

File No. 230772

Committee Item No. 6

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

## COMMITTEE/BOARD OF SUPERVISORS

### AGENDA PACKET CONTENTS LIST

Committee: Homelessness and Behavioral Health Select Date: July 14, 2023

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

#### Cmte Board

- Motion
- Resolution
- Ordinance
- Legislative Digest
- Budget and Legislative Analyst Report
- Youth Commission Report
- Introduction Form
- Department/Agency Cover Letter and/or Report
- MOU - FY2022-2024 - Clean
- MOU - FY2022-2024 - Redline
- Grant Information Form
- Grant Budget
- Subcontract Budget
- Contract / DRAFT Mills Act Agreement
- Form 126 – Ethics Commission
- Award Letter
- Application
- Public Correspondence

#### OTHER

- DRAFT Third Amendment \_\_\_\_\_
- Second Amendment 070123 \_\_\_\_\_
- First Amendment 012222 \_\_\_\_\_
- Original Agmt 010121 \_\_\_\_\_
- HSH PPT 070723 \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Prepared by: Stephanie Cabrera

Date: July 5, 2023

Prepared by: \_\_\_\_\_

Date: \_\_\_\_\_

Prepared by: \_\_\_\_\_

Date: \_\_\_\_\_

1 [Grant Agreement Amendment - Providence Foundation - Oasis Family Shelter - Not to  
2 Exceed \$58,345,438]

3 **Resolution approving the third amendment to the grant agreement between the**  
4 **Providence Foundation and the Department of Homelessness and Supportive Housing**  
5 **(“HSH”) for services and operations at the Oasis Family Shelter; extending the grant**  
6 **term by 107 months from July 31, 2023, for a total term of September 1, 2020, through**  
7 **June 30, 2032; increasing the agreement amount by \$48,424,548 for a total amount not**  
8 **to exceed \$58,345,438; and authorizing HSH to enter into any additions, amendments,**  
9 **or other modifications to the agreement that do not materially increase the obligations**  
10 **or liabilities, or materially decrease the benefits to the City.**

11  
12 WHEREAS, The mission of the Department of Homelessness and Supportive Housing  
13 (“HSH”) is to prevent homelessness when possible and make homelessness rare, brief, and  
14 one-time in the City and County of San Francisco (“the City”) through the provision of  
15 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 2022 Point-in-Time Count, there were approximately 7,750  
21 people experiencing homelessness in San Francisco on any given night, including 205 family  
22 households with 605 family members; and

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

1           WHEREAS, The nonprofit provider Providence Foundation (“Providence”) has  
2 extensive experience operating shelters and other services for unhoused families; and

3           WHEREAS, HSH entered into a grant agreement (“Agreement”) for the term July 1,  
4 2020, through December 31, 2021, in an amount not to exceed \$3,932,078 with Providence to  
5 provide services at the new non-congregate Oasis Family Shelter located at 900 Franklin  
6 Street (“Oasis”), a copy of which is on file with the Clerk of the Board of Supervisors in File  
7 No. 230772; and

8           WHEREAS, Providence has provided shelter services at the Oasis since the site  
9 opened in 2020; and

10          WHEREAS, HSH executed a first amendment to the Agreement that extended the  
11 Agreement term for Providence to continue providing these services by 18 months and  
12 revised the term start date for a new term of September 1, 2020, through June 30, 2023, and  
13 increased the not to exceed amount by \$5,565,441 for a total amount not to exceed  
14 \$9,497,519, a copy of which is on file with the Clerk of the Board of Supervisors in File No.  
15 230772; and

16          WHEREAS, HSH executed a second amendment to the Agreement that extended the  
17 Agreement term for Providence to continue providing these services by one month to July 31,  
18 2023, and increased the not-to-exceed amount by \$423,371 for a total amount not to exceed  
19 \$9,920,890, a copy of which is on file with the Clerk of the Board of Supervisors in File No.  
20 230772; and

21          WHEREAS, In fiscal year 2021-22, the Oasis served 240 families; and

22          WHEREAS, St. Anthony Foundation (“St. Anthony’s”) is a nonprofit organization that  
23 has been operating continuously in the Tenderloin since 1950 providing an array of essential  
24 services; and

1           WHEREAS, St. Anthony’s plans to purchase the Oasis to continue to operate an  
2 emergency shelter for families experiencing homelessness for a minimum of nine (9) years,  
3 with the long-term vision to preserve the site as a community service site for families with  
4 minor children experiencing homelessness; and

5           WHEREAS, Providence will lease the property for usage as the non-congregate family  
6 shelter from St. Anthony’s as the new building owner; and

7           WHEREAS, Shelter services, operations, lease costs, and capital improvements will be  
8 funded by HSH through the Agreement with Providence and will operate in accordance with  
9 all HSH guidelines and policies related to shelter services; and

10           WHEREAS, The proposed third amendment (“Amendment”) to the Agreement would  
11 extend the Agreement for Providence to continue to provide these services by 107 months to  
12 June 30, 2032, and increase the not to exceed amount by \$48,424,548 for a total amount not  
13 to exceed \$58,345,438; and

14           WHEREAS, A copy of the Amendment is on file with the Clerk of the Board of  
15 Supervisors in File No. 230772, substantially in final form, with all material terms and  
16 conditions included, and only remains to be executed by the parties upon approval of this  
17 Resolution; and

18           WHEREAS, The Amendment requires Board of Supervisors approval under Section  
19 9.118 of the Charter; now, therefore, be it

20           RESOLVED, That the Board of Supervisors hereby authorizes the Executive Director  
21 of HSH (“Director”) or their designee to execute the Amendment to extend the current term of  
22 September 1, 2020, through July 31, 2023, to September 1, 2020, through June 30, 2032, and  
23 to increase the not to exceed amount by \$48,424,548 for a total amount not to exceed  
24 \$58,345,438; and, be it

25

1           FURTHER RESOLVED, That the Board of Supervisors authorizes the Director or their  
2 designee to enter into any amendments or modifications to the Amendment, prior to its final  
3 execution by all parties, that HSH determines, in consultation with the City Attorney, are in the  
4 best interest of the City, do not otherwise materially increase the obligations or liabilities of the  
5 City, are necessary or advisable to effectuate the purposes of the Agreement, and are in  
6 compliance with all applicable laws; and, be it

7           FURTHER RESOLVED, That within 30 days of the Amendment being executed by all  
8 parties, HSH shall submit to the Clerk of the Board of Supervisors a completely executed copy  
9 for inclusion in File No. 230772; this requirement and obligation resides with HSH, and is for  
10 the purposes of having a complete file only, and in no manner affects the validity of the  
11 approved agreement.

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Recommended:

    /s/    

Shireen McSpadden  
Executive Director  
Department of Homelessness and Supportive Housing



## San Francisco Ethics Commission

25 Van Ness Avenue, Suite 220, San Francisco, CA 94102

Phone: 415.252.3100 . Fax: 415.252.3112

[ethics.commission@sfgov.org](mailto:ethics.commission@sfgov.org) . [www.sfethics.org](http://www.sfethics.org)

Received On:

File #: 230772

Bid/RFP #:

### Notification of Contract Approval

SFEC Form 126(f)4

(S.F. Campaign and Governmental Conduct Code § 1.126(f)4)

A Public Document

Each City elective officer who approves a contract that has a total anticipated or actual value of \$100,000 or more must file this form with the Ethics Commission within five business days of approval by: (a) the City elective officer, (b) any board on which the City elective officer serves, or (c) the board of any state agency on which an appointee of the City elective officer serves. For more information, see: <https://sfethics.org/compliance/city-officers/contract-approval-city-officers>

#### 1. FILING INFORMATION

<b>TYPE OF FILING</b>	<b>DATE OF ORIGINAL FILING (for amendment only)</b>
Original	
<b>AMENDMENT DESCRIPTION – Explain reason for amendment</b>	

#### 2. CITY ELECTIVE OFFICE OR BOARD

<b>OFFICE OR BOARD</b>	<b>NAME OF CITY ELECTIVE OFFICER</b>
Board of Supervisors	Members

#### 3. FILER'S CONTACT

<b>NAME OF FILER'S CONTACT</b>	<b>TELEPHONE NUMBER</b>
Angela Calvillo	415-554-5184
<b>FULL DEPARTMENT NAME</b>	<b>EMAIL</b>
office of the clerk of the Board	Board.of.Supervisors@sfgov.org

#### 4. CONTRACTING DEPARTMENT CONTACT

<b>NAME OF DEPARTMENTAL CONTACT</b>	<b>DEPARTMENT CONTACT TELEPHONE NUMBER</b>
Bryn Miller	978-460-2875
<b>FULL DEPARTMENT NAME</b>	<b>DEPARTMENT CONTACT EMAIL</b>
HOM Homelessness and Supportive Housing	bryn.miller@sfgov.org

5. CONTRACTOR	
<b>NAME OF CONTRACTOR</b> Providence Foundation	<b>TELEPHONE NUMBER</b> (415) 642-0234
<b>STREET ADDRESS (including City, State and Zip Code)</b> 4601 Third Street San Francisco, CA 94124	<b>EMAIL</b>

6. CONTRACT		
<b>DATE CONTRACT WAS APPROVED BY THE CITY ELECTIVE OFFICER(S)</b>	<b>ORIGINAL BID/RFP NUMBER</b>	<b>FILE NUMBER (If applicable)</b> 230772
<b>DESCRIPTION OF AMOUNT OF CONTRACT</b> \$58,345,438		
<b>NATURE OF THE CONTRACT (Please describe)</b> Third amendment to the grant agreement between the Providence Foundation and the Department of Homelessness and Supportive Housing ("HSH") for services and operations at the Oasis Family Shelter, which extends the grant term by 107 months for a total term of September 1, 2020, through June 30, 2032; and increases the agreement amount by \$48,424,548 for a total amount not to exceed \$58,345,438.		

7. COMMENTS

8. CONTRACT APPROVAL	
This contract was approved by:	
<input type="checkbox"/>	THE CITY ELECTIVE OFFICER(S) IDENTIFIED ON THIS FORM
<input checked="" type="checkbox"/>	A BOARD ON WHICH THE CITY ELECTIVE OFFICER(S) SERVES Board of Supervisors
<input type="checkbox"/>	THE BOARD OF A STATE AGENCY ON WHICH AN APPOINTEE OF THE CITY ELECTIVE OFFICER(S) IDENTIFIED ON THIS FORM SITS

**9. AFFILIATES AND SUBCONTRACTORS**

List the names of (A) members of the contractor's board of directors; (B) the contractor's principal officers, including chief executive officer, chief financial officer, chief operating officer, or other persons with similar titles; (C) any individual or entity who has an ownership interest of 10 percent or more in the contractor; and (D) any subcontractor listed in the bid or contract.

#	LAST NAME/ENTITY/SUBCONTRACTOR	FIRST NAME	TYPE
1	Blanding	James	Board of Directors
2	Anthony	Bernadetta	Board of Directors
3	Davis	Quina	Board of Directors
4	williams	Lanita	Board of Directors
5	Adams	Leroy	Board of Directors
6	Buie	Alpha	Board of Directors
7	Hodge	G.L.	Board of Directors
8	Doyle	Patricia	Other Principal Officer
9	Roach	Kenisha	Other Principal Officer
10			
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**9. AFFILIATES AND SUBCONTRACTORS**

List the names of (A) members of the contractor’s board of directors; (B) the contractor’s principal officers, including chief executive officer, chief financial officer, chief operating officer, or other persons with similar titles; (C) any individual or entity who has an ownership interest of 10 percent or more in the contractor; and (D) any subcontractor listed in the bid or contract.

#	LAST NAME/ENTITY/SUBCONTRACTOR	FIRST NAME	TYPE
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**9. AFFILIATES AND SUBCONTRACTORS**

List the names of (A) members of the contractor’s board of directors; (B) the contractor’s principal officers, including chief executive officer, chief financial officer, chief operating officer, or other persons with similar titles; (C) any individual or entity who has an ownership interest of 10 percent or more in the contractor; and (D) any subcontractor listed in the bid or contract.

#	LAST NAME/ENTITY/SUBCONTRACTOR	FIRST NAME	TYPE
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Check this box if you need to include additional names. Please submit a separate form with complete information. Select “Supplemental” for filing type.

**10. VERIFICATION**

I have used all reasonable diligence in preparing this statement. I have reviewed this statement and to the best of my knowledge the information I have provided here is true and complete.

**I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.**

<p><b>SIGNATURE OF CITY ELECTIVE OFFICER OR BOARD SECRETARY OR CLERK</b></p>   <p>BOS Clerk of the Board</p>	<p><b>DATE SIGNED</b></p>
---	---------------------------

**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  
PROVIDENCE FOUNDATION OF SAN FRANCISCO**

THIS AMENDMENT of the **January 1, 2021** Grant Agreement (the "Agreement") is dated as of **August 1, 2023** and is made in the City and County of San Francisco, State of California, by and between **PROVIDENCE FOUNDATION 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 Ordinance No. 61-19, which authorizes the Department to enter into 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

WHEREAS, the City's Board of Supervisors approved this Third Amendment to the Agreement under San Francisco Charter Section 9.118 by Resolution *<insert Resolution number> on <Month Date, Year> to extend the grant term by eight years and 11 months,* and increase the grant amount by *\$48,424,548*; 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 **January 1, 2021** between Grantee and City; and **First Amendment**, dated **January 1, 2022**, and **Second Amendment**, dated **July 1, 2023**.

- 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 **September 1, 2020** and expire on **July 31, 2023**, unless earlier terminated as otherwise provided herein. Grantee shall not begin performance of its obligations under this Agreement until it receives written notice from City to proceed.

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 **September 1, 2020** and expire on **June 30, 2032**, unless earlier terminated as otherwise provided herein. Grantee shall not begin performance of its obligations under this Agreement until it receives written notice from City to proceed.

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

**5.1 Maximum Amount of Grant Funds.**

- (a) In no event shall the amount of Grant Funds disbursed hereunder exceed **Nine Million Nine Hundred Twenty Thousand Eight Hundred Ninety Dollars (\$9,920,890)**.
- (b) Grantee understands that, of the Maximum Amount of Grant Funds listed under Article 5.1 (a) of this Agreement, **Four Hundred Fifty Six Thousand Five Hundred Forty One Dollars (\$456,541)** is included as a contingency amount and is neither to be used in Budget(s) attached to this Agreement or available to Grantee without a modification to the Appendix B, Budget, which has been approved by the Department of Homelessness and Supportive Housing. Grantee further understands that no payment for any portion of this contingency amount will be made unless and until a modification or revision has been fully approved and executed in accordance with applicable City and Department laws, regulations,

policies/procedures and certification as to the availability of funds by Controller. Grantee agrees to fully comply with these laws, regulations, and policies/procedures.

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

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

- (a) In no event shall the amount of Grant Funds disbursed hereunder exceed **Fifty Eight Million Three Hundred Forty Five Thousand Four Hundred Thirty Eight Dollars (\$58,345,438)**.
- (b) Grantee understands that, of the Maximum Amount of Grant Funds listed under Article 5.1 (a) of this Agreement, **Five Million Seven Hundred Twenty Six Thousand Four Hundred Eleven Dollars (\$5,726,411)** 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: Providence Foundation of San Francisco  
4601 Third Street  
San Francisco, CA 94124  
Attn: Patricia Doyle, Executive Director  
pdoyle@providencefoundationsf.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.

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

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

Appendix A, Services to be Provided (dated July 1, 2023)

Appendix B, Budget (dated August 1, 2023)

Appendix C, Method of Payment (dated July 1, 2023)

Appendix D, Interests in Other City Grants (dated July 1, 2023)

Appendix E, Federal Requirements (dated July 1, 2023)

Appendix F, Additional Federal Requirements (dated July 1, 2023)

**2.11 Appendix B, Budget**, of the Agreement is hereby replaced in its entirety by the modified **Appendix B, Budget** (dated August 1, 2023), for the period of September 1, 2020 to June 30, 2032.

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**

**PROVIDENCE FOUNDATION OF SAN  
FRANCISCO**

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

By: \_\_\_\_\_  
Patricia Doyle  
Executive Director  
City Supplier Number: 0000012776  
Unique Entity ID: 8RMRATPF8H5

Approved as to Form:  
David Chiu  
City Attorney

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

	A	B	C	D	E	H	M	N	O	P	S	V	Y	AB	AE	AH	AK	AN	AO	AP	AQ
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																				
2	APPENDIX B, BUDGET																				
3	Document Date	7/31/2023																			
4	Contract Term	Begin Date	End Date	Duration (Years)																	
5	Current Term	9/1/2020 - 7/31/2023		3																	
6	Amended Term	9/1/2020 - 6/30/2032		12																	
7	Provider Name	Providence Foundation																			
8	Program	Oasis Family Shelter																			
9	FSP Contract ID#	1000020746																			
10	Action (select)	Amendment																			
11	Effective Date	8/1/2023																			
12	Budget Names	General Fund & Prop C - Shelter, HSA Work Order - Shelter																			
13		Current	New																		
14	Term Budget	\$ 9,464,349	\$ 52,619,028																		
15	Contingency	\$ 456,541	\$ 5,726,411	12%																	
16	Not-To-Exceed	\$ 9,920,890	\$ 58,345,438																		
		EXTENSION YEAR																			
17		Year 1	Year 2	Year 3	Year 4			Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	All Years					
18		9/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 7/31/2023	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2026 - 6/30/2027	7/1/2027 - 6/30/2028	7/1/2028 - 6/30/2029	7/1/2029 - 6/30/2030	7/1/2030 - 6/30/2031	7/1/2031 - 6/30/2032	9/1/2020 - 7/31/2023	9/1/2020 - 6/30/2032	9/1/2020 - 6/30/2032			
19	Expenditures	Current/Actuals	Current/Actuals	New	Current/Actuals	Amendment	New	New	New	New	New	New	New	New	New	Current/Actuals	Amendment	New			
20	Salaries & Benefits	\$ -	\$ -	\$ 1,997,333	\$ 186,621	\$ 2,052,834	\$ 2,239,456	\$ 2,293,523	\$ 2,349,213	\$ 2,406,573	\$ 2,465,654	\$ 2,526,507	\$ 2,589,186	\$ 2,653,746	\$ 2,720,242	\$ 2,183,954	\$ 22,057,477	\$ 24,241,432			
21	Operating Expense	\$ -	\$ -	\$ 977,333	\$ 31,970	\$ 351,160	\$ 383,130	\$ 393,969	\$ 405,134	\$ 416,633	\$ 428,478	\$ 440,677	\$ 453,243	\$ 466,186	\$ 479,517	\$ 1,009,303	\$ 3,834,996	\$ 4,844,300			
22	Subtotal	\$ -	\$ -	\$ 2,974,666	\$ 218,592	\$ 2,403,994	\$ 2,622,586	\$ 2,687,492	\$ 2,754,346	\$ 2,823,206	\$ 2,894,131	\$ 2,967,185	\$ 3,042,429	\$ 3,119,931	\$ 3,199,759	\$ 3,193,258	\$ 25,892,474	\$ 29,085,731			
23	Indirect Percentage															0.00%	0.00%	0.00%			
24	Indirect Cost (Line 22 X Line 23)	\$ -	\$ -	\$ 389,631	\$ 29,466	\$ 363,923	\$ 393,389	\$ 403,125	\$ 413,153	\$ 423,482	\$ 434,121	\$ 445,078	\$ 456,365	\$ 467,991	\$ 479,964	\$ 419,098	\$ 3,887,200	\$ 4,306,298			
25	Other Expenses (Not subject to indirect %)	\$ -	\$ -	\$ 828,055	\$ 125,000	\$ 1,375,000	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000	\$ 953,055	\$ 13,375,000	\$ 14,328,055			
26	Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
28	Total Expenditures	\$ 1,260,119	\$ 3,738,075	\$ 4,192,352	\$ 373,058	\$ 4,142,917	\$ 4,515,974	\$ 4,590,617	\$ 4,667,499	\$ 4,746,688	\$ 4,828,252	\$ 4,912,262	\$ 4,998,795	\$ 5,087,922	\$ 5,179,722	\$ 9,563,605	\$ 43,154,674	\$ 52,718,279			
29																					
30	HSH Revenues (select)																				
31	General Fund - Ongoing	\$ 1,153,764	\$ 925,609	\$ 577,484	\$ 49,567	\$ 584,527	\$ 634,095	\$ 653,117	\$ 672,711	\$ 692,892	\$ 713,679	\$ 735,089	\$ 757,142	\$ 779,856	\$ 803,252	\$ 2,706,424	\$ 6,392,266	\$ 9,098,691			
33	Prop C - One-time COVID-19 Bonus Pay	\$ 7,100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,100	\$ -	\$ 7,100			
34	Prop C	\$ -	\$ 1,794,751	\$ 1,800,000	\$ 154,500	\$ 1,699,500	\$ 1,854,000	\$ 1,909,620	\$ 1,966,909	\$ 2,025,916	\$ 2,086,693	\$ 2,149,294	\$ 2,213,773	\$ 2,280,186	\$ 2,348,592	\$ 3,749,251	\$ 18,680,483	\$ 22,429,734			
35	Work Order HSA	\$ -	\$ 833,880	\$ 833,880	\$ 69,490	\$ 764,390	\$ 833,880	\$ 833,880	\$ 833,880	\$ 833,880	\$ 833,880	\$ 833,880	\$ 833,880	\$ 833,880	\$ 833,880	\$ 1,737,250	\$ 7,435,430	\$ 9,172,680			
36	General Fund - One-Time	\$ -	\$ 183,835	\$ 520,625	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 704,460	\$ -	\$ 704,460			
37	General Fund - Ongoing (Rent)	\$ -	\$ -	\$ 460,363	\$ 99,500	\$ 1,094,500	\$ 1,194,000	\$ 1,194,000	\$ 1,194,000	\$ 1,194,000	\$ 1,194,000	\$ 1,194,000	\$ 1,194,000	\$ 1,194,000	\$ 1,194,000	\$ 559,863	\$ 10,646,500	\$ 11,206,363			
38		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
40	Total HSH Revenues	\$ 1,160,864	\$ 3,738,075	\$ 4,192,352	\$ 373,057	\$ 4,142,917	\$ 4,515,975	\$ 4,590,617	\$ 4,667,499	\$ 4,746,688	\$ 4,828,252	\$ 4,912,263	\$ 4,998,795	\$ 5,087,922	\$ 5,179,724	\$ 9,464,349	\$ 43,154,679	\$ 52,619,028			
41	Other Revenues (to offset Total Expenditures)																				
42	Private Match	99,255	-	-	-	-	-	-	-	-	-	-	-	-	-	99,255	-	99,255			
43		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-			
47	Total Other Revenues	99,255	-	-	-	-	-	-	-	-	-	-	-	-	-	99,255	-	99,255			
48																					
49	Total HSH + Other Revenues	1,260,119	3,738,075	4,192,352	373,057	4,142,917	4,515,975	4,590,617	4,667,499	4,746,688	4,828,252	4,912,263	4,998,795	5,087,922	5,179,724	9,563,604	43,154,679	52,718,283			
50	Rev-Exp (Budget Match Check)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-			
52	Total Adjusted Salary FTE (All Budgets)			25.45			27.06	27.06	27.06	27.06	27.06	27.06	27.06	27.06	27.06						







	A	BS	BZ	CG	CH	CI	CJ
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>						
2	<b>SALARY &amp; BENEFIT DETAIL</b>						
3	Document Date						
4	Provider Name						
5	Program						
6	FSP Contract ID#						
7	Budget Name						
8		<b>EXTENSION YEAR</b>			<b>EXTENSION YEAR</b>		
9		<b>Year 10</b>	<b>Year 11</b>	<b>Year 12</b>	<b>All Years</b>		
10	<b>POSITION TITLE</b>	7/1/2029 - 6/30/2030	7/1/2030 - 6/30/2031	7/1/2031 - 6/30/2032	9/1/2020 - 7/31/2023	9/1/2020 - 6/30/2032	9/1/2020 - 6/30/2032
11		New	Actuals	Actuals	Current/Actuals	Amendment	New
12		Budgeted Salary	Budgeted Salary	Budgeted Salary	Budgeted Salary	Change	Budgeted Salary
12	Monitor 1 (AM) (1.40 for 7 days) - DISCONTINUE AFTER FY22-23 SPENDING YTD	\$ -	\$ -	\$ -	\$ 85,987	\$ -	\$ 85,987
13	Monitor 2 (SWING) - DISCONTINUE AFTER FY22-23 SPENDING YTD	\$ -	\$ -	\$ -	\$ 107,484	\$ -	\$ 107,484
14	Monitor 3 (GRAVEYARD) - DISCONTINUE AFTER FY22-23 SPENDING YTD	\$ -	\$ -	\$ -	\$ 133,942	\$ -	\$ 133,942
15	Monitors (4.2 FTE baselined, adjusted for current spending FY22-23)	\$ 284,721	\$ 293,262	\$ 302,060	\$ 19,871	\$ 2,402,559	\$ 2,422,430
16	Lead Monitor - DISCONTINUE AFTER FY22-23 SPENDING YTD	\$ -	\$ -	\$ -	\$ 140,400	\$ -	\$ 140,400
17	On-call Monitor	\$ 47,453	\$ 48,877	\$ 50,343	\$ 3,312	\$ 400,427	\$ 403,738
18	Client Engagement Officers	\$ 253,969	\$ 261,588	\$ 269,436	\$ 194,725	\$ 2,143,066	\$ 2,337,791
19	Shift Supervisors	\$ 286,511	\$ 295,107	\$ 303,960	\$ 285,570	\$ 2,417,670	\$ 2,703,240
20	Director of Operations	\$ 44,275	\$ 45,604	\$ 46,972	\$ 99,090	\$ 373,610	\$ 472,700
21	Program Assistant (LaTrenda-Old Position) - DISCONTINUE AFTER FY22-23 SPENDING YTD	\$ -	\$ -	\$ -	\$ 45,760	\$ -	\$ 45,760
22	Program Coordinator (Diana-Old Position) - DISCONTINUE AFTER FY22-23 SPENDING YTD	\$ -	\$ -	\$ -	\$ 27,617	\$ -	\$ 27,617
23	Van Driver	\$ -	\$ -	\$ -	\$ 26,520	\$ -	\$ 26,520
24	Case Manager Supervisor	\$ 24,178	\$ 24,903	\$ 25,651	\$ 1,687	\$ 204,022	\$ 205,710
25	Case Manager (3.5 FTE)	\$ 264,128	\$ 272,052	\$ 280,213	\$ 125,814	\$ 2,228,789	\$ 2,354,603
26	Lead Case Manager (Position has ended and will not continue next FY) - DISCONTINUE AFTER FY22-23 SPENDING YTD	\$ -	\$ -	\$ -	\$ 7,842	\$ -	\$ 7,842
27	Onboarding Manager (LaTrenda-New Position)	\$ 33,945	\$ 34,963	\$ 36,012	\$ 2,369	\$ 286,434	\$ 288,803
28	Compliance Manager (Diana-New Position)	\$ 33,945	\$ 34,963	\$ 36,012	\$ 2,369	\$ 286,434	\$ 288,803
29	Site Manager	\$ 100,850	\$ 103,875	\$ 106,991	\$ 85,758	\$ 851,000	\$ 936,758
30	Janitor/Housekeeper - DISCONTINUE AFTER FY22-23 SPENDING YTD	\$ -	\$ -	\$ -	\$ 72,134	\$ -	\$ 72,134
31	Janitor (2 FTE)	\$ 140,698	\$ 144,918	\$ 149,266	\$ 9,819	\$ 1,187,248	\$ 1,197,068
32	Housekeeper (2 FTE)	\$ 140,698	\$ 144,918	\$ 149,266	\$ 9,819	\$ 1,187,248	\$ 1,197,068
33		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
56		\$ 1,655,370	\$ 1,705,031	\$ 1,756,182	\$ 1,487,889	\$ 10,507,295	\$ 15,456,397
57							
58		30.00%	30.00%	30.00%			
59		\$ 496,611	\$ 511,509	\$ 526,855	\$ 465,580	\$ 4,190,552	\$ 4,656,132
60		\$ 2,151,981	\$ 2,216,540	\$ 2,283,036	\$ 1,953,469	\$ 18,159,060	\$ 20,112,529
61							
62							
63							

