,000		\$ -	\$ -	\$ 30,000	\$ -	\$ 30,000
76	Mattresses (100 Qty)		\$ 8,000	\$ 13,680		\$ -	\$ -	\$ 21,680	\$ -	\$ 21,680
77	One-Time Bed Tags			\$ 5,580		\$ -	\$ -	\$ 5,580	\$ -	\$ 5,580
78	Updated Security Cameras			\$ 34,000		\$ -	\$ -	\$ 34,000	\$ -	\$ 34,000
79	Walkie Talkies (Qty 40)			\$ 16,000		\$ -	\$ -	\$ 16,000	\$ -	\$ 16,000
80	Bunk Beds + Underbed Storage			\$ 206,859		\$ -	\$ -	\$ 206,859	\$ -	\$ 206,859
81	Case Manager Phones (Qty 10 X \$400)			\$ 4,000		\$ -	\$ -	\$ 4,000	\$ -	\$ 4,000
82	Cafeteria Tables & Chairs (Qty 15 x \$100/set)			\$ 15,000		\$ -	\$ -		\$ -	\$ 15,000
83						\$ -		\$ -	\$ -	\$ -
84										
85	TOTAL OTHER EXPENSES	\$ (1,097,304)	\$ (908,966)	\$ 1,085,310	\$ -	\$ 119,748	\$ 119,748	\$ (935,960)	\$ 119,748	\$ (801,212)
97										
98	HSH #3							Template last modified	1/22/2020	

BUDGET NARRATIVE**Fiscal Year****MSC South Site D****FY24-25**

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

<u>Salaries & Benefits</u>	<u>Adjusted Budgeted FTE</u>	<u>Budgeted Salary</u>	<u>Justification</u>	<u>Calculation</u>
Homeless Services Director	0.60	\$ 68,054	The Program Director position is 0.60 FTE	\$113,423 * 60% = \$68,054
Program Director	1.00	\$ 87,780	The Site Manager position is 1.0 FTE	\$87,780 * 100% = \$87,780
Supportive Services Supervisor	1.00	\$ 85,704	The Supportive Services Supervisor position is 1.0 FTE, overseeing additional Case Managers	\$85,704 * 100% = \$85,704
Case Manager [specialist]	1.00	\$ 64,622	This is 1 FTE for Resource Specialist that will support clients in moving forward with employment and educational needs.	\$64,622 * 100% = \$64,622
Program & Operations Assistant	1.00	\$ 70,000	The Program & Operations Assistant positions is 1.0 FTE	\$2,692.31 x 26 pay periods = \$70,000
Assistant Site Manager	1.00	\$ 71,000	The Assistant Site Manager position is .75 FTE	\$2,730.77 x 26 pay periods = \$71,000
Food Services Supervisor	1.00	\$ 68,000	The Food Services Supervisor is 1.0 FTE salary	\$68,000 * 100 = \$68,000
Lead Cooks	3.30	\$ 158,078	Lead Cook Salaries at 3.30 FTE	((23.03 * 2080) * 3.30 = \$158,078
Cooks/Kitchen Assistants	11.00	\$ 465,575	Cooks/Kitchen Assistants at 10 FTE + 1 additional FTE for reinfation	((21.28 * 2080) * (10+1) = \$486,886
Lead Launderer	1.00	\$ 55,245	The Lead Launderer is 1.0 FTE	(\$25.56 * 2080) = \$55,245
Launderers	3.00	\$ 117,867	The Launderer is 2.0 FTE + 1 FTE for reinfation	((22.50 * 2080) * 3 = \$140,400
Maintenance Workers	13.00	\$ 552,017	Maintenance Salaries at 12 FTE + 1 FTE for reinfation	((21.20 * 2080) * (12+1) = \$573,248
Handyman	1.00	\$ 59,259	The Handyman is 1.0 FTE	(\$28.49 * 2080) = \$59,259
Shift Supervisors	6.50	\$ 430,933	Shift Supervisor Salaries	(\$67,853.10 * 6.50 FTEs = \$441,045
Program Aide - Day Shift	10.20	\$ 454,422	Day Shift Program Aides with 24 hour operation + 1 FTE for reinfation	((22.48 * 2080) * (9.20 + 1) = \$476,936
Program Aide - Swing Shift	16.00	\$ 714,680	Swing Shift Program Aides at 14 FTE + 2 FTE for reinfation	((22.85 * 2080) * (14+2) = \$760,448
Program Aide - Night Shift	14.00	\$ 641,102	Graveyard Shift Program Aides at 13 FTE + 2 additional FTE for reinfation	((22.80 * 2080) * (13+1) = \$663,936
Bilingual Program Aide	3.00	\$ 146,328	Bilingual Program Aides 3 FTE	((23.45 * 2080) * 3.0 = \$146,328
Case Manager [specialist]	1.00	\$ 64,622	The Crisis Intervention Specialist position is 1.0 FTE	\$2,485.46 * 26 * 100% = \$64,622
Case Manager [specialist]	1.00	\$ 64,622	The Housing Specialist is at 1.0 FTE	\$2,485.46 * 26 * 100% = \$64,622
Program Data Manager	0.40	\$ 33,003	Program Data Manager at 0.40 FTE	\$82,507 * 0.40 = \$33,003
Additional Case Managers	6.75	\$ 365,079	Additional case management function at a ratio of 1:32 clients, 5.75 FTE and 1 additional FTE for reinfation	((28 * 2080) * (5.75+1) = \$393,120
HR Coordinator	0.50	\$ 32,240	Support for staff on any HR, training, and payroll related matters. 0.5 FTE	\$31 * 2080 * 0.5 = \$32,240
Assistant Supportive Services Supervisor	1.00	\$ 36,296	The Supportive Services Supervisor position is 1.0 FTE, overseeing additional Case Managers	\$2,692.31 x 26 pay periods = \$70,000
TOTAL	99.25	\$ 4,906,528		
<u>Employee Fringe Benefits</u>		<u>\$ 1,177,567</u>	<u>Includes FICA, SSUI, Workers Compensation and Medical calculated at 23.40 % of total salaries.</u>	
Salaries & Benefits Total		\$ 6,084,095		

<u>Operating Expenses</u>	<u>Budgeted Expense</u>	<u>Justification</u>	<u>Calculation</u>
Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 7,600	Garbage collection fees at average \$300/month for 12 months + \$333.33/month additional for reinfation	\$300 x 12 = \$3,600 reinfation: \$333.33/month x 12 = \$4,000 total \$7,600
Office Supplies, Postage, and Meeting Costs	\$ 56,500	Office supplies, computers and accessories, printers, office furniture, storage costs, and postage and meeting food costs, at average \$3,041.67/month for 12 months Plus \$1,666.67/month for reinfation on additional office needs such as desks, computers/accessories, and other office furniture for additional staff	\$3,041.67 x 12 = \$36,500 \$1,666.67 x 12 = \$20,000 for reinfation Total: \$56,500
Building Maintenance Supplies and Repair	\$ 75,250	Building maintenance and supplies for \$31,250. Remainder of budget is in ESG funds. Plus \$3,666.67/month x 12 months for reinfation	31250 + \$44,000/year for reinfation = \$75,250
Insurance	\$ 26,775	General commercial and liability insurance at \$2,231.25/month for 12 months	\$2,231.25 x 12 = \$26,775
Staff Training	\$ 20,925	Staff training for 90.72 FTE x approx.. \$230.65/staff. Trainings include CAL-OSHA safety order, communicable disease prevention, de-escalation training, proper food handling, disaster procedure, ADA requirements, cultural humility, standard of care training. Also includes professional development (i.e. staff retreats), training food, transportation and meeting space rental.	\$1,743.75 x 12 = \$20,925
Travel	\$ 7,798	Staff transportation and Client Travel costs at \$416.67/month x 12 months = \$5,000 Plus \$233.17/month for additional client and staff travel costs	\$416.67 x 12 = \$5,000 \$233.17 x 12 = \$2,798 Total: \$7,798
Rental of Equipment	\$ 15,984	Monthly copier and wash rental at \$1,250/month for 12 months Plus 2 wash rentals for reinfation at \$82/month	\$1,250 x 12 = \$15,000 \$82 x 12 = \$984 for reinfation Total: 15,984
Cleaning & Janitorial	\$ 86,200	Cleaning and Janitorial supplies at an average of \$3,486.33/month x 12 months (increased need for bed bug monitoring) Plus \$20,164/year for reinfation	\$3,486.33 x 12 = \$41,836 (increased need in current operation) \$1,860.33 x 12 = \$20,164 for reinfation Total: \$86,200
Telephone	\$ 38,922	Telephone, cell phone, internet, elevator line at average of \$2,701.83/month x 12 months Plus \$541.67/month increased cell phone services, telephone, internet for reinfation	\$2,701.83 x 12 = \$32,422 \$541.67 x 12 = \$6,500 for reinfation Total: \$38,922
Staff Recruitment/Advertising	\$ 3,400	Recruitment and job posting costs and testing of SVDP employment candidates. Average \$283.33/month x 12 months	\$283.33/month x 12 = \$3,400
Vehicle Expense	\$ 10,500	Vehicle insurance, gas, registration and maintenance. Average \$875/month x 12 months Client supplies and needs including blankets, sheets, towels, etc. Average at \$15,000/month x 12 months	\$875/month x 12 = \$10,500 Supplies - \$15,000/month x 12 months = \$180,000
Client Services, Supplies and Food	\$ 717,946	Breakfast and dinner for clients at average \$21,667/month x 12 months Daily Snacks for clients at average of \$3,333/month x 12 months Plus \$6,300/month for reinfation on Client Supplies (42% increase) Plus \$12,916.83 for reinfation on Client Food (42% increase)	Breakfast & Dinner, snacks - \$25,521.33/month x 12 = \$306,256 \$6,300 x 12 = \$75,600 Supplies for reinfation \$12,916.83 x 12 = \$155,002 Food for reinfation Total: \$716,858
Client Database Software	\$ 9,000	Database support service \$750/month x 12 months	\$750 x 12 = \$9,000
Building Maintenance Supplies and Repair - (ESG 10% Indirect)	\$ 32,955	Building maintenance and supplies at average of \$2,746.25/month for 12 months	\$2,746.25 x 12 months = \$32,955
Client Supplies - (ESG 10% Indirect)	\$ 5,000	Client supplies and needs including blankets, sheets, towels, etc. Average at \$416.67/month x 12 months	\$416.67 x 12 months = \$5,000

