

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

**GRANT AGREEMENT
between
CITY AND COUNTY OF SAN FRANCISCO
and
CONARD HOUSE**

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 **CONARD HOUSE** (“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: to provide support services and property management services; and

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

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

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

**ARTICLE 1
DEFINITIONS**

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

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

(b) “Application Documents” shall mean collectively: (i) the grant application submitted

by Grantee, including all exhibits, schedules, appendices and attachments thereto; (ii) all documents, correspondence and other written materials submitted with respect to the grant application; and (iii) all amendments, modifications or supplements to any of the foregoing approved in writing by City.

- (c) "Budget" shall mean the budget attached hereto as part of Appendix B, Budget.
- (d) "Charter" shall mean the Charter of City.
- (e) "Contractor" shall have the meaning as "Grantee" if used in this Agreement, as certain City contracting requirements also apply to grants of the City of San Francisco.
- (f) "Controller" shall mean the Controller of City.
- (g) "Eligible Expenses" shall have the meaning set forth in Appendix A, Services to be Provided, Appendix A-1, 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, Appendix A-1, 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.** The term of this Agreement shall commence on **January 1, 2021** and expire on **February 29, 2024**, unless earlier terminated as otherwise provided herein.

Grantee shall not begin performance of its obligations under this Agreement until it receives written notice from City to proceed.

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 **Five Million Seven Hundred Sixty Six Thousand Eight Hundred Sixty One Dollars (\$5,766,861)**.
- (b) Grantee understands that, of the Maximum Amount Of Grant Funds listed under Article 5.1 (a) of this Agreement, **Nine Hundred Sixty One Thousand One Hundred Forty Three Dollars (\$961,143)** 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, Appendix A-1, Services to be Provided, and Appendix B, Budget and for no other purpose. Grantee shall expend the Grant Funds in accordance with the Budget and shall obtain the prior approval of City before transferring expenditures from one line item to another within the Budget.

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

- (a) Grantee shall submit to the Department for approval, in the manner specified for notices pursuant to Article 15, a document (a "Funding Request") substantially in the form attached as Appendix C, Method of Payment. Any unapproved Funding Requests shall be returned by the Department to Grantee with a brief explanation why the Funding Request was rejected. If any such rejection relates only to a portion of Eligible Expenses itemized in a Funding Request, the Department shall have no

obligation to disburse any Grant Funds for any other Eligible Expenses itemized in such Funding Request unless and until Grantee submits a Funding Request that is in all respects acceptable to the Department.

- (b) The Department shall make all disbursements of Grant Funds pursuant to this Section through electronic payment or by check payable to Grantee sent via U.S. mail in accordance with Article 15, unless the Department otherwise agrees in writing, in its sole discretion. For electronic payment, City vendors receiving new contracts, contract renewals, or contract extensions must sign up to receive electronic payments through the City's Automated Clearing House (ACH) payments service/provider. Electronic payments are processed every business day and are safe and secure. To sign up for electronic payments, visit www.sfgov.org/ach. The Department shall make disbursements of Grant Funds as set forth in Appendix C, Method of Payment.

5.4 Reserved. (State or Federal Funds).

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

- 6.1 Regular Reports.** Grantee shall provide, in a prompt and timely manner, financial, operational and other reports, as requested by the Department, in form and substance satisfactory to the Department. Such reports, including any copies, shall be submitted on recycled paper and printed on double-sided pages, to the maximum extent possible.
- 6.2 Organizational Documents.** If requested by City, Grantee shall provide to City the names of its current officers and directors and certified copies of its Articles of Incorporation and Bylaws as well as satisfactory evidence of the valid nonprofit status described in Section 8.1.
- 6.3 Notification of Defaults or Changes in Circumstances.** Grantee shall notify City immediately of (a) any Event of Default or event that, with the passage of time, would constitute an Event of Default; and (b) any change of circumstances that would cause any of the representations and warranties contained in Article 8 to be false or misleading at any time during the term of this Agreement.
- 6.4 Financial Statements.** Pursuant to San Francisco Administrative Code Section 67.32 and Controller requirements, if requested, within sixty (60) days following the end of each Fiscal Year, Grantee shall deliver to City an unaudited balance sheet and the related statement of income and cash flows for such Fiscal Year, all in reasonable detail acceptable to City, certified by an appropriate financial officer of Grantee as accurately presenting the financial position of Grantee. If requested by City, Grantee shall also deliver to City, no later than one hundred twenty (120) days following the end of any Fiscal Year, an audited balance sheet and the related statement of income and cash flows for such Fiscal Year, certified by a reputable accounting firm as accurately presenting the

financial position of Grantee.

- 6.5 Books and Records.** Grantee shall establish and maintain accurate files and records of all aspects of the Grant Plan and the matters funded in whole or in part with Grant Funds during the term of this Agreement. Without limiting the scope of the foregoing, Grantee shall establish and maintain accurate financial books and accounting records relating to Eligible Expenses incurred and Grant Funds received and expended under this Agreement, together with all invoices, documents, payrolls, time records and other data related to the matters covered by this Agreement, whether funded in whole or in part with Grant Funds. Grantee shall maintain all of the files, records, books, invoices, documents, payrolls and other data required to be maintained under this Section in a readily accessible location and condition for a period of not less than five (5) years after final payment under this Agreement or until any final audit has been fully completed, whichever is later.
- 6.6 Inspection and Audit.** Grantee shall make available to City, its employees and authorized representatives, during regular business hours all of the files, records, books, invoices, documents, payrolls and other data required to be established and maintained by Grantee under Section 6.5. Grantee shall permit City, its employees and authorized representatives to inspect, audit, examine and make excerpts and transcripts from any of the foregoing. The rights of City pursuant to this Section shall remain in effect so long as Grantee has the obligation to maintain such files, records, books, invoices, documents, payrolls and other data under this Article 6.
- 6.7 Submitting False Claims** Grantee shall at all times deal in good faith with the City, shall only submit a Funding Request to the City upon a good faith and honest determination that the funds sought are for Eligible Expenses under the Grant, and shall only use Grant Funds for payment of Eligible Expenses as set forth in Appendix A, Services to be Provided, and Appendix A-1, 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: Conard House, Inc.
1385 Mission Street, Suite 200
San Francisco CA, 94103
Attn: Anne Quaintance
anne@conard.org

Any notice of default must be sent by registered mail.