	A	D	G	J	K	L	M	P	S	V	Y	AB	AE	AH	AK	AL	AM	AN
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																	
2	OPERATING DETAIL																	
3	Document Date	7/31/2023																
4	Provider Name	Providence Foundation																
5	Program	Oasis Family Shelter																
6	FSP Contract ID#	1000020746																
7	Budget Name	General Fund & Prop C - Shelter																
8	EXTENSION YEAR																	
9		Year 1	Year 2	Year 3	Year 4		Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	All Years			
10		9/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 7/31/2023	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2026 - 6/30/2027	7/1/2027 - 6/30/2028	7/1/2028 - 6/30/2029	7/1/2029 - 6/30/2030	7/1/2030 - 6/30/2031	7/1/2031 - 6/30/2032	9/1/2020 - 7/31/2023	9/1/2020 - 6/30/2032	9/1/2020 - 6/30/2032	
11		Actuals	Actuals	New	Current	Amendment	New	New	New	New	New	New	New	New	Current/Actuals	Amendment	New	
14	Utilities(Elec. Water, Gas, Phone, Scavenger)			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
15	Office Supplies	\$ 17,950	\$ 1,545	\$ 16,995	\$ 18,540	\$ 19,096	\$ 19,669	\$ 20,259	\$ 20,867	\$ 21,493	\$ 22,138	\$ 22,802	\$ 23,486	\$ 19,495	\$ 186,805	\$ 206,300		
16	Postage	\$ 500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500	\$ -	\$ 500		
17	Building Supplies and Repairs	\$ 98,907	\$ 8,599	\$ 94,584	\$ 103,183	\$ 106,278	\$ 109,467	\$ 112,751	\$ 116,133	\$ 119,617	\$ 123,206	\$ 126,902	\$ 130,709	\$ 107,506	\$ 1,039,648	\$ 1,147,154		
18	Printing and Reproduction	\$ 6,663	\$ 465	\$ 5,004	\$ 5,459	\$ 5,623	\$ 5,791	\$ 5,965	\$ 6,144	\$ 6,328	\$ 6,518	\$ 6,714	\$ 6,915	\$ 7,118	\$ 55,004	\$ 62,122		
19	Insurance	\$ 15,410	\$ 1,288	\$ 14,163	\$ 15,450	\$ 15,914	\$ 16,391	\$ 16,883	\$ 17,389	\$ 17,911	\$ 18,448	\$ 19,002	\$ 19,572	\$ 16,698	\$ 155,671	\$ 172,368		
20	Staff Training	\$ 5,000	\$ 429	\$ 4,721	\$ 5,150	\$ 5,305	\$ 5,464	\$ 5,628	\$ 5,796	\$ 5,970	\$ 6,149	\$ 6,334	\$ 6,524	\$ 5,429	\$ 51,890	\$ 57,319		
21	Staff Travel-(Local & Out of Town)	\$ 300	\$ 26	\$ 283	\$ 309	\$ 318	\$ 328	\$ 338	\$ 348	\$ 358	\$ 369	\$ 380	\$ 391	\$ 326	\$ 3,113	\$ 3,439		
22	Rental of Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
23	Laundry Combined	\$ 29,047	\$ 2,318	\$ 25,493	\$ 27,810	\$ 28,644	\$ 29,504	\$ 30,389	\$ 31,300	\$ 32,239	\$ 33,207	\$ 34,203	\$ 35,229	\$ 31,365	\$ 280,207	\$ 311,572		
24	Linens/Towels Laundry--PTG Linen Service	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
25	Guest Laundry Service--Purple Tie	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
26	Client Supplemental Meals/Food/Other Supplies (2x7 meals)	\$ 110,000	\$ 6,181	\$ 67,988	\$ 74,169	\$ 76,394	\$ 78,686	\$ 81,046	\$ 83,478	\$ 85,982	\$ 88,562	\$ 91,219	\$ 93,955	\$ 116,181	\$ 747,310	\$ 863,491		
27	Client Supplies (hygiene, etc)	\$ 18,547	\$ 1,717	\$ 18,883	\$ 20,600	\$ 21,218	\$ 21,855	\$ 22,510	\$ 23,185	\$ 23,881	\$ 24,597	\$ 25,335	\$ 26,095	\$ 20,284	\$ 207,561	\$ 227,825		
28	Client Transportation (Emergency Uber and Lift)	\$ 1,500	\$ 129	\$ 1,416	\$ 1,545	\$ 1,591	\$ 1,639	\$ 1,688	\$ 1,739	\$ 1,791	\$ 1,845	\$ 1,900	\$ 1,957	\$ 1,629	\$ 15,567	\$ 17,196		
29	Telephone/Cell/Cable/Internet	\$ 12,725	\$ 944	\$ 10,386	\$ 11,330	\$ 11,670	\$ 12,020	\$ 12,381	\$ 12,752	\$ 13,135	\$ 13,529	\$ 13,934	\$ 14,353	\$ 13,669	\$ 114,169	\$ 127,828		
30	Cleaning & Janitorial	\$ 83,730	\$ 5,579	\$ 61,371	\$ 66,950	\$ 68,959	\$ 71,027	\$ 73,158	\$ 75,353	\$ 77,613	\$ 79,942	\$ 82,340	\$ 84,810	\$ 89,309	\$ 674,573	\$ 763,882		
31	Fire/Security Monitoring/Cameras	\$ 500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500	\$ -	\$ 500		
32	Hotel Rent	\$ 460,363	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 460,363	\$ -	\$ 460,363		
33	Communications (Walkie Talkies)	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000	\$ -	\$ 1,000		
34		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
35	Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
36	IT and HR Support	\$ 4,000	\$ 343	\$ 3,262	\$ 3,605	\$ 3,713	\$ 3,825	\$ 3,939	\$ 4,057	\$ 4,179	\$ 4,305	\$ 4,434	\$ 4,567	\$ 4,343	\$ 36,290	\$ 40,624		
37	Wise Health	\$ 7,000	\$ 601	\$ 6,609	\$ 7,210	\$ 7,426	\$ 7,649	\$ 7,879	\$ 8,115	\$ 8,358	\$ 8,609	\$ 8,867	\$ 9,133	\$ 7,601	\$ 72,646	\$ 80,247		
38		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
39		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
47	Subcontractors (First \$25k Only)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
48	Safety and De-escalation	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ -	\$ 25,000		
60																		
61	TOTAL OPERATING EXPENSES	\$ -	\$ -	\$ 898,142	\$ 30,152	\$ 331,158	\$ 361,310	\$ 372,149	\$ 383,314	\$ 394,813	\$ 406,658	\$ 418,857	\$ 431,423	\$ 444,366	\$ 457,697	\$ 928,294	\$ 3,640,435	\$ 4,568,729
62																		
63	Other Expenses (not subject to indirect cost %)																	
64	Jones Security	\$ 308,417	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 308,417	\$ -	\$ 308,417		
65	Rent	\$ -	\$ 99,500	\$ 1,094,500	\$ 1,194,000	\$ 1,194,000	\$ 1,194,000	\$ 1,194,000	\$ 1,194,000	\$ 1,194,000	\$ 1,194,000	\$ 1,194,000	\$ 1,194,000	\$ 99,500	\$ 10,646,500	\$ 10,746,000		
74																		
75	TOTAL OTHER EXPENSES	\$ -	\$ -	\$ 308,417	\$ 99,500	\$ 1,094,500	\$ 1,194,000	\$ 1,194,000	\$ 1,194,000	\$ 1,194,000	\$ 1,194,000	\$ 1,194,000	\$ 1,194,000	\$ 1,194,000	\$ 407,917	\$ 10,646,500	\$ 11,054,417	
76																		
77	Capital Expenses																	
78					\$ -	\$ -									\$ -	\$ -		
84					\$ -	\$ -									\$ -	\$ -		
85																		
86	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
87																		
88	HSH #3																Template last modified 7/26/2022	





	A	J	K	L	M	P	S	V	Y	AB	AE	AH	AK	AL	AM	AN	
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>																
2	<b>OPERATING DETAIL</b>																
3	<b>Document Date</b>	7/31/2023															
4	<b>Provider Name</b>	Providence Foundation															
5	<b>Program</b>	Oasis Family Shelter															
6	<b>FSP Contract ID#</b>	1000020746															
7	<b>Budget Name</b>	HSA Work Order - Shelter															
8	<b>EXTENSION YEAR</b>																
9		<b>Year 3</b>	<b>Year 4</b>			<b>Year 5</b>	<b>Year 6</b>	<b>Year 7</b>	<b>Year 8</b>	<b>Year 9</b>	<b>Year 10</b>	<b>Year 11</b>	<b>Year 12</b>	<b>All Years</b>			
10		7/1/2022 - 6/30/2023	7/1/2023 - 7/31/2023	7/1/2023 - 6/30/2024	7/1/2023 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2026 - 6/30/2027	7/1/2027 - 6/30/2028	7/1/2028 - 6/30/2029	7/1/2029 - 6/30/2030	9/1/2020 - 7/31/2023	9/1/2020 - 7/31/2023	9/1/2020 - 7/31/2023	9/1/2020 - 6/30/2032	9/1/2020 - 6/30/2032	
11		New	Current	Amendment	New	New	New	New	New	New	New	Actuals	Actuals	Actuals	Amendment	Actuals	
12	<b>Operating Expenses</b>	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
13	Rental of Property	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
14	Utilities(Elec. Water, Gas, Phone, Scavenger)	\$ -	\$ 1,717	\$ 18,883	\$ 20,600	\$ 20,600	\$ 20,600	\$ 20,600	\$ 20,600	\$ 20,600	\$ 20,600	\$ 20,600	\$ 20,600	\$ 20,600	\$ 1,717	\$ 183,683	\$ 185,400
20	Staff Travel-Local & Out of Town)	\$ 1,200	\$ 102	\$ 1,118	\$ 1,220	\$ 1,220	\$ 1,220	\$ 1,220	\$ 1,220	\$ 1,220	\$ 1,220	\$ 1,220	\$ 1,220	\$ 1,220	\$ 1,302	\$ 10,878	\$ 12,180
21	Rental of Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
22	Client Needs and Costs	\$ 77,991	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 77,991	\$ -	\$ 77,991
23				\$ -											\$ -	\$ -	\$ -
42	Consultants			\$ -											\$ -	\$ -	\$ -
43				\$ -											\$ -	\$ -	\$ -
54	Subcontractors (First \$25k Only)			\$ -											\$ -	\$ -	\$ -
55				\$ -											\$ -	\$ -	\$ -
67																	
68	TOTAL OPERATING EXPENSES	\$ 79,191	\$ 1,818	\$ 20,002	\$ 21,820	\$ 21,820	\$ 21,820	\$ 21,820	\$ 21,820	\$ 21,820	\$ 21,820	\$ 21,820	\$ 21,820	\$ 21,820	\$ 81,009	\$ 194,562	\$ 275,571
69																	
70	Other Expenses (not subject to indirect cost %)																
71	Rent	\$ 519,638	\$ 25,500	\$ 280,500	\$ 306,000	\$ 306,000	\$ 306,000	\$ 306,000	\$ 306,000	\$ 306,000	\$ 306,000	\$ 306,000	\$ 306,000	\$ 306,000	\$ 545,138	\$ 2,728,500	\$ 3,273,638
83																	
84	TOTAL OTHER EXPENSES	\$ 519,638	\$ 25,500	\$ 280,500	\$ 306,000	\$ 306,000	\$ 306,000	\$ 306,000	\$ 306,000	\$ 306,000	\$ 306,000	\$ 306,000	\$ 306,000	\$ 306,000	\$ 545,138	\$ 2,728,500	\$ 3,273,638
85																	
86	Capital Expenses																
87				\$ -											\$ -	\$ -	\$ -
94																	
95	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
96																	
97	<b>HSH #3</b>																Template last modified 7/26/2022

	A	B	C	D
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>			
2	<b>APPENDIX B, BUDGET</b>			
3	<b>Document Date</b>	7/31/2023		
4	<b>Contract Term</b>	<b>Begin Date</b>	<b>End Date</b>	<b>Duration (Years)</b>
5	<b>Current Term</b>	9/1/2020	7/31/2023	3
6	<b>Amended Term</b>	9/1/2020	6/30/2032	12
7				
8	<b>Approved Subcontractors</b>			
10	Jones Security (ended 2022)			
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
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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
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>																																	
2	<b>APPENDIX B, BUDGET</b>																																	
3	<b>Document Date</b>	7/31/2023																																
4	<b>Contract Term</b>	<b>Begin Date</b>	<b>End Date</b>	<b>Duration (Years)</b>																														
5	<b>Current Term</b>	9/1/2020	7/31/2023	3																														
6	<b>Amended Term</b>	9/1/2020	6/30/2032	12																														
7					<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>	<b>Year 6</b>	<b>Year 7</b>	<b>Year 8</b>	<b>Year 9</b>	<b>Year 10</b>																				
8	<b>Service Component</b>				9/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 7/31/2023	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2026 - 6/30/2027	7/1/2027 - 6/30/2028	7/1/2028 - 6/30/2029	7/1/2029 - 6/30/2030																				
10																																		
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DEPARTMENT OF  
HOMELESSNESS AND  
SUPPORTIVE HOUSING

# Providence: Oasis Family Shelter Grant Agreement Third Amendment

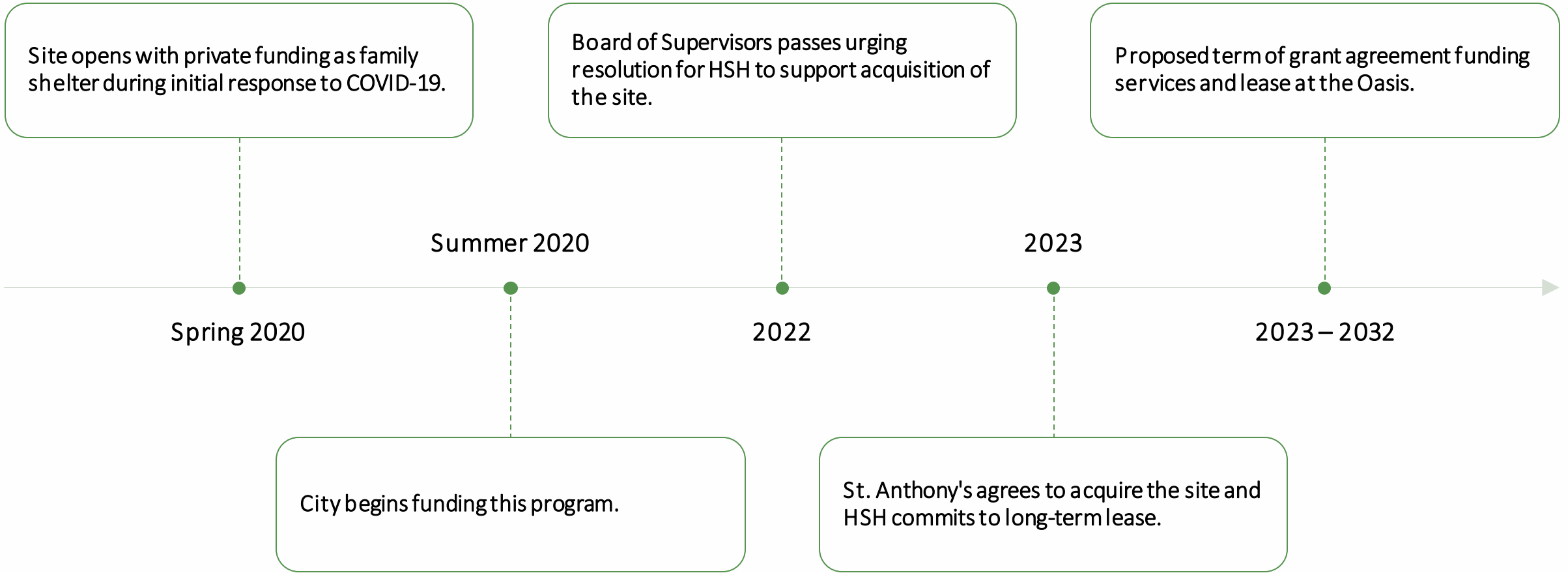
**Homelessness and Behavioral Health Select Committee | July 14, 2023**



# Proposed Amendment Details

- **Resolution:** Approve the **third amendment** to the grant agreement between HSH and the **Providence Foundation** for **services at the Oasis Family Shelter**.
- **Term:**
  - Current Term: September 1, 2020 – July 31, 2023
  - Amended Term: **September 1, 2020 – June 30, 2032**
- **Amount:** Increases not-to-exceed amount by **\$48,424,548** for a total not-to-exceed amount of **\$58,345,438**.

# Site Overview



# Grant Agreement Overview

## Services provided by Providence include:

- Housing problem solving
- Case management and case coordination
- Housing search and placement support
- Document readiness
- Financial planning
- Support groups and social events
- Building operations, including laundry, security, janitorial, and capital improvements
- Lease costs

Cost per Unit per  
Night: \$229

- Lease: \$76
- *Does not include shelter health, transport, or city staff time.*

# Program Context

- HSH has **315 units/beds** of **family shelter resources**:
  - 50 units of transitional housing
  - 171 units of non-congregate shelter
  - 94 beds of congregate shelter
- Oasis Family Shelter:
  - Serves **up to 54 families** in non-congregate shelter.

240 households served at Oasis Family Shelter in FY2021-22.  
Heads of households:

53% Black

30% Latine

85% female



DEPARTMENT OF  
HOMELESSNESS AND  
SUPPORTIVE HOUSING

# Questions?

Thank you!

**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  
PROVIDENCE FOUNDATION OF SAN FRANCISCO**

THIS AMENDMENT of the **January 1, 2021** Grant Agreement (the "Agreement") is dated as of **July 1, 2023** and is made in the City and County of San Francisco, State of California, by and between **PROVIDENCE FOUNDATION 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 Ordinance No. 61-19, which authorizes the Department to enter into 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

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 **January 1, 2021** between Grantee and City; and **First Amendment**, dated **January 1, 2022**.

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

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

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



### **3.2 Duration of Term.**

- (a) The term of this Agreement shall commence on **September 1, 2020** and expire on **June 30, 2023**, unless earlier terminated as otherwise provided herein. Grantee shall not begin performance of its obligations under this Agreement until it receives written notice from City to proceed.

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 **September 1, 2020** and expire on **July 31, 2023**, unless earlier terminated as otherwise provided herein. Grantee shall not begin performance of its obligations under this Agreement until it receives written notice from City to proceed.

**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](#) 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 DISBURSEMENT OF GRANT FUNDS** of the Agreement currently reads as follows:

**5.1 Maximum Amount of Grant Funds.**

(a) In no event shall the amount of Grant Funds disbursed hereunder exceed **Nine Million Four Hundred Ninety Seven Thousand Five Hundred Nineteen Dollars (\$9,497,519)**.

(b) Grantee understands that, of the Maximum Amount of Grant Funds listed under Article 5.1 (a) of this Agreement, **Three Million Nine Hundred Ten Thousand Seven Hundred Forty Three Dollars (\$3,910,743)** is included as a contingency amount and is neither to be used in Budget(s) attached to this Agreement or available to Grantee without a modification to the Appendix B, Budget, which has been approved by the Department of Homelessness and Supportive Housing. Grantee further understands that no payment for any portion of this contingency amount will be made unless and until a modification or revision has been fully approved and

executed in accordance with applicable City and Department laws, regulations, policies/procedures and certification as to the availability of funds by Controller. Grantee agrees to fully comply with these laws, regulations, and policies/procedures.

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

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

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

#### **5.4 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. Additionally, City may seek reimbursement from the Federal Emergency Management Agency (FEMA) for a portion, or all of the costs, paid under this Agreement. As a condition of receiving these funds, Grantee shall comply the FEMA terms set forth in Appendix F, FEMA Emergency & Exigency Grants Requirements.

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 Twenty Thousand Eight Hundred Ninety Dollars (\$9,920,890)**.
- (b) Grantee understands that, of the Maximum Amount of Grant Funds listed under Article 5.1 (a) of this Agreement, **Four Hundred Fifty Six Thousand Five Hundred Forty One Dollars (\$456,541)** is included as a contingency amount and is neither to be used in Budget(s) attached to this Agreement or available to Grantee without a modification to the Appendix B, Budget, which has been approved by the Department of Homelessness and Supportive Housing. Grantee further understands that no payment for any portion of this contingency amount will be made unless and until a modification or revision has been fully approved and executed in accordance with applicable City and Department laws, regulations, policies/procedures and certification as to the availability of funds by Controller. Grantee agrees to fully comply with these laws, regulations, and policies/procedures.

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

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

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

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

**5.4 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, Additional Federal Requirements.

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

**ARTICLE 10 INSURANCE**

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

- (a) Workers' Compensation, in statutory amounts, with Employers' Liability Limits not less than one million dollars (\$1,000,000) each accident, injury, or illness.
- (b) Commercial General Liability Insurance with limits not less than one million dollars (\$1,000,000) each occurrence 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.

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

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

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

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

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

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

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

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

**2.5 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.

**2.6 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: Providence Foundation of San Francisco  
4601 Third Street  
San Francisco, CA 94124  
Attn: Patricia Doyle, Executive Director  
pdoyle@providencefoundationsf.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.

**2.7 Section 16.10 Reserved. (First Source Hiring Program)** is hereby deleted and replaced in its entirety to read as follows:

**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.

**2.8 Section 16.22 Reserved. (Additional Provisions for Shelter and Resource Center Grants – Standard of Care)** is hereby deleted and replaced in its entirety to read as follows:

**16.21 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.

**2.9 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.**

- (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.

**2.10 Section 16.24 Contractor Vaccination Policy** of the Agreement is hereby deleted and replaced with the following:

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

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

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

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

- 2.12 Appendix A, Services to be Provided**, of the Agreement is hereby replaced in its entirety by **Appendix A, Services to be Provided** (dated July 1, 2023) for the period of September 1, 2020 to July 31, 2023.
- 2.13 Appendix B, Budget**, of the Agreement is hereby replaced in its entirety by the modified **Appendix B, Budget** (dated July 1, 2023) for the period of September 1, 2020 to July 31, 2023.
- 2.14 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, 2023).
- 2.15 Appendix D, Interests in Other City Grants** of the Agreement is hereby replaced in its entirety by the modified **Appendix D, Interests in Other City Grants** (dated July 1, 2023).
- 2.16 Appendix E, Federal Requirements**, is hereby added as an Appendix to the Agreement.
- 2.17 Appendix F, Additional Federal Requirements**, is hereby added as an Appendix to the 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**

**PROVIDENCE FOUNDATION OF SAN  
FRANCISCO**

DocuSigned by:  
*Shireen McSpadden* 6/29/2023  
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By: \_\_\_\_\_  
Shireen McSpadden  
Executive Director

DocuSigned by:  
*Patricia Doyle* 6/28/2023  
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By: \_\_\_\_\_  
Patricia Doyle  
Executive Director  
City Supplier Number: 0000012776  
Unique Entity ID: K8RMRATPF8H5

Approved as to Form:  
David Chiu  
City Attorney

DocuSigned by:  
*Adam Radtke* 6/29/2023  
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By: \_\_\_\_\_  
Adam Radtke  
Deputy City Attorney



**Appendix A, Services to be Provided**  
**by**  
**Providence Foundation of San Francisco**  
**Oasis Family Shelter**

**I. Purpose of Grant**

The purpose of the grant is to provide emergency shelter and support services to families who are experiencing homelessness.

**II. Served Population**

Grantee shall serve families who are experiencing homelessness and do not have a fixed, regular, or adequate nighttime residence. Families are defined as households consisting of at least one adult age 18 or older and at least one minor child under age 18, and people who are pregnant. Grantee shall determine accommodation of clients with service or companion animals at the shelter. Guests may also include those who meet the California Department of Social Services (CDSS) definition of homelessness and who are receiving CalWORKs benefits.

**III. Referral and Prioritization**

For regular shelter placements, all new families will be referred by the Department via the Coordinated Entry System (CES), which organizes the Homelessness Response System (HRS) with a common, population specific assessment, centralized data system, and prioritization method.

All families must go through the Coordinated Entry process and engage Family Access Points. The Access Point staff will assess families for service needs and eligibility and engage in Problem Solving.

For emergency placements, all new families will be referred via a referral process established by the Department. Families may be referred by the Department, approved referral entities, or via family self-referral.

Families in need of same day shelter may make a reservation or go directly to HSH's lowest barrier programs. See <http://hsh.sfgov.org/services/emergencyshester/> for more information. In order to access other family shelter programs, all families must go through the Coordinated Entry process and engage Family Access Points. Access Points work to ensure those with the highest needs are able to access shelter and appropriate housing interventions.