Client Food - (ESG 10% Indirect)	\$	5,000	Client food and needs including snacks on average \$416.67 x 12 months	\$416.67 x 12 months = \$5,000
Cleaning and Janitorial - (ESG 10% Indirect)	\$	2,500	Adjusted Cleaning and Janitorial to reflect the increased need due to the pandemic. Average of \$208.33/month x 12 months	\$208.33 x 12 months = \$2,500
<u>Consultants</u>				
IT Consultant	\$	7,500	IT consultant and related equipment install work on average \$625/month x 12 months	\$625 x 12 = \$7,500
Pacific Coast Staffing	\$	335,650	We anticipate temporary staffing need from Pacific Coast Staffing. 2 FTE at \$34.98/hour, 8 hours/day at 365 days with increased need for current operation Plus 1.3 FTE for reinfilation	\$34.98/hour x 8 hours/day x 2.0 FTE x 365 days = \$204,283 \$34.98/hour x 8 hours/day x 1.3 FTE x 365 days = \$131,367 for reinfilation Total: \$335,650
Security - Defense Logistics (only subject to first \$25k In	\$	25,000	Security services with hazard pay at \$35/hour x 2 security/shift, x 3 shifts/day	\$35/hour x 8 hours/day x 2 security/shift x 3 shifts x 365 days = \$613,200 \$25,000 subject to indirect
TOTAL OPERATING EXPENSES		\$ 1,490,405		
Indirect Cost		15.0%	\$ 1,133,902	

Other Expenses (not subject to indirect cost %)	Amount	Justification	Calculation
Laptops (10 Qty X \$2,000) + Carryover \$5,000	\$ 25,000	6 laptops for Case Managers + 4 laptops for additional CM's for reinflation; \$5K for replacements of old computers	10 qty x \$2,000 = \$20,000 + \$5,000 = \$25,000
Security - Defense Logistics (only subject to first \$25k In	\$ 735,191	Security services at \$35/hour x 2 security/shift, x 3 shifts/day; additional 1 security for 2 shifts for reinflation	\$35/hour x 8 hours/day x 2 security/shift x 3 shifts/day x 365 days = \$613,200 \$35/hour x 8 hours/day x 1 security/shift x 2 shifts/day x 365 days = \$204,400 (for reinflation) Total: \$613,200 + \$204,400 - \$25,000 subject to indirect = \$792,600
One-Time Pest Control (Bed Bugs)	\$ -	Sleep Tight bed bug treatment	\$132,026
Cabling	\$ 30,000	Replacement of internet cabling for current operating need	Approximately \$30,000. This is a deferred operating need
Mattresses (100 Qty)	\$ 13,680	Purchase of 100 mattresses x \$114/pc + 20% shipping and tax	100 mattresses x \$114/mattress + 20% tax, S&H = \$13,680
One-Time Bed Tags	\$ 5,580	One Time Bed Tags, 310 tags for women's and men's dorms	\$15/tag x 310 + 20% tax, S&H = \$5,580
Updated Security Cameras	\$ 34,000	Additional cameras, installation, and update of security system	Approximately \$34K
Walkie Talkies (Qty 40)	\$ 16,000	Purchase of walkie talkies for efficient communication	40 x \$400 = \$16,000
Bunk Beds + Underbed Storage	\$ 206,859	Purchase of 98 bunk beds with rails, ladder and bed chest for storage	Bunk bed: \$567.50 x 98 = \$55,615 Rails: \$71.50 x 98 = \$7,007 Ladder: \$75 x 98 = \$7,350 Bed Chest: \$349 x 98 = \$34,202 Plus 20% tax, shipping and handling: \$104, 174 x 20% = \$20,835 Total: \$125,009
Case Manager Phones (Qty 10 X \$400)	\$ 4,000	9 phones for existing Case Managers + 1 additional Case Manager for reinflation	10 x \$400 = \$4,000
Cafeteria Tables & Chairs (Qty 15 x \$100/set)	\$ 15,000	Additional tables and chairs for reinflation	15 sets x \$100/set = \$1,500
TOTAL OTHER EXPENSES		\$ 1,085,310	

	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	7/1/2021	6/30/2024	3							
6	Amended Term	7/1/2021	6/30/2025	4							
7	Provider Name	St. Vincent de Paul Society of San Francisco									
8	Program	Multi-Service Center (MSC) South									
9	FSP Contract ID#	1000021524									
10	Action (select)	Modification									
11	Effective Date	7/1/2024									
12	Budget Name	ESG Shelter Operations									
13		Current	New								
14	Term Budget	\$ 144,387	\$ 144,387	0%							
15	Contingency	\$ 2,929,841	\$ 0								
16	Not-To-Exceed	\$ 25,938,348	\$ 25,938,348								
					Year 1	Year 2	Year 3	Year 4	All Years		
17					7/1/2021 - 6/30/2022	7/1/2022- 9/30/2022	7/1/2023 - 6/30/2024	7/1/2024 - 10/31/2024	7/1/2021 - 6/30/2024	7/1/2021 - 6/30/2025	7/1/2021 - 6/30/2025
18					Actuals	Actuals	New	New	Actuals/Current	Modification	New
19	Expenditures										
21	Operating Expense				\$ 77,273	\$ 45,455	\$ 45,455	\$ -	\$ 168,183	\$ -	\$ 168,183
22	Subtotal				\$ 77,273	\$ 45,455	\$ 45,455	\$ -	\$ 168,183	\$ -	\$ 168,183
23	Indirect Percentage				10.00%	10.00%	10.00%	10.00%			
24	Indirect Cost (Line 21 X Line 22)				\$ 7,727	\$ 4,546	\$ 4,545	\$ -	\$ 16,817	\$ -	\$ 16,817
25	Other Expenses (Not subject to indirect %)				\$ (40,613)	\$ -	\$ -	\$ -	\$ (40,613)	\$ -	\$ (40,613)
28	Total Expenditures				\$ 44,386.80	\$ 50,001	\$ 50,000	\$ -	\$ 144,387	\$ -	\$ 144,387
29											
30	HSH Revenues (select)										
33	HUD ESG (CFDA 14.231)				\$ 50,000	\$ 50,000	\$ 50,000	\$ -	\$ 150,000	\$ -	\$ 150,000
34	ESG One-Time				\$ 14,072		\$ -	\$ -	\$ 14,072	\$ -	\$ 14,072
39	Adjustment to Actuals				\$ (19,685)		\$ -	\$ -	\$ (19,685)	\$ -	\$ (19,685)
40	Total HSH Revenues				44,387	\$ 50,000	\$ 50,000	\$ -	\$ 144,387	\$ -	\$ 144,387
41	Other Revenues (to offset Total Expenditures & Reduce HSH Revenues)										
46							\$ -	\$ -	\$ -	\$ -	\$ -
47	Total Other Revenues				-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
48											
49	Total HSH + Other Revenues				44,387	\$ 50,000.00	\$ 50,000.00	\$ -	\$ 144,386.59	\$ -	\$ 144,386.59
50	Rev-Exp (Budget Match Check)				-	\$ -	\$ -	\$ -	\$ -		\$ -
52											
53	Prepared by	Estella Balauro									
54	Phone	415.977.1270									
55	Email	ebalauro@smdp-sf.org									

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

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

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

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

A. Advance Requirements:

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

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

B. Advance Request Process:

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

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

C. Advance Repayment Process:

1. If approved by HSH, the advanced sum will be deducted from the Grantee's monthly invoices at an equal rate each month that will enable repayment before the close of the fiscal year. For example, for a twelve-month grant the rate of repayment of the advance will be 1/10th 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	Division Circle Navigation Center	05/01/20 – 06/30/25	\$38,138,863
Department of Homelessness and Supportive Housing	Adult Access Point	07/01/21 – 06/30/24	\$1,259,127
Department of Homelessness and Supportive Housing	Housing For Survivors	07/01/22 – 06/30/25	\$1,223,672
Department of the Status of Women	Rosalie House	07/01/23 – 06/30/24	\$320,715
Department of the Status of Women	Brennan House Transition Housing	07/01/23 – 06/30/24	\$275,938
Department of Homelessness and Supportive Housing	Tay Urgent Accommodation vouchers	07/01/23 – 06/30/27	\$2,880,000
Department of Homelessness and Supportive Housing	DV Urgent Accommodation Vouchers	07/01/23 – 6/30/27	\$1,440,000



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

Request For Qualifications (RFQ) Emergency Solutions Grant Program RFQ#HSH2019-127 (RFQ# 127)

Contact: Rachael McNamara | HSHProcurements@sfgov.org

Summary

The City and County of San Francisco (City) Department of Homelessness and Supportive Housing (HSH) invites applications from qualified Applicants to deliver three elements of its Homelessness Response System (HRS): 1. Homelessness Prevention; 2. Rapid Rehousing; and 3. Emergency Shelter Services.

Schedule¹

RFQ issued	December 4, 2019
Registration for Pre-Application Conference	December 10, 2019 by 5:00 pm
Pre-Application Conference ²	December 12, 2019 at 1:30 pm
RFQ Questions Deadline	December 16, 2019 by 5:00 pm
RFQ Answers and Clarifications Published	December 19, 2019
Applications Due	January 7, 2020 by 12:00 pm
Intent to Award Grants Notification	March 2020
Grant Agreement Commences	July 1, 2020

RFQ Questions and Communications

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

¹ Dates are subject to change. Check the San Francisco City Partner website for latest schedule at <https://sfcitypartner.sfgov.org/pages/index.aspx>.

² Pre-Application Conference in-person attendance is recommended. See Section 3. Pre-Application Information for more information.

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1. Background

A. Intent

The City and County of San Francisco (City) Department of Homelessness and Supportive Housing (HSH) invites applications from qualified nonprofit Applicants to deliver three components of its Homelessness Response System (HRS): 1. Homelessness Prevention; 2. Rapid Rehousing; and 3. Emergency Shelter. These interventions provide assistance to prevent households from entering the HRS or, if they are already experiencing homelessness, to quickly help households secure a stable housing solution.

This RFQ will serve two purposes:

1. To qualify Applicants whose responses conform to this RFQ and meet the City's requirements; and
2. To make multiple grant awards to the Applicants selected as the most qualified whose responses conform to this RFQ and meet the City's requirements for an initial two-year term, beginning July 1, 2020.

Selected Grantees are expected to provide all services described in under each service component, as listed in this RFQ, in compliance with the funding requirements. Applicants may submit an application for one or more service components.

At this time, it is estimated that \$1,240,000 million is available annually in U.S. Department of Housing and Urban Development (HUD) Emergency Solutions Grant (ESG) funding. Actual grant terms and amounts may vary based on funding availability, application contents, grant agreement negotiations, and Grantee performance, as well as future needs. HSH may extend agreements for a total term not to exceed ten years and change and/or increase funding amounts in accordance with City rules and regulations.