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

ARTICLE 16 COMPLIANCE

16.1 Reserved.

16.2 Nondiscrimination; Penalties.

- (a) **Grantee Shall Not Discriminate.** In the performance of this Agreement, Grantee agrees not to discriminate against any employee, City and County employee working with such grantee or subgrantee, applicant for employment with such grantee or subgrantee, or against any person seeking accommodations, advantages, facilities, privileges, services, or membership in all business, social, or other establishments or organizations, on the basis of the fact or perception of a person's race, color, creed, religion, national origin, ancestry, age, height, weight, sex, sexual orientation, gender identity, domestic partner status, marital status, disability or Acquired Immune Deficiency Syndrome or HIV status (AIDS/HIV status), or association with members of such protected classes, or in retaliation for opposition to discrimination against such classes.
- (b) **Subcontracts.** Grantee shall incorporate by reference in all subcontracts the provisions of Sections 12B.2(a), 12B.2(c)-(k), and 12C.3 of the San Francisco Administrative Code and shall require all subgrantees to comply with such provisions. Grantee's failure to comply with the obligations in this subsection shall constitute a material breach of this Agreement.
- (c) **Non-Discrimination in Benefits.** Grantee does not as of the date of this Agreement and will not during the term of this Agreement, in any of its operations in San Francisco or where the work is being performed for the City or elsewhere within the United States, discriminate in the provision of bereavement leave, family medical

leave, health benefits, membership or membership discounts, moving expenses, pension and retirement benefits or travel benefits, as well as any benefits other than the benefits specified above, between employees with domestic partners and employees with spouses, and/or between the domestic partners and spouses of such employees, where the domestic partnership has been registered with a governmental entity pursuant to state or local law authorizing such registration, subject to the conditions set forth in Section 12B.2(b) of the San Francisco Administrative Code.

- (d) **Condition to Contract.** As a condition to this Agreement, Grantee shall execute the “Chapter 12B Declaration: Nondiscrimination in Contracts and Benefits” form (Form CMD-12B-101) with supporting documentation and secure the approval of the form by the San Francisco Contract Monitoring Division.
- (e) **Incorporation of Administrative Code Provisions by Reference.** The provisions of Chapters 12B and 12C of the San Francisco Administrative Code are incorporated in this Section by reference and made a part of this Agreement as though fully set forth herein. Grantee shall comply fully with and be bound by all of the provisions that apply to this Agreement under such Chapters of the Administrative Code, including the remedies provided in such Chapters. Without limiting the foregoing, Grantee understands that pursuant to Sections 12B.2(h) and 12C.3(g) of the San Francisco Administrative Code, a penalty of fifty dollars (\$50) for each person for each calendar day during which such person was discriminated against in violation of the provisions of this Agreement may be assessed against Grantee and/or deducted from any payments due Grantee.

16.3 Reserved.

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

16.5 Drug-Free Workplace Policy. Grantee acknowledges that pursuant to the Federal Drug-Free Workplace Act of 1989, the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited on City premises. Grantee and its employees, agents or assigns shall comply with all terms and provisions of such Act and the rules and regulations promulgated thereunder.

16.6 Resource Conservation; Liquidated Damages. Chapter 5 of the San Francisco Environment Code (Resource Conservation) is incorporated herein by reference. Failure by Grantee to comply with any of the applicable requirements of Chapter 5 will be deemed a material breach of contract. If Grantee fails to comply in good faith with any of the provisions of Chapter 5, Grantee shall be liable for liquidated damages in an amount equal to Grantee's net profit under this Agreement, or five percent (5%) of the total contract amount, whichever is greater. Grantee acknowledges and agrees that the liquidated damages assessed shall be payable to City upon demand and may be offset

against any monies due to Grantee from any contract with City.

- 16.7 Compliance with ADA.** Grantee acknowledges that, pursuant to the ADA, programs, services and other activities provided by a public entity to the public, whether directly or through a grantee or contractor, must be accessible to the disabled public. Grantee shall not discriminate against any person protected under the ADA in connection with all or any portion of the Grant Plan and shall comply at all times with the provisions of the ADA.
- 16.8 Requiring Minimum Compensation for Employees.** Grantee shall pay covered employees no less than the minimum compensation required by San Francisco Administrative Code Chapter 12P, including a minimum hourly gross compensation, compensated time off, and uncompensated time off. Grantee is subject to the enforcement and penalty provisions in Chapter 12P. Information about and the text of the Chapter 12P is available on the web at <http://sfgov.org/olse/mco>. Grantee is required to comply with all of the applicable provisions of 12P, irrespective of the listing of obligations in this Section. By signing and executing this Agreement, Grantee certifies that it complies with Chapter 12P.
- 16.9 Limitations on Contributions.** By executing this Agreement, Grantee acknowledges its obligations under section 1.126 of the City's Campaign and Governmental Conduct Code, which prohibits any person who contracts with, or is seeking a contract with, any department of the City for the rendition of personal services, for the furnishing of any material, supplies or equipment, for the sale or lease of any land or building, for a grant, loan or loan guarantee, or for a development agreement, from making any campaign contribution to (i) a City elected official if the contract must be approved by that official, a board on which that official serves, or the board of a state agency on which an appointee of that official serves, (ii) a candidate for that City elective office, or (iii) a committee controlled by such elected official or a candidate for that office, at any time from the submission of a proposal for the contract until the later of either the termination of negotiations for such contract or twelve months after the date the City approves the contract. The prohibition on contributions applies to each prospective party to the contract; each member of Grantee's board of directors; Grantee's chairperson, chief executive officer, chief financial officer and chief operating officer; any person with an ownership interest of more than 10 percent in Grantee; any subcontractor listed in the bid or contract; and any committee that is sponsored or controlled by Grantee. Grantee certifies that it has informed each such person of the limitation on contributions imposed by Section 1.126 by the time it submitted a proposal for the grant, and has provided the names of the persons required to be informed to the City department with whom it is contracting.
- 16.10 First Source Hiring Program.** Contractor must comply with all of the provisions of the First Source Hiring Program, Chapter 83 of the San Francisco Administrative Code, that apply to this Agreement, and Contractor is subject to the enforcement and penalty provisions in Chapter 83.

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

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

16.13 Reserved. (Working with Minors).

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

Chapter 21 of the Administrative Code, or debar Grantee.

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

16.16 Consideration of Criminal History in Hiring and Employment Decisions.

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

16.17 Food Service Waste Reduction Requirements. Grantee agrees to comply fully with and be bound by all of the provisions of the Food Service Waste Reduction Ordinance, as set forth in San Francisco Environment Code Chapter 16, including the remedies provided, and implementing guidelines and rules. The provisions of Chapter 16 are incorporated herein by reference and made a part of this Agreement as though fully set forth. This provision is a material term of this Agreement. By entering into this Agreement, Grantee agrees that if it breaches this provision, City will suffer actual

damages that will be impractical or extremely difficult to determine; further, Grantee agrees that the sum of one hundred dollars (\$100) liquidated damages for the first breach, two hundred dollars (\$200) liquidated damages for the second breach in the same year, and five hundred dollars (\$500) liquidated damages for subsequent breaches in the same year is reasonable estimate of the damage that City will incur based on the violation, established in light of the circumstances existing at the time this Agreement was made. Such amount shall not be considered a penalty, but rather agreed monetary damages sustained by City because of Grantee's failure to comply with this provision.