**IV. Description of Services**

Grantee shall operate the shelter to serve the number of guests listed in the Appendix B, Budget ("Number Served" tab). The City may require Grantee to serve fewer guests to maintain the health and safety of guests in accordance with City requirements. In the future, the City may request that Grantee serve additional guests to maximize capacity at the site.

Grantee shall adhere to the Shelter Standards of Care Legislation, unless otherwise directed by the City in cases of public health emergencies or other emergency situations. Grantee shall provide the following services during the term of this grant:

A. Stewardship of the Lease:

1. Grantee shall provide HSH with a copy of the lease agreement and any amendments. Grantee shall obtain HSH approval prior to entering into any agreement that will materially impact the HSH-funded portion of the budget.
2. Grantee shall maintain all Lessee responsibilities and coordinate with the Landlord to meet owner's obligations, including maintenance and capital needs.
3. Grantee shall promptly notify HSH of any default, failure to exercise an option to extend or other situation which could impact the term of the lease agreement.

B. Shelter Support Services: Grantee shall provide, at minimum, the following Shelter Support Services:

1. **Problem-Solving:** Grantee shall engage in problem solving conversations with households, including exploring housing options outside of the HRS such as relocation, advocating on behalf of households with landlords, and/or conflict mediation.
2. **Orientation:** Grantee shall provide new guests information and program parameters, including rules, upon entry and weekly orientation group meetings.
3. **Intake and Assessment:** Grantee shall conduct intake and assessment with each household to review the components of the Family Success Plan and identify strengths and needs to create a customized Family Success Plan that addresses Housing, Financial, Education, Employment and Family Stability within the first week the family resides in the shelter.
4. **Case Management:** Grantee shall provide ongoing Case Management to households to support the goals of the Family Success Plan. Grantee shall review the Family Success Plan at the first Case Management meeting, at the end of 90 days in shelter, and every 30 days thereafter.
5. **Case Coordination:** Grantee shall collaborate with Access Points and other service providers, such as, but not limited to Rapid Rehousing providers to coordinate housing search and placement. Grantee shall engage, assist, and support all guests to engage with Access Points regarding Problem Solving and Coordinated Entry assessments.
6. **Housing Search and Placement Support:** Grantee shall assist households with identifying strengths and needs in relation to searching for and obtaining housing. This may include, but is not limited to, reviewing credit reports and any eviction history. Grantee will assist in notifying households of housing opportunities and assistance with housing applications. Grantee shall assist households with strengthening in areas that are needed to gain housing.

7. Document Readiness: Grantee shall assist guests to become document ready, to obtain needed documentation to support housing options and placement, including, but not limited to uploading/providing the appropriate system with copies of the documents to avoid documents being lost or damaged.
8. Behavioral Health: Grantee shall address any behavioral health and health needs in house or by referral.
9. Financial Planning Assistance: Grantee shall develop a plan with households who reside in the shelter for more than 30 days to save 75 percent of their net earnings in a trust account. Grantee shall also work with households on a budget and financial literacy, including opening a bank account if households do not already have one.
10. Support Groups, Social Events and Organized Activities: Grantee shall provide families with opportunities to take part in organized gatherings for peer support that are appropriate for the facility's hours of operation. These events may be planned with or based on input from families and shall be held on-site at least once per week. Grantee shall post and provide families with a monthly calendar of events.
11. Shelter Community Meetings: Grantee shall conduct monthly community meetings for families where they may discuss building/program concerns and program ideas.
12. Extensions: Grantee Directors may grant households an extension of stay in line with established HSH length of stay and extension policies. If a family is accepted into a Rapid Rehousing program or if the family is slated to enter Permanent Supportive Housing (PSH), the stay may be extended through the duration of the housing search, or until the PSH unit is available, respectively.
13. Referrals and Coordination of Services: Grantee shall also communicate and coordinate with outside service providers to support existing clients in their transition, including, but not limited to assisting clients in obtaining and maintaining public benefits:
  - a. Benefits Advocacy and Assistance: Grantee shall assist guests to obtain and/or maintain public benefits as appropriate (e.g., County Adult Assistance Program (CAAP), CalWorks, CalFresh, Social Security Income (SSI), Veterans Benefits). Benefit advocates and program representatives may be on site at times. In such cases, Grantee shall support guests to meet with these programs and keep scheduled appointments;
  - b. Mental health, behavioral health and treatment services;
  - c. Supportive programs to support an individual's independence (e.g., In-Home Support Services); and

- d. Employment and job-related services (e.g., Human Services Agency (HSA), Department of Public Works (DPW) and nonprofits specializing in these services).
  - 14. Emergency Response and Conflict Resolution: Grantee shall provide Support Services staff who shall be equipped to respond to emergency situations and are able to provide de-escalation and conflict resolution during the shelter hours of operation.
  - 15. Wellness Checks: Grantee shall conduct wellness checks, in accordance with HSH policies, as necessary, to identify clients who show signs of concern.
- C. Guest Referral and Intake Services: Grantee shall use the City approved system and methods to provide daily updates to the guest roster and number of available beds. Only individuals referred via the City approved referral protocols will be placed into an available bed at the site. Grantee shall intake, register and update the City approved database or guest tracking system throughout each individual guest's stay at the program.
- D. Program Support: Grantee shall provide programmatic support, including, but not limited to:
- 1. Onboarding and orienting onsite staff (e.g. Grantee staff, subcontractors, other service providers) to program documents, policies, and procedures;
  - 2. Hiring and supervision of onsite staff and any subcontractors; and
  - 3. Data entry and reporting.
- E. Building Operations:
- 1. Grantee shall maintain pest-free facilities and systems in full compliance with requirements of the agreement with the landlord and in accordance with DPH requirements and guidelines to maintain the health and safety of guests and staff and ensure that smoke/carbon monoxide detectors, fire exits, smoking and animal relief areas, pest control, and access to hygiene are in working condition.
  - 2. Grantee shall maintain and create site logs, records of entry and exit, and manage key access for guests, partner agencies and on-site staff.
  - 3. Laundry: Grantee shall provide laundry services.
  - 4. Janitorial/Facilities: Grantee shall provide janitorial services that meet or exceed the DPH requirements and standards.
  - 5. Furnishings and Guest Supplies: Grantee shall maintain and provide furnishings (e.g. towels/linens) and supplies (e.g. menstrual and oral hygiene products; soap) for guests.
  - 6. Personal Protective Equipment (PPE): Grantee shall be responsible for maintaining and replacing their own PPE supplies.
  - 7. Biohazard Cleaning: Grantee shall ensure that units receive deep cleaning when a room or unit that is sheltering a COVID-19 positive guest turns over; when a guest becomes symptomatic; or in the event of a death on site.

8. Meals: Grantee shall provide two meals per day to guests in accordance with all Shelter Standards of Care requirements.

**V. Location and Time of Services**

Grantee shall provide services at the Oasis Family Shelter located at 900 Franklin Street, 24 hours per day, seven days per week.

**VI. Service Requirements**

- A. Facilities: Grantee shall maintain clean, safe, and functional facilities in full compliance with requirements of the law and local standards<sup>1</sup>.
- B. 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>.
- C. Shelter Expansion: In an attempt to respond to weather or other environmental 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.
- D. Dietary and Food Safety  
Grantee shall meet the following meal dietary requirements:
  1. Provide meals for clients 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 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;

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<sup>1</sup> Including, but not limited to Shelter Standards of Care, as applicable:  
[http://library.amlegal.com/nxt/gateway.dll/California/administrative/chapter20socialservices?f=templates\\$fn=default.htm\\$3.0\\$vid=amlegal:sanfrancisco\\_ca\\$anc=JD\\_20.404](http://library.amlegal.com/nxt/gateway.dll/California/administrative/chapter20socialservices?f=templates$fn=default.htm$3.0$vid=amlegal:sanfrancisco_ca$anc=JD_20.404).

3. 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. Case Conferences: Grantee shall participate in individual case conferences and team coordination meetings with HSH-approved programs, as needed, to coordinate and collaborate regarding guests' progress.
- F. Admission Policy: Grantee admission policies for services shall be in writing and available to the public. Except to the extent that the services are to be rendered to a specific population as described in the programs listed herein, such policies must include a provision that the served population is accepted for care without discrimination on the basis of race, color, creed, religion, sex, age, national origin, ancestry, sexual orientation, gender identification, disability, or HIV status.
- G. Feedback, Complaint and Follow-up Policies:  
Grantee shall provide means for the served population to provide input into the program, including the planning, design, and satisfaction. Feedback methods shall include:
1. A complaint process, including a written complaint policy informing the served population on how to report complaints and request repairs/services; and
  2. A written quarterly survey, which shall be offered to the served population to gather feedback, satisfaction, and assess the effectiveness of services and systems within the program. Grantee shall offer assistance to the served population regarding completion of the survey if the written format presents any problem.
- H. City Communications and Policies  
Grantee shall keep HSH informed and comply with City policies to minimize harm and risk, including:
1. Regular communication to HSH about the implementation of the program;
  2. Attendance of quarterly HSH meetings, as needed, such as, but not limited to: hearings on issues related to homelessness<sup>2</sup>; SGAC meetings; Attendance of the Shelter Monitoring Committee Meetings<sup>3</sup>; Local Homeless Coordinating Board<sup>4</sup>; Stakeholder Meeting; and Shelter Access Workshops;
  3. Attendance of trainings, as requested;
  4. Adherence to the Shelter Standards of Care requirements;

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<sup>2</sup> If the Grantee supervisor has questions about whether or not attending the meeting/hearing in question is within the scope of services, the supervisor shall contact the HSH Family Emergency Services Manager or a designee for clarification.

<sup>3</sup> The Shelter Monitoring Committee has the option of inviting the Client Advocates to attend meetings. If the Client Advocate is a member of the Shelter Monitoring Committee, then that Client Advocate may attend.

<sup>4</sup> The Board has the option of inviting the Client Advocates to the meeting. If the Client Advocate is a member of the Board then that advocate may attend. If there is an agenda item that pertains to the grievance process, then the Client Advocates may attend.

5. Adherence to the Shelter Guest Advocate Agreement;
  6. Adherence to the HSH Shelter Grievance Policy;
  7. Adherence to the Tuberculosis (TB) Infection Control Guidelines for Homeless.
- I. Critical Incident: Grantee shall adhere to the HSH Critical Incident policies, including reports to HSH, within 24 hours, regarding any deaths, serious violence or emergencies involving police, fire or ambulance calls using the Critical Incident Report form. A Critical Incident is defined as when emergency responders are called to the shelter by staff or guests and when Child Protective Services removes a child. Shelters must also send reports for incidents in which there were no emergency responders. An example is a domestic violence incident.
- J. Disaster and Emergency Response Plan: Grantee shall develop and maintain an Agency Disaster and Emergency Response Plan containing Site Specific Emergency Response Plan(s) for each service site per HSH requirements. The Agency Disaster and Emergency Response Plan shall address disaster coordination between and among service sites. Grantee shall update the site plan as needed and Grantee shall train all employees regarding the provisions of the plan for their sites.
- K. 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 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 served population waiting to enter the service location; and
  5. Active discouragement of loitering in the area surrounding the building.
- L. 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.

M. Data Standards:

1. Grantee shall ensure compliance with the HMIS Participation Agreement and Continuous Data Quality Improvement (CDQI) Process<sup>5</sup> including but not limited to:
  - a. Entering all client data within three working days (unless specifically requested to do so sooner);
  - b. Ensuring accurate dates for client enrollment, client exit, and client move in (if appropriate); and
  - c. Running monthly data quality reports and correcting errors.
2. Records entered into the ONE system shall meet or exceed the ONE System Continuous Data Quality Improvement Process standards:  
<https://onesf.clarityhs.help/hc/en-us/articles/360001145547-ONE-System-Continuous-Data-Quality-Improvement-Process>.
3. Grantee shall enter data into the ONE System, but may be required to report certain measures or conduct interim reporting in CARBON, via secure email, or through uploads to a File Transfer Protocol (FTP) site. When required by HSH, Grantee shall submit the monthly, quarterly and/or annual metrics into either the CARBON database, via secure email, or through uploads to an FTP site. HSH will provide clear instructions to all 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.

N. Record Keeping and Files:

1. Grantee shall maintain all eligibility and inspection documentation in the Online Navigation and Entry (ONE) System and maintain hard copy files with eligibility, including homelessness verification documents.
2. Grantee shall maintain confidential files on the served population, including developed plans, notes, and progress.

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<sup>5</sup> HMIS Participation Agreement and Continuous Data Quality Improvement Process, available here:

<https://hsh.sfgov.org/get-information/one-system/>.



- O. 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 guests will participate in annual trainings on harm reduction, overdose recognition and response.
- P. Housing First: Grantee services and operations shall align with the Core Components of Housing First as defined in California Welfare and Institutions Code, section 8255. This includes integrating policies and procedures to provide tenant-centered, low-barrier access to housing and services.

## **VII. Service Objectives**

- A. Grantee shall maintain an average unit utilization rate of at least 90 percent at any time.
- B. Grantee shall offer case management services to 100 percent of guests.

## **VIII. Outcome Objectives**

- A. A minimum of 80 percent of guests exiting the program who have stayed in the program for 30 days or more will move into permanent housing such as rental by client with subsidy, shared housing, market rate housing, transitional housing or a residential treatment program; and
- B. One hundred percent of guests will receive housing advocacy support, including gathering and uploading of vital documents, document readiness, notifying households of housing opportunities and assistance with housing applications as needed.
- C. Eighty percent of guests who participated in the Client Satisfaction Survey will rate services as “Excellent” or “Good”. Grantee shall use the following standardized question: “How would you rate the [name of program] Program overall?” The options should be “Excellent”, “Good”, “Fair” and “Poor”.

## **IX. Reporting Requirements**

- A. Grantee shall input data into systems required by HSH.
- B. For any quarter that maintains less than 90 percent of the total agreed upon units of service for any mode of service hereunder, Grantee shall immediately notify the Department in writing and shall specify the number of underutilized units of service.
- C. 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 15<sup>th</sup> of the following month.

- D. 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 15<sup>th</sup> of the month following the end of the quarter.
- E. Grantee shall provide an annual report summarizing the contract activities, referencing the tasks as described in the Service and Outcome Objectives sections. This report shall also include accomplishments and challenges encountered by the Grantee. Grantee will enter the annual metrics in the CARBON database by the 15<sup>th</sup> of the month following the end of the program year.
- F. Grantee shall participate, as required by Department, with City, State and/or Federal government evaluative studies designed to show the effectiveness of Grantee's services. Grantee agrees to meet the requirements of and participate in the evaluation program and management information systems of the City. The City agrees that any final reports generated through the evaluation program shall be made available to Grantee within thirty working days of receipt of any evaluation report and such response will become part of the official report.
- G. Grantee shall provide Ad Hoc reports as required by the Department and respond to requests by the Department in a timely manner.
- H. Grantee shall submit Project Descriptor data elements as described in HUD's latest HMIS Data Standards Manual (<https://files.hudexchange.info/resources/documents/HMIS-Data-Standards-Manual.pdf>) to HSH at the following intervals: 1) at the point of project setup; 2) when project information changes; 3) at least annually or as requested by HSH. Data is used for reporting mandated by the U.S. Department of Housing and Urban Development and California's Interagency Council on Homelessness, and to ensure HSH's ongoing accurate representation of program and inventory information for various reporting needs, including monitoring of occupancy and vacancy rates.
- I. Grantee shall provide the CalWORKS Housing Subsidy Program (CWHSP) State Data report monthly through the Launchpad data system by the 10<sup>th</sup> of the month. Grantee shall provide monthly employment status in the State data report.

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, review of the following: guest files, the Grantee's administrative records, staff training documentation, postings, program policies and procedures, data reported on Annual Performance Reports (APR), documentation of funding match

sources, Disaster and Emergency Response Plan and training, personnel and activity reports, proper accounting for funds and other operational and administrative activities, and back-up documentation for reporting progress towards meeting service and outcome objectives.

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

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

	A	B	C	D	E	H	K	N	O	P	AO	AP	AQ
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING												Page 1 of 9
2	APPENDIX B, BUDGET												
3	Document Date	7/1/2023											
4	Contract Term	Begin Date	End Date	Duration (Years)									
5	Current Term	9/1/2020	6/30/2023	3									
6	Amended Term	9/1/2020	7/31/2023	4									
7	Provider Name	Providence Foundation											
8	Program	Oasis Family Shelter											
9	FSP Contract ID#	1000020746											
10	Action (select)	Amendment											
11	Effective Date	7/1/2023											
12	Budget Names	General Fund & Prop C - Shelter, HSA Work Order - Shelter											
13		Current	New										
14	Term Budget	\$ 9,091,291	\$ 9,464,349										
15	Contingency	\$ 406,228	\$ 456,541	10%	EXTENSION YEAR								
16	Not-To-Exceed	\$ 9,497,519	\$ 9,920,890		Year 1	Year 2	Year 3	Year 4			All Years		
17		9/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 7/31/2023	7/1/2023 - 7/31/2023	7/1/2023 - 7/31/2023	9/1/2020 - 6/30/2023	9/1/2020 - 7/31/2023	9/1/2020 - 7/31/2023			
18		Current/Actuals	Current/Actuals	Current/Actuals	Current/Actuals	Amendment	New	Current/Actuals	Amendment	New			
19	Expenditures												
20	Salaries & Benefits	\$ -	\$ -	\$ 1,997,333	\$ -	\$ 186,621	\$ 186,621	\$ 1,997,333	\$ 186,621	\$ 2,183,954			
21	Operating Expense	\$ -	\$ -	\$ 977,333	\$ -	\$ 31,970	\$ 31,970	\$ 977,333	\$ 31,970	\$ 1,009,303			
22	Subtotal	\$ -	\$ -	\$ 2,974,666	\$ -	\$ 218,592	\$ 218,592	\$ 2,974,666	\$ 218,592	\$ 3,193,258			
23	Indirect Percentage												
24	Indirect Cost (Line 22 X Line 23)	\$ -	\$ -	\$ 389,631	\$ -	\$ 29,466	\$ 29,466	\$ 389,631	\$ 29,466	\$ 419,097			
25	Other Expenses (Not subject to indirect %)	\$ -	\$ -	\$ 828,055	\$ -	\$ 125,000	\$ 125,000	\$ 828,055	\$ 125,000	\$ 953,055			
26	Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
28	Total Expenditures	\$ 1,260,119	\$ 3,738,075	\$ 4,192,352	\$ -	\$ 373,057	\$ 373,057	\$ 9,190,546	\$ 373,057	\$ 9,563,604			
29													
30	HSH Revenues (select)												
31	General Fund - Ongoing	\$ 1,153,764	\$ 925,609	\$ 577,484	\$ -	\$ 49,567	\$ 49,567	\$ 2,656,857	\$ 49,567	\$ 2,706,424			
33	Prop C - One-time COVID-19 Bonus Pay	\$ 7,100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,100	\$ -	\$ 7,100			
34	Prop C	\$ -	\$ 1,794,751	\$ 1,800,000	\$ -	\$ 154,500	\$ 154,500	\$ 3,594,751	\$ 154,500	\$ 3,749,251			
35	Work Order HSA	\$ -	\$ 833,880	\$ 833,880	\$ -	\$ 69,490	\$ 69,490	\$ 1,667,760	\$ 69,490	\$ 1,737,250			
36	General Fund - One-Time	\$ -	\$ 183,835	\$ 520,625	\$ -	\$ -	\$ -	\$ 704,460	\$ -	\$ 704,460			
37	General Fund - Ongoing (Rent)	\$ -	\$ -	\$ 460,363	\$ -	\$ 99,500	\$ 99,500	\$ 460,363	\$ 99,500	\$ 559,863			
38		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
40	Total HSH Revenues	\$ 1,160,864	\$ 3,738,075	\$ 4,192,352	\$ -	\$ 373,057	\$ 373,057	\$ 9,091,291	\$ 373,057	\$ 9,464,349			
41	Other Revenues (to offset Total Expenditures)												
42	Private Match	99,255	-	-	-	-	-	99,255	-	99,255			
43		-	-	-	-	-	-	-	-	-			
47	Total Other Revenues	99,255	-	-	-	-	-	99,255	-	99,255			
48		-	-	-	-	-	-	-	-	-			
49	Total HSH + Other Revenues	1,260,119	3,738,075	4,192,352	-	373,057	373,057	9,190,546	373,057	9,563,604			
50	Rev-Exp (Budget Match Check)	-	-	-	-	-	-	-	-	-			
52	Total Adjusted Salary FTE (All Budgets)							27.06					
58	Template last modified	7/26/2022											
59	NOTE: HSH budgets typically project out revenue levels across												
60	multiple years, strictly for budget-planning purposes. All program												
61	budgets at any given year are subject to Mayoral / Board of												
62	Supervisors discretion and funding availability, and are not												
63	guaranteed. For further information, please see Article 2 of the G-												
64	100 Grant Agreement document.												
65													



	A	T	W	X	Y	Z	AA	AB	AC	CH	CI	CJ	
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING											Page 3 of 9	
2	SALARY & BENEFIT DETAIL												
3	Document Date	7/1/2023											
4	Provider Name	Providence Foundati											
5	Program	Oasis Family Shelter											
6	FSP Contract ID#	1000020746											
7	Budget Name	General Fund & Pro											
8		Year 3						Year 4			All Years		
9	POSITION TITLE	7/1/2022 - 6/30/2023	Agency Totals			For HSH Funded Program		7/1/2023 - 7/31/2023	7/1/2023 - 7/31/2023	7/1/2023 - 7/31/2023	9/1/2020 - 6/30/2023	9/1/2020 - 7/31/2023	9/1/2020 - 7/31/2023
10		Current					Current	Amendment	New	Current/Actuals	Amendment	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	Monitor 1 (AM) (1.40 for 7 days) - DISCONTINUE AFTER FY22-23 SPENDING YTD	\$ 85,987.20	\$ -				\$ -	\$ -	\$ 85,987	\$ -	\$ 85,987		
13	Monitor 2 (SWING) - DISCONTINUE AFTER FY22-23 SPENDING YTD	\$ 107,484.00	\$ -				\$ -	\$ -	\$ 107,484	\$ -	\$ 107,484		
14	Monitor 3 (GRAVEYARD) - DISCONTINUE AFTER FY22-23 SPENDING YTD	\$ 133,941.60	\$ -				\$ -	\$ -	\$ 133,942	\$ -	\$ 133,942		
15	Monitors (4.2 FTE baselined, adjusted for current spending FY22-23)	\$ -	\$ 56,774	4.20	100%	4.20	\$ 19,871	\$ 19,871	\$ -	\$ 19,871	\$ 19,871		
16	Lead Monitor - DISCONTINUE AFTER FY22-23 SPENDING YTD	\$ 140,400.00	\$ -				\$ -	\$ -	\$ 140,400	\$ -	\$ 140,400		
17	On-call Monitor	\$ -	\$ 56,774	0.70	100%	0.70	\$ 3,312	\$ 3,312	\$ -	\$ 3,312	\$ 3,312		
19	Client Engagement Officers	\$ 177,000.00	\$ 60,770	3.50	100%	3.50	\$ 17,725	\$ 17,725	\$ 177,000	\$ 17,725	\$ 194,725		
20	Shift Supervisors	\$ 265,574.40	\$ 68,557	3.50	100%	3.50	\$ 19,996	\$ 19,996	\$ 265,574	\$ 19,996	\$ 285,570		
21	Director of Operations	\$ 96,000.00	\$ 123,600	1.00	30%	0.30	\$ 3,090	\$ 3,090	\$ 96,000	\$ 3,090	\$ 99,090		
22	Program Assistant (LaTrenda-Old Position) - DISCONTINUE AFTER FY22-23 SPENDING YTD	\$ 45,760.00	\$ -				\$ -	\$ -	\$ 45,760	\$ -	\$ 45,760		
23	Program Coordinator (Diana-Old Position) - DISCONTINUE AFTER FY22-23 SPENDING YTD	\$ 27,617.20	\$ -				\$ -	\$ -	\$ 27,617	\$ -	\$ 27,617		
24	Van Driver	\$ 26,520.00	\$ -				\$ -	\$ -	\$ 26,520	\$ -	\$ 26,520		
25	Case Manager Supervisor	\$ -	\$ 67,496	1.00	30%	0.30	\$ 1,687	\$ 1,687	\$ -	\$ 1,687	\$ 1,687		
26	Case Manager (3.5 FTE)	\$ 107,380.00	\$ 63,201	3.50	100%	3.50	\$ 18,434	\$ 18,434	\$ 107,380	\$ 18,434	\$ 125,814		
27	Lead Case Manager (Position has ended and will not continue next FY) - DISCONTINUE AFTER FY22-23 SPENDING YTD	\$ 7,841.60	\$ -				\$ -	\$ -	\$ 7,842	\$ -	\$ 7,842		
28	Onboarding Manager (LaTrenda-New Position)	\$ -	\$ 94,760	1.00	30%	0.30	\$ 2,369	\$ 2,369	\$ -	\$ 2,369	\$ 2,369		
29	Compliance Manager (Diana-New Position)	\$ -	\$ 94,760	1.00	30%	0.30	\$ 2,369	\$ 2,369	\$ -	\$ 2,369	\$ 2,369		
30	Site Manager	\$ 78,720.00	\$ 84,460	1.00	100%	1.00	\$ 7,038	\$ 7,038	\$ 78,720	\$ 7,038	\$ 85,758		
31	Janitor/Housekeeper - DISCONTINUE AFTER FY22-23 SPENDING YTD	\$ 72,134.40	\$ -				\$ -	\$ -	\$ 72,134	\$ -	\$ 72,134		
32	Janitor (2 FTE)		\$ 58,916	2.00	100%	2.00	\$ 9,819	\$ 9,819	\$ -	\$ 9,819	\$ 9,819		
33	Housekeeper (2 FTE)		\$ 58,916	2.00	100%	2.00	\$ 9,819	\$ 9,819	\$ -	\$ 9,819	\$ 9,819		
57							\$ -	\$ -	\$ -	\$ -	\$ -		
58		\$ 1,372,360.40	TOTAL SALARIES			\$ -	\$ 115,529	\$ 115,529	\$ 1,372,360	\$ 115,529	\$ 1,487,889		
59			TOTAL FTE			21.60							
60		31.40%	FRINGE BENEFIT RATE			30.00%							
61		\$ 430,921	EMPLOYEE FRINGE BENEFITS			\$ -	\$ 34,659	\$ 34,659	\$ 430,921	\$ 34,659	\$ 465,580		
62		\$ 1,803,282	TOTAL SALARIES & BENEFITS			\$ -	\$ 150,187	\$ 150,187	\$ 1,803,282	\$ 150,187	\$ 1,953,469		
63													
64													
65													