B. Terms and Acronyms Used in this RFQ

Term	Definition
Access Point (AP)	Access Points are localized community gateways into San Francisco's Homelessness Response System (HRS), which is the overall system of programs and housing opportunities for those experiencing homelessness. The Access Point staff will assess households for service needs and eligibility and provide Problem Solving, needs assessment, prioritization, and referrals to appropriate resources.
Adult	An adult is an individual experiencing homelessness over the age of 18, without the custody of a minor child. Adults include individuals, couples, seniors, and veterans.
At-Risk of Homelessness	The U.S. Department of Housing and Urban Development (HUD) designates a household as at-risk of homelessness if it has an income below 30 percent of the median family income for the area, as determined by HUD; does not have sufficient resources/networks to prevent it from moving into an emergency shelter or other places not meant for human habitation; and meets conditions as outlined in 24 CFR § 576.2.
City	The City refers to the City and County of San Francisco.
Coordinated Entry (CE)	CE organizes the Homelessness Response System (HRS) with a common, population-specific assessment, centralized data system, and prioritization method that directs participants to the appropriate resources and allows for data-driven decision-making and performance-based accountability. CE in San Francisco is organized to serve three subpopulations through Access Points: Adults, Family, and Youth.
Coordinated Homeless Assessment of Needs and Guidance through	Used in the Adult Shelter System by 311, Reservation Sites, and Resource Centers to make time-limited shelter reservations for single adults experiencing homelessness. Reservation Sites and Resource Centers create guest profiles in CHANGES before guests may access shelter. Guests are checked into shelter via CHANGES by shelter staff. CHANGES holds basic demographic information only. No

Term	Definition
Effective Services (CHANGES)	other guest level information is retained in CHANGES.
Department	The Department refers to the City and County of San Francisco Department of Homelessness and Supportive Housing (HSH), also referred to as HSH.
Emergency Solutions Grant Program (ESG)	ESG is a U.S. Department of Housing and Urban Development (HUD) grant program that provides street outreach, emergency shelter, and essential services related to emergency shelters to people experiencing homelessness, as well as homelessness prevention and rapid rehousing assistance.
Fair Market Rent (FMR)	FMRs are used to determine rent ceilings for rental units in the ESG program. HUD annually estimates FMRs which are effective at the start of the federal fiscal year (generally October 1). See: https://www.huduser.gov/portal/datasets/fmr.html .
Family/Families	Families include an adult and at least one natural, adoptive and/or foster child under the age of 18, and may include a significant other or a domestic partner. A family may also include a pregnant person, with or without a partner.
Habitability Standards	Habitability Standards are HUD-established minimum standards for safety, sanitation, and privacy in emergency shelters funded with ESG, and minimum habitability for housing under Rapid Rehousing and Homelessness Prevention.
Harm Reduction Model	Harm-reduction consists of working with households to set realistic goals that support them in reducing high-risk substance use and other behaviors. Abstinence from drugs or alcohol is not a pre-requisite for access to services nor required for continued access or eligibility for services.
Health Insurance Portability and Accountability Act (HIPAA)	The Health Insurance Portability and Accountability Act of 1996 (HIPAA) established national standards for the protection of private health information.
Homeless	The U.S. Department of Housing and Urban Development (HUD) designates an individual or family household as homeless if it lacks a fixed, regular, and adequate nighttime residence. The definition also refers to an household who has a primary nighttime residence that is either a supervised publicly or privately operated shelter designed to provide temporary living accommodations; an institution that provides a temporary residence for individuals intended to be institutionalized; or a public or private place not designed for, or ordinarily used as a regular sleeping accommodation for human beings. HUD's Homeless Definition Final Rule further establishes specific categories of homelessness.
Homelessness Response System (HRS)	The HRS is an overall system of services to address homelessness managed by HSH. The goal of this system is to prevent homelessness when possible and to make it rare, brief, and one-time. The system helps people exit homelessness by getting a house key into their hands as quickly as possible. Core components of the HRS include Coordinated Entry, Problem Solving, Street Outreach, Temporary Shelter, Housing, and Housing Ladder programs.
Household(s)	Household refers to an individual or family participant in the programs funded through grants awarded through this RFQ. This term is used interchangeably with participant throughout this RFQ.
Housing	Housing provides permanent solutions to homelessness through subsidies and housing placements. This may include time-limited supports, such as Rapid Rehousing, and time-flexible programs such as Rent Subsidies and Permanent Supportive Housing (subsidized housing with services).
Housing First	The Housing First strategy prioritizes providing housing to people experiencing homelessness, thus ending their homelessness and serving as a platform from which they can pursue personal goals and stabilize their lives. Housing First is

Term	Definition
	guided by the belief that housing is the solution to homelessness. Additionally, Housing First is based on the theory that participant choice is valuable in housing selection and supportive services participation. While Permanent Supportive Housing is the most commonly known Housing First program model, many other approaches fall under the Housing First umbrella.
Housing Ladder	Housing Ladder offers opportunities for tenants of Permanent Supportive Housing (PSH) to move outside of the Homelessness Response System (HRS).
Housing Quality Standards (HQS)	HQS is a federally-defined set of regulations setting forth basic housing quality standards (HQS) that all units must meet before assistance can be paid on behalf of a household and at least annually throughout the term of the assisted tenancy. HQS defines “standard housing” and establishes the minimum criteria necessary for the health and safety of participants.
Housing Stability Plan (HSP)	The Housing Stability Plan (HSP) includes the written details of the supports, activities, and resources required for households to achieve personal goals in which the primary focus is to work collaboratively with participants to develop and implement a plan to secure and sustain housing.
Housing-Focused Case Management (also known as Housing Stability Case Management under HUD ESG)	Housing-Focused Case Management is a required component of ESG programs, and must be provided under the Emergency Shelter, Rapid Rehousing and Homelessness Prevention components of ESG. These services provide assistance, as necessary, to help a household experiencing homelessness move as quickly as possible into permanent housing and achieve stability in that housing. This is also known as Housing Stability Case Management under the HUD ESG Rapid Re-Housing component.
HUD	HUD is the U.S. Department of Housing and Urban Development.
Medium-term Rental Assistance	Under HUD ESG, medium-term rental assistance is assistance for more than three months, but not more than 24 months.
Online Navigation and Entry System (ONE System)	The ONE System is the Homeless Management Information System (HMIS) data system used for all housing and services for people experiencing homelessness in San Francisco. Managed by HSH, the ONE System is a participant-level database that is used system-wide to track all HSH related services and housing placements.
Participant(s)	An individual or family/household that uses the program services covered in this RFQ. The term household is used interchangeably with participant in this RFQ.
Problem Solving	Problem Solving provides opportunities to prevent people from entering the Homelessness Response System (HRS) and to redirect people who can resolve their homelessness without the need for shelter or ongoing support. It may offer a range of supports including: Homeward Bound, family reunification, mediation, prevention services, and flexible Problem Solving funds.
Rapid Rehousing (RRH)	RRH is a housing program model that assists household, who are experiencing homelessness, to move quickly into permanent housing, usually to housing in the private market. It does so by offering housing search assistance, time-limited, and targeted services, and short-term rental assistance. RRH can be used here in San Francisco or in other communities if the participant chooses.
RFQ	RFQ is Request for Qualifications.
Shelter	A shelter is a facility with overnight sleeping accommodations, the primary purpose of which is to provide Temporary Shelter for people experiencing homelessness, in general or for specific population of persons experiencing homelessness.
Short-term Rental Assistance	Under HUD ESG, short-term rental assistance is assistance for up to three months.
Strategic Framework	The HSH Five-Year Strategic Framework outlines ambitious, yet achievable goals of the Department of Homelessness and Supportive Housing. It provides a roadmap

Term	Definition
	for reducing homelessness in San Francisco and making it a rare, brief, and one-time occurrence: http://hsh.sfgov.org/research-reports/framework/ .
Street Homelessness	Street homelessness is defined as a person who is living outdoors, usually referring to those living on the streets or in encampments.
Temporary Shelter	Temporary Shelter provides temporary places for people to stay while accessing other services and seeking housing solutions. This may include shelters, Navigation Centers, Stabilization Beds, and Transitional Housing.
Transition Age Youth (TAY)	TAY is defined as an individual between the ages of 18 and 24, who is experiencing homelessness. These individuals often have specialized needs, different from those of adults or families, that must be considered when designing programs and services.
Trauma-Informed	Trauma-informed care is a strengths-based framework grounded in an understanding of and responsiveness to the impact of trauma, that emphasizes physical, psychological, and emotional safety for both providers and survivors, and that creates opportunities for survivors to rebuild a sense of control and empowerment.
Unsheltered	An unsheltered individual is a person who is living in a place not meant for human habitation, including those living outdoors, in vehicles, or in encampments.
Veteran	An individual who has served in any branch of the U.S. Armed Forces.

C. Overview of HSH's Homelessness Response System (HRS)

The Homelessness Response System (HRS) is the overall network of services to address homelessness managed by HSH. The goal of this system is to prevent homelessness when possible and to make it rare, brief, and one-time. Core components of the HRS include: Coordinated Entry, Street Outreach, Problem Solving, Temporary Shelter, Housing, and Housing Ladder.

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

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

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

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

D. Overview of HSH's Strategic Framework and Statement of Need

In October 2017, HSH published its Strategic Framework. The Framework outlines the Department's top priorities for reducing homelessness by the end of 2022. It describes the key elements of a Homelessness

Response System designed to curb homelessness and looks at each of the three primary groups experiencing homelessness in San Francisco—adults, families with children, and youth—and what is needed to better meet the unique needs of each.

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

The Strategic Framework lays out our vision for significantly reducing homelessness in San Francisco and quickly getting house keys into as many hands as possible. Applicants are encouraged to familiarize themselves with the Framework, which can be found at hsh.sfgov.org. Through the provision of coordinated, compassionate, and high-quality services, HSH strives to make homelessness in San Francisco rare, brief, and one time.

E. Overview of HSH's Approach

Grantee shall incorporate applicable best practices in service provision to the population, as well as the concepts articulated in HSH's Strategic Framework, including, but not limited to:

1. Housing Focused - The system and all programs within it will use a Housing First, low barrier approach focused on ending homelessness for each household as quickly as possible.
2. People Focused - People should drive their solutions and the programs should focus on meeting their needs. Through shared assessment and a common front door, program participants should have a clear understanding of how to access services and what to expect from the system; participants should not be required to sign up for numerous waiting lists or approach multiple programs to receive help. Participant choice, strengths, and personal networks will be considered as part of finding the right solution.
3. Accountability - The system will be held accountable for results, using data to track to the goals and performance measures for each component and to ensure each participant is being well-served. HSH will evaluate progress and report to the community on a regular basis.
4. Stakeholder Informed - Decisions about design, implementation, and review of results will be carried out with collaboration and input from a broad range of unhoused and housed stakeholders.
5. Respectful - It is imperative that services be delivered in a respectful, appropriate manner. Best practices, such as strengths-based interviewing, trauma-informed care, and harm reduction, must be incorporated into all programs.
6. Data-Driven - Data will be used by all providers and the system as a whole to best serve each individual, assess the outcomes of programs, evaluate impact, inform changes, and guide investment to ensure we achieve maximum impact.
7. Targeted - The system will match people to the right level of assistance to end their homelessness. Not all people experiencing homelessness require the deepest level of intervention. HSH will focus on making the most efficient use of its resources by matching the right person to the right resource at the right time, using Prevention, Problem Solving, flexible subsidies, and Permanent Supportive Housing, depending on need.