16.18 Reserved. (Slavery Era Disclosure).

16.19 Distribution of Beverages and Water.

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

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

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

Contractor shall comply with San Francisco Administrative Code Chapter 104 by seeking to collect and record information about clients' sexual orientation and gender identity, and reporting such data to the Department of Homelessness and Supportive Housing at intake and as instructed by the Department. In seeking to collect information about clients' sexual orientation and gender identity, Contractor shall: (1) communicate to clients that the provision of sexual orientation and gender identity information is voluntary, and no direct services shall be denied to clients who decline to provide that information; (2) solicit gender identity and sexual orientation data using questions and approaches consistent with the Department of Public Health's Policies and Procedures entitled "Sexual Orientation Guidelines: Principles for Collecting, Coding, and Reporting Identity Data," reissued on September 2, 2014, and "Sex and Gender Guidelines: Principles for Collecting, Coding, and Reporting Identity Data," reissued on September 2, 2014, or any successor Policies and Procedures; and (3) advise clients that they will protect personally identifiable information regarding clients' sexual orientation and gender identity from unauthorized disclosure, to the extent permitted by law. The duty to collect information about gender identity and sexual orientation shall not apply to the extent such collection is incompatible with any professionally reasonable clinical judgment that is based on articulable facts of clinical significance. Further, Contractor shall protect personally identifiable information from unauthorized disclosure, to the extent permitted by law and as required by the Health Insurance Portability and Accountability Act, the California Medical Information Act, Article 1 of the California Constitution, the California Health and Safety Code and regulations promulgated thereunder, the California Welfare and Institutions Code and regulations promulgated thereunder, and any other applicable provision of federal or state law.

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

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

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

ARTICLE 17 MISCELLANEOUS

17.1 No Waiver. No waiver by the Department or City of any default or breach of this Agreement shall be implied from any failure by the Department or City to take action on account of such default if such default persists or is repeated. No express waiver by the Department or City shall affect any default other than the default specified in the waiver and shall be operative only for the time and to the extent therein stated. Waivers by City or the Department of any covenant, term or condition contained herein shall not be construed as a waiver of any subsequent breach of the same covenant, term or condition. The consent or approval by the Department or City of any action requiring further consent or approval shall not be deemed to waive or render unnecessary the consent or approval to or of any subsequent similar act.

17.2 Modification. This Agreement may not be modified, nor may compliance with any of its terms be waived, except by written instrument executed and approved in the same manner as this Agreement.

17.3 Administrative Remedy for Agreement Interpretation. Should any question arise as to the meaning or intent of this Agreement, the question shall, prior to any other action or resort to any other legal remedy, be referred to Department Head, as the case may be, of the Department who shall decide the true meaning and intent of the Agreement. Such decision shall be final and conclusive.

17.4 Governing Law; Venue. The formation, interpretation and performance of this Agreement shall be governed by the laws of the State of California, without regard to its conflict of laws principles. Venue for all litigation relative to the formation, interpretation and performance of this Agreement shall be in San Francisco.

17.5 Headings. All article and section headings and captions contained in this Agreement are for reference only and shall not be considered in construing this Agreement.

17.6 Entire Agreement. This Agreement and the Application Documents set forth the entire Agreement between the parties, and supersede all other oral or written provisions. If

there is any conflict between the terms of this Agreement and the Application Documents, the terms of this Agreement shall govern. The following appendices are attached to and a part of this Agreement:

- Appendix A, Services to be Provided
- Appendix A-1, Services to be Provided
- Appendix B, Budget
- Appendix C, Method of Payment
- Appendix D, Interests in Other City Grantees
- Appendix E, Permitted Subgrantees

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

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

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

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

- Section 4.3 Ownership of Results.
- Section 6.4 Financial Statements.
- Section 6.5 Books and Records.
- Section 6.6 Inspection and Audit.
- Section 6.7 Submitting False Claims; Monetary Penalties.
- Article 7 Taxes.
- Article 8 Representations and Warranties.
- Article 9 Indemnification and General Liability.
- Section 10.4 Required Post-Expiration Coverage.
- Article 12 Disclosure of Information and Documents.

Section 13.4	Grantee Retains Responsibility.
Section 14.3	Consequences of Recharacterization.
This Article 17	Miscellaneous.

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

17.12 Dispute Resolution Procedure.

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

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

to a department's administration of policies and procedures.

- 17.13 Cooperative Drafting.** This Agreement has been drafted through a cooperative effort of both parties, and both parties have had an opportunity to have the Agreement reviewed and revised by legal counsel. No party shall be considered the drafter of this Agreement, and no presumption or rule that an ambiguity shall be construed against the party drafting the clause shall apply to the interpretation or enforcement of this Agreement.
- 17.14 Services During a City-Declared Emergency.** In case of an emergency as declared by the Mayor under Charter section 3.100, Grantee will make a good faith effort to continue to provide the services set forth in Appendix A, Services to be Provided and Appendix A-1, Services to be Provided. Any services provided beyond those listed in Appendix A, Services to be Provided and Appendix A-1, 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.

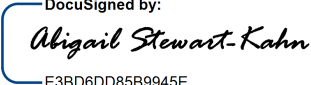
IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as of the date first specified herein. The signatories to this Agreement warrant and represent that they have the authority to enter into this agreement on behalf of the respective parties and to bind them to the terms of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

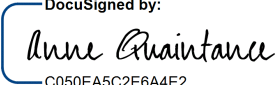
CITY

GRANTEE

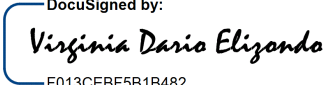
**DEPARTMENT OF HOMELESSNESS
AND SUPPORTIVE HOUSING**

CONARD HOUSE

By: 
E3BD6DD85B9945E...
Abigail Stewart-Kahn
Interim Director

By: 
C050EA5C2E6A4E2...
Anne Quaintance
Executive Director
City Supplier Number: 22403

Approved as to Form:

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

Appendix A, Services to be Provided
by
Conard House
McAllister Hotel Property Management

I. Purpose of Grant

The purpose of the grant is to provide property management services to formerly homeless and income-eligible adults. The goals of these services are to empower tenants to become self-sufficient and retain their housing or move to other appropriate housing, promote community building and tenant participation, and maintain a safe, supportive and stable environment that fosters independence.