	A	D	G	H	K	L	M	AL	AM	AN
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING									
2	OPERATING DETAIL									
3	Document Date	7/1/2023								
4	Provider Name	Providence Foundation								
5	Program	Oasis Family Shelter								
6	FSP Contract ID#	1000020746								
7	Budget Name	General Fund & Prop C - Shelter								
8	<b>EXTENSION YEAR</b>									
9		Year 1	Year 2	Year 3	Year 4			All Years		
10		9/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 7/31/2023	7/1/2023 - 7/31/2023	7/1/2023 - 7/31/2023	9/1/2020 - 6/30/2023	9/1/2020 - 7/31/2023	9/1/2020 - 7/31/2023
11		Actuals	Actuals	Current	Current	Amendment	New	Current/Actuals	Amendment	New
14	Utilities(Elec. Water, Gas, Phone, Scavenger)			\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
15	Office Supplies			\$17,950		\$ 1,545	\$ 1,545	\$ 17,950	\$ 1,545	\$ 19,495
16	Postage			\$ 500		\$ -	\$ -	\$ 500	\$ -	\$ 500
17	Building Supplies and Repairs			\$98,907		\$ 8,599	\$ 8,599	\$ 98,907	\$ 8,599	\$ 107,506
18	Printing and Reproduction			\$6,663		\$ 455	\$ 455	\$ 6,663	\$ 455	\$ 7,118
19	Insurance			\$ 15,410		\$ 1,288	\$ 1,288	\$ 15,410	\$ 1,288	\$ 16,698
20	Staff Training			\$ 5,000		\$ 429	\$ 429	\$ 5,000	\$ 429	\$ 5,429
21	Staff Travel-(Local & Out of Town)			\$ 300		\$ 26	\$ 26	\$ 300	\$ 26	\$ 326
22	Rental of Equipment			\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
23	Laundry Combined			\$ 29,047		\$ 2,318	\$ 2,318	\$ 29,047	\$ 2,318	\$ 31,365
24	Linens/Towels Laundry--PTG Linen Service			\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
25	Guest Laundry Service--Purple Tie			\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
26	Client Supplemental Meals/Food/Other Supplies (2x7 meals)			\$ 110,000		\$ 6,181	\$ 6,181	\$ 110,000	\$ 6,181	\$ 116,181
27	Client Supplies (hygiene, etc)			18547		\$ 1,717	\$ 1,717	\$ 18,547	\$ 1,717	\$ 20,264
28	Client Transportation (Emergency Uber and Lift)			\$ 1,500		\$ 129	\$ 129	\$ 1,500	\$ 129	\$ 1,629
29	Telephone/Cell/Cable/Internet			\$ 12,725		\$ 944	\$ 944	\$ 12,725	\$ 944	\$ 13,669
30	Cleaning & Janitorial			\$ 83,730		\$ 5,579	\$ 5,579	\$ 83,730	\$ 5,579	\$ 89,309
31	Fire/Security Monitoring/Cameras			\$ 500		\$ -	\$ -	\$ 500	\$ -	\$ 500
32	Hotel Rent			\$ 460,363		\$ -	\$ -	\$ 460,363	\$ -	\$ 460,363
33	Communications (Walkie Talkies)			\$ 1,000		\$ -	\$ -	\$ 1,000	\$ -	\$ 1,000
34						\$ -	\$ -	\$ -	\$ -	\$ -
35	Consultants					\$ -	\$ -	\$ -	\$ -	\$ -
36	IT and HR Support			\$ 4,000		\$ 343	\$ 343	\$ 4,000	\$ 343	\$ 4,343
37	Wise Health			\$ 7,000		\$ 601	\$ 601	\$ 7,000	\$ 601	\$ 7,601
38				\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
39						\$ -	\$ -	\$ -	\$ -	\$ -
47	Subcontractors (First \$25k Only)					\$ -	\$ -	\$ -	\$ -	\$ -
48	Safety and De-escalation			\$ 25,000		\$ -	\$ -	\$ 25,000	\$ -	\$ 25,000
60										
61	TOTAL OPERATING EXPENSES	\$ -	\$ -	\$ 898,142	\$ -	\$ 30,152	\$ 30,152	\$ 898,142	\$ 30,152	\$ 928,294
62										
63	Other Expenses (not subject to indirect cost %)									
64	Jones Security			\$ 308,417		\$ -	\$ -	\$ 308,417	\$ -	\$ 308,417
65	Rent					\$ 99,500	\$ 99,500	\$ -	\$ 99,500	\$ 99,500
74										
75	TOTAL OTHER EXPENSES	\$ -	\$ -	\$ 308,417	\$ -	\$ 99,500	\$ 99,500	\$ 308,417	\$ 99,500	\$ 407,917
76										
77	Capital Expenses									
78						\$ -	\$ -	\$ -	\$ -	\$ -
84						\$ -	\$ -	\$ -	\$ -	\$ -
85										
86	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
87										
88	HSH #3									Template last modified 7/26/2022





	A	T	W	X	Y	Z	AA	AB	AC	CH	CI	CJ
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING											Page 6 of 9
2	<b>SALARY &amp; BENEFIT DETAIL</b>											
3	Document Date	7/1/2023										
4	Provider Name	Providence Founc										
5	Program	Oasis Family Shel										
6	FSP Contract ID#	1000020746										
7	Budget Name	HSA Work Order <b>EXTENSION YEAR</b>										
8		Year 3	Year 4				All Years					
9	POSITION TITLE	7/1/2022 - 6/30/2023	Agency Totals		For HSH Funded Program		7/1/2023 - 7/31/2023	7/1/2023 - 7/31/2023	7/1/2023 - 7/31/2023	9/1/2020 - 6/30/2023	9/1/2020 - 7/31/2023	9/1/2020 - 7/31/2023
10		Current					Current	Amendment	New	Actuals	Amendment	New
11		Budgeted Salary	Annual Full Time	Position	% FTE	Adjusted	Budgeted Salary	Change	Budgeted Salary	Budgeted Salary	Change	Budgeted Salary
12	Monitor	\$ 130,000	\$ -				\$ -	\$ -	\$ -	\$ 130,000	\$ -	\$ 130,000
13	Client Engagement Officers		\$ 59,000	3.00	100%	3.00		\$ 14,750	\$ 14,750	\$ -	\$ 14,750	\$ 14,750
14	Case Manager	\$ 26,520	\$ 61,360	2.38	100%	2.38	\$ -	\$ 12,177	\$ 12,177	\$ 26,520	\$ 12,177	\$ 38,697
15	Director of Operations	\$ 6,480	\$ 120,000	1.00	8%	0.08	\$ -	\$ 800	\$ 800	\$ 6,480	\$ 800	\$ 7,280
16							\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
55							\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
56		\$ 163,000	<b>TOTAL SALARIES</b>				\$ -	\$ 27,727	\$ 27,727	\$ 163,000	\$ 27,727	\$ 190,727
57			<b>TOTAL FTE</b>				5.46					
58		19.05%	<b>FRINGE BENEFIT RATE</b>				31.40%					
59		\$ 31,052	<b>EMPLOYEE FRINGE BENEFITS</b>				\$ -	\$ 8,706	\$ 8,706	\$ 31,052	\$ 8,706	\$ 39,758
60		\$ 194,052	<b>TOTAL SALARIES &amp; BENEFITS</b>				\$ -	\$ 36,434	\$ 36,434	\$ 194,052	\$ 36,434	\$ 230,485
61												
62												
63												

	A	H	K	L	M	AL	AM	AN
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING							
2	OPERATING DETAIL							
3	Document Date	7/1/2023						
4	Provider Name	Providence Four						
5	Program	Oasis Family She						
6	F\$P Contract ID#	1000020746						
7	Budget Name	HSA Work Orde						
8	<b>EXTENSION YEAR</b>							
9		<b>Year 3</b>	<b>Year 4</b>			<b>All Years</b>		
10		7/1/2022 - 6/30/2023	7/1/2023 - 7/31/2023	7/1/2023 - 7/31/2023	7/1/2023 - 7/31/2023	9/1/2020 - 6/30/2023	9/1/2020 - 7/31/2023	9/1/2020 - 7/31/2023
11		Current	Current	Amendment	New	Actuals	Amendment	New
12	Operating Expenses	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
13	Rental of Property	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
14	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ -	\$ -	\$ 1,717	\$ 1,717	\$ -	\$ 1,717	\$ 1,717
20	Staff Travel-(Local & Out of Town)	\$ 1,200	\$ -	\$ 102	\$ 102	\$ 1,200	\$ 102	\$ 1,302
21	Rental of Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
22	Client Needs and Costs	\$ 77,991	\$ -	\$ -	\$ -	\$ 77,991	\$ -	\$ 77,991
23				\$ -		\$ -	\$ -	\$ -
42	Consultants			\$ -		\$ -	\$ -	\$ -
43				\$ -		\$ -	\$ -	\$ -
54	Subcontractors (First \$25k Only)			\$ -		\$ -	\$ -	\$ -
55				\$ -		\$ -	\$ -	\$ -
67								
68	TOTAL OPERATING EXPENSES	\$ 79,191	\$ -	\$ 1,818	\$ 1,818	\$ 79,191	\$ 1,818	\$ 81,009
69								
70	Other Expenses (not subject to indirect cost %)							
71	Rent	\$ 519,638	\$ -	\$ 25,500	\$ 25,500	\$ 519,638	\$ 25,500	\$ 545,138
83								
84	TOTAL OTHER EXPENSES	\$ 519,638	\$ -	\$ 25,500	\$ 25,500	\$ 519,638	\$ 25,500	\$ 545,138
85								
86	Capital Expenses							
87				\$ -		\$ -	\$ -	\$ -
94								
95	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
96								
97	HSH #3							Template last modified 7/26/2022

	A	B	C	D	E
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>				<b>Page 8 of 9</b>
2	<b>APPENDIX B, BUDGET</b>				
3	<b>Document Date</b>	7/1/2023			
4	<b>Contract Term</b>	<b>Begin Date</b>	<b>End Date</b>	<b>Duration (Years)</b>	
5	<b>Current Term</b>	9/1/2020	6/30/2023	3	
6	<b>Amended Term</b>	9/1/2020	7/31/2023	3	
7					
8	<b>Approved Subcontractors</b>				
10	Jones Security (ended FY22-23)				
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>											Page 9 of 9	
2	<b>APPENDIX B, BUDGET</b>												
3	<b>Document Date</b>	7/1/2023											
4	<b>Contract Term</b>	<b>Begin Date</b>	<b>End Date</b>	<b>Duration (Years)</b>									
5	<b>Current Term</b>	9/1/2020	6/30/2023	3									
6	<b>Amended Term</b>	9/1/2020	7/31/2023	3									
7					<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>						
8	<b>Service Component</b>				9/1/2020 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023						
10	Families				59	59	59						
11													
12													
13													
14													
15													
16													
17													
18													

## 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. Expenditures must be paid by the Grantee prior to invoicing HSH for those expenditures.

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

**B. Invoicing System:**

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

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

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

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

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

General Fund / Prop C / Human Services Agency Work Order	
Type	Instructions and Examples of Documentation
	and documentation for any Operating line items that exceed \$10,000.  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.
Operating - Direct Assistance	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.  Documentation shall include a General Ledger or receipts of purchases, showing proof of Direct Assistance expenditures, and any other information specifically requested by HSH to confirm appropriate use of Direct Assistance funds.
Capital and/or One-Time Funding	Grantee shall maintain and provide documentation for all approved Capital and/or One-Time Funding costs included in the Appendix B, Budget(s) each time an invoice is submitted.  Documentation may include receipts of purchases or paid invoices of non-recurring expenditures, such as repairs or one-time purchases.
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.

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

C. Advance Repayment Process:

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

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

### Appendix D - Interests In Other City Grants

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

City Department or Commission	Program Name	Dates of Grant Term	Not-To-Exceed Amount
Department of Homelessness and Supportive Housing	Central Waterfront Navigation Center	July 1, 2021 – June 30, 2024	\$9,354,203
Department of Homelessness and Supportive Housing	Shelter Storage	July 1, 2021 – June 30, 2024	\$590,936
Department of Homelessness and Supportive Housing	Supportive Housing at Armstrong Place	July 1, 2020 – June 30, 2023	\$451,101
Department of Homelessness and Supportive Housing	Emergency Solutions Grant (ESG) Shelter Services	July 1, 2020 – June 30, 2025	\$312,500
Department of Homelessness and Supportive Housing	Emergency Housing Vouchers (EHV)	February 1, 2022 – June 30, 2023	\$1,046,538
Department of Homelessness and Supportive Housing	Bayview Flexible Housing Subsidy Pool	July 1, 2022 – June 30, 2024	\$2,418,117

## **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 Administration<sup>1</sup>) 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;

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<sup>1</sup> 2 CFR § 200.332(a)(1)(xiv)  
Appendix E to G-150 (3-21)  
FSP#: 1000020746

- 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](http://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 - Federal Requirements: Provisions for Subawards and Subcontracts of  
Department of Health & Human Services Administration for Children and Families Funds,  
and  
Matching Funds to those Federal Funds**

- I. In accordance with the provisions of Title V, Subtitle D of Public Law 100-690, the “Drug-Free Workplace Act of 1988,” all grantees and subrecipients must maintain a drug-free workplace and must publish a statement informing employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and establishing the actions that will be taken against employees violating a criminal drug statute. Failure to comply with these requirements may be cause for debarment (2 CFR Part 328).
- II. Religious organizations are eligible, on the same basis as any other organization, to participate in federally-funded programs for which they are otherwise eligible. No Subrecipients shall, in the selection of service providers, discriminate for or against an organization on the basis of the organization's religious character or affiliation (45 CFR 87).
- III. Direct Federal grants, subawards, and contracts under these programs shall not be used to support inherently religious instruction, worship, or proselytization. Therefore, organizations must take steps to separate, in time or location, their inherently religious activities from the services funded under these programs (45 CFR 87).
- IV. In accordance with Part C of Public Law 103-227, the “Pro-Children Act of 1994,” smoking may not be permitted in any portion of any indoor facility owned or regularly used for the provision of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs whether directly or through State or local governments. Federal programs include grants, cooperative agreements, loans and loan guarantees, and contracts. The law does not apply to children’s services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions or facilities used for inpatient drug and alcohol treatment. This language must be included in any subawards that contain provisions for children’s services and that all sub grantees shall certify compliance accordingly.
- V. This award is subject to the requirements of Section 106 (g) of the Trafficking Victims Protection Act of 2000, as amended (22 USC 7104). For the full text of the award term, go to: <http://www.acf.hhs.gov/grants/award-term-and-condition-for-trafficking-in-persons>

- VI. In accordance with the decision in *United States v. Windsor* (133 S. Ct. 2675 (June 26, 2013)); Section 3 of the Defense of Marriage Act, codified at 1 USC 7, in any grant-related activity in which family, marital, or household consideration are, by statute or regulation, relevant for purposes of determining beneficiary eligibility or participation, grantees must treat same-sex spouses, marriages, and households on the same terms as opposite sex spouses, marriages, and households, respectively.
- a. By “same-sex spouses,” HHS means individuals of the same sex who have entered into marriages that are valid in the jurisdiction where performed, including any of the 50 States, the District of Columbia, or a U.S. territory or in a foreign country, regardless of whether or not the couple resides in a jurisdiction that recognizes same-sex marriage.
  - b. By “same-sex marriages,” HHS means marriages between two individuals validly entered into in the jurisdiction where performed, including any of the 50 States, the District of Columbia, or a U.S. territory or in a foreign country, regardless of whether or not the couple resides in a jurisdiction that recognizes same-sex marriage.
  - c. By “marriage,” HHS does not mean registered domestic partnerships, civil unions or similar formal relationships recognized under the law of the jurisdiction of celebration as something other than a marriage.
- VII. Unless superseded by program-specific regulations, Federal funds under this award may not be used for construction or purchase of land.
- VIII. To the greatest extent practicable, all equipment and products purchased with Federal funds shall be American-made (Public Law 103-333, Section 507).

**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  
PROVIDENCE FOUNDATION OF SAN FRANCISCO**

THIS AMENDMENT of the **January 1, 2021** Grant Agreement (the "Agreement") is dated as of **January 1, 2022** and is made in the City and County of San Francisco, State of California, by and between **PROVIDENCE FOUNDATION 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, Ordinance No. 61-19 authorizes the Department to enter into 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

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 **January 1, 2022** between Grantee and City; and
- (b) "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.

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

**2.1 ARTICLE 3 TERM 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, 2020** and expire on **December 31, 2021**, 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:

### **3.2 Duration of Term.**

- (a) The term of this Agreement shall commence on **September 1, 2020** and expire on **June 30, 2023** unless earlier terminated as otherwise provided herein. Grantee shall not begin performance of its obligations under this Agreement until it receives written notice from City to proceed.

## **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:

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

- (a) In no event shall the amount of Grant Funds disbursed hereunder exceed **Three Million Nine Hundred Thirty Two Thousand Seventy Eight Dollars (\$3,932,078)**.
- (b) Grantee understands that, of the Maximum Amount Of Grant Funds listed under Article 5.1 (a) of this Agreement, **Six Hundred Fifty Five Thousand Three Hundred Forty Six Dollars (\$655,346)** is included as a contingency amount and is neither to be used in Budget(s) attached to this Agreement or available to Grantee without a modification to the Appendix B, Budget, which has been approved by the Department of Homelessness and Supportive Housing. Grantee further understands that no payment for any portion of this contingency amount will be made unless and until a modification or revision has been fully approved and executed in accordance with applicable City and Department laws, regulations, policies/procedures and certification as to the availability of funds by Controller. Grantee agrees to fully comply with these laws, regulations, and policies/procedures.

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

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

- (a) In no event shall the amount of Grant Funds disbursed hereunder exceed **Nine Million Four Hundred Ninety Seven Thousand Five Hundred Nineteen Dollars (\$9,497,519)**.
- (b) Grantee understands that, of the Maximum Amount of Grant Funds listed under Article 5.1 (a) of this Agreement, **Three Million Nine Hundred Ten Thousand Seven Hundred Forty Three Dollars (\$3,910,743)** is included as a contingency amount and is neither to be used in Budget(s) attached to this Agreement or available to Grantee without a modification to the Appendix B, Budget, which has been approved by the Department of Homelessness and Supportive Housing. Grantee further understands that no payment for any portion of this contingency amount will be made unless and until a modification or revision has been fully approved and executed in accordance with applicable City and Department laws, regulations, policies/procedures and certification as to the availability of funds by Controller. Grantee agrees to fully comply with these laws, regulations, and policies/procedures.

**2.3 Section 16.24 Contractor Vaccination Policy** is hereby added to this agreement:

**16.24 Contractor Vaccination Policy.** Contractor shall comply with 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 issued by the City Administrator (“Contractor Vaccination Policy”), as those documents may be amended from time to time. The requirements stated in the Emergency Declaration and Contractor Vaccination Policy are material terms and conditions of this Agreement, which include but are not limited to, the following:

- (a) Contractor shall identify its Covered Employees who are or will be performing Work or Services under this Agreement, and shall inform them of the COVID-19 vaccination requirements stated in the City’s Contractor Vaccination Policy and the Emergency Declaration.
- (b) Contractor shall maintain a list of its Covered Employees by name and position, which list shall not include the employees’ vaccination status. Contractor shall update the list as needed to show all current Covered Employees, and Contractor shall provide that list to the City on request.
- (c) Contractor shall be responsible for determining the vaccination status of any Covered Employees working for their subcontractors under this Agreement. Contractor shall ensure that its covered subcontractors submit required information to the Contractor respecting their compliance with the Contractor Vaccination Policy.

- (d) Contractor previously submitted to the City the Attestation Form confirming its compliance with the Contractor Vaccination Policy, including Attachment A thereto respecting any medical or religious vaccination exemptions granted to their Covered Employees. Contractor will submit an updated Attachment A if Contractor assigns a new Covered Employee to work on the contract who is eligible for an exemption under the Vaccination Policy.
- (e) Contractor shall coordinate with the City to confirm that the City can safely accommodate at its worksite any Covered Employee for whom the Contractor has granted a medical or religious vaccination exemption, which may include ensuring that exempt employees who are accommodated comply with any required health and safety protocols.

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

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

- Appendix A, Services to be Provided (dated January 1, 2022)
- Appendix B, Budget (dated January 1, 2022)
- Appendix C, Method of Payment
- Appendix D, Interests in Other City Grants

**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 **Appendix A, Services to be Provided**, of the Agreement is hereby replaced in its entirety by Appendix A, Services to be Provided, (dated January 1, 2022) for the period of September 1, 2020 to June 30, 2023.
- 2.7 **Appendix B, Budget**, of the Agreement is hereby replaced in its entirety by the modified **Appendix B, Budget**, (dated January 1, 2022), for the period of September 1, 2020 to June 30, 2023.
- 2.8 **Appendix E, Permitted Subcontractors** is hereby replaced in its entirety by the modified **Appendix B, Budget** (dated January 1, 2022), for the period of September 1, 2020 to June 30, 2023.
- 2.9 **Appendix F, FEMA Emergency and Exigency Grants Requirements** of the Agreement is hereby deleted in its entirety.



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**

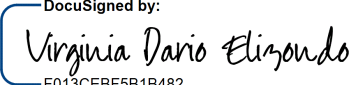
**DEPARTMENT OF HOMELESSNESS  
AND SUPPORTIVE HOUSING**

**PROVIDENCE FOUNDATION OF SAN  
FRANCISCO**

By:   
CAD7B781896B449...  
Shireen McSpadden  
Executive Director

By:   
424F62E180A94B1...  
Patricia Doyle  
Executive Director  
City Supplier Number: 0000012776

Approved as to Form:  
David Chiu

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

**Appendix A, Services to be Provided  
by  
Providence Foundation of San Francisco  
Oasis**

**I. Purpose of Grant**

The purpose of the grant is to provide time-limited and as needed temporary shelter and support services to the served population.

**II. Served Population**

Grantee shall serve families consisting of at least one adult age 18 or older and at least one minor child under 18. A family may also include pregnant persons under certain circumstances. Participants may also include those who meet the California Department of Social Services (CDSS) definition of homelessness and who are receiving CalWORKs benefits.

**III. Referral and Prioritization**

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

**IV. Description of Services**

Grantee shall provide time-limited operations and services to ensure the health and safety of participants and the security, cleanliness, and maintenance of the site(s), in accordance with Department of Public Health (DPH) requirements and guidelines to the number of units listed in Appendix B.

1. Participant Support: Grantee shall provide participant supports, including, but not limited to:
  - a. Participant intake, including completion of forms and acknowledgement of the Participant Agreement/Site Rules, bed assignment, and orientation to the site;
  - b. Operations, such as entry and exits, mail, phone, and technology coordination;
  - c. Wellness checks and connection to care for anyone demonstrating symptoms of physical or behavioral health needs;
  - d. Health screening, including temperature checks in accordance with DPH requirements;
  - e. Coordination of supportive service providers (e.g. In-Home Supportive Services, behavioral health, harm reduction, nursing/medical, other wellness support, Problem Solving, housing navigation; and benefits linkage);
  - f. Care Coordination, including assisting participants who are not enrolled in public benefits to connect with the City's roving application assistance team/Assisting participants in obtaining and maintaining public benefits, including post-public benefits application support to complete the public benefits enrollment process;
  - g. Maintenance and distribution of operational and participant supplies;
  - h. Reasonable accommodations, transfers, and other supports; and

- i. Exit planning, including, but not limited to communication and coordination with outside service providers to support in a participant's transition to a more permanent setting.
2. Program Support: Grantee shall provide programmatic support, including, but not limited to:
  - a. Onboarding and orienting onsite staff (e.g. Grantee staff, subcontractors, other service providers) to program documents, policies, and procedures;
  - b. Hiring and supervision of onsite staff and any subcontractors; and
  - c. Data entry and reporting.
3. Building Operations: Grantee shall maintain the agreement with the landlord.
  - a. Grantee shall maintain pest-free facilities and systems in full compliance with requirements of the agreement with the landlord and in accordance with DPH requirements and guidelines to maintain the health and safety of participants and staff and ensure that smoke/carbon monoxide detectors, fire exits, smoking and animal relief areas, pest control, access to hygiene are in working condition.
  - b. Grantee shall maintain and create site logs, records of entry and exit, and manage key access for participants, partner agencies and on-site staff.
  - c. Laundry: Grantee shall provide laundry services.
  - d. Janitorial/Facilities: Grantee shall provide janitorial services that meet or exceed the DPH requirements and standards.
  - e. Furnishings and Participant Supplies: Grantee shall maintain and provide furnishings (e.g. towels/linens) and supplies (e.g. menstrual and oral hygiene products; soap) for participants.
  - f. Personal Protective Equipment (PPE): Grantee shall also be responsible for monitoring PPE utilization and supply of PPE, and for placing restocking orders from HSH.
  - g. Biohazard Cleaning: Grantee shall ensure that units receive deep cleaning when a room or unit that is housing a COVID-19 positive participant turns over; when a participant becomes symptomatic; or in the event of a death on site.
  - h. Meals: Grantee shall provide three meals per day to participants in accordance with all Shelter Standards of Care requirements.

**V. Location and Time of Services**

Grantee shall provide services at the Oasis Inn, located at 900 Franklin Street, 24 hours per day, seven days per week.

**VI. Service Requirements**

- A. Certifications: Grantee shall ensure that staff is trained by a certified provider all elements of CPR, First Aid and AED immediately upon the date of hire. Copies of CPR/FA/AED certification shall be maintained at Grantee facility and shall be provided upon request of HSH designee.