8. Innovative - With the systems goals in mind, opportunities to adapt practices and innovative new strategies and approaches are encouraged and will be supported and evaluated.
9. Equitable - With mindfulness about the racism and bias that has disproportionately created homelessness among people of color and lesbian, gay, bisexual, transgender, and questioning (LGBTQ) people, HSH is committed to equity in the Department, system, and programs.
10. Urgent - Each household's homelessness should be treated as an emergency and the system will respond accordingly.

F. Funding Sources

The current source of funding for services provided under this RFQ is the HUD ESG program.

Future sources for services provided under this RFQ may include other federal, state, and local funds.

Payment for all services provided in accordance with provisions under this RFQ shall be contingent upon the availability of funds for providing these services. The City shall not be required to provide any definite units of service nor does the City guarantee any minimum amount of funding for the services described in this RFQ.

2. Scope of Work

This section is a general guide to the work the City expects to be performed under ESG funding, and is not a complete listing of all services or requirements.³

A. Served Population and Eligibility

Eligibility for services under ESG depends on the housing or homeless status of the participant. All participants in ESG funded programs must meet the definition of homelessness or at-risk of homelessness, depending on the service category.

1. Homeless Prevention⁴

In order to be eligible for Homeless Prevention assistance, participants must meet the criteria under the "at-risk of homelessness" definition; or meet the criteria in paragraph (2), (3), or (4) of the "homeless" definition in 24 CFR § 576.2.

Homeless Prevention may be provided to households who are at-risk of homelessness and that meet one of the following conditions:

- a. Have moved because of economic reasons two or more times during the 60 days immediately preceding the application for homelessness prevention assistance;
- b. Are living in the home of another because of economic hardship;
- c. Have been notified in writing that their right to occupy their current housing will be terminated within 21 days after the date of application for assistance;
- d. Live in a hotel or motel and the cost is not paid by charitable or governmental programs for low-income individuals;
- e. Live in a single room occupancy or efficiency apartment in which there reside more than two persons or lives in larger housing in which there reside more than 1.5 persons per room, as defined by the U.S. Census Bureau;
- f. Are exiting a publicly funded institution or system of care; or
- g. Otherwise live in housing that has characteristics associated with instability and an increased risk of homelessness.

³ Duration of assistance and requirements differ based on funding source.

⁴ See 24 CFR 576.103.

Grantee may also provide services to households who meet Category 2 or 4 of homelessness in the U.S. Department of Housing and Urban Development's (HUD) Final Definition of Homeless:

- Category 2: Households who will imminently lose their primary nighttime residence; and/or
- Category 4: Households who are fleeing, or are attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member.

2. Rapid Rehousing⁵

In order to receive Rapid Rehousing services, participants must meet the criteria under paragraph (1) of the "homeless" definition in CFR 24 § 576.2; or meet the criteria under paragraph (4) of the "homeless" definition and live in an emergency shelter or other place described in paragraph (1) of the "homeless" definition.

Rapid Rehousing may be provided to households who meet Category 1, or 4 of homelessness in the U.S. Department of Housing and Urban Development's (HUD) Final Definition of Homeless:

- Category 1: Households who lack a fixed, regular, and adequate nighttime residence; this includes a subset for an individual who is exiting an institution where he or she resided for 90 or fewer days and who resided in an emergency shelter or a place not meant for human habitation immediately before entering that institution; and/or
- Category 4: Households who are fleeing, or are attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member.

3. Emergency Shelter⁶

In order to receive Emergency Shelter services, participants must meet the criteria under paragraph (1) of the "homeless" definition in CFR 24 § 576.2; or meet the criteria under paragraph (4) of the "homeless" definition and live in an emergency shelter or other place described in paragraph (1) of the "homeless" definition.

Emergency Shelter may be provided to households who meet Category 1, or 4 of homelessness in the U.S. Department of Housing and Urban Development's (HUD) Final Definition of Homeless:

- Category 1: Households who lack a fixed, regular, and adequate nighttime residence; this and includes a subset for an individual who is exiting an institution where he or she resided for 90 or fewer days and who resided in an emergency shelter or a place not meant for human habitation immediately before entering that institution; and/or
- Category 4: Households who are fleeing, or are attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member.

B. Referrals and Prioritization

1. Homelessness Prevention

Currently, participants enter Homelessness Prevention programs by presenting at the agencies that offer this service component to prevent entry into the HRS.

2. Rapid Rehousing

⁵ See 24 CFR 576.104.

⁶ See 24 CFR 576.2.

All new participants will be referred by HSH via CE, which organizes the HRS. Grantee shall receive referrals from San Francisco's HRS. All program participants must be screened and assessed at an Access Point and referred for Rapid Rehousing by the San Francisco CE System.

All Rapid Rehousing referrals funded by HSH must be received solely from direct referrals through the CE System via the Online Navigation and Entry (ONE) System. Grantee shall work with any referred participant, regardless of barriers to housing or other challenges. This includes serving adults or families who may be unsheltered at the time of referral to or enrollment in the program.

3. Emergency Shelter

All new households (e.g. families) will be referred by HSH via CE through the Family Access Points. The Access Point staff assesses households for service needs and eligibility, and conduct Problem Solving conversations. Access Points work to ensure those with the highest needs are able to access shelter and appropriate housing interventions.

All single households (e.g. single adults) currently enter emergency shelter through HSH's current shelter reservation system. In order to enter, the single adult must be age 18 or over, and

- a. Have a CHANGES (or successor system) profile with basic demographic information, including photo and finger images, if available in the software system; and
- b. Have a current Tuberculosis (TB) screening clearance. This documentation must be updated annually, or as recommended by the Department of Public Health (DPH); and
- c. Be able to self-care, as defined by the DPH.

Participants must obtain one-night or weekend reservations through HSH-authorized agencies, such as Shelter Reservation Sites or Resource Centers. For extended, time-limited reservations, participants must get on the Citywide Waitlist administered by 311.

C. **Description of Services**

ESG provides funding to improve the number and quality of emergency shelters; help to operate shelters; provide essential services to shelter residents; rapidly rehouse individuals and families; and prevent families and individuals from becoming homeless.

Grantee shall assess, arrange, coordinate, and monitor the delivery of individualized services to facilitate housing stability to assist participants in overcoming immediate barriers to obtaining housing.

All service components shall include Housing-Focused Case Management and may include Mediation, Legal Services, and/or Credit Repair.

- a. Grantee shall provide Housing-Focused Case Management to work collaboratively with participants to develop and implement a plan to secure and sustain housing. Goals identified in the plan must be directly connected to housing stability or other challenges that might impact housing stability. Housing stability plans may include, but are not limited to actions and efforts to:
 - Search for and secure housing;
 - Increase income and employability;
 - Improve credit history and rental stability;
 - Address behavioral health issues that negatively impact housing stability; and
 - Access permanently affordable housing, including applying to appropriate wait lists.

As part of Housing-Focused Case Management services:

- 1) Grantee shall develop, secure, and coordinate services and assist participants in obtaining federal, state, and local benefits, including coordination with the employment specialist or social

worker, as appropriate. For those identified as CalWORKs participants, Grantee shall ensure coordination of services and promote cooperation with the CalWORKs plan.

- 2) Grantee shall monitor and evaluate participant progress.
 - 3) Grantee shall provide information and referrals to other providers.
- b. Grantee may provide Mediation services to prevent a participant from losing permanent where the participant currently lives.
 - c. Grantee may provide Legal Services to resolve legal problems that prohibit a participant from obtaining permanent housing or will result in a participant losing housing.
 - d. Grantee may provide Credit Repair, as needed to assist participants with critical skills related to budgeting, money management, and resolving personal credit problems, but may not be used to pay debt.

1. Homelessness Prevention⁷:

In addition to the above, under Homelessness Prevention, Grantee shall provide Homelessness Prevention to help participants regain stability in their current permanent housing or relocate into more appropriate housing options. Homelessness Prevention services shall include the components described below.

- a. Grantee shall provide Short-term and Medium-Term Rental Assistance.
 - 1) Grantee may provide short-term (for the duration of up to three months of rent) or medium-term (for more than three months, but not more than 24 months in a three year period) rental assistance, in which the rent does not exceed the Fair Market Rent (FMR) established by the federal HUD and complies with HUD's standard of rent reasonableness; or
 - 2) One-time payment of rental arrears for up to six months of rent in arrears, including any late fees on those arrears.
- b. Grantee shall provide Housing Search and Placement services, as necessary, throughout the housing search process, including assistance with locating, obtaining, and retaining suitable permanent housing.
 - 1) Grantee shall assess housing barriers, needs, and preferences.
 - 2) Grantee shall develop an action plan for locating housing.
 - 3) Grantee shall assist participants in navigating the leasing process, including helping participants resolve or mitigate participant screening barriers, such as rental and utility arrears or multiple evictions.
 - 4) Grantee shall recruit and retain landlord partners in the communities and neighborhoods where participants want to live.
 - 5) Grantee shall provide assistance with identifying available units.
 - 6) Grantee shall provide transportation to housing-related appointments, as needed.
 - 7) Grantee shall assist participants with obtaining necessary identification or other documents.
 - 8) Grantee shall assist participants in submitting housing applications.
 - 9) Grantee shall assess housing for compliance with ESG requirements for habitability¹², lead-based paint, and rent reasonableness.
 - 10) Grantee shall ensure that 100 percent of housing units pass Habitability Standards or Housing Quality Standards (HQS) inspections prior to issuance of ESG-funded rental assistance.
 - 11) Grantee shall negotiate with landlords to help participants gain access to housing.

⁷ See 24 CFR 576.103, 576.105, and 576.106

- 12) Grantee shall discuss housing options and assist participants in making an informed housing choice.
- 13) Grantee shall help participants locate and select housing with the lowest possible rents that can be expected to be covered by the household once assistance is no longer being provided.
- 14) Grantee shall assist participants with understanding landlord-tenant rights and responsibilities and the requirements of their specific lease.
- 15) Grantee shall assist participants with setting up utilities and making moving arrangements.

1. Rapid Rehousing⁸:

In addition to Housing-Focused Case Management, under Rapid Rehousing, Grantee shall provide Rapid Rehousing services to transition households from the assistance as quickly as possible while having a reasonable expectation that participants will be able to remain housed so that more participants may be served.

A participant may be eligible to utilize rental assistance outside San Francisco if the participant prefers and if Grantee can guarantee continued delivery of services in that community.