II. Served Population

Grantee shall serve formerly homeless single adults and adult couples, without custody of minor children, who meet the Department of Housing and Supportive Housing (HSH)-established eligibility requirements and are referred by the HSH Access Point system.

Eligibility criteria include meeting a definition of homelessness at the time of referral and placement, specifically established benefits and/or income criteria and ability to live independently within the structure of the housing program. All new clients placed will be referred by the HSH Housing Access Team. Only individuals who are County Adult Assistance Programs (CAAP) recipients at the time of acceptance into housing may be placed into a vacancy.

III. Referral and Prioritization

All new tenants will be referred by HSH via the Coordinated Entry System, which organizes the City's Homelessness Response System (HRS) with a common, population-specific assessment, centralized data system, and prioritization method.

Eligibility criteria may include meeting a definition of homelessness at the time of referral and placement, enrollment in specific benefits programs, income criteria and/or the ability to live independently within the structure of the housing program. Tenants who meet eligibility criteria for Permanent Supportive Housing programs are prioritized based on various criteria, such as levels of vulnerability, length and history of homelessness, and severity of housing barriers.

IV. Description of Services

Grantee shall provide Property Management to tenants residing in at least 80 units at the McAllister Hotel at any time. Property Management services shall include, but are not limited to, the following:

- A. Program Applicant Selection and Intake: Grantee shall follow the processes agreed upon by Grantee, HSH, property owner, housing subsidy administrators, and/or other entities involved with referrals.
- B. Annual Tenant Re-certification: As required by rental subsidy type, Grantee shall re-certify tenant income after each year of residence. This is generally done on the anniversary of a tenant's move-in date.

- C. Residential Lease Set-Up: Grantee shall draft, provide, and sign a rental agreement with each tenant at the time of move-in. The lease agreement shall include House Rules and other pertinent Lease Addenda. Grantee shall review its Grievance policies and procedures and HSH policies and procedures with tenants at the time of lease signing.

- D. Collection of Rents, Security Deposits, and Other Receipts: Grantee shall collect and process rent and other housing-related payments made by tenants.
 - 1. Grantee shall communicate and coordinate with local, state and/or federal agencies, as needed, to process rental subsidies.
 - 2. For tenants paying a portion of their income towards rent, Grantee shall assist with payment arrangements and comply with HSH and other applicable requirements governing how much tenants are required to pay.
 - 3. Tenants are encouraged to enroll in third party rent payment services. Grantee shall complete and submit referral paperwork to the agency providing the service and notify HSH of any problems with the arrangement.

- E. Lease Enforcement, Written Notices and Eviction Prevention:
 - 1. Grantee shall provide written notice to tenants to notify them of any issue that may affect ongoing tenancy including, but not limited to, failure to pay rent on time or in full, violations of house rules, and/or actions that are in violation of the lease agreement.
 - 2. When necessary, Grantee shall provide notice to tenants of any actions related to the eviction process in accordance with laws in effect in San Francisco.
 - 3. Grantee shall work with tenants, in conjunction with Support Services staff, to resolve issues that put tenants at risk of eviction.
 - 4. Grantee shall copy Support Services staff on all of these communications.

- F. Building Service Payments: Grantee shall set up and manage utility accounts and services related to the property, including but not limited to communications, alarms/security, fire alarm monitoring, garbage, water, and pest control. This may include elevator maintenance, as required.

- G. Building Maintenance: Grantee shall maintain the facility in sanitary and operable condition, post protocol and forms for tenant requests for maintenance or repairs, and respond to requests in a timely manner. Building maintenance shall include the following services:
 - 1. Janitorial services in common areas, offices, and shared-use restroom and shower facilities;
 - 2. Regular removal of garbage/trash from designated trash areas and maintenance of these areas as clean and functional;
 - 3. Pest control services, as needed;
 - 4. Maintenance and repair of facility systems, plumbing, electrical, safety issues;
 - 5. Building security; and
 - 6. Preparation of apartments for tenant move-in and move-out.

- H. Wellness Checks and Emergency Safety Checks: Grantee shall conduct Wellness Checks and/or Emergency Safety Checks in accordance with HSH policy to assess a tenant's safety when there is a reason to believe the tenant is at immediate and substantial risk due to a medical and/or psychiatric emergency.
- I. Front Desk Coverage: Grantee shall provide front desk coverage 24 hours per day, seven days per week.
- J. Program Exit Planning: Grantee shall alert Support Services staff when tenants give notice to leave housing and shall keep a record of each tenant's forwarding address, whenever possible.
- K. Modified Payment Program: Grantee shall provide money management/rep payee services during the term of this grant:
 - 1. Grantee Shall establish a Memorandum of Understanding (MOU) with the HSH CAAP division to set up the system and procedures for a two-party warranty system.
 - 2. If residents transition to Supplemental Security Income (SSI) or Social Security Administration (SSA), Grantee shall work closely with the property manager to calculate residents' pro-rated rent or tenant rent portion based on HSH guidelines. If Grantee is tenant's representative payee or tenant is enrolled in money management, Grantee will collect the rent and issue disbursements according to an agreed upon money management plan. If Grantee is not representative payee, it will collect rent payments from tenant on a timely basis.

V. Location and Hours of Service

Grantee shall provide services 24 hours per day, seven days per week, at 270 McAllister Street, San Francisco.

VI. Service Requirements

- A. Coordination with Other Service Providers: Grantee shall maintain a good working relationship with Support Services staff, In-Home Supportive Services (IHSS), HSH, and all other agencies involved in program operations to ensure communication and coordination that supports program goals.
 - 1. Grantee shall establish a written Memorandum of Understanding (MOU) with other service providers and/or Subcontractors, as required by HSH.
- B. Possession of Licenses/Permits: Grantee warrants the possession of all licenses and/or permits required by the laws and regulations of the United States, the State of California, and the City to provide the Services. Failure to maintain these licenses and permits shall constitute a material breach of this contract.
- C. Admission Policy: Admission policies for the 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 tenants are accepted for care without discrimination on the basis of race, color, creed, religion, sex, age, national origin, ancestry, sexual orientation, gender identification, disability, or AIDS/HIV status.