- B. 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.
- C. Health Standards and Use of PPE:
1. Grantee shall ensure that all onsite staff and participants use appropriate PPE at all times in accordance with the most up to date DPH requirements.
  2. Grantee shall ensure all DPH requirements and guidelines are followed by onsite staff and participants (e.g. screening, distancing, isolation and quarantine).
- D. Interpretation and Translation 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.
- E. Feedback, Complaint and Follow-up Policies
1. Grantee shall provide means for the served population to provide input into the program. Feedback methods shall include:
  2. A complaint process, including a written complaint policy informing guests how to report complaints and request repairs/services; and
  3. A written quarterly survey that has been pre-approved by HSH, which shall be offered to the served population to gather feedback (Satisfaction Survey) and assess the effectiveness of services and systems within the program. Grantee shall offer assistance to the served population regarding completion of the survey if the written format presents any problem.
- F. Communications, Trainings and Meetings: 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;
  2. Regular communication to HSH about the implementation of the program;
  3. Attendance of HSH meetings and trainings, as required;

4. Adherence to the HSH Shelter Grievance Policy<sup>1</sup>, including the processes regarding denials of service. Grantee shall comply with this policy when warnings or denials of service for shelter rule infractions are given to guests. Grantee staff must receive Shelter Grievance Training provided by HSH and past post-training test before they may issue a denial of service or warnings;
5. Adherence to the HSH Cold/Wet Weather Policy;
6. Adherence to the TB Infection Control Guidelines issued by DPH and HSH. Grantee shall provide mandatory enforcement of TB screening rules for shelter residents; and
7. Adherence to the HSH Critical Incident policies, including reports to HSH, within 24 hours, regarding any deaths, serious violence or emergencies involving police, fire or ambulance calls using the Critical Incident Report form. A Critical Incident is defined as when emergency responders are called to the shelter by staff or guests and when Child Protective Services removes a child. Shelters must also send reports for incidents in which there were no emergency responders. An example is a domestic violence incident. Grantee shall submit prompt written 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. Additionally, Grantee shall contact the HSH Program Manager, as listed in CARBON, within two hours of any death.

G. Data Standards:

1. Any 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 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, Grantee shall submit the monthly, quarterly and/or annual metrics into either the HSH CARBON database, via secure email, or through uploads to an FTP site. The City will provide clear instructions to all Grantee regarding the correct mechanism for sharing data. Changes to data collection or reporting requirements shall be communicated to Grantee via written notice at least one month prior to expected implementation.
3. Any information shared between Grantee, the City, 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 privacy requirements. Grantee shall take all appropriate measure to protect and maintain the confidentiality of personally identifying information about participants, as well as the site name and address, and any other confidential information about the program or the City's emergency response.

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<sup>1</sup> HSH Shelter Grievance Policy: <http://hsh.sfgov.org/wp-content/uploads/2018/08/Shelter-Grievance-Policy-Final-8-25-16-4.pdf>

- H. Record Keeping, Documentation, and Files: Grantee shall maintain Occupancy Logs; participant files, and other documentation in accordance with City requirements and instructions.
  
- I. 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 many 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 person responsible for food service has a valid Food Safety Certification.
  
- J. Good Neighbor Policies: Grantee shall maintain a good relationship with the neighborhood, including:
  - 1. Working with the neighborhood to ensure that neighboring concerns about the building are heard and addressed;
  - 2. Working closely with HSH and other relevant agencies to ensure that neighborhood concerns are addressed; and
  - 3. Actively discouraging loitering in the area surrounding the building.

**VII. Service Objectives**

- A. Grantee shall maintain an average unit utilization rate of at least 90 percent at any time.
  
- B. Grantee shall offer case management services to 100 percent of participants.

**VIII. Outcome Objectives**

- A. A minimum of 80 percent of guests exiting the program who have stayed in the program for 30 days or more will move into permanent housing such as rental by client with subsidy, shared housing, market rate housing, transitional housing or a residential treatment program; and
  
- B. One hundred percent of guests will receive housing advocacy support, including gathering and uploading of vital documents document readiness, notifying households of housing opportunities and assistance with housing applications as needed.

- C. Eighty percent of participants who participated in the Client Satisfaction Survey will rate services as “Excellent” or “Good”. Grantee shall use the following standardized question: “How would you rate the [name of program] Program overall?” The options should be “Excellent”, “Good”, “Fair” and “Poor”.

## **IX. Reporting Requirements**

- 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 15<sup>th</sup> of the following month, including:
  - B. Grantee shall provide a quarterly report of activities, referencing the tasks as described in the Service and Outcome Objectives sections. Grantee shall enter the quarterly metrics in the CARBON database by the 15<sup>th</sup> of the month following the end of the quarter.
  - 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 15<sup>th</sup> of the month following the end of the program year, including completion and submission of the Annual Shelter Report.
- D. Grantee shall provide Ad Hoc reports as required by the Department.
- E. Grantee shall submit monthly Grievance Statistics and Incident Reports by email to the assigned HSH Program Manager by the 15<sup>th</sup> of the month for each preceding month.
- F. Grantee shall provide the CalWORKS Housing Subsidy Program (CWHSP) State Data report monthly through the Launchpad data system by the 10<sup>th</sup> of the month. Grantee shall provide monthly employment status in the State data report.

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: Grantee is subject to fiscal monitoring, such as, but not limited to, the following: 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 (ADA), subcontracts, and Memorandums of Understanding (MOUs), and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.



	A	B	C	D	G	H	I	J	K	L	M	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING													
2	APPENDIX B, BUDGET													
3	Document Date	1/1/2022												
4	Contract Term	Begin Date	End Date	Duration (Years)										
5	Current Term	9/1/2020	12/31/2021	2										
6	Amended Term	9/1/2020	6/30/2023	3										
7	Provider Name	Providence Foundation of San Francisco												
8	Program	Oasis Hotel												
9	FSP Contract ID#	1000020746												
10	Action (select)	Amendment												
11	Effective Date	7/1/2021												
12	Budget Names	General Fund - Temporary Shelter Hotel, Work Order - HSA, One-Time General Fund Carryforward, Prop C												
13		Current	New											
14	Term Budget	\$ 3,369,836	\$ 5,586,776											
15	Contingency	\$ 562,242	\$ 3,910,743	70%										
16	Not-To-Exceed	\$ 3,932,078	\$ 9,497,519		EXTENSION YEAR									
17					Year 1	Year 2			Year 3			All Years		
18					9/1/2020 - 8/31/2021	9/1/2021- 12/31/2021	9/1/2021- 6/30/2022	9/1/2021- 6/30/2022	7/1/2022- 6/30/2023	7/1/2022- 6/30/2023	7/1/2022- 6/30/2023	9/1/2020 - 12/31/2021	9/1/2020 - 6/30/2023	9/1/2020 - 6/30/2023
19					New	Current/Actuals	Amendment	New	Current/Actuals	Amendment	New	Current/Actuals	Amendment	New
20	Expenditures													
21	Salaries & Benefits	\$ 670,303	\$ 750,174	\$ 943,644	\$ 1,693,817	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,420,476	\$ 943,644	\$ 2,364,120
22	Operating Expense	\$ 901,405	\$ 358,157	\$ 278,229	\$ 636,386	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,259,562	\$ 278,229	\$ 1,537,791
23	Subtotal	\$ 1,571,707	\$ 1,108,331	\$ 1,221,873	\$ 2,330,204	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,680,038	\$ 1,221,873	\$ 3,901,911
24	Indirect Percentage													
25	Indirect Cost (Line 21 X Line 22)	\$ 235,756	\$ 165,970	\$ 183,281	\$ 349,251	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 401,726	\$ 183,281	\$ 585,007
26	Other Expenses (Not subject to indirect %)	\$ (130,404)	\$ 934,671	\$ 811,786	\$ 1,746,457	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 804,267	\$ 811,786	\$ 1,616,053
27	Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
28	Admin Cost (HUD Only)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
29	HSA Work Order 7/1-12/31/20 in separate agreement	\$ (416,940)												
30	Total Expenditures	\$ 1,260,119	\$ 2,208,972	\$ 2,216,939	\$ 4,425,912	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,469,092	\$ 2,216,939	\$ 5,686,031
31	HSR Revenues (select)													
32	General Fund - Ongoing	\$ 736,824	\$ 1,212,537	\$ -	\$ 1,212,537	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,949,361	\$ -	\$ 1,949,361
33	General Fund - CODB	\$ -	\$ 36,376	\$ -	\$ 36,376	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 36,376	\$ -	\$ 36,376
34	Prop C - One-time COVID-19 Bonus Pay	\$ 7,100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,100	\$ -	\$ 7,100
35	Work Order (HSA)	\$ 416,940	\$ 416,940	\$ 416,940	\$ 833,880	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 833,880	\$ 416,940	\$ 1,250,820
36	General Fund - One-Time Carryforward	\$ -	\$ 543,119	\$ -	\$ 543,119	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 543,119	\$ -	\$ 543,119
37	Prop C	\$ -	\$ -	\$ 1,800,000	\$ 1,800,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,800,000	\$ 1,800,000
38		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
39		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
40		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
41	Total HSH Revenues	\$ 1,160,864	\$ 2,208,972	\$ 2,216,940	\$ 4,425,912	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,369,836	\$ 2,216,940	\$ 5,586,776
42	Other Revenues (to offset Total Expenditures & Reduce HSH Revenues)													
43		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
44	Private Match	\$ 99,255	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 99,255	\$ -	\$ 99,255
45		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
46		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
47		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
48	Total Other Revenues	\$ 99,255	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 99,255	\$ -	\$ 99,255
49														
50	Total HSH + Other Revenues	\$ 1,260,119	\$ 2,208,972	\$ 2,216,940	\$ 4,425,912	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,469,091	\$ 2,216,940	\$ 5,686,031
51	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
53	Total Adjusted Salary FTE (All Budgets)	8.14			26.11						0.00			
54														
55	Prepared by	Latasha Bellamy												
56	Phone	2096433777												
57	Email	latasha.bellamy@sfgov.org												

	A	B	C	D	G	H	I	J	AI	AJ	AK
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>										
2	<b>APPENDIX B, BUDGET</b>										
3	<b>Document Date</b>	1/1/2022									
4	<b>Contract Term</b>	<b>Begin Date</b>	<b>End Date</b>	<b>Duration (Years)</b>							
5	<b>Current Term</b>	9/1/2020	12/31/2021	2							
6	<b>Amended Term</b>	9/1/2020	6/30/2023	3							
7	<b>Provider Name</b>	Providence Foundation of San Francisco									
8	<b>Program</b>	Oasis Hotel									
9	<b>FSP Contract ID#</b>	1000020746									
10	<b>Action (select)</b>	Amendment									
11	<b>Effective Date</b>	7/1/2021									
12	<b>Budget Name</b>	<b>General Fund - Temporary Shelter Hotel</b>									
13		<b>Current</b>	<b>New</b>								
14	<b>Term Budget</b>	\$ 1,992,837	\$ 1,992,837								
15	<b>Contingency</b>	\$ 562,242	\$ 3,910,743	70%							
16	<b>Not-To-Exceed</b>	\$ 3,932,078	\$ 9,497,519		<b>Year 1</b>	<b>Year 2</b>			<b>All Years</b>		
17		9/1/2020 - 8/31/2021	9/1/2021- 12/31/2021	9/1/2021- 6/30/2022	9/1/2021- 6/30/2022	9/1/2020 - 12/31/2021	9/1/2020 - 6/30/2023	9/1/2020 - 6/30/2023			
18		<b>New</b>	<b>Current/Actuals</b>	<b>Amendment</b>	<b>New</b>	<b>Current/Actuals</b>	<b>Amendment</b>	<b>New</b>			
19	<b>Expenditures</b>										
20	Salaries & Benefits	\$ 570,555	\$ 650,426	\$ -	\$ 650,426	\$ 1,220,980	\$ -	\$ 1,220,980			
21	Operating Expense	\$ 859,131	\$ 315,883	\$ -	\$ 315,883	\$ 1,175,014	\$ -	\$ 1,175,014			
22	Subtotal	\$ 1,429,685	\$ 966,309	\$ -	\$ 966,309	\$ 2,395,994	\$ -	\$ 2,395,994			
23	Indirect Percentage	15.00%	15%		15%						
24	Indirect Cost (Line 21 X Line 22)	\$ 214,453	\$ 144,667	\$ -	\$ 144,667	\$ 359,120	\$ -	\$ 359,120			
25	Other Expenses (Not subject to indirect %)	\$ (384,019)	\$ 137,937	\$ -	\$ 137,937	\$ (246,082)	\$ -	\$ (246,082)			
26	Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
28	HSA Work Order 7/1-12/31/20 in Separate Agreement	\$ (416,940)	\$ -	\$ -	\$ -						
29	<b>Total Expenditures</b>	<b>\$ 843,179</b>	<b>\$ 1,248,913.06</b>	<b>\$ -</b>	<b>\$ 1,248,913.06</b>	<b>\$ 2,092,092.19</b>	<b>\$ -</b>	<b>\$ 2,092,092.19</b>			
30											
31	<b>HSH Revenues (select)</b>										
32	General Fund - Ongoing	\$ 736,824	\$ 1,212,537	\$ -	\$ 1,212,537	\$ 1,949,361	\$ -	\$ 1,949,361			
33	General Fund - CODB	\$ -	\$ 36,376	\$ -	\$ 36,376	\$ 36,376	\$ -	\$ 36,376			
34	Prop C - One-time COVID-19 Bonus Pay	\$ 7,100		\$ -	\$ -	\$ 7,100	\$ -	\$ 7,100			
35	Work Order (HSA)	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -			
36	General Fund - One-Time Carryforward	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -			
37	Prop C	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -			
38		\$ -		\$ -	\$ -	\$ -	\$ -	\$ -			
39		\$ -		\$ -	\$ -	\$ -	\$ -	\$ -			
40		\$ -		\$ -	\$ -	\$ -	\$ -	\$ -			
41	<b>Total HSH Revenues</b>	<b>\$ 743,924.00</b>	<b>\$ 1,248,913.00</b>	<b>\$ -</b>	<b>\$ 1,248,913.00</b>	<b>\$ 1,992,837.00</b>	<b>\$ -</b>	<b>\$ 1,992,837.00</b>			
42	<b>Other Revenues (to offset Total Expenditures &amp; Reduce HSH Revenues)</b>										
43		\$ -			\$ -	\$ -	\$ -	\$ -			
44	Private Match	\$ 99,255			\$ -	\$ 99,255	\$ -	\$ 99,255			
45		\$ -			\$ -	\$ -	\$ -	\$ -			
46		\$ -			\$ -	\$ -	\$ -	\$ -			
47		\$ -			\$ -	\$ -	\$ -	\$ -			
48	<b>Total Other Revenues</b>	<b>\$ 99,255.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 99,255.00</b>	<b>\$ -</b>	<b>\$ 99,255.00</b>			
49											
50	<b>Total HSH + Other Revenues</b>	<b>\$ 843,179.00</b>	<b>\$ 1,248,913.00</b>	<b>\$ -</b>	<b>\$ 1,248,913.00</b>	<b>\$ 2,092,092.00</b>	<b>\$ -</b>	<b>\$ 2,092,092.00</b>			
51	Rev-Exp (Budget Match Check)	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -			
53											
54	<b>Prepared by</b>										
55	<b>Phone</b>										
56	<b>Email</b>										

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	BT	BU	BV		
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																			
2	SALARY & BENEFIT DETAIL																			
3	Document Date	1/1/2022																		
4	Provider Name	Providence Foundation of San Francisco																		
5	Program	Oasis Hotel																		
6	FSP Contract ID#	1000020746																		
7	Budget Name	General Fund -																		
8		Year 1						Year 2						All Years						
9	POSITION TITLE	Agency Totals		For HSH Funded Program		9/1/2020 - 8/31/2021	9/1/2020 - 8/31/2021	9/1/2020 - 8/31/2021	Agency Totals		For HSH Funded Program		9/1/2021-12/31/2021	9/1/2021-6/30/2022	9/1/2021-6/30/2022	9/1/2020 - 12/31/2021	9/1/2020 - 6/30/2023	9/1/2020 - 6/30/2023		
10		Current/Actuals	Amendment	New	Current/Actuals	Amendment	New	Current/Actuals	Amendment	New	Current/Actuals	Modification	New							
11		Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Change	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	Monitor 1, 2, 3	\$ 152,880	6.40	31%	2.01	\$ 235,183	\$ -	\$ 235,183	\$ 50,960	1.20	22%	0.26	\$ 13,475	\$ -	\$ 13,475	\$ 248,658	\$ -	\$ 248,658		
13	Monitor 2	\$ -				\$ -	\$ -	\$ -	\$ 50,960	3.20	50%	1.60	\$ 81,536	\$ -	\$ 81,536	\$ 81,536	\$ -	\$ 81,536		
14	Monitor 3	\$ -				\$ -	\$ -	\$ -	\$ 50,960	3.60	50%	1.80	\$ 91,728	\$ -	\$ 91,728	\$ 91,728	\$ -	\$ 91,728		
15	Lead Monitor	\$ 52,000	2.00	83%	1.67	\$ 86,667	\$ -	\$ 86,667	\$ 52,000	4.00	50%	2.00	\$ 104,000	\$ -	\$ 104,000	\$ 190,667	\$ -	\$ 190,667		
16	Supervisor	\$ 57,375	1.00	100%	1.00	\$ 57,375	\$ -	\$ 57,375	\$ 56,160	2.00	50%	1.00	\$ 56,160	\$ -	\$ 56,160	\$ 113,535	\$ -	\$ 113,535		
17	Program Director	\$ 66,560	1.00	21%	0.21	\$ 13,742	\$ -	\$ 13,742	\$ 76,960	1.00	13%	0.13	\$ 9,833	\$ -	\$ 9,833	\$ 23,575	\$ -	\$ 23,575		
18	Van Driver	\$ 50,960	0.30	83%	0.25	\$ 12,740	\$ -	\$ 12,740	\$ 50,960	0.30	50%	0.15	\$ 7,644	\$ -	\$ 7,644	\$ 20,384	\$ -	\$ 20,384		
19	Case Manager	\$ 49,920	0.18			\$ -	\$ -	\$ -	\$ 52,000	1.50	34%	0.51	\$ 26,520	\$ -	\$ 26,520	\$ 26,520	\$ -	\$ 26,520		
20	Tutor	\$ 45,760	0.13	100%	0.13	\$ 5,808	\$ -	\$ 5,808	\$ 45,760	0.50	50%	0.25	\$ 11,440	\$ -	\$ 11,440	\$ 17,248	\$ -	\$ 17,248		
21	Program Coordinator	\$ 50,960	0.25	99%	0.25	\$ 12,569	\$ -	\$ 12,569	\$ 50,960	0.25	50%	0.13	\$ 6,370	\$ -	\$ 6,370	\$ 18,939	\$ -	\$ 18,939		
22	Program Assistant	\$ 45,760	0.17	100%	0.17	\$ 7,744	\$ -	\$ 7,744	\$ 45,760	0.75	75%	0.56	\$ 25,740	\$ -	\$ 25,740	\$ 33,484	\$ -	\$ 33,484		
23	Site Manager					\$ -	\$ -	\$ -	\$ 58,240	1.00	50%	0.50	\$ 29,120	\$ -	\$ 29,120	\$ 29,120	\$ -	\$ 29,120		
24	Janitor					\$ -	\$ -	\$ -	\$ 19,800	3.00	50%	1.50	\$ 29,700	\$ -	\$ 29,700	\$ 29,700	\$ -	\$ 29,700		
51						\$ -	\$ -	\$ -					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
52						\$ -	\$ -	\$ -					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
53						\$ -	\$ -	\$ -					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
54						\$ -	\$ -	\$ -					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
55		TOTAL SALARIES					\$ 431,828	\$ -	\$ 431,828	TOTAL SALARIES					\$ 493,266	\$ -	\$ 493,266	\$ 925,094	\$ -	\$ 925,094
56		TOTAL FTE					5.67			TOTAL FTE					10.39					
57		FRINGE BENEFIT RATE					32%		32%	FRINGE BENEFIT RATE					31.86%		31.86%			
58		EMPLOYEE FRINGE BENEFITS					\$ 138,727	\$ -	\$ 138,727	EMPLOYEE FRINGE BENEFITS					\$ 157,160	\$ -	\$ 157,160	\$ 295,887	\$ -	\$ 295,887
59		TOTAL SALARIES & BENEFITS					\$ 570,555	\$ -	\$ 570,555	TOTAL SALARIES & BENEFITS					\$ 650,426	\$ -	\$ 650,426	\$ 1,220,980	\$ -	\$ 1,220,980
60																				
61																				
62																				

	A	D	E	F	G	AF	AG	AH
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>							
2	<b>OPERATING DETAIL</b>							
3	Document Date							
4	Provider Name							
5	Program							
6	FSP Contract ID#							
7	Budget Name							
8								
9		<b>Year 1</b>	<b>Year 2</b>			<b>All Years</b>		
10		9/1/2020 - 8/31/2021	9/1/2021- 12/31/2021	9/1/2021- 6/30/2022	9/1/2021- 6/30/2022	9/1/2020 - 12/31/2021	9/1/2020 - 6/30/2023	9/1/2020 - 6/30/2023
11		New	Current/Actuals	Amendment	New	Current/Actuals	Modification	New
12	<b>Operating Expenses</b>	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
13	Rental of Property	\$ 312,356	\$ -	\$ -	\$ 312,356	\$ -	\$ -	\$ 312,356
14	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ -	\$ 8,000	\$ -	\$ 8,000	\$ 8,000	\$ -	\$ 8,000
15	Office Supplies, Postage	\$ 6,250	\$ 4,750	\$ -	\$ 4,750	\$ 11,000	\$ -	\$ 11,000
16	Building Maintenance Supplies and Repair	\$ -	\$ 10,000	\$ -	\$ 10,000	\$ 10,000	\$ -	\$ 10,000
17	Printing and Reproduction	\$ 4,167	\$ 2,500	\$ -	\$ 2,500	\$ 6,667	\$ -	\$ 6,667
18	Insurance	\$ 8,333	\$ 22,000	\$ -	\$ 22,000	\$ 30,333	\$ -	\$ 30,333
19	Staff Training	\$ 5,833	\$ 10,000	\$ -	\$ 10,000	\$ 15,833	\$ -	\$ 15,833
20	Staff Travel(Local & Out of Town)	\$ 1,667	\$ 400	\$ -	\$ 400	\$ 2,067	\$ -	\$ 2,067
21	Rental of Equipment	\$ 10,000	\$ -	\$ -	\$ -	\$ 10,000	\$ -	\$ 10,000
22	Cleaning/Janitorial Supplies	\$ 38,333	\$ 37,568	\$ -	\$ 37,568	\$ 75,901	\$ -	\$ 75,901
23	Cable/Internet	\$ -	\$ 4,000	\$ -	\$ 4,000	\$ 4,000	\$ -	\$ 4,000
24	Fire/Security Monitoring Contract	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
25	Linens Laundry	\$ 20,833	\$ 21,000	\$ -	\$ 21,000	\$ 41,833	\$ -	\$ 41,833
26	Client Supplemental Food	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
27	Client Supplies (hygiene, etc)	\$ 13,333	\$ 18,000	\$ -	\$ 18,000	\$ 31,333	\$ -	\$ 31,333
28	Client Transportation	\$ 1,667	\$ 1,000	\$ -	\$ 1,000	\$ 2,667	\$ -	\$ 2,667
29	Food/Other supplies	\$ 101,749	\$ 109,665	\$ -	\$ 109,665	\$ 211,415	\$ -	\$ 211,415
30	Telecommunications	\$ 6,667	\$ 9,000	\$ -	\$ 9,000	\$ 15,667	\$ -	\$ 15,667
31	Additional Room Placeholder (do not invoice until allocated)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
32	Rental & Utilities (Program Office Site)	\$ 37,943	\$ 18,000	\$ -	\$ 18,000	\$ 55,943	\$ -	\$ 55,943
33	Relocation Costs	\$ 250,000	\$ -	\$ -	\$ -	\$ 250,000	\$ -	\$ 250,000
34								
35								
36								
37								
38								
39								
40								
41								
42	<b>Consultants</b>							
43	IT Support/HR Support/Trainer	\$ 15,000	\$ 15,000	\$ -	\$ 15,000	\$ 30,000	\$ -	\$ 30,000
44								
45								
46								
47								
48								
49								
50								
51								
52								
53								
54	<b>Subcontractors (First \$25k Only)</b>							
55	Safety and Deescalation Staff (3 people, 24/7)	\$ 25,000	\$ 25,000	\$ -	\$ 25,000	\$ 50,000	\$ -	\$ 50,000
56								
57								
58								
59								
60								
61								
62								
63								
64								
65								
66								
67	<b>TOTAL OPERATING EXPENSES</b>	\$ 859,131	\$ 315,883	\$ -	\$ 315,883	\$ 1,175,014	\$ -	\$ 1,175,014
69	<b>Other Expenses (not subject to indirect cost %)</b>							
71	One-Time Prop C Bonus Pay	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
72	FY21-22 COB Placeholder (Do Not Invoice)	\$ 7,100	\$ 36,376	\$ -	\$ 36,376	\$ 43,476	\$ -	\$ 43,476
73	General Fund Unused CF FY20/21	\$ (543,119)	\$ -	\$ -	\$ -	\$ (543,119)	\$ -	\$ (543,119)
74	Safety and Deescalation Staff (3 people, 24/7)	\$ 152,000	\$ 101,561	\$ -	\$ 101,561	\$ 253,561	\$ -	\$ 253,561
75								
76								
77								
78								
79								
80								
81								
82								
83	<b>TOTAL OTHER EXPENSES</b>	\$ (384,019)	\$ 137,937	\$ -	\$ 137,937	\$ (246,082)	\$ -	\$ (246,082)
85	<b>Capital Expenses</b>							
87								
88								
89								
90								
91								
92								
93								
94								
95	<b>TOTAL CAPITAL EXPENSES</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
96								
97	<b>HSH #3</b>							