- a. Grantee shall provide Housing Search and Placement services, as necessary, throughout the housing search process, including assistance with locating, obtaining, and retaining suitable permanent housing.
 - 1) Grantee shall assess housing barriers, needs, and preferences.
 - 2) Grantee shall develop an action plan for locating housing.
 - 3) Grantee shall assist participants in navigating the leasing process, including helping participants resolve or mitigate participant screening barriers, such as rental and utility arrears or multiple evictions.
 - 4) Grantee shall recruit and retain landlord partners in the communities and neighborhoods where program participants want to live.
 - 5) Grantee shall provide assistance with identifying available units.
 - 6) Grantee shall provide transportation to housing-related appointments, as needed.
 - 7) Grantee shall assist participants to obtain necessary identification or other documents.
 - 8) Grantee shall assist participants in submitting housing applications.
 - 9) Grantee shall assess housing for compliance with ESG requirements for habitability¹², lead-based paint, and rent reasonableness.
 - 10) Grantee shall ensure that 100 percent of housing units pass Habitability Standards or Housing Quality Standards (HQS) inspections prior to issuance of ESG funded Rental Assistance.
 - 11) Grantee shall negotiate with landlords to help participants gain access to housing.
 - 12) Grantee shall discuss housing options and assist participants in making an informed housing choice.
 - 13) Grantee shall help participants locate and select housing with the lowest possible rents that can be expected to be covered by the household once assistance is no longer being provided.
 - 14) Grantee shall assist participants with understanding landlord-tenant rights and responsibilities and the requirements of their specific lease.
 - 15) Grantee shall assist participants with obtaining utilities and making moving arrangements.
- b. Grantee shall provide Short-term and Medium-Term Rental Assistance.
 - 1) Grantee shall provide short-term (for the duration of up to three months of rent) or medium-term (for more than three months, but not more than 24 months in a three year period) rental assistance **Error! Bookmark not defined.** in which the rent does not exceed the Fair Market Rent

⁸ See 24 CFR 576.104.

(FMR) established by the federal HUD and complies with HUD's standard of rent reasonableness;
or

- 2) One-time payment of rental arrears for up to six months of rent in arrears, including any late fees on those arrears.

3. Emergency Shelter⁹:

Emergency Shelter services provide opportunities for providers to expand and enhance the essential services provided to Emergency Shelter participants. ESG may be used to provide a range of essential services or shelter operations¹⁰.

a. In addition to Housing-Focused Case Management, Grantee may provide the following Essential Services:

- 1) Child care for participants, including meals and snacks, with appropriate development activities¹¹;
- 2) Education services to improve knowledge and literacy;
- 3) Employment assistance and job training, including employment screening or testing, job skills training, and financial assistance for the acquisition of vocational licensing/certifications;
- 4) Outpatient health services and medical treatment by licensed professionals;
- 5) Legal services by licensed attorneys regarding matters that interfere with the participant's ability to obtain and retain housing;
- 6) Life skills training including, but not limited to budgeting and managing money, managing a household, resolving conflict, shopping for food, and parenting;
- 7) Mental health and substance abuse treatment services to prevent, reduce, eliminate, or deter relapse of behavioral health issues provided by licensed or certified professionals;
- 8) Transportation to emergency shelters or other service facilities; and
- 9) Services for special populations, such as youth experiencing homelessness, victim services, and people living with HIV/AIDS, in accordance with 24 CFR 576.102.

b. Grantee may provide Shelter Operations, including:

- i. Maintenance, including minor and routine repairs;
- ii. Rental of shelter location;
- iii. Security for shelter location;
- iv. Insurance associated with shelter location;
- v. Utilities at shelter location;
- vi. Food served to program participants at shelter location; and
- vii. Shelter furnishings.

D. Service Requirements

- A. Language and Interpretation Services: Grantee shall ensure that interpreter and translation services are available to address the needs of those within the served population who primarily speak language(s) other than English.
- B. Critical Incidents: Grantee shall report critical incidents in accordance with HSH Program Manager instructions and any published HSH policies/procedures. Examples of critical incidents include death, fire,

⁹ See 24 CFR §576.102, §576.2.

¹⁰ Grantee may also use funding for the cost of shelter renovations including labor, materials, tools and other costs associated with major rehabilitation or conversion of a building into an emergency shelter.

¹¹ The childcare center must be licensed by the jurisdiction in which it operates. Children must be under the age of 13, unless they are disabled; disabled children must be under the age of 18.

acts of violence, or any other incidents which require the involvement of emergency services or Child Protective Services (CPS).

- C. Admission Policy: Grantee admission policies for services shall be in writing and available to the public. Except to the extent that the services are to be rendered to a specific population as described in the programs listed herein, such policies must include a provision that referrals are accepted for services without discrimination on the basis of race, color, creed, religion, sex, age, national origin, ancestry, sexual orientation, gender identification, disability, or HIV/AIDS status.
- D. Feedback, Complaint and Follow-up Policies: Grantee shall provide means for the served population to provide feedback about the program. Feedback methods shall include a written annual survey, which shall be offered to the served population to gather feedback, assess tenant satisfaction, and evaluate the effectiveness of services and systems within the program. Grantee shall offer assistance to the served population regarding completion of the survey if the written format presents any problem.
- E. 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 participant can expect a response; and
 - 4. The HSH Program Manager's contact information for the participant to contact after the participant has exhausted Grantee's internal Grievance Procedure.

Grantee shall provide a copy of this procedure, and any amendments thereto, to each participant over the age of 18 and obtain a signed copy of the form from participants which must be maintained in participant files. Additionally, Grantee shall provide a copy of the procedure and any amendments to the HSH Program Manager.

- F. City Communications, Trainings and Meetings
Grantee shall keep HSH informed of program operations and comply with HSH policies and requirements related to training and meeting participation including, but not limited to:
 - 1. Regular communication to HSH about the implementation of the program;
 - 2. Attendance of quarterly HSH meetings, as needed; and
 - 3. Attendance of trainings, as requested.
- G. Data Standards:
 - 1. Records entered into the HSH Homeless Management Information System (HMIS) Online Navigation and Entry (ONE) System shall meet or exceed the ONE System Continuous Data Quality Improvement Process standards: <https://onesf.clarityhs.help/hc/en-us/articles/360001145547-ONE-System-Continuous-Data-Quality-Improvement-Process>.
 - 2. Grantee shall enter data into the ONE System, but may be required to report certain measures or conduct interim reporting in CARBON, via secure email, or through uploads to a File Transfer Protocol (FTP) site. When required by HSH, Grantee shall submit the monthly, quarterly and/or annual metrics into either the CARBON database, via secure email, or through uploads to an FTP site. HSH will provide clear instructions to all Grantees regarding the correct mechanism for sharing data. Changes to data collection or reporting requirements shall be communicated to Grantees via written notice at least one month prior to expected implementation.

3. Any information shared between Grantee, HSH, and other providers about the served population shall be communicated in a secure manner, with appropriate release of consent forms and in compliance with applicable Health Insurance Portability and Accountability Act (HIPAA) and privacy guidelines.

H. Record Keeping, Documentation, and Files:

1. Grantee shall maintain all eligibility and inspection documentation in the ONE System and maintain hard copy files with eligibility, including, but not limited to, homelessness verification documents.
2. Grantee shall maintain confidential files on the served population, including developed plans, notes, and progress.

I. 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).

J. ESG Habitability and/or HQS Standards and Documentation:

1. Grantee shall adhere to Habitability Standards or HQS standards and maintain documentation in each program participant's files.
2. Grantee shall utilize habitability or HQS standards checklist in accordance with HUD requirements.¹²

K. ESG Income Verification and Eligibility:

1. Grantee shall verify participant income after receipt of Access Point or self-referral, in the case of Homelessness Prevention, to ensure eligibility.
2. Grantee shall recertify income eligibility for participants receiving rental assistance every three months at minimum, and more frequently when the participant's income reaches 25 percent of AMI.
3. Grantee may renew the rental assistance if a participant demonstrates a need for further rental assistance during the recertification process.

L. ESG Rental Assistance Calculation: Grantee shall comply with 24 CFR 5.609 to determine rental assistance calculation.

M. ESG Match¹³: Grantee shall make matching contributions of 100 percent of the annual ESG funding to supplement ESG. Sources of match funds include any federal source other than ESG programs, as well as state, local and private sources. If matching funds are from a federal source, the funds must not be prohibited from matching ESG funds. If ESG funds are used as a source of matching funds for another federal program, that federal program funds cannot be used as a source of ESG match funds. Grantees shall provide match documentation at the time of grant execution, per HSH Program Manager instructions. Documentation shall indicate the fiscal year grant for which the matching contribution is being used. Records shall show how the value of noncash contributions was calculated.

For more information about the matching requirement, see 24 CFR 576.201. For more information about recordkeeping requirements, see 24 CFR 576.500.

E. Service and Outcome Objectives

1. Service Objectives

¹² See 24 CFR part 576.403 (b).

¹³ See 24 CFR 576.201.

Grantee shall report on the following objectives annually and meet the service objectives that align with the system-wide performance measures:

- a. Number of individuals receiving rapid rehousing services, including case management, and housing placement;
- b. Number of individuals receiving short-term rental assistance;
- c. Number of individuals receiving financial assistance, including moving costs, security deposits, utilities, last month's rent;
- d. Number of individuals and families receiving shelter services;
- e. Number of individuals receiving tenant education and counseling;
- f. Number of individuals receiving legal representation;
- g. Number of individuals receiving assistance in accessing housing, including preparing for successful rental application; and
- h. Number of households submitting an online application for Below Market Rate (BMR) rental housing.

2. Outcome Objectives

Grantee shall report on the following objectives annually and meet the service objectives that align with the system-wide performance measures:

- a. Number of individuals whose evictions have been prevented;
- b. Number of individuals moved into more stable housing; and
- c. Number of households placed in BMR and affordable rental housing.

F. Reporting Requirements

Grantee shall submit all data and reports as required by HSH and HUD, in a timely and accurate manner.

- A. Evaluative Studies: Grantee shall participate, as requested by HSH, in evaluative studies designed to show the effectiveness of Grantee's services. The City agrees that any final reports generated through the evaluation program shall be made available to Grantee or within 30 working days of receipt of any evaluation report and such response will become part of the official report.
- B. Match Funds: Grantee shall identify, document, and report match funds for all ESG-funded grants that meet or exceed 100 percent of funds or in-kind contributions from other sources to be used on eligible costs, per HSH instructions.
- C. ONE System: Grantee shall input and track all performance measures in the ONE system, San Francisco's Homeless Management Information System (HMIS).
 1. Grantee shall use the ONE System to post program openings, to accept referrals, and to document notes in the ONE System so that the Access Points are able to update participants that have been referred.
 2. Grantee shall use the ONE System to enroll participants, complete annual assessments, and allow for program reporting.
- D. Ad Hoc Reports: Grantee shall provide Ad Hoc reports as required by HSH.

3. Pre-Application Information

A. Pre-Application Conference Attendance and Registration

In-person attendance is recommended. To register, please email HSHProcurements@sfgov.org with the organization name and number of attendees by December 10, 2019 by 5:00 pm.