- D. Language and Interpretation Services: Grantee shall ensure that interpreter and translation services are available to address the needs of those within the served population who primarily speak language(s) other than English.
- E. Critical Incidents: Grantee shall report critical incidents in accordance with the HSH Program Manager instructions and any published HSH policies/procedures. Examples of critical incidents include death, fire, acts of violence, or any other incident, which require the involvement of emergency or Child Protective Services (CPS).
- F. Grievance Procedure: Grantee shall establish and maintain a written Tenant Grievance Procedure, which shall include the following elements, as well as others that may be appropriate to the services:
 - 1. The name or title of the person or persons authorized to make a determination regarding the grievance;
 - 2. The opportunity for the aggrieved party to discuss the grievance with those who will be making the determination;
 - 3. The amount of time required for each step, including when a tenant can expect a response; and
 - 4. HSH Program Manager's contact information for the tenant to contact after the tenant has exhausted the Grantee's internal Grievance Procedure.

Grantee shall, at program entry, review and provide a copy of this procedure, and any amendments, to each tenant and obtain a signed copy of the form from the tenant, which must be maintained in the tenant's file. Additionally, Grantee shall provide a copy of the procedure and any amendments to the HSH Program Manager or his/her designated agent.

- G. Feedback, Complaint and Follow-up Policies: Grantee shall provide means for tenants to provide input into the program, including the effectiveness and satisfaction. Feedback methods shall include:
 - 1. A written process informing the tenants on how to request repairs/services; and
 - 2. A written annual survey, which shall be offered to tenants to gather feedback, satisfaction, and assess the effectiveness of services and systems within the program. Grantees shall offer assistance to tenants 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 at all meetings as required by HSH. This shall include quarterly HSH meetings, as needed, such as, but not limited to: hearings on issues related to homelessness; and
3. Attendance at trainings, when required by HSH.

I. Record-Keeping and Reporting:

1. Grantee shall maintain confidential tenant files that contain eligibility documentation, signed lease agreement and lease addenda, and documentation of rent collection and other Property Management services, including but not limited to lease violations letters, legal notices, reasonable accommodations paperwork, and incident reports as part of overall program compliance. When required by HSH, Grantee shall maintain eligibility and inspection documentation in the Online Navigation and Entry (ONE) System.
2. Grantee shall maintain files that document the services and supportive work provided for the purpose of tracking and reporting objectives and outcomes.

J. Data Standards:

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

K. Disaster and Emergency Response Plan: Grantee shall develop and maintain an Agency Disaster and Emergency Response Plan containing Site-Specific Emergency Response Plan(s) for each service site per HSH requirements. The Agency Disaster and Emergency Response Plan shall address disaster coordination between and among service sites. Grantee shall update the Agency/site(s) plan as needed and Grantee shall train all employees regarding the provisions of the plan for their Agency/site(s).

L. 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 Grantee management staff is available to respond to neighbors within 24 hours, if reasonable;
 3. Having a representative of the Grantee attend all appropriate neighborhood meetings; and
 4. Active discouragement of loitering in the area surrounding the building.
- M. Compliance with Funding Source Requirements: Grantee recognizes that funding for these services may be provided to the City through federal, state or private foundation awards. Grantee agrees to comply with the provisions of the funding sources.
- N. Compliance with Regulations: Grantee shall:
1. Coordinate with the Department of Building Inspection (DBI), the Department of Public Health (DPH), and/or other City agencies to complete all required inspections of the housing site prior the start of the program;
 2. Comply with requirements for ongoing facility inspections;
 - a. In the event that Grantee is given notice violations by DBI, DPH, or another City agency, which impacts Grantee's ability to occupy a unit, it shall notify HSH immediately.
 3. Provide facility access to City Departments upon request, including HSH, San Francisco Fire Department, DBI, DPH, and the Mayor's Office.
- O. Other Program Revenue Sources: Grantee agrees that funds received from a source other than the City to defray any portion of the reimbursable costs allowable under the awarded grant shall be reported to the City and deducted by Grantee from billings to the City to ensure that no portion of the City's reimbursement to Grantee is duplicated.
- P. Vacancy Reporting: Per HSH instructions, Grantees shall report unit vacancies.
- Q. Rent Recalculation: Grantee shall coordinate with the program manager to report changes to tenants' income and adjust rent amounts accordingly. Because CAAP is a monthly benefit, loss of or changes to benefits within the CAAP program will affect the tenants' monthly income and will result in rent recalculation. Grantee shall monitor these changes when providing Modified Payments to tenants as their income and rent amounts may change regularly.

VII. Service Objectives

Grantee shall achieve the Service Objectives listed below. Grantee understands that the Service Objectives listed in this Appendix A may be updated, revised, modified, and/or removed during the term of this grant through HSH's amendment or revision process.

- A. Grantee shall provide property management services to the tenants residing in the 80 units of the McAllister Hotel.

- B. Grantee shall ensure that each unit, upon turnover, is clean and/or repaired within 35 days, on average.
- C. Grantee shall maintain an occupancy rate of at least 90 percent.
- D. Grantee shall offer all tenants the opportunity to complete an annual anonymous Tenant Satisfaction Survey, with the goal of at least sixty-five percent participation.
- E. Grantee shall collect at least 90 percent of tenant portions of monthly rent from occupied units.

VIII. Outcome Objectives

Grantee shall achieve the Outcome Objectives listed below. Grantee understands that the Outcome Objectives listed in this Appendix A may be updated, revised, modified, and/or removed during the term of this grant through HSH's amendment or revision process.

- A. Ninety percent of tenants will maintain their housing for a minimum of 12 months.
- B. Seventy-five percent of tenants who exit housing will move to other permanent housing, or be provided with more appropriate placements.
- C. Eighty-five percent of tenant lease violations will be resolved without loss of housing to tenants.
- D. Eighty-five percent of tenants completing an annual Tenant Satisfaction Survey will be satisfied or very satisfied with Property Management services.

IX. Reporting Requirements

Grantee shall input data into systems required by HSH, such as the ONE system and CARBON. As program services for these units are supported by various funding sources, including the Mental Health Services Act (MHSA), HUD, and the City's General Fund. Grantee understands that reporting requirements may differ for services funded by different revenue sources.