	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	1/1/2022											
4	Contract Term	Begin Date	End Date	Duration (Years)									
5	Current Term	9/1/2020	12/31/2021	2									
6	Amended Term	9/1/2020	6/30/2023	3									
7	Provider Name	Providence Foundation of San Francisco											
8	Program	Oasis Hotel											
9	FSP Contract ID#	1000020746											
10	Action (select)	Amendment											
11	Effective Date	7/1/2021											
12	Budget Name	Work Order - HSA											
13		Current	New										
14	Term Budget	\$ 833,880	\$ 1,250,820										
15	Contingency	\$ 562,242	\$ 3,910,743	70%									
16	Not-To-Exceed	\$ 3,932,078	\$ 9,497,519		Year 1			Year 2			All Years		
17		9/1/2020 - 8/31/2021	9/1/2020 - 8/31/2021	9/1/2020 - 8/31/2021	9/1/2021 - 8/31/2022	9/1/2021 - 8/31/2022	9/1/2021 - 8/31/2022	9/1/2020 - 12/31/2021	9/1/2020 - 6/30/2023	9/1/2020 - 6/30/2023			
18		Current/Actuals	Amendment	New	Current/Actuals	Amendment	New	Current/Actuals	Amendment	New			
19	Expenditures												
20	Salaries & Benefits	\$ 99,748	\$ -	\$ 99,748	\$ 99,748	\$ 88,959	\$ 188,707	\$ 199,496	\$ 88,959	\$ 288,455			
21	Operating Expense	\$ 42,274	\$ -	\$ 42,274	\$ 42,274	\$ 42,274	\$ 84,548	\$ 84,548	\$ 42,274	\$ 126,822			
22	Subtotal	\$ 142,022	\$ -	\$ 142,022	\$ 142,022	\$ 131,233	\$ 273,255	\$ 284,044	\$ 131,233	\$ 415,277			
23	Indirect Percentage	15.00%		15.00%	15.00%		15.00%						
24	Indirect Cost (Line 21 X Line 22)	\$ 21,303	\$ -	\$ 21,303	\$ 21,303	\$ 19,685	\$ 40,988	\$ 42,607	\$ 19,685	\$ 62,292			
25	Other Expenses (Not subject to indirect %)	\$ 253,615	\$ -	\$ 253,615	\$ 253,615	\$ 266,022	\$ 519,637	\$ 507,230	\$ 266,022	\$ 773,252			
26	Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
27	Admin Cost (HUD Agreements Only)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
28	<b>Total Expenditures</b>	<b>\$ 416,940</b>	<b>\$ -</b>	<b>\$ 416,940</b>	<b>\$ 416,940</b>	<b>\$ 416,940</b>	<b>\$ 833,880</b>	<b>\$ 833,881</b>	<b>\$ 416,940</b>	<b>\$ 1,250,820</b>			
29													
30	HSH Revenues (select)												
31	General Fund - Ongoing			\$ -			\$ -	\$ -	\$ -	\$ -			
32	General Fund - CODB			\$ -			\$ -	\$ -	\$ -	\$ -			
33	Prop C - One-time COVID-19 Bonus Pay			\$ -			\$ -	\$ -	\$ -	\$ -			
34	Work Order (HSA)	\$ 416,940		\$ 416,940	\$ 416,940	\$ 416,940	\$ 833,880	\$ 833,880	\$ 416,940	\$ 1,250,820			
35	General Fund - One-Time Carryforward			\$ -			\$ -	\$ -	\$ -	\$ -			
36	Prop C			\$ -			\$ -	\$ -	\$ -	\$ -			
37				\$ -			\$ -	\$ -	\$ -	\$ -			
38				\$ -			\$ -	\$ -	\$ -	\$ -			
39				\$ -			\$ -	\$ -	\$ -	\$ -			
40	<b>Total HSH Revenues</b>	<b>\$ 416,940</b>	<b>\$ -</b>	<b>\$ 416,940</b>	<b>\$ 416,940</b>	<b>\$ 416,940</b>	<b>\$ 833,880</b>	<b>\$ 833,880</b>	<b>\$ 416,940</b>	<b>\$ 1,250,820</b>			
41	Other Revenues (to offset Total Expenditures & Reduce HSH Revenues)												
42				\$ -			\$ -	\$ -	\$ -	\$ -			
43	Private Match			\$ -			\$ -	\$ -	\$ -	\$ -			
44				\$ -			\$ -	\$ -	\$ -	\$ -			
45				\$ -			\$ -	\$ -	\$ -	\$ -			
46				\$ -			\$ -	\$ -	\$ -	\$ -			
47	<b>Total Other Revenues</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>			
48													
49	<b>Total HSH + Other Revenues</b>	<b>\$ 416,940</b>	<b>\$ -</b>	<b>\$ 416,940</b>	<b>\$ 416,940</b>	<b>\$ 416,940</b>	<b>\$ 833,880</b>	<b>\$ 833,880</b>	<b>\$ 416,940</b>	<b>\$ 1,250,820</b>			
50	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
52													
53	Prepared by												
54	Phone												
55	Email												

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	BT	BU	BV					
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																						
2	SALARY & BENEFIT DETAIL																						
3	Document Date	1/1/2022																					
4	Provider Name	Providence Foundation of San Francisco																					
5	Program	Oasis Hotel																					
6	FSP Contract ID#	1000020746																					
7	Budget Name	Work Order - H																					
8		Year 1						Year 2						All Years									
9	POSITION TITLE	Agency Totals		For HSH Funded Program		9/1/2020 - 8/31/2021	9/1/2020 - 8/31/2021	9/1/2020 - 8/31/2021	Agency Totals		For HSH Funded Program		9/1/2021 - 8/31/2022	9/1/2021 - 8/31/2022	9/1/2021 - 8/31/2022	9/1/2020 - 12/31/2021	9/1/2020 - 6/30/2023	9/1/2020 - 6/30/2023					
10						Current/Actuals	Amendment	New					Current/Actuals	Amendment	New	Current/Actuals	Modification	New					
11		Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Change	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	Monitor	\$ 32,040	2.50	85%	2.12	\$ 68,060	\$ -	\$ 68,060	\$ 50,960	2.50	100%	2.50	\$ 68,060	\$ 59,340	\$ 127,400	\$ 136,120	\$ 59,340	\$ 195,460					
13	Case Manager	\$ 41,600	1.00	30%	0.30	\$ 12,480	\$ -	\$ 12,480	\$ 41,600	1.00	60%	0.60	\$ 12,480	\$ 12,480	\$ 24,960	\$ 24,960	\$ 12,480	\$ 37,440					
14	Program Director	\$ 76,960	1.00	4%	0.04	\$ 3,250	\$ -	\$ 3,250	\$ 76,960	1.00	8%	0.08	\$ 3,250	\$ 2,907	\$ 6,157	\$ 6,500	\$ 2,907	\$ 9,407					
15						\$ -	\$ -	\$ -					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					
54						\$ -	\$ -	\$ -					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					
55		TOTAL SALARIES						\$ 83,790	\$ -	\$ 83,790	TOTAL SALARIES						\$ 83,790	\$ 74,727	\$ 158,517	\$ 167,580	\$ 74,727	\$ 242,307	
56		TOTAL FTE		2.47		TOTAL FTE						3.18											
57		FRINGE BENEFIT RATE		19.05%		FRINGE BENEFIT RATE						19.05%											
58		EMPLOYEE FRINGE BENEFITS		\$ 15,958		EMPLOYEE FRINGE BENEFITS						\$ 15,958		\$ 14,232		\$ 30,190		\$ 31,916		\$ 14,232		\$ 46,148	
59		TOTAL SALARIES & BENEFITS		\$ 99,748		TOTAL SALARIES & BENEFITS						\$ 99,748		\$ 88,959		\$ 188,707		\$ 199,496		\$ 88,959		\$ 288,455	
60																							
61																							
62																							

	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	FSP Contract ID#							
7	Budget Name							
8								
9		Year 1	Year 2			All Years		
10		9/1/2020 - 8/31/2021	9/1/2021 - 8/31/2022	9/1/2021 - 8/31/2022	9/1/2020 - 12/31/2021	9/1/2020 - 6/30/2023	9/1/2020 - 6/30/2023	9/1/2020 - 6/30/2023
11		New	Current/Actuals	Amendment	New	Current/Actuals	Modification	New
12	Operating Expenses	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		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
17	Printing and Reproduction		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
18	Insurance		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
19	Staff Training		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
20	Staff Travel(Local & Out of Town)	\$ 600	\$ 600	\$ 600	\$ 1,200	\$ 1,200	\$ 600	\$ 1,800
21	Rental of Equipment		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
22	Contingency for Hotel Emergency	\$ 7,200	\$ 7,200	\$ 7,200	\$ 14,400	\$ 14,400	\$ 7,200	\$ 21,600
23	Client Needs (Food/Transportation/Dishes/Clothing)	\$ 34,474	\$ 34,474	\$ 34,474	\$ 68,948	\$ 68,948	\$ 34,474	\$ 103,422
24			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
25			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
26			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
27			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
28			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
29			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
30			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
31			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
32			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
33			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
34			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
35			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
36			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
37			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
38			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
39			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
40			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
41			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
42	Consultants		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
43			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
44			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
45			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
46			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
47			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
48			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
49			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
50			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
51			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
52			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
53			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
54	Subcontractors (First \$25k Only)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
55			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
56			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
57			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
58			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
59			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
60			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
61			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
62			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
63			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
64			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
65			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
66			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
67	TOTAL OPERATING EXPENSES	\$ 42,274	\$ 42,274	\$ 42,274	\$ 84,548	\$ 84,548	\$ 42,274	\$ 126,822
69								
70	Other Expenses (not subject to indirect cost %)							
71	Hotel Stays	\$ 253,615	\$ 253,615	\$ 266,022	\$ 519,637	\$ 507,230	\$ 266,022	\$ 773,252
72			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
73			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
74			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
75			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
76			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
77			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
78			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
79			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
80			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
81			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
82			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
83	TOTAL OTHER EXPENSES	\$ 253,615	\$ 253,615	\$ 266,022	\$ 519,637	\$ 507,230	\$ 266,022	\$ 773,252
85								
86	Capital Expenses							
87			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
88			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
89			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
90			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
91			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
92			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
93			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
94			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
95	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
96								
97	HSH #3						Template last modified	9/1/2021

	A	B	C	D	H	I	J	AK
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>							
2	<b>APPENDIX B, BUDGET</b>							
3	<b>Document Date</b>	1/1/2022						
4	<b>Contract Term</b>	<b>Begin Date</b>	<b>End Date</b>	<b>Duration (Years)</b>				
5	<b>Current Term</b>	9/1/2020	12/31/2021	2				
6	<b>Amended Term</b>	9/1/2020	6/30/2023	3				
7	<b>Provider Name</b>	Providence Foundation of San Francisco						
8	<b>Program</b>	Oasis Hotel						
9	<b>FSP Contract ID#</b>	1000020746						
10	<b>Action (select)</b>	Amendment						
11	<b>Effective Date</b>	7/1/2021						
12	<b>Budget Name</b>	<b>One-Time General Fund Carryforward</b>						
13		<b>Current</b>	<b>New</b>					
14	<b>Term Budget</b>	\$ 543,119	\$ 543,119					
15	<b>Contingency</b>	\$ 562,242	\$ 3,910,743	70%				
16	<b>Not-To-Exceed</b>	\$ 3,932,078	\$ 9,497,519		<b>Year 2</b>		<b>All Years</b>	
17					9/1/2021-12/31/2021	9/1/2021-6/30/2022	9/1/2021-6/30/2022	9/1/2020-6/30/2023
18					<b>Current/Actuals</b>	<b>Amendment</b>	<b>New</b>	<b>New</b>
19	<b>Expenditures</b>							
20	Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
21	Operating Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
22	Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
23	Indirect Percentage	0.00%		0.00%				
24	Indirect Cost (Line 21 X Line 22)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
25	Other Expenses (Not subject to indirect %)	\$ 543,119	\$ -	\$ 543,119	\$ 543,119	\$ -	\$ 543,119	\$ 543,119
26	Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
27	Admin Cost (HUD Agreements Only)		\$ -		\$ -		\$ -	\$ -
28	<b>Total Expenditures</b>	<b>\$ 543,119</b>	<b>\$ -</b>	<b>\$ 543,119</b>	<b>\$ 543,119</b>	<b>\$ -</b>	<b>\$ 543,119</b>	<b>\$ 543,119</b>
29								
30	<b>HSH Revenues (select)</b>							
31	General Fund - Ongoing			\$ -	\$ -	\$ -	\$ -	\$ -
32	General Fund - CODB			\$ -	\$ -	\$ -	\$ -	\$ -
33	Prop C - One-time COVID-19 Bonus Pay			\$ -	\$ -	\$ -	\$ -	\$ -
34	Work Order (HSA)			\$ -	\$ -	\$ -	\$ -	\$ -
35	General Fund - One-Time Carryforward	\$ 543,119		\$ 543,119	\$ 543,119	\$ -	\$ 543,119	\$ 543,119
36	Prop C			\$ -	\$ -	\$ -	\$ -	\$ -
37				\$ -	\$ -	\$ -	\$ -	\$ -
38				\$ -	\$ -	\$ -	\$ -	\$ -
39				\$ -	\$ -	\$ -	\$ -	\$ -
40	<b>Total HSH Revenues</b>	<b>\$ 543,119</b>	<b>\$ -</b>	<b>\$ 543,119</b>	<b>\$ 543,119</b>	<b>\$ -</b>	<b>\$ 543,119</b>	<b>\$ 543,119</b>
41	<b>Other Revenues (to offset Total Expenditures &amp; Reduce HSH Revenues)</b>							
42				\$ -	\$ -	\$ -	\$ -	\$ -
43	Private Match			\$ -	\$ -	\$ -	\$ -	\$ -
44				\$ -	\$ -	\$ -	\$ -	\$ -
45				\$ -	\$ -	\$ -	\$ -	\$ -
46				\$ -	\$ -	\$ -	\$ -	\$ -
47	<b>Total Other Revenues</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
48								
49	<b>Total HSH + Other Revenues</b>	<b>\$ 543,119</b>	<b>\$ -</b>	<b>\$ 543,119</b>	<b>\$ 543,119</b>	<b>\$ -</b>	<b>\$ 543,119</b>	<b>\$ 543,119</b>
50	Rev-Exp (Budget Match Check)	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
52								
53	<b>Prepared by</b>							
54	<b>Phone</b>							
55	<b>Email</b>							



	A	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	FSP Contract ID#						
7	Budget Name						
8							
9	Year 2			All Years			
10	9/1/2021-12/31/2021	9/1/2021-6/30/2022	9/1/2021-6/30/2022	9/1/2020-12/31/2021	9/1/2020-6/30/2023	9/1/2020-6/30/2023	
11	Current/Actuals	Amendment	New	Current/Actuals	Modification	New	
12	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	
12	<b>Operating Expenses</b>						
13	Rental of Property	\$ -	\$ -	\$ -	\$ -	\$ -	-
14	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ -	\$ -	\$ -	\$ -	\$ -	-
15	Office Supplies, Postage	\$ -	\$ -	\$ -	\$ -	\$ -	-
16	Building Maintenance Supplies and Repair	\$ -	\$ -	\$ -	\$ -	\$ -	-
17	Printing and Reproduction	\$ -	\$ -	\$ -	\$ -	\$ -	-
18	Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	-
19	Staff Training	\$ -	\$ -	\$ -	\$ -	\$ -	-
20	Staff Travel(Local & Out of Town)	\$ -	\$ -	\$ -	\$ -	\$ -	-
21	Rental of Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	-
22		\$ -	\$ -	\$ -	\$ -	\$ -	-
23		\$ -	\$ -	\$ -	\$ -	\$ -	-
24		\$ -	\$ -	\$ -	\$ -	\$ -	-
25		\$ -	\$ -	\$ -	\$ -	\$ -	-
26		\$ -	\$ -	\$ -	\$ -	\$ -	-
27		\$ -	\$ -	\$ -	\$ -	\$ -	-
28		\$ -	\$ -	\$ -	\$ -	\$ -	-
29		\$ -	\$ -	\$ -	\$ -	\$ -	-
30		\$ -	\$ -	\$ -	\$ -	\$ -	-
31		\$ -	\$ -	\$ -	\$ -	\$ -	-
32		\$ -	\$ -	\$ -	\$ -	\$ -	-
33		\$ -	\$ -	\$ -	\$ -	\$ -	-
34		\$ -	\$ -	\$ -	\$ -	\$ -	-
35		\$ -	\$ -	\$ -	\$ -	\$ -	-
36		\$ -	\$ -	\$ -	\$ -	\$ -	-
37		\$ -	\$ -	\$ -	\$ -	\$ -	-
38		\$ -	\$ -	\$ -	\$ -	\$ -	-
39		\$ -	\$ -	\$ -	\$ -	\$ -	-
40		\$ -	\$ -	\$ -	\$ -	\$ -	-
41		\$ -	\$ -	\$ -	\$ -	\$ -	-
42	<b>Consultants</b>						
43		\$ -	\$ -	\$ -	\$ -	\$ -	-
44		\$ -	\$ -	\$ -	\$ -	\$ -	-
45		\$ -	\$ -	\$ -	\$ -	\$ -	-
46		\$ -	\$ -	\$ -	\$ -	\$ -	-
47		\$ -	\$ -	\$ -	\$ -	\$ -	-
48		\$ -	\$ -	\$ -	\$ -	\$ -	-
49		\$ -	\$ -	\$ -	\$ -	\$ -	-
50		\$ -	\$ -	\$ -	\$ -	\$ -	-
51		\$ -	\$ -	\$ -	\$ -	\$ -	-
52		\$ -	\$ -	\$ -	\$ -	\$ -	-
53		\$ -	\$ -	\$ -	\$ -	\$ -	-
54	<b>Subcontractors (First \$25k Only)</b>						
55		\$ -	\$ -	\$ -	\$ -	\$ -	-
56		\$ -	\$ -	\$ -	\$ -	\$ -	-
57		\$ -	\$ -	\$ -	\$ -	\$ -	-
58		\$ -	\$ -	\$ -	\$ -	\$ -	-
59		\$ -	\$ -	\$ -	\$ -	\$ -	-
60		\$ -	\$ -	\$ -	\$ -	\$ -	-
61		\$ -	\$ -	\$ -	\$ -	\$ -	-
62		\$ -	\$ -	\$ -	\$ -	\$ -	-
63		\$ -	\$ -	\$ -	\$ -	\$ -	-
64		\$ -	\$ -	\$ -	\$ -	\$ -	-
65		\$ -	\$ -	\$ -	\$ -	\$ -	-
66		\$ -	\$ -	\$ -	\$ -	\$ -	-
67		\$ -	\$ -	\$ -	\$ -	\$ -	-
68	TOTAL OPERATING EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	-
69							
70	<b>Other Expenses (not subject to indirect cost %)</b>						
71	Relocation Costs	\$ 250,000	\$ -	\$ 250,000	\$ 250,000	\$ -	\$ 250,000
72	Rental Property	\$ 293,119	\$ -	\$ 293,119	\$ 293,119	\$ -	\$ 293,119
73		\$ -	\$ -	\$ -	\$ -	\$ -	-
74		\$ -	\$ -	\$ -	\$ -	\$ -	-
75		\$ -	\$ -	\$ -	\$ -	\$ -	-
76		\$ -	\$ -	\$ -	\$ -	\$ -	-
77		\$ -	\$ -	\$ -	\$ -	\$ -	-
78		\$ -	\$ -	\$ -	\$ -	\$ -	-
79		\$ -	\$ -	\$ -	\$ -	\$ -	-
80		\$ -	\$ -	\$ -	\$ -	\$ -	-
81		\$ -	\$ -	\$ -	\$ -	\$ -	-
82		\$ -	\$ -	\$ -	\$ -	\$ -	-
83		\$ -	\$ -	\$ -	\$ -	\$ -	-
84	TOTAL OTHER EXPENSES	\$ 543,119	\$ -	\$ 543,119	\$ 543,119	\$ -	\$ 543,119
85							
86	<b>Capital Expenses</b>						
87		\$ -	\$ -	\$ -	\$ -	\$ -	-
88		\$ -	\$ -	\$ -	\$ -	\$ -	-
89		\$ -	\$ -	\$ -	\$ -	\$ -	-
90		\$ -	\$ -	\$ -	\$ -	\$ -	-
91		\$ -	\$ -	\$ -	\$ -	\$ -	-
92		\$ -	\$ -	\$ -	\$ -	\$ -	-
93		\$ -	\$ -	\$ -	\$ -	\$ -	-
94		\$ -	\$ -	\$ -	\$ -	\$ -	-
95	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	-
96							
97	HS# #3				Template last modified	9/1/2021	

	A	B	C	D	H	I	J	AI	AJ	AK
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>									
2	<b>APPENDIX B, BUDGET</b>									
3	<b>Document Date</b>	1/1/2022								
4	<b>Contract Term</b>	<b>Begin Date</b>	<b>End Date</b>	<b>Duration (Years)</b>						
5	<b>Current Term</b>	9/1/2020	12/31/2021	2						
6	<b>Amended Term</b>	9/1/2020	6/30/2022	2						
7	<b>Provider Name</b>	Providence Foundation of San Francisco								
8	<b>Program</b>	Oasis Hotel								
9	<b>FSP Contract ID#</b>	1000020746								
10	<b>Action (select)</b>	Amendment								
11	<b>Effective Date</b>	7/1/2021								
12	<b>Budget Name</b>	<b>Prop C</b>								
13		<b>Current</b>	<b>New</b>							
14	<b>Term Budget</b>	\$ -	\$ 1,800,000							
15	<b>Contingency</b>	\$ 562,242	\$ 3,910,743	70%						
16	<b>Not-To-Exceed</b>	\$ 3,932,078	\$ 9,497,519		<b>Year 2</b>			<b>All Years</b>		
17		1/1/2021-6/30/2022	1/1/2021-6/30/2022	1/1/2021-6/30/2022	9/1/2020-12/31/2021	9/1/2020-6/30/2022	9/1/2020-6/30/2022			
18		<b>Current/Actuals</b>	<b>Amendment</b>	<b>New</b>	<b>Current/Actuals</b>	<b>Amendment</b>	<b>New</b>			
19	<b>Expenditures</b>									
20	Salaries & Benefits	\$ -	\$ 854,685	\$ 854,685	\$ -	\$ 854,685	\$ 854,685			
21	Operating Expense	\$ -	\$ 235,955	\$ 235,955	\$ -	\$ 235,955	\$ 235,955			
22	Subtotal	\$ -	\$ 1,090,640	\$ 1,090,640	\$ -	\$ 1,090,640	\$ 1,090,640			
23	Indirect Percentage	0.00%		15.00%						
24	Indirect Cost (Line 21 X Line 22)	\$ -	\$ 163,596	\$ 163,596	\$ -	\$ 163,596	\$ 163,596			
25	Other Expenses (Not subject to indirect %)	\$ -	\$ 545,764	\$ 545,764	\$ -	\$ 545,764	\$ 545,764			
26	Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
27	Admin Cost (HUD Agreements Only)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
28	<b>Total Expenditures</b>	\$ -	\$ 1,800,000	\$ 1,800,000	\$ -	\$ 1,800,000	\$ 1,800,000			
29										
30	<b>HSH Revenues (select)</b>									
31	General Fund - Ongoing		\$ -	\$ -	\$ -	\$ -	\$ -			
32	General Fund - CODB		\$ -	\$ -	\$ -	\$ -	\$ -			
33	Prop C - One-time COVID-19 Bonus Pay		\$ -	\$ -	\$ -	\$ -	\$ -			
34	Work Order (HSA)		\$ -	\$ -	\$ -	\$ -	\$ -			
35	General Fund - One-Time Carryforward		\$ -	\$ -	\$ -	\$ -	\$ -			
36	Prop C		\$ 1,800,000	\$ 1,800,000	\$ -	\$ 1,800,000	\$ 1,800,000			
37			\$ -	\$ -	\$ -	\$ -	\$ -			
38			\$ -	\$ -	\$ -	\$ -	\$ -			
39			\$ -	\$ -	\$ -	\$ -	\$ -			
40	<b>Total HSH Revenues</b>	\$ -	\$ 1,800,000	\$ 1,800,000	\$ -	\$ 1,800,000	\$ 1,800,000			
41	<b>Other Revenues (to offset Total Expenditures &amp; Reduce HSH Revenues)</b>									
42			\$ -	\$ -	\$ -	\$ -	\$ -			
43	Private Match		\$ -	\$ -	\$ -	\$ -	\$ -			
44			\$ -	\$ -	\$ -	\$ -	\$ -			
45			\$ -	\$ -	\$ -	\$ -	\$ -			
46			\$ -	\$ -	\$ -	\$ -	\$ -			
47	<b>Total Other Revenues</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
48										
49	<b>Total HSH + Other Revenues</b>	\$ -	\$ 1,800,000	\$ 1,800,000	\$ -	\$ 1,800,000	\$ 1,800,000			
50	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
52										
53	<b>Prepared by</b>	Latasha Bellamy								
54	<b>Phone</b>									
55	<b>Email</b>	<a href="mailto:latasha.bellamy@sfgov.org">latasha.bellamy@sfgov.org</a>								

	A	E	F	G	AF	AG	AH
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>						
2	<b>OPERATING DETAIL</b>						
3	Document Date						
4	Provider Name						
5	Program						
6	FSP Contract ID#						
7	Budget Name						
8							
9	<b>Year 2</b>			<b>All Years</b>			
10	1/1/2021-6/30/2022	1/1/2021-6/30/2022	1/1/2021-6/30/2022	9/1/2020-12/31/2021	9/1/2020-6/30/2022	9/1/2020-6/30/2022	
11	Current/Actuals	Amendment	New	Current/Actuals	Modification	New	
12	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	
13	Operating Expenses						
13	Rental of Property	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
14	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 1,500	\$ 1,500	\$ -	\$ 1,500	\$ 1,500	\$ 1,500
15	Office Supplies, Postage	\$ 5,000	\$ 5,000	\$ -	\$ 5,000	\$ 5,000	\$ 5,000
16	Building Maintenance Supplies and Repair	\$ 5,000	\$ 5,000	\$ -	\$ 5,000	\$ 5,000	\$ 5,000
17	Printing and Reproduction	\$ 2,500	\$ 2,500	\$ -	\$ 2,500	\$ 2,500	\$ 2,500
18	Insurance	\$ 10,000	\$ 10,000	\$ -	\$ 10,000	\$ 10,000	\$ 10,000
19	Staff Training	\$ 4,000	\$ 4,000	\$ -	\$ 4,000	\$ 4,000	\$ 4,000
20	Staff Travel(Local & Out of Town)	\$ 955	\$ 955	\$ -	\$ 955	\$ 955	\$ 955
21	Rental of Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
22	Linen Laundry	\$ 20,000	\$ 20,000	\$ -	\$ 20,000	\$ 20,000	\$ 20,000
23	Food/Other Supplies	\$ 97,000	\$ 97,000	\$ -	\$ 97,000	\$ 97,000	\$ 97,000
24	Client Supplies (hygiene, etc)	\$ 9,000	\$ 9,000	\$ -	\$ 9,000	\$ 9,000	\$ 9,000
25	Client Transportation	\$ 2,000	\$ 2,000	\$ -	\$ 2,000	\$ 2,000	\$ 2,000
26	Rental & Utilities (Program Office Site)	\$ 17,000	\$ 17,000	\$ -	\$ 17,000	\$ 17,000	\$ 17,000
27	Cable/Internet	\$ 4,000	\$ 4,000	\$ -	\$ 4,000	\$ 4,000	\$ 4,000
28	Cleaning & Janitorial	\$ 15,000	\$ 15,000	\$ -	\$ 15,000	\$ 15,000	\$ 15,000
29	Telecommunications	\$ 9,000	\$ 9,000	\$ -	\$ 9,000	\$ 9,000	\$ 9,000
30		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
31		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
32		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
33		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
34		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
35		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
36		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
37		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
38		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
39		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
40		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
41		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
42	Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
43	IT Support/HR Support	\$ 9,000	\$ 9,000	\$ -	\$ 9,000	\$ 9,000	\$ 9,000
44		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
45		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
46		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
47		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
48		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
49		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
50		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
51		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
52		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
53		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
54	Subcontractors (First \$25k Only)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
55	Safety and Deescalation Staff (3 people, 24/7)	\$ 25,000	\$ 25,000	\$ -	\$ 25,000	\$ 25,000	\$ 25,000
56		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
57		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
58		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
59		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
60		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
61		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
62		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
63		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
64		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
65		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
66		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
67		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
68	TOTAL OPERATING EXPENSES	\$ -	\$ 235,955	\$ 235,955	\$ -	\$ 235,955	\$ 235,955
69							
70	Other Expenses (not subject to indirect cost %)						
71	Safety and Deescalation Staff (3 people, 24/7)	\$ 95,000	\$ 95,000	\$ -	\$ 95,000	\$ 95,000	\$ 95,000
72	Oasis Room Rental	\$ 450,764	\$ 450,764	\$ -	\$ 450,764	\$ 450,764	\$ 450,764
73		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
74		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
75		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
76		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
77		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
78		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
79		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
80		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
81		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
82		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
83		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
84	TOTAL OTHER EXPENSES	\$ -	\$ 545,764	\$ 545,764	\$ -	\$ 545,764	\$ 545,764
85							
86	Capital Expenses						
87		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
88		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
89		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
90		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
91		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
92		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
93		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
94		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
95	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
96							
97	HSH #3				Template last modified	9/1/2021	