At the Pre-Application Conference, the HSH will provide an overview of the RFQ package, submission requirements, and collect and answer questions about the RFQ.

B. Pre-Application Conference Time and Location

The Pre-Application Conference will be held at the date and time specified below:

December 12, 2019 at 1:30 pm
Department of Homelessness and Supportive Housing
1360 Mission Street, 2nd Floor
San Francisco, CA 94103

Topics already covered will not be repeated for the benefit of late arrivals. Failure to attend the Pre-Application Conference shall not excuse the successful Applicant from any obligations of the RFQ or any subsequent agreement.

C. RFQ Questions Deadline

Upon conclusion of the Pre-Application Conference, questions or requests for interpretation will only be accepted by email to **HSHProcurements@sfgov.org** until the RFQ Questions Deadline, **December 16, 2019 by 5:00 pm**.

Applicant-specific questions about compliance with the City's vendor requirements in section 9. Standard City Vendor Forms, are not subject to the above deadline and may still be asked and answered by the contact designated in this RFQ.

D. RFQ Answers and Clarifications

A summary of the clarifications, questions and answers pertaining to this RFQ will be posted on the San Francisco City Partner website: <https://sfcitypartner.sfgov.org/pages/index.aspx>.

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

4. Application Submission Requirements

A. Time and Place for Submission of Applications

Applications, including all related materials, both in electronic and hard copy format as detailed below, must be received by January 7, 2020, by 12:00 pm.

1. Electronic PDF Applications

Applicants shall submit one completed electronic PDF file of the Appendix1: Application Template with requested attachments to **HSHProcurements@sfgov.org**. The electronic file title should include the RFQ number, the Applicant name, and service component (e.g. Homelessness Prevention, Rapid Rehousing, and Emergency Shelter Services).

2. Hard Copy Applications

Applicants shall deliver or mail five hard copies of applications to:

c/o Rachael McNamara
Department of Homelessness and Supportive Housing
1360 Mission Street, 2nd Floor
San Francisco, CA 94103

Postmarks will not be considered in judging the timeliness of submissions. Applications submitted by email will not be accepted. Applications submitted by fax will not be accepted. Late submissions will not be considered, including those submitted late due to mail or delivery service failure. Supplemental documents or revisions submitted after the Applications Deadline will not be accepted.

B. Application Submission Format

Applicants must submit one Appendix 1: Application Template for each service category (e.g. Homelessness Prevention, Rapid Rehousing, and Emergency Shelter Services) and submit requested attachments in the format specified. This is necessary so that all applications can receive fair and consistent evaluation. Applications that do not follow the required format will not be considered. Information must be at a level of detail that enables effective evaluation by the Evaluation Panel. All Applicants must ensure that the application addresses the Grantee Selection criteria in Section 5.

Applicants must print double-sided to the extent possible and bind application copies with a binder clip or single staple. Application packages **must not** be bound with spiral binding, glued binding, or anything similar. It is preferred that text is unjustified (i.e., with a ragged-right margin) with Times New Roman 12 font.

C. Application Contents

The Applicant must submit one Appendix 1: Application Template for each service category for which it is applying (e.g. Homelessness Prevention, Rapid Rehousing, and Emergency Shelter Services):

Appendix 1: Application Template

1. Cover Page:

- 1.1 Applicant Information: Organization Name, Address, Director and Contact Name, Email and Phone, Federal ID Number, Proposed Service Component, Requested Annual Budget Amount, and Description of Funding Use
- 1.2 Certifications

2. Minimum Qualifications:

The Applicant must demonstrate that it meets all of the Minimum Qualifications (MQs):

- 2.1 Applicant must be a nonprofit organization *with* a minimum of five years of experience providing services to people experiencing homelessness or who are at imminent risk of homelessness; and
- 2.2 Applicant must have at least two years of experience operating the proposed service category (e.g. Homelessness Prevention, Rapid Rehousing, or Emergency Shelter Services) within the past five years; and
- 2.3 Applicant must demonstrate that it has matching contributions to supplement the ESG award in an amount that equals or exceeds 100 percent of the total requested annual ESG budget amount.¹³

5. Grantee Selection

This section describes the guidelines used for analyzing and evaluating Applications. It is the City's intent to qualify Applicant(s) that qualify applicants for the services in this RFQ. Qualified Applicants that provide the best overall service package to the City may be selected for agreement negotiations as funding becomes available. Applicant(s) who are qualified are not guaranteed an agreement. Applicant(s) selected for negotiations are not guaranteed an agreement. This RFQ does not in any way limit the City's right to solicit similar or identical services. The City may at a future date, should additional funding become available, elect to fund additional Applicants not originally selected for funding, or increase grant amounts to awarded Applicants.

A. Additional Information

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

B. Minimum Qualifications

The Applicant must clearly demonstrate that it meets the Minimum Qualifications to be considered for qualification. The Applicant's responses to Minimum Qualifications in RFQ Appendix 1 will be reviewed on a pass/fail to determine eligibility for award.

The Minimum Qualifications determination will be solely based on the information submitted by the Applicant in Appendix 1: Application Template and required attachments. Insufficient or incomplete information will result in an Application being considered non-responsive. Responses of "To be provided upon request" or "To be determined" or "Confidential" or the like, or that do not otherwise provide the information requested (e.g., left blank) are not acceptable. Any Application that does not demonstrate that the Applicant meets the Minimum Qualifications for which it is applying will be issued a notice of non-responsiveness and will not be evaluated or eligible for grant award under this RFQ.

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

6. Terms and Conditions for Receipt of Applications

A. Errors and Omissions in RFQ

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

B. Inquiries Regarding RFQ

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

C. Objections to RFQ Terms

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

D. Change Notices

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

E. Term of Application

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

F. Revision of Application

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

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

G. Errors and Omissions in Application

Failure by the Department to object to an error, omission, or deviation in the application will in no way modify the RFQ or excuse the vendor from full compliance with the specifications of the RFQ or any grant awarded pursuant to the RFQ.

H. Financial Responsibility

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

I. Applicant's Obligations under the Campaign Reform Ordinance

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

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

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

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

The negotiation period begins with the first point of contact, either by telephone, in person, or in writing, when a contractor approaches any city officer or employee about a particular contract, or a city officer or employee initiates communication with a potential contractor about a contract. The negotiation period ends when a contract is awarded or not awarded to the contractor. Examples of initial contacts include: (1) a vendor contacts a city officer or employee to promote himself or herself as a candidate for a contract; and (2)

a city officer or employee contacts a contractor to propose that the contractor apply for a contract. Inquiries for information about a particular contract, requests for documents relating to a Request for Qualification, and requests to be placed on a mailing list do not constitute negotiations.

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

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

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

J. Sunshine Ordinance

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

K. Public Access to Meetings and Records

If an Applicant is a non-profit entity that receives a cumulative total per year of at least \$250,000 in City funds or City-administered funds and is a non-profit organization as defined in Chapter 12L of the San Francisco Administrative Code, the Applicant must comply with Chapter 12L. The Applicant must include in its application (1) a statement describing its efforts to comply with the Chapter 12L provisions regarding public access to Applicant's meetings and records, and (2) a summary of all complaints concerning the Applicant's compliance with Chapter 12L that were filed with the City in the last two years and deemed by the City to be substantiated. The summary shall also describe the disposition of each complaint. If no such complaints were filed, the Applicant shall include a statement to that effect. Failure to comply with the reporting requirements of Chapter 12L or material misrepresentation in Applicant's Chapter 12L submissions shall be grounds for rejection of the application and/or termination of any subsequent Agreement reached on the basis of the application.

L. Reservations of Rights by the City

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

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

M. No Waiver

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

N. Local Business Enterprise Goals and Outreach

Due to federal funding for these services, LBE bid discounts will not be used in this RFQ.

O. Compliance with Previous Grant and Contract Requirements

Agencies submitting applications that have previously been granted by the City and County of San Francisco and/or Federal agencies to provide goods and/or services must successfully demonstrate compliance with performance/monitoring requirements specified in previous grants/contracts (corrective actions) in order to be considered responsive to this RFQ. Documented failure to correct performance/monitoring deficiencies identified in past City and County grants/grants may result in agency disqualification to participate in this RFQ.

P. Other Terms and Conditions

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

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

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

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

7. City Agreement Requirements

A. Standard Agreement Provisions

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

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

B. Nondiscrimination in Contracts and Benefits

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

C. Companies Headquartered in Certain States

Grantee will be required to comply with San Francisco Administrative Code Chapter 12X, which prohibits the City from entering into contracts with companies headquartered in states with laws that perpetuate discrimination against LGBT populations or where any or all of the work on the contract agreement will be performed in any of those states. Applicants are hereby advised that Applicants which have their United States headquarters in a state on the Covered State List, as that term is defined in Administrative Code Section 12X.3, or where any or all of the work on the contract agreement will be performed in a state on the Covered State List may not enter into contract agreements with the City. A list of states on the Covered State List is available at the website of the City Administrator.

D. Minimum Compensation Ordinance (MCO)

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

E. Health Care Accountability Ordinance (HCAO)

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

F. First Source Hiring Program (FSHP)

If the contract is for more than \$50,000, then the First Source Hiring Program, per the San Francisco Administrative Code Chapter 83 may apply. Generally, this ordinance requires contractors to notify the First Source Hiring Program of available entry-level jobs and provide the Workforce Development System with the first opportunity to refer qualified individuals for employment.

Grantee should consult the San Francisco Administrative Code to determine their compliance obligations under this chapter. Additional information regarding the FSHP is available on the web at <http://oewd.org/first-source> and from the First Source Hiring Administrator, at 415.701.4848.

G. Conflicts of Interest

The successful Applicant will be required to agree to comply fully with and be bound by the applicable provisions of state and local laws related to conflicts of interest, including Section 15.103 of the City's Charter, Article III, Chapter 2 of City's Campaign and Governmental Conduct Code, and Section 87100 et seq. and Section 1090 et seq. of the Government Code of the State of California. The successful Applicant will be required to acknowledge that it is familiar with these laws; certify that it does not know of any facts that constitute a violation of said provisions; and agree to immediately notify the City if it becomes aware of any such fact during the term of the Agreement.

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

H. Insurance Requirements

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

I. Compliance with Municipal Codes

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

J. Compliance with Laws and Regulations

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

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

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

L. Companies Headquartered in Certain States

This RFQ is subject to the requirements of Administrative Code Chapter 12X, which prohibits the City from entering into contracts with companies headquartered in states with laws that perpetuate discrimination against LGBT populations or where any or all of the work on the grant agreement will be performed in any of those states. Applicants are hereby advised that Applicants which have their United States headquarters in a state on the Covered State List, as that term is defined in Administrative Code Section 12X.3, or where any or all of the work on the grant agreement will be performed in a state on the Covered State List may not enter into grant agreements with the City. A list of states on the Covered State List is available at the website of the City Administrator: <https://sfgsa.org/chapter-12x-state-ban-list>.