- A. When required by HSH, Grantee shall enter data into the ONE system.
- B. Grantee shall provide a monthly report of activities, referencing the tasks as described in the Service and Outcome Objectives sections. Grantee shall enter the monthly metrics in the CARBON database by the 15th of the following month, including:
 - 1. Occupancy rate; and
 - 2. Number of new placements made for the month, broken down by funding source.
- C. 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 15th of the month following the end of the quarter, including:

1. Average number of days to turn over units;
 2. Number of tenant lease violations that were resolved without loss of housing to tenants; and
 3. Number of tenants who exit housing or move to other permanent housing, or are provided with more appropriate placements.
- D. Grantee shall provide an annual report summarizing the grant 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 shall enter the annual metrics in the CARBON database by the 15th of the month following the end of the program year, including:
1. Number and percentage of tenants who completed an annual Tenant Satisfaction Survey;
 2. Number and percentage of Tenant Satisfaction Survey respondents who indicated they were satisfied or very satisfied with program services; and
 3. Number and percentage of surviving tenants who maintain their housing for a minimum of 12 months.
- E. Grantee shall provide Ad Hoc reports as required by HSH and respond to requests by the HSH in a timely manner. These reports may include the following information:
1. Monthly rent roll reports;
 2. Monthly cumulative report on the average number of days to complete work orders;
 3. Monthly cumulative report on the number and percentage of tenants housed for one year or more; and
 4. Monthly cumulative report on the number and percentage of exits to permanent housing.
- F. Grantee shall participate, as required by HSH, in 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 30 working days of receipt of any evaluation report and such response will become part of the official 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, which may include review of tenant files, review of the Grantee's administrative records, staff training documentation, postings, program policies and procedures, Disaster and Emergency Response Plan and training, personnel and activity reports, proper accounting for funds and other operational and administrative activities, and back-up

documentation for reporting progress towards meeting Service and Outcome Objectives.

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

**Appendix A-1, Services to be Provided
by
Conard House
McAllister Hotel Support Services**

I. Purpose of Grant

The purpose of the grant is to provide support services to formerly homeless and income-eligible adults. The goals of these services are to empower tenants to become self-sufficient and retain their housing or move to other appropriate housing, promote community building and tenant participation, and maintain a safe, supportive and stable environment that fosters independence.

II. Served Population

Grantee shall serve formerly homeless single adults and adult couples (without custody of minor children) who meet the Department of Homelessness and Supportive Housing (HSH)-established eligibility requirements and are referred by the HSH Access Point system.

Eligibility criteria include meeting a definition of homelessness at the time of referral and placement, specifically established benefits and/or income criteria and ability to live independently within the structure of the housing program. All new clients placed will be referred by the HSH Housing Access Team. Only individuals who are County Adult Assistance Programs (CAAP) recipients at the time of acceptance into housing may be placed into a vacancy.

III. Referral and Prioritization

All new tenants will be referred by HSH via the Coordinated Entry System, which organizes the City's Homelessness Response System (HRS) with a common, population-specific assessment, centralized data system, and prioritization method.

Eligibility criteria may include meeting a definition of homelessness at the time of referral and placement, enrollment in specific benefits programs, income criteria and/or the ability to live independently within the structure of the housing program. Tenants who meet eligibility criteria for Permanent Supportive Housing programs are prioritized based on various criteria, such as levels of vulnerability, length and history of homelessness, and severity of housing barriers.

IV. Description of Services

Grantee shall provide Support Services to program participants who reside in at least 80 units at the McAllister Hotel at any time. Support Services are voluntary and shall be available to all tenants of the building. Support Services shall include, but are not limited to the following:

- A. Outreach: Grantee shall actively engage with participants to provide information about available Support Services and invite them to participate. Outreach methods shall include in-person interactions, written messages, phone calls, voice mail, and emails, as available and appropriate to reach individual participant. Grantee shall

contact each participant at least three times during the first 60 days following placement in housing to engage the participant in services.

- B. Intake and Assessment: Grantee shall coordinate the initial intake with applicants for vacant units with Property Management, and if possible, begin establishing a rapport with participants prior to move-in. Grantee shall attempt to coordinate with an incoming participant's current Case Manager(s) (e.g., at the shelter, agency or Coordinated Entry Access Point where a participant is currently receiving services) to ensure a warm hand-off and transition into housing. This may include an exchange of information about challenges the participant is experiencing and/or and current services being accessed in the community.
- C. Case Management: Grantee shall provide ongoing meetings and counseling for participants to establish goals, develop Individualized Service Plans, and track progress toward achieving those goals. Grantee shall document Case Management meetings, engagement, and status of participants at least once per month to ensure they are doing well and are receiving the support they need to maintain housing.
- D. Benefits Advocacy and Assistance: Grantee shall assist participants with obtaining or maintaining benefits. Grantee shall provide referrals for and solve problems preventing a participant's enrollment in county, state and federal benefits programs. Grantee may help participants identify, apply for and establish appointments for available services such as cash aid, food programs, medical clinics and/or in-home support.
- E. Referrals and Coordination of Services: Grantee shall help participants identify and access services available within the community that meet specific needs or support progress toward identified goals. This may include providing information about services, calling to help establish appointments, assisting with applications, providing appointment reminders, following up/checking in with participants regarding the process, and, as necessary, re-referral. Grantee shall also communicate and coordinate with outside service providers and mental health clinics to support existing linkages that participants may have.
- F. Coordination with Property Management: Grantee shall assist participants in communicating with, responding to and meeting with Property Management. This may include helping a participant understand the meaning of messages, letters, and/or warnings from Property Management, helping a participant write requests, responses or complaints, and attending meetings between the participant and Property Management to facilitate communication.

Grantee shall coordinate with Property Management and external agencies to find creative ways to engage with participants, as necessary. This may be the case if a participant is experiencing challenges with their housing and is not inclined to proactively engage.

- G. Wellness Checks: Grantee shall conduct Wellness Checks in accordance with HSH policy to assess a participant's safety when there is a reason to believe the participant is at immediate and substantial risk due to a medical and/or psychiatric emergency.
- H. Support Groups, Social Events and Organized Activities:
- i. Grantee shall provide participants with opportunities to participate in organized gatherings for peer support, to gain information from presenters and each other, to form social connections with other participants and staff, or to celebrate significant individual, holiday and community events. These events may be planned with or based on input from participants and shall be held on site at least once per week. Grantee shall post and provide to participants with a monthly calendar of events. When appropriate, events should be open to all building tenants.
 - ii. Grantee shall conduct monthly community meetings for participants, in coordination with Property Management, during which participants may discuss building concerns and program ideas with representatives from both Support Services and Property Management staff.
 - iii. Grantee shall provide appropriate programming for the population served.
- I. Housing Stability Support: Grantee shall outreach to and offer on-site services and/or referrals to all participants who display indications of housing instability. Such indications include but are not limited to discontinuance from benefits, non-payment of rent, lease violations or warnings from Property Management, and conflicts with staff or other participants. Grantee shall assist with the de-escalation and resolution of conflicts as needed.
- J. Supervision: Grantee shall ensure that on-site Support Services staff has access to bi-monthly case conferencing and ongoing supervision. This allows staff to provide appropriate case management, counseling and referral services to participants with emerging and ongoing mental health issues.
- K. Exit Planning and After-Care Services: If a participant is moving out of the building, Grantee shall outreach to the participant to engage in exit planning and support the participant's successful transition out of the program, and coordinate with Property Management, as necessary. The exit plan shall depend on the participant's needs and preferences but may include establishing a link to outpatient case management as well as access to services in the community. Grantee shall provide and/or coordinate aftercare services following a participant's exit from the program for up to 90 days or as indicated by participant need.