	A	B	C	D
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>			
2	<b>APPENDIX B, BUDGET</b>			
3	<b>Document Date</b>	7/1/2021		
4	<b>Contract Term</b>	<b>Begin Date</b>	<b>End Date</b>	<b>Duration (Years)</b>
5	<b>Current Term</b>	9/1/2020	12/31/2021	2
6	<b>Amended Term</b>	9/1/2020	6/30/2023	3
7				
8	<b>Approved Subcontractors</b>			
10	A1 Security			
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	A	B	C	D	E	F	G	H	I	J	K	L	M
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>												
2	<b>APPENDIX B, BUDGET</b>												
3	<b>Document Date</b>	7/1/2021											
4	<b>Contract Term</b>	<b>Begin Date</b>	<b>End Date</b>	<b>Duration (Years)</b>									
5	<b>Current Term</b>	9/1/2020	12/31/2021	2									
6	<b>Amended Term</b>	9/1/2020	6/30/2023	3									
7					<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>						
8	<b>Service Component</b>				9/1/2020 - 8/31/2021	9/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023						
10	Participant Support				59	59	TBD						
11	Program Support				59	59							
12	Building Operations				59	59							
13													
14													
15													
16													
17													
18													

## 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.

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

B. Invoicing System:

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



3. Grantee acknowledges that submittal of the invoice by Grantee's designated authorized personnel with proper login credentials constitutes Grantee's electronic signature and certification of the invoice.
  4. Grantee's authorized personnel with CARBON login credentials shall not share or internally reassign logins.
  5. Grantee's Executive Director or Chief Financial Officer shall immediately notify the assigned HSH Contract Manager, as listed in CARBON, via email or letter regarding any need for the restriction or termination of previously authorized CARBON users and include the name(s), email(s) and phone number(s) of those previously authorized CARBON users.
  6. Grantee may invoice and submit related documentation in the format specified by HSH via paper or email only upon special, written approval from the HSH Contracts Manager.
- C. Line Item Variance: There shall be no variance from the line item budget submitted, which adversely affects Grantee's ability to provide services specified in the Appendix A(s), Services to be Provided of the Agreement; however, Grantee may invoice up to 110 percent of an **ongoing General Fund** 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
	and documentation for any Operating line items that exceed \$10,000.  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.
Capital and/or One-Time Funding	Grantee shall maintain and provide documentation for all approved Capital and/or One-Time Funding costs included in the Appendix B, Budget(s) each time an invoice is submitted.  Documentation may include receipts of purchases or paid invoices of non-recurring expenditures, such as repairs or one-time purchases.

**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 1/10<sup>th</sup> per month from July to April. An alternative period of repayment may be calculated in order to ensure cash flow and repayment.
2. All advance repayments must be recovered within the fiscal year for which it was made.
3. In the case where advance repayments cannot be fully recovered by deducting from the Grantee's monthly invoices, Grantee shall 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 Grants

City Department or Commission	Date of Grant	Amount of Grant
First Friendship Family Shelter	7/01/20-06/30/21	\$878,031.00
Homeless Storage Site	7/01/20-6/30/21	\$161,136.00
Shelter In Place	8/01/20-6/30/21	\$8,876,714
Emergency Solutions Grants	7/01/20-6/30/25	\$312,500

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

**GRANT AGREEMENT  
between  
CITY AND COUNTY OF SAN FRANCISCO  
and  
PROVIDENCE FOUNDATION OF SAN FRANCISCO**

THIS GRANT AGREEMENT (“Agreement”) is made as of **January 1, 2021**, in the City and County of San Francisco, State of California, by and between **PROVIDENCE FOUNDATION 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: Temporary Shelter; 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

WHEREAS, the Department procured these portion of the services pursuant to the Local Emergency declared by Mayor London Breed dated February 25, 2020, and the subsequent supplemental orders;

WHEREAS, City desires to provide such a grant on the terms and conditions set forth herein; 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, 2020** and expire on **December 31, 2021**, 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 **Three Million Nine Hundred Thirty Two Thousand Seventy Eight Dollars (\$3,932,078)**.
- (b) Grantee understands that, of the Maximum Amount Of Grant Funds listed under Article 5.1 (a) of this Agreement, **Six Hundred Fifty Five Thousand Three Hundred Forty Six Dollars (\$655,346)** is included as a contingency amount and is neither to be used in Budget(s) attached to this Agreement or available to Grantee without a modification to the Appendix B, Budget, which has been approved by the Department of Homelessness and Supportive Housing. Grantee further understands that no payment for any portion of this contingency amount will be made unless and until a modification or revision has been fully approved and executed in accordance with applicable City and Department laws, regulations, policies/procedures and certification as to the availability of funds by Controller. Grantee agrees to fully comply with these laws, regulations, and policies/procedures.

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

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

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

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

**5.4 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. Additionally, City may seek reimbursement from the Federal Emergency Management Agency (FEMA) for a portion, or all of the costs, paid under this Agreement. As a condition of receiving these funds, Grantee shall comply the FEMA terms set forth in Appendix F, FEMA Emergency & Exigency Grants Requirements.

**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 \$1,000,000 each occurrence and \$2,000,000 general aggregate for Bodily Injury and Property Damage, including Contractual Liability, Personal Injury, Products and Completed Operations; policy must include Abuse and Molestation coverage.
- (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.

## **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: Providence Foundation of San Francisco  
4601 Third Street  
San Francisco, CA 94124  
Attn: Patricia Nelson Doyle  
Email: pndoyle22@gmail.com

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 Reserved. (First Source Hiring Program).**

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

- 16.12 Preservative-treated Wood Containing Arsenic.** Grantee may not purchase preservative-treated wood products containing arsenic in the performance of this Agreement unless an exemption from the requirements of Chapter 13 of the San Francisco Environment Code is obtained from the Department of the Environment under Section 1304 of the Code. The term “preservative-treated wood containing arsenic” shall mean wood treated with a preservative that contains arsenic, elemental arsenic, or an arsenic copper combination, including, but not limited to, chromated copper arsenate preservative, ammoniacal copper zinc arsenate preservative, or ammoniacal copper arsenate preservative. Grantee may purchase preservative-treated wood products on the list of environmentally preferable alternatives prepared and adopted by the Department of the Environment. This provision does not preclude Grantee from purchasing preservative-treated wood containing arsenic for saltwater immersion. The term “saltwater immersion” shall mean a pressure-treated wood that is used for construction purposes or facilities that are partially or totally immersed in saltwater.
- 16.13 Working with Minors.** In accordance with California Public Resources Code Section 5164, if Grantee, or any subgrantee, is providing services at a City park, playground, recreational center or beach, Contractor shall not hire, and shall prevent its subcontractors from hiring, any person for employment or a volunteer position in a position having supervisory or disciplinary authority over a minor if that person has been convicted of any offense listed in Public Resources Code Section 5164. In addition, if Grantee, or any subgrantee, is providing services to the City involving the supervision or discipline of minors or where Grantee, or any subgrantee, will be working with minors in an unaccompanied setting on more than an incidental or occasional basis, Grantee and any subgrantee shall comply with any and all applicable requirements under federal or state law mandating criminal history screening for such positions and/or prohibiting employment of certain persons including but not limited to California Penal Code Section 290.95. In the event of a conflict between this section and Section 16.16, "Consideration of Criminal History in Hiring and Employment Decisions," of this Agreement, this section shall control. Grantee shall expressly require any of its subgrantees with supervisory or disciplinary power over a minor to comply with this section of the Agreement as a condition of its contract with the subgrantee. Grantee acknowledges and agrees that failure by Grantee or any of its subgrantees to comply with any provision of this section of the Agreement shall constitute an Event of Default.
- 16.14 Protection of Private Information.** Grantee has read and agrees to the terms set forth in San Francisco Administrative Code Sections 12M.2, “Nondisclosure of Private Information,” and 12M.3, “Enforcement” of Administrative Code Chapter 12M, “Protection of Private Information,” which are incorporated herein as if fully set forth. Grantee agrees that any failure of Grantee to comply with the requirements of Section 12M.2 of this Chapter shall be a material breach of the Agreement. In such an event, in addition to any other remedies available to it under equity or law, the City may terminate the Agreement, bring a false claim action against Grantee pursuant to Chapter 6 or Chapter 21 of the Administrative Code, or debar Grantee.

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

**16.16 Consideration of Criminal History in Hiring and Employment Decisions.**

- (a) Contractor agrees to comply fully with and be bound by all of the provisions of Chapter 12T, “City Contractor/Subcontractor Consideration of Criminal History in Hiring and Employment Decisions,” of the San Francisco Administrative Code (“Chapter 12T”), including the remedies provided, and implementing regulations, as may be amended from time to time. The provisions of Chapter 12T are incorporated by reference and made a part of this Agreement as though fully set forth herein. The text of the Chapter 12T is available on the web at <http://sfgov.org/olse/fco>. Contractor is required to comply with all of the applicable provisions of 12T, irrespective of the listing of obligations in this Section. Capitalized terms used in this Section and not defined in this Agreement shall have the meanings assigned to such terms in Chapter 12T.
- (b) The requirements of Chapter 12T shall only apply to a Contractor’s or subcontractor’s operations to the extent those operations are in furtherance of the performance of this Agreement, shall apply only to applicants and employees who would be or are performing work in furtherance of this Agreement, and shall apply when the physical location of the employment or prospective employment of an individual is wholly or substantially within the City of San Francisco. Chapter 12T shall not apply when the application in a particular context would conflict with federal or state law or with a requirement of a government agency implementing federal or state law.

**16.17 Food Service Waste Reduction Requirements.** Grantee agrees to comply fully with and be bound by all of the provisions of the Food Service Waste Reduction Ordinance, as set forth in San Francisco Environment Code Chapter 16, including the remedies provided, and implementing guidelines and rules. The provisions of Chapter 16 are incorporated herein by reference and made a part of this Agreement as though fully set forth. This provision is a material term of this Agreement. By entering into this Agreement, Grantee agrees that if it breaches this provision, City will suffer actual damages that will be impractical or extremely difficult to determine; further, Grantee agrees that the sum of one hundred dollars (\$100) liquidated damages for the first

breach, two hundred dollars (\$200) liquidated damages for the second breach in the same year, and five hundred dollars (\$500) liquidated damages for subsequent breaches in the same year is reasonable estimate of the damage that City will incur based on the violation, established in light of the circumstances existing at the time this Agreement was made. Such amount shall not be considered a penalty, but rather agreed monetary damages sustained by City because of Grantee's failure to comply with this provision.

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

**16.19 Distribution of Beverages and Water.**

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

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

**16.20 Duty to Collect and Record Client Sexual Orientation and Gender Identity Data.**

Contractor shall comply with San Francisco Administrative Code Chapter 104 by seeking to collect and record information about clients' sexual orientation and gender identity, and reporting such data to the Department of Homelessness and Supportive Housing at 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 Reserved. (Additional Provisions for Shelter and Resource Center Grants – Standard of Care).**

**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.

**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

Appendix F, FEMA Emergency & Exigency Grants Requirements

**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](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 for concerns about this Dispute Resolution Procedure should be addressed to [purchasing@sfgov.org](mailto:purchasing@sfgov.org).

- (c) The following Dispute Resolution Procedure provides a process to resolve any disputes or concerns relating to the administration of an awarded professional services grant or contract between the City and County of San Francisco and nonprofit health and human services Grantees. Grantees and City staff should first attempt to come to resolution informally through discussion and negotiation with the designated contact person in the department. If informal discussion has failed to resolve the problem, Grantees and departments should employ the following steps:
- (1) Grantee will submit a written statement of the concern or dispute addressed to the Contract/Program Manager who oversees the agreement in question. The writing should describe the nature of the concern or dispute, i.e., program, reporting, monitoring, budget, compliance or other concern. The Contract/Program Manager will investigate the concern with the appropriate department staff that are involved with the nonprofit agency's program, and will either convene a meeting with Grantee or provide a written response to Grantee within 10 working days.
  - (2) Should the dispute or concern remain unresolved after the completion of Step 1, Grantee may request review by the Division or Department Head who supervises the Contract/Program Manager. This request shall be in writing and should describe why the concern is still unresolved and propose a solution that is satisfactory to Grantee. The Division or Department Head will consult with other Department and City staff as appropriate, and will provide a written determination of the resolution to the dispute or concern within 10 working days.
  - (3) Should Steps 1 and 2 above not result in a determination of mutual agreement, Grantee may forward the dispute to the Executive Director of the Department or their designee. This dispute shall be in writing and describe both the nature of the dispute or concern and why the steps taken to date are not satisfactory to Grantee. The Department will respond in writing within 10 working days.
- (d) In addition to the above process, Grantees have an additional forum available only for disputes that concern implementation of the thirteen policies and procedures recommended by the Nonprofit Contracting Task Force and adopted by the Board of Supervisors. These recommendations are designed to improve and streamline contracting, invoicing and monitoring procedures. For more information about the Task Force's recommendations, see the June 2003 report at [https://sfgov.org/ccsfgsa/sites/default/files/City%20Nonprofit%20Contracting%20Task%20Force/CNPCTF\\_BOS\\_RPT\\_06-26-03%281%29\\_3adc.PDF](https://sfgov.org/ccsfgsa/sites/default/files/City%20Nonprofit%20Contracting%20Task%20Force/CNPCTF_BOS_RPT_06-26-03%281%29_3adc.PDF).

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

**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.

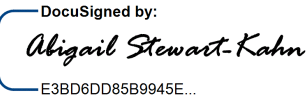
IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as of the date first specified herein. The signatories to this Agreement warrant and represent that they have the authority to enter into this agreement on behalf of the respective parties and to bind them to the terms of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

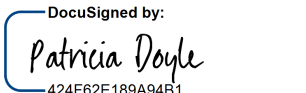
**CITY**

**GRANTEE**

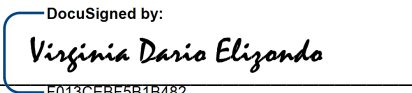
**DEPARTMENT OF HOMELESSNESS  
AND SUPPORTIVE HOUSING**

**PROVIDENCE FOUNDATION OF SAN  
FRANCISCO**

By:   
Abigail Stewart-Kahn  
Interim Director

By:   
Print Name: Patricia Doyle  
Title: Executive Director  
City Supplier Number: 0000012776

Approved as to Form:

By:   
Virginia Dario Elizondo  
Deputy City Attorney

**Appendix A, Services to be Provided  
by  
Providence Foundation of San Francisco  
Oasis**

**I. Purpose of Grant**

The purpose of the grant is to provide time-limited and as needed temporary shelter and support services to the served population.

**II. Served Population**

Grantee shall serve families consisting of at least one adult age 18 or older and at least one minor child under 18. A family may also include pregnant persons under certain circumstances. Participants may also include those who meet the California Department of Social Services (CDSS) definition of homelessness and who are receiving CalWORKs benefits.

**III. Referral and Prioritization**

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

**IV. Description of Services**

Grantee shall provide time-limited operations and services to ensure the health and safety of participants and the security, cleanliness, and maintenance of the site(s), in accordance with Department of Public Health (DPH) requirements and guidelines to at least 25 units, with at least 20 for CalWORKs beneficiaries.

1. Participant Support: Grantee shall provide participant supports, including, but not limited to:
  - a. Participant intake, including completion of forms and acknowledgement of the Participant Agreement/Site Rules, bed assignment, and orientation to the site;
  - b. Operations, such as entry and exits, mail, phone, and technology coordination;
  - c. Wellness checks and connection to care for anyone demonstrating symptoms of physical or behavioral health needs;
  - d. Health screening, including temperature checks in accordance with DPH requirements;
  - e. Coordination of supportive service providers (e.g. In-Home Supportive Services, behavioral health, harm reduction, nursing/medical, other wellness support, Problem Solving, housing navigation; and benefits linkage);
  - f. Care Coordination, including assisting participants who are not enrolled in public benefits to connect with the City's roving application assistance team/Assisting participants in obtaining and maintaining public benefits, including post-public benefits application support to complete the public benefits enrollment process;
  - g. Maintenance and distribution of operational and participant supplies;
  - h. Reasonable accommodations, transfers, and other supports; and
  - i. Exit planning, including, but not limited to communication and coordination with outside service providers to support in a participant's transition to a more permanent setting.

2. Program Support: Grantee shall provide programmatic support, including, but not limited to:
  - a. Onboarding and orienting onsite staff (e.g. Grantee staff, subcontractors, other service providers) to program documents, policies, and procedures;
  - b. Hiring and supervision of onsite staff and any subcontractors; and
  - c. Data entry and reporting.
  
3. Building Operations: Grantee shall maintain the agreement with the landlord.
  - a. Grantee shall maintain pest-free facilities and systems in full compliance with requirements of the agreement with the landlord and in accordance with DPH requirements and guidelines to maintain the health and safety of participants and staff and ensure that smoke/carbon monoxide detectors, fire exits, smoking and animal relief areas, pest control, access to hygiene are in working condition.
  - b. Grantee shall maintain and create site logs, records of entry and exit, and manage key access for participants, partner agencies and on-site staff.
  - c. Laundry: Grantee shall provide laundry services.
  - d. Janitorial/Facilities: Grantee shall provide janitorial services that meet or exceed the DPH requirements and standards.
  - e. Furnishings and Participant Supplies: Grantee shall maintain and provide furnishings (e.g. towels/linens) and supplies (e.g. menstrual and oral hygiene products; soap) for participants.
  - f. Personal Protective Equipment (PPE): Grantee shall also be responsible for monitoring PPE utilization and supply of PPE, and for placing restocking orders from HSH.
  - g. Biohazard Cleaning: Grantee shall ensure that units receive deep cleaning when a room or unit that is housing a COVID-19 positive participant turns over; when a participant becomes symptomatic; or in the event of a death on site.
  - h. Meals: Grantee shall provide three meals per day to participants in accordance with all Shelter Standards of Care requirements.

**V. Location and Time of Services**

Grantee shall provide services at the Oasis Inn, located at 900 Franklin Street, 24 hours per day, seven days per week.

**VI. Service Requirements**

- A. Certifications: Grantee shall ensure that staff is trained by a certified provider all elements of CPR, First Aid and AED immediately upon the date of hire. Copies of CPR/FA/AED certification shall be maintained at Grantee facility and shall be provided upon request of HSH designee.
  
- B. 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.

C. Health Standards and Use of PPE:

1. Grantee shall ensure that all onsite staff and participants use appropriate PPE at all times in accordance with the most up to date DPH requirements.
2. Grantee shall ensure all DPH requirements and guidelines are followed by onsite staff and participants (e.g. screening, distancing, isolation and quarantine).

D. Interpretation and Translation 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.

E. Feedback, Complaint and Follow-up Policies

1. Grantee shall provide means for the served population to provide input into the program. Feedback methods shall include:
2. A complaint process, including a written complaint policy informing guests how to report complaints and request repairs/services; and
3. A written quarterly survey that has been pre-approved by HSH, which shall be offered to the served population to gather feedback (Satisfaction Survey) and assess the effectiveness of services and systems within the program. Grantee shall offer assistance to the served population regarding completion of the survey if the written format presents any problem.

F. Communications, Trainings and Meetings: 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;
2. Regular communication to HSH about the implementation of the program;
3. Attendance of HSH meetings and trainings, as required;
4. Adherence to the HSH Shelter Grievance Policy<sup>1</sup>, including the processes regarding denials of service. Grantee shall comply with this policy when warnings or denials of service for shelter rule infractions are given to guests. Grantee staff must receive Shelter Grievance Training provided by HSH and past post-training test before they may issue a denial of service or warnings;

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<sup>1</sup> HSH Shelter Grievance Policy: <http://hsh.sfgov.org/wp-content/uploads/2018/08/Shelter-Grievance-Policy-Final-8-25-16-4.pdf>

5. Adherence to the HSH Cold/Wet Weather Policy;
6. Adherence to the TB Infection Control Guidelines issued by DPH and HSH. Grantee shall provide mandatory enforcement of TB screening rules for shelter residents; and
7. Adherence to the HSH Critical Incident policies, including reports to HSH, within 24 hours, regarding any deaths, serious violence or emergencies involving police, fire or ambulance calls using the Critical Incident Report form. A Critical Incident is defined as when emergency responders are called to the shelter by staff or guests and when Child Protective Services removes a child. Shelters must also send reports for incidents in which there were no emergency responders. An example is a domestic violence incident. Grantee shall submit prompt written 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. Additionally, Grantee shall contact the HSH Program Manager, as listed in CARBON, within two hours of any death.

G. Data Standards:

1. Any 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 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, Grantee shall submit the monthly, quarterly and/or annual metrics into either the HSH CARBON database, via secure email, or through uploads to an FTP site. The City will provide clear instructions to all Grantee regarding the correct mechanism for sharing data. Changes to data collection or reporting requirements shall be communicated to Grantee via written notice at least one month prior to expected implementation.
3. Any information shared between Grantee, the City, 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 privacy requirements. Grantee shall take all appropriate measure to protect and maintain the confidentiality of personally identifying information about participants, as well as the site name and address, and any other confidential information about the program or the City's emergency response.

H. Record Keeping, Documentation, and Files: Grantee shall maintain Occupancy Logs; participant files, and other documentation in accordance with City requirements and instructions.

I. 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 many 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 person responsible for food service has a valid Food Safety Certification.

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

1. Working with the neighborhood to ensure that neighboring concerns about the building are heard and addressed;
2. Working closely with HSH and other relevant agencies to ensure that neighborhood concerns are addressed; and
3. Actively discouraging loitering in the area surrounding the building.

## **VII. Service Objectives**

- A. Grantee shall maintain an average unit utilization rate of at least 90 percent at any time.
- B. Grantee shall offer case management services to 100 percent of participants.

## **VIII. Outcome Objectives**

- A. A minimum of 80 percent of guests exiting the program who have stayed in the program for 30 days or more will move into permanent housing such as rental by client with subsidy, shared housing, market rate housing, transitional housing or a residential treatment program; and
- B. One hundred percent of guests will receive housing advocacy support, including gathering and uploading of vital documents document readiness, notifying households of housing opportunities and assistance with housing applications as needed.
- C. Eighty percent of participants who participated in the Client Satisfaction Survey will rate services as “Excellent” or “Good”. Grantee shall use the following standardized question: “How would you rate the [name of program] Program overall?” The options should be “Excellent”, “Good”, “Fair” and “Poor”.

## **IX. Reporting Requirements**

- 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 15<sup>th</sup> of the following month, including:
- B. Grantee shall provide a quarterly report of activities, referencing the tasks as described in the Service and Outcome Objectives sections. Grantee shall enter the quarterly metrics in the CARBON database by the 15<sup>th</sup> of the month following the end of the quarter.
- 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 15<sup>th</sup> of the month following the end of the program year, including completion and submission of the Annual Shelter Report.
- D. Grantee shall provide Ad Hoc reports as required by the Department.
- E. Grantee shall submit monthly Grievance Statistics and Incident Reports by email to the assigned HSH Program Manager by the 15<sup>th</sup> of the month for each preceding month.
- F. Grantee shall provide the CalWORKS Housing Subsidy Program (CWHSP) State Data report monthly through the Launchpad data system by the 10<sup>th</sup> of the month. Grantee shall provide monthly employment status in the State data report.

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: Grantee is subject to fiscal monitoring, such as, but not limited to, the following: 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 (ADA),

subcontracts, and Memorandums of Understanding (MOUs), and the current board roster and selected board minutes for compliance with the Sunshine Ordinance.