8. Protest Procedures

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

A. Protest of Non-Responsiveness Determination

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

B. Protest of Grant Award

Within five business days of the City's issuance of a notice of intent to award grant(s) under this RFQ, any Applicant that has submitted a responsive application, and believes that the City has incorrectly selected another Applicant for award, may submit a written notice of protest by email (fax is not acceptable). Such notice of protest must be received by the City on or before the fifth (5th) business day after the City's issuance of the notice of intent to award a grant(s).

C. Protest Submittal

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

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

9. Standard City Vendor Forms

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

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

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

B. Mandatory Forms

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

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

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

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

Vendors must have:

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

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

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

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

Evaluation Panel Orientation Agenda
RFQ#HSH2019-127: Emergency Solutions Grant (ESG) Services
RFQ#127

I. Welcome, Introductions & Sign-in

II. Goals (*Gilda*)

- Train Panelists on how to read and rate Applications
- Answer Panelist questions

III. RFQ Information (*Program Staff*)

- Rapid Rehousing
- Eviction Prevention
- Emergency Shelter

IV. Review, Sign & Collect (*Gilda*)

- Evaluation Panel Summary
- Conflict of Interest & Confidentiality & Certification
- RFQ
 - Evaluation Criteria
- Answers and Clarifications
- Rating Key
- Rating Sheet
- Panelist Notes

V. Important Dates

<i>Event</i>	<i>Scheduled Date/Time</i>	<i>Participants</i>	<i>Location</i>	<i>Attendance</i>
Evaluation Panel Orientation	January 10, 2020 1:00 pm – 2:00 pm	Charles Minor, Josh Jacobs, Cathy Perdue, Louis Bracco	1360 Mission Street, 2 nd Floor	Attendance is required in order to participate
Ratings Due	January 17, 2020 5:00 pm	All	Rachael.McNamara@sfgov.org	Ratings must be provided by this date/time

VI. Panel Members

<i>Component</i>	<i>Panelists</i>
Rapid Rehousing	Charles Minor Josh Jacobs
Homelessness Prevention	Charles Minor Josh Jacobs
Emergency Shelter	Cathy Perdue, Program Support Analyst Louis Bracco, Principal Administrative Analyst

Evaluation Panel Summary
RFQ#HSH2019-127: Emergency Solutions Grant (ESG) Services
RFQ#127

I. Purpose of Evaluation Panel

The purpose of the Evaluation Panel is to review each Application on how well it meets the requirements set forth in the Request for Qualifications (RFQ) and to provide a recommendation to HSH.

II. Attend the Training

Prior to reviewing any Applications, HSH will provide Panelists with training on how to read and rating Applications. During this training, Panelists will receive the following documents, which will be reviewed during the training:

Document	What do to with it?
Conflict of Interest & Confidentiality & Certification	Carefully read, sign then hand the form to HSH staff
Evaluation Panel Summary (this document)	Carefully read and keep for reference
RFQ	Carefully read and use as a reference to what HSH requested to procure
Answers and Clarifications	The Answers and Clarifications document contains the questions submitted by potential proposers before the Questions Deadline and the answers provided by HSH. Carefully read and use as a reference to what HSH requested in the RFQ. If there is a contradiction between the RFQ and Answers and Clarifications, the Answers and Clarifications is the final word
Scoring Key	The Scoring Key contains standardized criteria to measure how well an Applicant responded in their Application
Rating Sheet	Use one sheet per Application to rating

III. Read the RFP

- Before Panelists rating any Applications, Panelists must read the RFQ and Answers and Clarifications.

IV. Read & Rating the Applications

The Do's & Don'ts of Reading & Scoring Applications	
Do...	Don't
Rating Applications using the <i>Scoring Key and Rating Sheet</i> .	<u>Do not</u> rate Applications prior to reading each Application
Read each Application from beginning to end	
Compare strengths and weaknesses of each Application	Do not rate an Application on what you know or have heard about the proposer
Underline passages of note and then mark either a '+' or a '-' or a '?' in the margin depending upon whether the noted passage appears strong, weak or questionable	Do not give a rating on something unless it is in the Application
Write notes in the Application margins to help justify ratings in each section	Do not discuss things you know or have heard about the proposer that are not in the Application
Rating the Applications based on the RFQ and Answers and	

Evaluation Panel Summary
RFQ#HSH2019-127: Emergency Solutions Grant (ESG) Services
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The Do's & Don'ts of Reading & Scoring Applications	
Do...	Don't
Clarifications specifications and the quality of the Applications only	
Specifically refer to passages in Applications. For example: <i>"The agency did not identify the specific staff that would conduct the outreach and there was no mention of how peer staff would be involved on page 5."</i>	

IV. Record Rating

- Use a Rating Sheet to record ratings for each Application
- Email the Rating Sheet to Rachael.McNamara@sfgov.org by Friday, January 17, 2020, 5pm.

VI. Recommendations to HSH Executive Administration

- Once evaluation is completed, HSH staff will summarize and submit to the HSH Executive Administration
- Applicants will receive a letter with the results of the process and Panelists are asked not to share the results

Conflict of Interest & Confidentiality & Certification
RFQ#HSH2019-127: Emergency Solutions Grant (ESG) Services
RFQ#127

I, the undersigned, understand that I have been asked to participate in a solicitation or grant award process (Request for Applications, Request for Qualifications, Request for Quotes, Request for Information, etc.) or in the results of such process on behalf of the City and County of San Francisco ("City").

I understand and acknowledge that, as applicable, my responsibility is to assist the City with identifying entities in accordance with published requirements to potentially award grants using public funds.

I. Respondents/Proposers List

Component	Proposing Agencies
Emergency Shelter Services	<ul style="list-style-type: none">• Central City Hospitality House• Community Awareness Treatment and Services (CATS)• Compass Family Services• Dolores Street• Episcopal Community Services• Hamilton Families• Homeless Children's Network• Larkin Street• Providence Foundation• St. Vincent de Paul
Homelessness Prevention Services	<ul style="list-style-type: none">• Catholic Charities• Compass Family Services• Mission Neighborhood Health Center
Rapid Rehousing Services	<ul style="list-style-type: none">• Episcopal Community Services• Hamilton Families

II. Undersigned's Roles and Responsibilities Related to this Process

- ☐ Member of City's solicitation and/or proposer evaluation or selection team (see sections III., IV., and V. below)
- ☐ Member of City's solicitation and/or contract or grant agreement development team (see section V. below)
- ☐ Overseeing or reviewing work of member of City's team
- ☐ Advisor to City's team
- ☐ Other (specify)

III. Conflict of Interest

I hereby attest that to the best of my knowledge neither I, nor any member of my immediate family or household (including my spouse/domestic partner and dependent children):

1. Have received income or gifts within the past or current year from any of the entities listed below;
2. Will receive income or gifts in the next year from any of the entities listed above;
3. Have any ownership interest or other investments (except in mutual funds) in any of the entities listed above;
4. Expect or intend to seek employment or any other relationship, such as a contractual relationship, with any of the entities listed above; or
5. Have any other relationship of any kind with any of the entities listed above that would prevent me from exercising fair and impartial judgment when I participate in this solicitation/contracting process.

IV. Evaluation Panel Role

If I am designated as having *an evaluation or selection role or responsibilities for this solicitation or grant award process* defined as screening, rating, evaluating or selecting responses or Applications, I understand and acknowledge that:

Conflict of Interest & Confidentiality & Certification
RFQ#HSH2019-127: Emergency Solutions Grant (ESG) Services
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6. I will make my decisions in accordance with published requirements;
7. Although I may listen to the views of other participants, the decisions I make regarding each entity under consideration must reflect my own judgment; and
8. My decisions may be subject to public disclosure.

V. Solicitation and/or Grant Agreement Development/Approval Role

If I am designated as having a *development or approval role or responsibilities in establishing the City's goals, objectives, outcomes, outputs, processes, or methods for the solicitation or grant award process or results*, I understand and acknowledge that if I have any potential or actual conflict of interest that would prevent me from exercising impartial judgment, I should not participate in making decisions or recommendations, in a direct, oversight or advisory capacity, on any solicitation or grant award process including:

9. Project/program scope, budget, deliverables, timeline, staffing or other resource requirements
10. Minimum Qualifications or evaluation criteria
11. Communications with vendors including pre-response or pre-Application processes such as City's answers to Respondent/Proposer questions, pre-response or pre-Application conferences or solicitation clarifications
12. Recommendations for or selection of panelists
13. Recommendation for or selection of agencies to solicit
14. Response/Application screening, evaluation or selection process
15. Contract or grant award negotiations
16. Contract or grant award performance or payment decisions

VI. Confidentiality

I understand and acknowledge that to preserve the integrity of the City's process:

17. All information concerning this solicitation process is considered confidential until the City has issued a Notice of Intent to Award a Grant/Contract to the selected agency. I certify that I have not discussed and will not discuss any part of this solicitation process with anyone outside of the process, including other City staff, third parties, or vendors, including Respondents/Proposers, their proposed partners, affiliates, or subcontractors;
18. All inquiries, questions or other communications regarding this process should be directed immediately to the HSH Contracts Manager, Monique Colón;
19. I must immediately disclose any potential or actual conflicts of interest, as defined above, to the HSH Contracts Manager, Monique Colón, throughout the duration of the solicitation, contract or grant award development, or contract or grant management process (for duration of contract or grant term);
20. Unauthorized communications or conduct, as outlined above, may be the basis for disqualification from the solicitation or resulting contract or grant award process and may result in rejection of all responses/Applications and re-initiation of the solicitation process.

Signature

Date

Print Name

Title, Department or Firm

Rating Key
RFQ#HSH2019-127: Emergency Solutions Grant (ESG) Services
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Qualified	Qualified with Few Concerns	Qualified with Some Concerns
<ul style="list-style-type: none">• Answer is clear and organized and addresses question or issue• Provides sufficient details and/or examples to back up statements• Demonstrates good understanding of HSH's needs and requirements described in RFP• Demonstrates good capability to fulfill HSH's objectives and deliverables	<ul style="list-style-type: none">• Answer is somewhat clear and organized and addresses most of question or issue• Provides some information to back up statements• Demonstrates some understanding of HSH's needs and requirements described in RFP• Demonstrates some capability to fulfill HSH's objectives and deliverables	<ul style="list-style-type: none">• Answer is not clear or organized or did not sufficiently address question or issue• Provides general information with no back up to statements• Demonstrates poor understanding of HSH's needs and requirements described in RFP• Demonstrates low capability to fulfill HSH's objectives and deliverables

Rating Sheet
RFQ#HSH2019-127: Emergency Solutions Grant (ESG) Services
RFQ#127

Applicant Name		Panelist Name	
Service Component	<input type="checkbox"/> Emergency Shelter <input type="checkbox"/> Homelessness Prevention <input type="checkbox"/> Rapid Rehousing		

Please use one Rating Sheet for each Application.