V. Location and Time of Services

Grantee shall provide services at the McAllister Hotel located at 270 McAllister Street, San Francisco. Grantee shall provide services Monday through Friday, during posted business hours. Grantee may also provide services evenings and weekends, and at other times when necessary to best serve participants.

Grantee shall work with the Property Management staff to coordinate after-hours emergency backup, which will include the ability to reach Property Management by phone. Grantee shall implement policies and procedures pertaining to emergency backup and will train staff accordingly.

VI. Service Requirements

- A. Case Management Ratio: Grantee shall maintain a 1:25 ratio of Case Managers to units.
- B. Possession of Licenses/Permits: Grantee warrants the possession of all licenses and/or permits required by the laws and regulations of the United States, the State of California, and the City to provide the Services. Failure to maintain these licenses and permits shall constitute a material breach of this Agreement.
- C. Language and Interpretation Services: Grantee shall ensure that interpreter and translation services are available to address the needs of those within the served population who primarily speak language(s) other than English.
- D. Health Screening and Certifications: Grantee shall obtain and maintain all required staff health screenings and certifications required by law.
- E. Case Conferences: Grantee shall initiate and participate in individual case conferences and team coordination meetings with HSH-approved programs, as needed, to coordinate and collaborate regarding participants' progress.
- F. Admission Policy: Admission policies for the services shall be in writing and available to the public. Except to the extent that the services are to be rendered to a specific population as described in the programs listed herein, such policies must include a provision that participants are accepted for care without discrimination on the basis of race, color, creed, religion, sex, age, national origin, ancestry, sexual orientation, gender identification, disability, or HIV/AIDS status.
- G. Grievance Procedure: Grantee shall establish and maintain a written Grievance Procedure for participants, which shall include the following elements, as well as others that may be appropriate to the services:
 - 1. The name or title of the person or persons authorized to make a determination regarding the grievance;
 - 2. The opportunity for the aggrieved party to discuss the grievance with those who will be making the determination;
 - 3. The amount of time required for each step, including when a participant can expect a response; and
 - 4. HSH Program Manager's contact information for the participant to contact after the participant has exhausted Grantee's internal Grievance Procedure.

Grantee shall, at program entry, review and provide a copy of this procedure, and any amendments, to each participant and obtain a signed copy of the form from the participant, which must be maintained in the participant's file. Additionally, Grantee shall post the policy at all times and provide a copy of the procedure and any amendments to the HSH Program Manager or his/her designated agent.

H. Feedback, Complaint and Follow-up Policies:

Grantee shall provide means for participants to provide input into the program, including the effectiveness and satisfaction. Feedback methods shall include:

1. A written process informing the participants on how to request services; and
2. A written annual survey, which shall be offered to participants to gather feedback, satisfaction, and assess the effectiveness of services and systems within the program. Grantees shall offer assistance to participants regarding completion of the survey if the written format presents any problem.

I. City Communications, Trainings and Meetings:

Grantee shall keep HSH informed of program operations and comply with HSH policies, training requirements, and participate in meetings, including, but not limited to:

1. Regular communication to HSH about the implementation of the program;
2. Attendance at all meetings as required by HSH. This shall include quarterly HSH meetings, as needed, such as, but not limited to: hearings on issues related to homelessness; and
3. Attendance at trainings, when required by HSH.

J. Coordination with Other Service Providers:

1. Grantee shall maintain a good working relationship with other service providers, HSH, and all other agencies involved in program operations to ensure communication and coordination that supports program goals.
2. When required by HSH, Grantee shall establish written Memoranda of Understanding (MOUs) with Property Management and Subcontractors.

K. Critical Incidents: Grantee shall report critical incidents in accordance with the HSH Program Manager instructions and any published HSH policies/procedures. Examples of critical incidents include death, fire, acts of violence, or any other incident, which require the involvement of emergency or Child Protective Services (CPS).

L. Disaster and Emergency Response Plan: Grantee shall develop and maintain an Agency Disaster and Emergency Response Plan containing Site Specific Emergency Response Plan(s) for each service site per HSH requirements. The Agency Disaster and Emergency Response Plan shall address disaster coordination between and among service sites. Grantee shall update the Agency/site(s) plan as needed and Grantee shall train all employees regarding the provisions of the plan for their Agency/site(s).

- M. 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 Grantee management staff is available to respond to neighbors within 24 hours, if reasonable;
 3. Having a representative of the Grantee attend all appropriate neighborhood meetings; and
 4. Active discouragement of loitering in the area surrounding the building.
- N. Record Keeping and Files: Grantee shall maintain confidential participant files that document the services and supportive work provided for the purpose of tracking and reporting objectives and outcomes.
- O. Data Standards:
1. Records entered into the HSH Homeless Management Information System (HMIS) Online Navigation and Entry (ONE) System shall meet or exceed the ONE System Continuous Data Quality Improvement Process standards: <https://onesf.clarityhs.help/hc/en-us/articles/360001145547-ONE-System-Continuous-Data-Quality-Improvement-Process>.
 2. Grantee shall enter data into the ONE System, but may be required to report certain measures or conduct interim reporting in CARBON, via secure email, or through uploads to a File Transfer Protocol (FTP) site. When required by HSH, Grantee shall submit the monthly, quarterly and/or annual metrics into either the CARBON database, via secure email, or through uploads to an FTP site. HSH will provide clear instructions to all Grantees regarding the correct mechanism for sharing data. Changes to data collection or reporting requirements shall be communicated to Grantees via written notice at least one month prior to expected implementation.
 3. Any information shared between Grantee, HSH, and other providers about the served population shall be communicated in a secure manner, with appropriate release of consent forms and in compliance with Health Insurance Portability and Accountability Act (HIPAA) and privacy guidelines.

VII. Service Objectives

Grantee shall achieve the Service Objectives listed below. Grantee understands that the Service Objectives listed in this Appendix A-1 may be updated, revised, modified, and/or removed during the term of this grant through HSH's amendment or revision process.

- A. Grantee shall actively outreach to at least 95 percent of participants once every 30 days.
- B. Grantee shall offer assessment to 100 percent of participants for primary medical care needs within 90 days of move-in.