	A	B	C	D	E	F	G	H	J	AI	AK
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>										
2	<b>APPENDIX B, PROVIDENCE FAMILY SHELTER SERVICE CENTER</b>										
3	<b>Document Date</b>	12/21/2020									
4	<b>Contract Term</b>	<b>Begin Date</b>	<b>End Date</b>	<b>Duration (Years)</b>							
5	<b>Current Term</b>	9/1/2020	12/31/2021	2							
6	<b>Amended Term</b>	9/1/2020	12/31/2021	2							
7	<b>Provider Name</b>	Providence Foundation of San Francisco									
8	<b>Program</b>	Oasis Hotel									
9	<b>F\$P Contract ID#</b>	1000020746									
10	<b>Action (select)</b>	New									
11	<b>Effective Date</b>	9/1/2020									
39							\$ -		\$ -	\$ -	\$ -
40							\$ -		\$ -	\$ -	\$ -
41	<b>Total HSH Revenues</b>		\$ 1,696,883	\$ -	\$ 1,696,883	\$ 1,579,849	\$ 1,579,849	\$ 1,579,849	\$ 3,276,732	\$ 3,276,732	\$ 3,276,732
42	<u>Other Revenues (to offset Total Expenditures &amp; Reduce HSH Revenues)</u>										
43	Private Match - Meal cost offset		\$ 99,255		\$ 99,255	\$ 49,628	\$ 49,628	\$ 49,628	\$ 148,883	\$ 148,883	\$ 148,883
44					\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
45					\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
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47					\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
48	<b>Total Other Revenues</b>		\$ 99,255	\$ -	\$ 99,255	\$ 49,628	\$ 49,628	\$ 49,628	\$ 148,883	\$ 148,883	\$ 148,883
49											
50	<b>Total HSH + Other Revenues</b>		\$ 1,796,138	\$ -	\$ 1,796,138	\$ 1,629,477	\$ 1,629,477	\$ 1,629,477	\$ 3,425,615	\$ 3,425,615	\$ 3,425,615
51	Rev-Exp (Budget Match Check)		\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
53											
54	<b>Prepared by</b>	Patricia Doyle/Laurietta Oliver									
55	<b>Phone</b>										
56	<b>Email</b>										

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	BT	BU	BV	
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																		
2	SALARY & BENEFIT DETAIL																		
3	Document Date 12/21/2020																		
4	Provider Name Providence Foundation of San Francisco																		
5	Program Oasis Hotel																		
6	FSP Contract ID# 1000020746																		
7	Budget Name Providence Fou																		
8		Year 1						Year 2						All Years					
9	POSITION TITLE	Agency Totals		For HSH Funded Program		9/1/2020 -	9/1/2020 -	9/1/2020 -	Agency Totals		For HSH Funded Program		7/1/2021 -	7/1/2021 -	7/1/2021 -	9/1/2020 -		9/1/2020 -	
10						6/30/2021	6/30/2021	6/30/2021					12/30/2021	12/30/2021	12/30/2021				
11		Current	#N/A	New	Current	#N/A	New	Current	#N/A	New	Current	Modification	New						
12		Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Change	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	
13	Monitor 1	\$50,960	2.20	100%	2.20	\$ 93,427	\$ -	\$ 93,427	\$50,960	2.20	100%	2.20	\$ 56,056	\$ -	\$ 56,056	\$ 149,483	\$ -	\$ 149,483	
14	Monitor 2	\$50,960	2.20	100%	2.20	\$ 93,427	\$ -	\$ 93,427	\$50,960	2.20	100%	2.20	\$ 56,056	\$ -	\$ 56,056	\$ 149,483	\$ -	\$ 149,483	
15	Monitor 3	\$50,960	2.00	100%	2.00	\$ 84,933	\$ -	\$ 84,933	\$50,960	2.00	100%	2.00	\$ 50,960	\$ -	\$ 50,960	\$ 135,893	\$ -	\$ 135,893	
16	Lead Monitor	\$52,000	2.00	100%	2.00	\$ 86,667	\$ -	\$ 86,667	\$52,000	2.00	100%	2.00	\$ 52,000	\$ -	\$ 52,000	\$ 138,667	\$ -	\$ 138,667	
17	Supervisor	\$56,160	0.80	100%	0.80	\$ 37,440	\$ -	\$ 37,440	\$56,160	0.80	100%	0.80	\$ 22,464	\$ -	\$ 22,464	\$ 59,904	\$ -	\$ 59,904	
18	Program Director	\$66,560	1.00	20%	0.20	\$ 11,093	\$ -	\$ 11,093	\$66,560	1.00	20%	0.20	\$ 6,656	\$ -	\$ 6,656	\$ 17,749	\$ -	\$ 17,749	
19	Van Driver	\$50,960	0.30	100%	0.30	\$ 12,740	\$ -	\$ 12,740	\$50,960	0.30	100%	0.30	\$ 7,644	\$ -	\$ 7,644	\$ 20,384	\$ -	\$ 20,384	
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1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING									
2	OPERATING DETAIL									
3	Document Date	12/21/2020								
4	Provider Name	Providence Foundation of S								
5	Program	Oasis Hotel								
6	FSP Contract ID#	1000020746								
7	Budget Name	Providence Foundation of								
8										
9		Year 1			Year 2			All Years		
10		9/1/2020 - 6/30/2021	9/1/2020 - 6/30/2021	9/1/2020 - 6/30/2021	7/1/2021 - 12/30/2021	7/1/2021 - 12/30/2021	7/1/2021 - 12/30/2021	9/1/2020 - 12/31/2021	9/1/2020 - 12/31/2021	9/1/2020 - 12/31/2021
11		Current	#N/A	New	Current	#N/A	New	Current	Modification	New
12	Operating Expenses	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
13	Rental of Hotel Rooms	\$ 380,208	\$ -	\$ 380,208	\$ 228,125	\$ -	\$ 228,125	\$ 608,333	\$ -	\$ 608,333
14	Utilities(Elec. Water, Gas, Phone, Scavenger)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
15	Office Supplies, Postage	\$ 6,250	\$ -	\$ 6,250	\$ 3,750	\$ -	\$ 3,750	\$ 10,000	\$ -	\$ 10,000
16	Building Maintenance Supplies and Repair	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
17	Printing and Reproduction	\$ 4,167	\$ -	\$ 4,167	\$ 2,500	\$ -	\$ 2,500	\$ 6,667	\$ -	\$ 6,667
18	Insurance	\$ 8,333	\$ -	\$ 8,333	\$ 5,000	\$ -	\$ 5,000	\$ 13,333	\$ -	\$ 13,333
19	Staff Training	\$ 5,833	\$ -	\$ 5,833	\$ 3,500	\$ -	\$ 3,500	\$ 9,333	\$ -	\$ 9,333
20	Staff Travel-(Local & Out of Town)	\$ 1,667	\$ -	\$ 1,667	\$ 1,000	\$ -	\$ 1,000	\$ 2,667	\$ -	\$ 2,667
21	Rental of Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
22	Cleaning/Janitorial Supplies	\$ 8,333	\$ -	\$ 8,333	\$ 5,000	\$ -	\$ 5,000	\$ 13,333	\$ -	\$ 13,333
23	Cable/Internet	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
24	Fire/Security Monitoring Contract	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
25	Linen Laundry	\$ 20,833	\$ -	\$ 20,833	\$ 12,500	\$ -	\$ 12,500	\$ 33,333	\$ -	\$ 33,333
26	Client Supplemental Food	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
27	Client Supplies (hygiene, etc)	\$ 13,333	\$ -	\$ 13,333	\$ 8,000	\$ -	\$ 8,000	\$ 21,333	\$ -	\$ 21,333
28	Client Transportation	\$ 1,667	\$ -	\$ 1,667	\$ 1,000	\$ -	\$ 1,000	\$ 2,667	\$ -	\$ 2,667
29	Food Supplies	\$ 144,023	\$ -	\$ 144,023	\$ 86,414	\$ -	\$ 86,414	\$ 230,437	\$ -	\$ 230,437
30	Telecommunications	\$ 6,667	\$ -	\$ 6,667	\$ 4,000	\$ -	\$ 4,000	\$ 10,667	\$ -	\$ 10,667
31	Additional Room Placeholder (do not invoice until allocated and approved by HSH)	\$ 676,804	\$ -	\$ 676,804	\$ 676,804	\$ -	\$ 676,804	\$ 1,353,608	\$ -	\$ 1,353,608
32		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
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42	Consultants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
43		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
44		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
45		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
46		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
47		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
48		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
49		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
50		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
51		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
52		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
53	Janitorial	\$ -			\$ -			\$ -		\$ -
54	Subcontractors	\$ -			\$ -			\$ -		\$ -
55		\$ -			\$ -			\$ -		\$ -
56		\$ -			\$ -			\$ -		\$ -



	A	B	C	D	E	F	G	AF	AG	AH
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING									
2	OPERATING DETAIL									
3	Document Date	12/21/2020								
4	Provider Name	Providence Foundation of S								
5	Program	Oasis Hotel								
6	FSP Contract ID#	1000020746								
7	Budget Name	Providence Foundation of								
8		Year 1			Year 2			All Years		
67										
68	TOTAL OPERATING EXPENSES	\$ 1,278,119	\$ -	\$ 1,278,119	\$ 1,037,593	\$ -	\$ 1,037,593	\$ 2,315,712	\$ -	\$ 2,315,712
69										
70	Other Expenses (not subject to indirect cost %)									
71		\$ -			\$ -			\$ -	\$ -	\$ -
72	Safety and Deescalation Staff (2 people, 24/7)	\$ 112,000	\$ -	\$ 112,000	\$ 56,000	\$ -	\$ 56,000	\$ 168,000	\$ -	\$ 168,000
73		\$ -			\$ -			\$ -	\$ -	\$ -
74		\$ -			\$ -			\$ -	\$ -	\$ -
75		\$ -			\$ -			\$ -	\$ -	\$ -
76		\$ -			\$ -			\$ -	\$ -	\$ -
77		\$ -			\$ -			\$ -	\$ -	\$ -
78		\$ -			\$ -			\$ -	\$ -	\$ -
79		\$ -			\$ -			\$ -	\$ -	\$ -
80		\$ -			\$ -			\$ -	\$ -	\$ -
81		\$ -			\$ -			\$ -	\$ -	\$ -
82		\$ -			\$ -			\$ -	\$ -	\$ -
83										
84	TOTAL OTHER EXPENSES	\$ 112,000	\$ -	\$ 112,000	\$ 56,000	\$ -	\$ 56,000	\$ 168,000	\$ -	\$ 168,000
85										
86	Capital Expenses									
87		\$ -	\$ -		\$ -			\$ -	\$ -	\$ -
88		\$ -	\$ -		\$ -			\$ -	\$ -	\$ -
89		\$ -			\$ -			\$ -	\$ -	\$ -
90		\$ -			\$ -			\$ -	\$ -	\$ -
91		\$ -			\$ -			\$ -	\$ -	\$ -
92		\$ -			\$ -			\$ -	\$ -	\$ -
93		\$ -			\$ -			\$ -	\$ -	\$ -
94										
95	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
96										
97	HSH #3							Template last modified	1/22/2020	

**BUDGET NARRATIVE**

Fiscal Year

Fiscal Term Start 7/1/2020 Fiscal Term End 6/30/2021

Providence Foundation of San Francisco, CA - Select from the drop-down list the fiscal year in which the proposed budget changes will first become effective

	Fiscal Year		Justification	Calculation	Employee Name
	Adjusted Budgeted	Budgeted			
Salaries & Benefits	FTE	Salary			
Monitor 1	2.20	\$ 93,427	Monitors the Site and work with clients needs (24/7). Increased the .20FTE	2.2 FTE x \$24,50/hr x 2080 hrs	To be determined
Monitor 2	2.20	\$ 93,427	Monitors the Site and work with clients needs (24/7). Increased the .20FTE	2.2 FTE x \$24,50/hr x 2080 hrs	To be determined
Monitor 3	2.00	\$ 84,933	Monitors the Site and work with clients needs (24/7)	2 FTE x \$24,50/hr x 2080 hrs	To be determined
Lead Monitor	2.00	\$ 86,867	Trains and supervises the Monitors for all shifts (24/7)	2 FTE x \$25,00/hr x 2080 hrs	To be determined
Supervisor	0.80	\$ 37,440	Supervises the Monitors and Lead Monitor	.8 FTE x \$27,000/hr x 2080 hrs	To be determined
Program Director	0.20	\$ 11,093	Oversees overall Operations.	.2 FTE x \$32,000/hr x 2080 hrs	To be determined
Van Driver	0.30	\$ 12,740	Provides transportation for clients and for purchasing and delivery of supplies	.30 FTE x \$24,500/hr x 2080 hrs	To be determined
Average is 8 FTE for 24/7 coverage	9.70				
<b>TOTAL</b>	9.70	\$ 419,727			
Employee Fringe Benefits	30.0%	\$ 125,918	Includes FICA and Medicare, SUI, Workers Compensation, Medical Insurance, Sick and Vacation leave calculated at 30.0% of total salaries.		
<b>Salaries &amp; Benefits Total</b>		\$ 545,645			

Operating Expenses	Budgeted Expense		Justification	Calculation	
	Amount	Rate			
Rental of Hotel Rooms	\$ 380,208		Oasis Hotel Room Fees for 25 client rooms at \$50per day for 365 days. Of this amount \$379,610 will be funded by HSH and \$76,640 will be funded by private donations. due to the pandemic.	25 rooms x \$50/day x 365 days = \$456,250 or \$8,774/week for 52 weeks	Make sure this matches what is the operating detail.
Utilities(Elec. Water, Gas, Phone, Scavenger)	\$ -				What utilities is Providence paying for this site?
Office Supplies, Postage	\$ 6,250		Office/computer/printing supplies and postage	\$625.00/mo x 12 months	
Building Maintenance Supplies and Repair	\$ -				What are the building and repair costs? - Janitorial and pest control
Printing and Reproduction	\$ 4,167		Cost of printing for clients and various reports requirements	\$416.67/mo x 12 months	
Insurance	\$ 8,333		Commercial General Liability and Business Automobile Liability Insurance premium	\$833.33/mo x 12 months	Was flagged as higher than usual.
Staff Training	\$ 5,833		Training sessions of staff: professional development, sexual harassment, safety/emergency planning, de-escalation, wellness check, and regular monthly meetings.	\$583.33/mo x 12 months	What training is staff participating in?
Staff Travel-(Local & Out of Town)	\$ 1,667		Travel mileage and parking of staff visiting sites, going to government agencies and supplies shopping.	\$166.67/mo x 12 months	
Cleaning/Janitorial Supplies	\$ 8,333		Janitorial/Cleaning/Sanitizing services and supplies for hotel rooms, and hauling (dumping of trash).	\$833.33/mo x 12 months	
Linen Laundry	\$ 20,833		Laundry services and supplies for clients clothings and personal items.	\$2083.33/mo x 12 months	
Client Supplies (hygiene, etc)	\$ 13,333		Include sanitizers, hand soaps, hygiene supplies, medical/first aid emergency supplies, masks, toiletries, clothes,socks, diapers, shoes, & underweares	\$1333.33/mo x 12 months	
Client Transportation	\$ 1,667		Transport of clients from/to hotel for emergency needs such as medical/dental & etc.	\$166.67/mo x 12 months	
Food Supplies	\$ 144,023		Cost of food/supplies, and food preparation/delivery to feed 25 families ( 55 total children included) 3 meals a day. Of this amount \$149,228 will be funded by HSH and \$23,615 will be funded by private donations due to pandemic.	\$18,94/day x 365 days x 25 families = \$172,828	This about \$2.00 per person per day and unusually low.
Telecommunications	\$ 6,667		Telephone costs for staff and internet services for tutoring children and virtual education.	\$666.67/mo x12 months	
Consultants	\$ -				
Janitorial Subcontractors	\$ -		Security services for safety and deescalation. This will be contracted to a private agency.	\$933.33/mo x 12 months	Will providence do their own security or contract out?
<b>TOTAL OPERATING EXPENSES</b>	\$ 691,315				
Indirect Cost	15.0%	\$ 277,315	This amount is based on the total Salaries/Benefits and Operating Expenses of \$1,488,352 less hotel room fees of (\$456,250) and food donation of (\$22,600) at 15% indirect rate.	= \$ 1,488,352-\$456,250-\$22,600 = \$1,009,502 x15% rate= \$151,425	

Other Expenses (not subject to indirect cost %)	Amount	Justification	Calculation
Safety and Deescalation Staff (2 people, 24/7)	#REF!		
<b>TOTAL OTHER EXPENSES</b>	#REF!		

Capital Expenses	Amount	Justification	Calculation
<b>TOTAL CAPITAL EXPENSES</b>	\$ -		

Admin Cost (HUD Agreements Only)	Amount	Description	Calculation
TOTAL ADMIN EXPENSES	\$ -		
Reimbursable Admin Cost	#N/A		
Difference	#N/A		

* 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.		
	I) 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		
3) Environmental Review	Costs of providing training on Continuum of Care requirements and attending HUD-sponsored Continuum of Care trainings.		

For more information on Eligible Administrative Costs, see Section 578.33 (page 47) of the CoC Program Interim Rule, 34 CFR: [https://www.hudexchange.info/resources/documents/COCProgramInterimRule\\_FormattedVersion.pdf](https://www.hudexchange.info/resources/documents/COCProgramInterimRule_FormattedVersion.pdf)

## 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.

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

**B. Invoicing System:**

1. Grantee shall submit invoices and all required supporting documentation demonstrating evidence of the expenditure 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>.
2. 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>

**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 1/10<sup>th</sup> per month from July to April. An alternative period of repayment may be calculated in order to ensure cash flow and repayment.
2. All advance repayments must be recovered within the fiscal year for which it was made.
3. In the case where advance repayments cannot be fully recovered by deducting from the Grantee's monthly invoices, Grantee shall 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 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
First Friendship Family Shelter	7/01/20-06/30/21	\$878,031.00
Homeless Storage Site	7/01/20-6/30/21	\$161,136.00
Shelter In Place	8/01/20-6/30/21	\$8,876,714
Emergency Solutions Grants	7/01/20-6/30/25	\$312,500

## Appendix E – Permitted Subgrantees

1. A1 Security
2.
3.

**APPENDIX F**  
**FEMA EMERGENCY & EXIGENCY GRANTS REQUIREMENTS**

- I. Grant Requirements.** This grant may be eligible for FEMA funding. FEMA requires inclusion of the following grant provisions for procurement under exigent or emergency circumstances. The Parties must comply with these provisions as a minimum. In the event of a conflict with other provisions in this grant that address the same or a similar requirement, the provisions that are stricter and impose the greater duties upon Grantee shall apply.
- II. Remedies for Breach.** In addition to all other remedies included in this contract, Grantee shall, at a minimum, be liable to the City for all foreseeable damages it incurs as a result of Grantee violation or breach of the terms of this grant. This includes without limitation any costs incurred to remediate defects in Grantee's services and/or the additional expenses to complete Grantee's services beyond the amounts agreed to in this grant, after Grantee has had a reasonable opportunity to remediate and/or complete its services as otherwise set for in this grant. All remedies provided for in this grant may be exercised individually or in combination with any other remedy available hereunder or under applicable laws, rules and regulations. The exercise of any remedy shall not preclude or in any way be deemed to waive any other remedy.
- III. Termination for Convenience.** City shall have the option, in its sole discretion, to terminate this Grant, at any time during the term hereof, for convenience and without cause. City shall exercise this option by giving Grantee written notice of termination. The notice shall specify the date on which termination shall become effective. In no event shall City be liable for costs incurred by Grantee or any of its subgrantees after the termination date specified by City, except for those costs reasonably necessary to effectuate demobilization from the work.
- IV. Termination for Cause.** On and after any event of default, City shall have the right to exercise its legal and equitable remedies, including without limitation, the right to terminate this grant for cause or to seek specific performance of all or any part of this grant. In addition, City shall have the right (but no obligation) to cure (or cause to be cured) on behalf of Grantee any event of default. Grantee shall pay to City on demand all costs and expenses incurred by City in effecting such cure, with interest thereon from the date of incurrence at the maximum rate then permitted by law. City shall have the right to offset from any amounts due to Grantee under this grant or any other grant between City and Grantee all damages, losses, costs or expenses incurred by City as a result of such event of default and any liquidated damages due from Grantee pursuant to the terms of this grant or any other grant.
- V. Work Hours and Safety Standards.** If this grant is for a price in excess of \$100,000, and involves the employment of mechanics or laborers, Grantee agrees as follows:
- A. Overtime requirements. No grantee or subgrantee contracting for any part of the grant work 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 forty 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 forty hours in such workweek.
- B. Violation; liability for unpaid wages; liquidated damages. In the event of any violation of the clause set forth in paragraph (A) of this section the Grantee and any subgrantee responsible therefor shall be liable for the unpaid wages. In addition, Grantee and subgrantee(s) shall be liable to the United States for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in

violation of the clause set forth in paragraph (A) of this section, in the sum of \$26 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of forty hours without payment of the overtime wages required by the clause set forth in paragraph (A) of this section.

- C. 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 Grantee or subgrantee under any such grant or any other Federal grant with the same prime grantee, or any other federally-assisted grant subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime grantee, such sums as may be determined to be necessary to satisfy any liabilities of such grantee or subgrantee for unpaid wages and liquidated damages as provided in the clause set forth in paragraph (B) of this section.
- D. Subgrants. The Grantee or subgrantee shall insert in any subgrants the clauses set forth in paragraphs (A) through (D) of this section and also a clause requiring the subgrantees to include these clauses in any lower tier subgrants. The Grantee shall be responsible for compliance by any subgrantee or lower tier subgrantee with the clauses set forth in paragraphs (A) through (D) of this section.
- E. This Section 5 does not apply to the purchase of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

**VI. Rights to Inventions.** If FEMA’s funding for this grant meets the definition of “funding agreement,” and if this grant constitutes a grant with a small business firm or nonprofit organization regarding the substitution of parties, assignment, or performance of experimental, developmental, or research work, the City agrees to comply with the requirements of 37 C.F.R. Part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements, and any implementing regulations issued by FEMA.

**VII. Clean Air Act.** If this grant is for a price in excess of \$150,000, Grantee agrees as follows:

- A. The Grantee agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. § 7401 et seq.
- B. The Grantee agrees to report each violation to the City and understands and agrees that the City will, in turn, report each violation as required to assure notification to the Federal Emergency Management Agency, and the appropriate Environmental Protection Agency Regional Office.
- C. The Grantee agrees to include these requirements in each subgrant exceeding \$150,000 financed in whole or in part with Federal assistance provided by FEMA.

**VIII. Federal Water Pollution Act.** If this grant is for a price in excess of \$150,000, Grantee agrees as follows:

- A. The Grantee agrees to comply with all applicable standards, orders, or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251 et seq.
- B. The Grantee agrees to report each violation to the City and understands and agrees that the City will, in turn, report each violation as required to assure notification to the Federal Emergency Management Agency, and the appropriate Environmental Protection Agency Regional Office.
- C. The Grantee agrees to include these requirements in each subgrant exceeding \$150,000 financed in whole or in part with Federal assistance provided by FEMA.

**IX. Debarment and Suspension.** If this grant is for a price in excess of \$25,000, Grantee agrees as follows:

- A. This grant is a covered transaction for purposes of 2 C.F.R. pt. 180 and 2 C.F.R. pt. 3000. As such, the Grantee is required to verify that none of the Grantee’s principals (defined at 2 C.F.R. §

180.995) or its affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. § 180.935).

- B. The Grantee must comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into.
- C. This certification is a material representation of fact relied upon by the City. If it is later determined that the Grantee did not comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, in addition to remedies available to the City, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment.
- D. The Grantee agrees to comply with the requirements of 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C while this offer is valid and throughout the period of any grant that may arise from this offer. The Grantee further agrees to include a provision requiring such compliance in its lower tier covered transactions.

**X. Procurement of Recovered Materials**

- A. In the performance of this grant, the Grantee shall make maximum use of products containing recovered materials that are EPA-designated items unless the product cannot be acquired:
  - i. Competitively within a timeframe providing for compliance with the grant performance schedule;
  - ii. Meeting grant performance requirements; or
  - iii. At a reasonable price.
- B. Information about this requirement, along with the list of EPA-designated items, is available at EPA's Comprehensive Procurement Guidelines web site, <https://www.epa.gov/smm/comprehensive-procurement-guideline-cpg-program>.
- C. The Grantee also agrees to comply with all other applicable requirements of Section 6002 of the Solid Waste Disposal Act."

**XI. Time and Material Grants.** To the extent this grant includes work that is paid on a time and material basis, such work must have a guaranteed maximum price (GMP). The GMP is set forth in the body of this grant. The GMP constitutes a ceiling price that Grantee exceeds at its own risk.

**XII. Access to Records.** The following access to records requirements apply to this grant:

- A. The Grantee agrees to provide City, the FEMA Administrator, the Comptroller General of the United States, or any of their authorized representatives access to any books, documents, papers, and records of the Grantee which are directly pertinent to this grant for the purposes of making audits, examinations, excerpts, and transcriptions.
- B. The Grantee agrees to permit any of the foregoing parties to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed.
- C. The Grantee agrees to provide the FEMA Administrator or his authorized representatives access to construction or other work sites pertaining to the work being completed under the grant.
- D. In compliance with the Disaster Recovery Act of 2018, the City and the Grantee acknowledge and agree that no language in this grant is intended to prohibit audits or internal reviews by the FEMA Administrator or the Comptroller General of the United States.

**XIII. Department of Homeland Security Seal, Logo, and Flags.** The Grantee shall not use the DHS seal(s), logos, crests, or reproductions of flags or likenesses of DHS agency officials without specific FEMA pre-approval.

- XIV. Compliance with Federal Law, Regulations, and Executive Orders.** This is an acknowledgement that FEMA financial assistance will be used to fund all or a portion of the grant. The Grantee will comply with all applicable Federal law, regulations, executive orders, FEMA policies, procedures, and directives.
- XV. No Obligation by Federal Government.** The Federal Government is not a party to this grant and is not subject to any obligations or liabilities to the non-Federal entity, Grantee, or any other party pertaining to any matter resulting from the grant.
- XVI. Program Fraud and False or Fraudulent Statements or Related Acts.** The Grantee acknowledges that 31 U.S.C. Chap. 38 (Administrative Remedies for False Claims and Statements) applies to the Grantee's actions pertaining to this grant.
- XVII. Byrd Anti-Lobbying Certification.**
  - A. Grantees who apply or bid for an award of \$100,000 or more shall file the required certification pursuant to the Byrd Anti-Lobbying Amendment, 31 U.S.C. §1352, as amended. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, officer or employee of Congress, or an employee of a Member of Congress in connection with obtaining any Federal contract, grant, or any other award covered by 31 U.S.C. § 1352. Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the recipient who in turn will forward the certification(s) to the awarding agency.
  - B. If this grant is for a price of \$100,000 or more, Grantee, and its lower tiers, must sign and submit to the City the following certification:

**APPENDIX A, 44 C.F.R. PART 18 – CERTIFICATION REGARDING LOBBYING**  
Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, 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 contract, the making of any Federal grant, 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.
- (2) 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 Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned 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, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The Grantee, **Providence Foundation of San Francisco** certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Grantee understands and agrees that the provisions of 31 U.S.C. Chap. 38, Administrative Remedies for False Claims and Statements, apply to this certification and disclosure, if any.

*Patricia Doyle*

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Signature of Grantee's Authorized Official

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Name and Title of Grantee's Authorized Official

\_\_\_\_\_  
Date