Response Requirement	Evaluation Checkpoints	Panelist Rating	Available Points (60 Total)
2.1 Applicant must be a nonprofit organization with a minimum of five years of experience providing services to people experiencing homelessness or who are at imminent risk of homelessness.	<ul style="list-style-type: none"> Does the agency clearly demonstrate that it has the experience providing services to people experiencing homelessness as described in this RFQ? If so, to what extent does the agency demonstrate this? 		Qualified (15-20) Qualified with Few Concerns (8-14) Qualified with Some Concerns (1-7)
2.2 Applicant must have at least two years of experience operating the proposed service category (e.g., Homelessness Prevention, Rapid Rehousing, or Emergency Shelter Services) within the past five years.	<ul style="list-style-type: none"> Does the agency clearly demonstrate that it has the experience providing the type of proposed service (e.g., Homelessness Prevention, Rapid Rehousing, or Emergency Shelter Services)? If so, to what extent does the agency demonstrate this? 		Qualified (15-20) Qualified with Few Concerns (8-14) Qualified with Some Concerns (1-7)
2.3 Applicant must demonstrate that it has matching contributions to supplement the ESG award in an amount that equals or exceeds 100 percent of the total requested annual budget amount.	<ul style="list-style-type: none"> Does the agency clearly demonstrate that it has the financial resources to provide 100 percent match for any grant award? If so, to what extent does the agency demonstrate this? 		Qualified (15-20) Qualified with Few Concerns (8-14) Qualified with Some Concerns (1-7)
TOTAL APPLICATION RATING			60

Panelist Notes
RFQ#HSH2019-127: Emergency Solutions Grant (ESG) Services
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STRENGTHS	WEAKNESSES

CENTRLA CITY HOSPITALITY HOUSE					Percent Score			
	Cathy Perdue	Louis Bracco	Average		Cathy Perdue	Louis Bracco	Range	Average
2.1	14	10	12					
2.2	14	12	13					
2.3	15	17	16					
total	43	39	41	68%	71.67	65.00	6.67	68.33

COMMUNITY AWARENESS AND TREATMENT SERVICES								
2.1	15	16	15.5					
2.2	20	17	18.5					
2.3	15	11	13					
total	50	44	47	78%	83.33	73.33	10.00	78.33

COMPASS FAMILY SERVICES								
2.1	15	17	16					
2.2	15	16	15.5					
2.3	15	16	15.5					
total	45	49	47	78%	75.00	81.67	-6.67	78.33

DOLORES STREET BUENA VISTA HORACE MANN								
2.1	15	15	15					
2.2	8	9	8.5					
2.3	8	10	9					
total	31	34	32.5	54%	51.67	56.67	-5.00	54.17

DOLORES STREET SHELTER								
2.1	15	13	14					
2.2	13	11	12					
2.3	15	11	13					
total	43	35	39	65%	71.67	58.33	13.33	65.00

EPISCOPAL COMMUNITY SERVICES								
2.1	15		15					
2.2	15		15					
2.3	15		15					
total	45	0	45	75%	75.00	0.00	75.00	75.00

HAMILTON FAMILIES								
2.1	20	6	13					
2.2	20	8	14					
2.3	15	12	13.5					
total	55	26	40.5	68%	91.67	43.33	48.33	67.50

HOMELESS CHILDRENS NETWORK									
	2.1	20	17	18.5					
	2.2	20	16	18					
	2.3	15	16	15.5					
total		55	49	52	87%	91.67	81.67	10.00	86.67

LARKIN STREET									
	2.1	15	18	16.5					
	2.2	15	17	16					
	2.3	15	17	16					
total		45	52	48.5	81%	75.00	86.67	-11.67	80.83

PROVIDENCE FOUNDATION									
	2.1	15	15	15					
	2.2	20	15	17.5					
	2.3	15	10	12.5					
total		50	40	45	75%	83.33	66.67	16.67	75.00

ST. VINCENT DE PAUL									
	2.1	20	18	19					
	2.2	15	11	13					
	2.3	20	13	16.5					
total		55	42	48.5	81%	91.67	70.00	21.67	80.83

Nicole McCray Dickerson		Charles Minor	Average	
EPISCOPAL COMMUNITY SERVICES				
2.1	17	17	17	
2.2	17	17	17	
2.3	19	15	17	
total	53	49	51	85%

88.33 81.67 85.00

HAMILTON FAMILIES				
2.1	19	19	19	
2.2	19	19	19	
2.3	19	15	17	
total	57	53	55	92%

95.00 88.33 91.67

Nicole McCray Dickerson Charles Mi Average

CATHOLIC CHARITIES					
	2.1	15	15	15	
	2.2	15	15	15	
	2.3	19	15	17	
total		49	45	47	78%

81.67 75.00 78.33 1.31

COMPASS FAMILIES SERVIES					
	2.1	16	18	17	
	2.2	16	17	16.5	
	2.3	19	15	17	
total		51	50	50.5	84%

85.00 83.33 84.17 1.40

MISSION NEIGHBORHOOD HEALTH CLINIC					
	2.1	14	18	16	
	2.2	14	18	16	
	2.3	19	15	17	
total		47	51	49	82%

78.33 85.00 81.67 1.36



San Francisco Ethics Commission

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

Phone: 415.252.3100 . Fax: 415.252.3112

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

Received On:

File #: 241042

Bid/RFP #:

Notification of Contract Approval

SFEC Form 126(f)4

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

A Public Document

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

1. FILING INFORMATION

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

2. CITY ELECTIVE OFFICE OR BOARD

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

3. FILER'S CONTACT

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

4. CONTRACTING DEPARTMENT CONTACT

NAME OF DEPARTMENTAL CONTACT	DEPARTMENT CONTACT TELEPHONE NUMBER
Dylan Schneider	628-652-7742
FULL DEPARTMENT NAME	DEPARTMENT CONTACT EMAIL
HOM Homelessness and Supportive Housing	dylan.schneider@sfgov.org

5. CONTRACTOR	
NAME OF CONTRACTOR St. Vincent de Paul Society of San Francisco	TELEPHONE NUMBER 415-777-1270
STREET ADDRESS (including City, State and Zip Code) 1175 Howard Street, San Francisco, CA 94103	EMAIL

6. CONTRACT		
DATE CONTRACT WAS APPROVED BY THE CITY ELECTIVE OFFICER(S)	ORIGINAL BID/RFP NUMBER	FILE NUMBER (If applicable) 241042
DESCRIPTION OF AMOUNT OF CONTRACT \$43,519,178		
NATURE OF THE CONTRACT (Please describe) <p>Resolution approving the sixth amendment to the grant agreement between St. Vincent de Paul Society of San Francisco and the Department of Homelessness and Supportive Housing ("HSH") for emergency shelter and operations and support services; extending the grant term by 12 months from June 30, 2025, for a total term of July 1, 2021, through June 30, 2026; increasing the agreement amount by \$17,580,830 for a total amount not to exceed \$43,519,178; and authorizing HSH to enter into any amendments or other modifications to the agreement that do not materially increase the obligations or liabilities, or materially decrease the benefits to the City and are necessary or advisable to effectuate the purposes of the agreement.</p>		

7. COMMENTS
Description of Amount reflects amendments made in Committee.

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

9. AFFILIATES AND SUBCONTRACTORS

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

#	LAST NAME/ENTITY/SUBCONTRACTOR	FIRST NAME	TYPE
1	Shmalz	Patrick	CEO
2	Balauro	Estella	CFO
3	Von Tassell	Lori	COO
4	Stark	Joe	Board of Directors
5	Parish-Reese	Kathryn	Board of Directors
6	Winter	Steve	Board of Directors
7	Arbouex	Martha	Board of Directors
8	Vega	Belinda	Board of Directors
9	Cooney	Joseph	Board of Directors
10	Fourre	Katheleen	Board of Directors
11	Adams-Ezekugbo	Bernardine	Board of Directors
12	Lim	wilfredo	Board of Directors
13	Moore	John	Board of Directors
14	Pierre	Danielle	Board of Directors
15	Bryan	Greg	Board of Directors
16	Chami	Nagi	Board of Directors
17	Germano	Aleece	Board of Directors
18			
19			

9. AFFILIATES AND SUBCONTRACTORS

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

#	LAST NAME/ENTITY/SUBCONTRACTOR	FIRST NAME	TYPE
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9. AFFILIATES AND SUBCONTRACTORS

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

#	LAST NAME/ENTITY/SUBCONTRACTOR	FIRST NAME	TYPE
39			
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43			
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46			
47			
48			
49			
50			

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

10. VERIFICATION

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

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

SIGNATURE OF CITY ELECTIVE OFFICER OR BOARD SECRETARY OR CLERK	DATE SIGNED
BOS Clerk of the Board	

From: [Trejo, Sara \(MYR\)](#)
To: [BOS Legislation, \(BOS\)](#)
Cc: [Paulino, Tom \(MYR\)](#); [Schneider, Dylan \(HOM\)](#); [Gil, Hailey \(HOM\)](#); [Cohen, Emily \(HOM\)](#)
Subject: Mayor -- Resolution -- St. Vincent de Paul Society Grant Agreement Amendment
Date: Tuesday, October 22, 2024 2:26:57 PM
Attachments: [Resolution - MSC South - HSH - FINAL.docx](#)
[Resolution - MSC South - HSH - FINAL - docusigned.pdf](#)
[SVDP - MSC South - G150 - Amend 6 - 7.21-6.28.pdf](#)
[SVDP - MSC South - G-100 Original 7.21-6.22 - DocuSigned.pdf](#)
[SVDP - MSC South - G150 - Amend 5 - 7.21-6.25 - FINAL.pdf](#)
[SVDP - MSC South G-150 - Amend 1 - 7.21-6.22 FINAL.pdf](#)
[SVDP - MSC South G-150 Amend 2 - 7.21-8.22 FINAL.pdf](#)
[SVDP - MSC South G-150 Amend 3 - 7.21-9.22 FINAL.pdf](#)
[SVDP - MSC South G-150 Amend 4 - 7.21-6.24 FINAL.pdf](#)
[SFEC Form 126f4BOS---SVDP MSC South 6th amendment.pdf](#)

Hello Clerks,

Attached is a Resolution approving the sixth amendment to the grant agreement between St. Vincent de Paul Society of San Francisco and the Department of Homelessness and Supportive Housing (“HSH”) to provide shelter operations and services at the Multi-Service Center South; extending the grant term by 36 months from June 30, 2025, for a total term of July 1, 2021, through June 30, 2028; increasing the agreement amount by \$40,669,501 for a total amount not to exceed \$66,607,849; and authorizing HSH to enter into any amendments or other modifications to the agreement that do not materially increase the obligations or liabilities, or materially decrease the benefits to the City and are necessary or advisable to effectuate the purposes of the agreement.

Best regards,

Sara Trejo

Legislative Aide

Office of the Mayor

City and County of San Francisco