- C. Grantee shall offer assessment to 100 percent of participants for mental health and substance use treatment needs within 90 days of move-in.
- D. Grantee shall offer assessment to 100 percent of participants for benefits within 30 days of move-in.
- E. Grantee shall offer to develop Individualized Service Plans for 100 percent of participants within 90 days of service enrollment.
- F. Grantee shall update at minimum 80 percent of Individualized Service Plans at least once every six months, or as required by HSH.
- G. Grantee shall offer Support Services to 100 percent of all participants that showed housing instability (non-payment of rent, lease violations) at least once per incident.
- H. Grantee shall outreach to 100 percent of participants with planned exits from the program to engage in comprehensive discharge planning, that includes referrals for case management, housing, food, clothing, medical treatment, detox, and/or other services as necessary and appropriate.
- I. Grantee shall administer an annual written anonymous survey of participants to obtain feedback on the type and quality of program services. Grantee shall offer all participants the opportunity to take this survey.

VIII. Outcome Objectives

Grantee shall achieve the Outcome Objectives listed below. Grantee understands that the Outcome Objectives listed in this Appendix A may be updated, revised, modified, and/or removed during the term of this grant through HSH's amendment or revision process.

- A. Ninety percent of participants will maintain their housing for a minimum of 12 months, move to other permanent housing, or be provided with more appropriate placements.
- B. One hundred percent of participants housed for at least six months will have maximized their income and benefits for which they are eligible, or will be in the application process. The percentage requirement in this objective will be benchmarked over the first 12 months of service to ensure it is attainable, and may be adjusted accordingly.
- C. At least eighty-five percent of participant lease violations will be resolved without loss of housing to participants.
- D. At least seventy-five percent of residents who have an Individualized Service Plan will accomplish one or more goals.

- E. At least eighty percent of residents completing an annual resident satisfaction survey will be satisfied or very satisfied with program services.

IX. Reporting Requirements

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

- A. When required by HSH, Grantee shall enter participant data in the ONE System.
- B. On a monthly basis, Grantee shall enter the required metrics, including any required templates to be uploaded, into the CARBON database by the 15th of the month following the month of service.
 - 1. The total number of unduplicated participants who resided at the site during the month and the number of unduplicated participants actively outreached to at least once during the month; and
 - 2. The number of lease/program rule violations issued for the month and the number of lease/program rule violations for which Support Services outreached to participants to offer support.
- C. On a quarterly basis, Grantee shall enter the required metrics, including any required templates and supporting documentation to be uploaded, into the CARBON database by the 15th of the month following the end of each quarter:
 - 1. The number and percentage of participants that had an Individualized Service Plan in place within 90 days of service enrollment;
 - 2. The number and percentage of participants assessed for primary medical care needs within 90 days of move-in;
 - 3. The number and percentage of participants assessed for mental health and substance use treatment needs within 90 days of move-in;
 - 4. The number and percentage of participants with planned exits to whom Grantee outreached to design an exit plan; and
 - 5. The number and percentage of lease violations that were resolved without loss of housing to participants.
- D. On an annual basis, Grantee shall enter the required metrics, including any required templates to be uploaded, into the CARBON database by the 15th of the month following the end of each year:
 - 1. The number and percentage of participants who maintained their housing for a minimum of 12 months, moved to other permanent housing, or were provided with more appropriate placements;
 - 2. The number and percentage of Individualized Services Plans that were updated at least once every six months;
 - 3. The number and percentage of participants who completed a written survey to provide feedback on the type and quality of program services;
 - 4. The number and percentage of participants to whom Grantee outreached to complete a benefits assessment within 30 days of move-in; and

5. The number and percentage of participants who maximized their income and benefits for which they are eligible, or are in the application process.
- E. Grantee shall participate, as required by HSH, 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 30 working days of receipt of any evaluation report and such response will become part of the official report.
- F. Grantee shall provide Ad Hoc reports as required by HSH and respond to requests by HSH in a timely manner.

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

X. Monitoring Activities

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

	A	B	C	D	G	J	M	P	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING								
2	APPENDIX B, BUDGET								
3	Document Date	12/31/2020							
4	Contract Term	Begin Date	End Date	Duration (Years)					
5	Current Term	1/1/2021	2/29/2024	4					
6	Amended Term	1/1/2021	2/29/2024	4					
7	Provider Name	Conard House							
8	Program	McAllister Hotel							
9	FSP Contract ID#	1000020628							
10	Action (select)	New Agreement							
11	Effective Date	1/1/2021							
12	Budget Names	HSH Fund - Support Services, HSH Fund - Modified Payment Program, HSH Fund - Property Management							
13		Current	New						
14	Term Budget	\$ -	\$ 4,805,717						
15	Contingency	\$ -	\$ 961,143	20%					
16	Not-To-Exceed	\$ -	\$ 5,766,861						
					Year 1	Year 2	Year 3	Year 4	All Years
					1/1/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 2/29/2024	1/1/2021 - 2/29/2024
					New	New	New	New	New
19	Expenditures								
20	Salaries & Benefits	\$ 432,262	\$ 864,524	\$ 864,524	\$ 576,350	\$ 2,737,660			
21	Operating Expense	\$ 255,665	\$ 511,329	\$ 511,329	\$ 340,886	\$ 1,619,209			
22	Subtotal	\$ 687,927	\$ 1,375,853	\$ 1,375,853	\$ 917,236	\$ 4,356,869			
23	Indirect Percentage								
24	Indirect Cost (Line 21 X Line 22)	\$ 89,430	\$ 178,861	\$ 178,861	\$ 119,241	\$ 566,393			
25	Other Expenses (Not subject to indirect %)	\$ 164,233	\$ 328,466	\$ 328,466	\$ 218,977	\$ 1,040,142			
26	Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -			
27	Admin Cost (HUD Only)	\$ -	\$ -	\$ -	\$ -	\$ -			
28	Total Expenditures	\$ 941,590	\$ 1,883,180	\$ 1,883,180	\$ 1,255,453	\$ 5,963,404			
29	HSH Revenues (select)								
30	HSH Fund (formerly CNC Fund)	\$ 758,797	\$ 1,517,595	\$ 1,517,595	\$ 1,011,730	\$ 4,805,717			
31		\$ -	\$ -	\$ -	\$ -	\$ -			
32		\$ -	\$ -	\$ -	\$ -	\$ -			
33		\$ -	\$ -	\$ -	\$ -	\$ -			
34		\$ -	\$ -	\$ -	\$ -	\$ -			
35		\$ -	\$ -	\$ -	\$ -	\$ -			
36		\$ -	\$ -	\$ -	\$ -	\$ -			
37		\$ -	\$ -	\$ -	\$ -	\$ -			
38		\$ -	\$ -	\$ -	\$ -	\$ -			
39		\$ -	\$ -	\$ -	\$ -	\$ -			
40	Total HSH Revenues	\$ 758,797	\$ 1,517,595	\$ 1,517,595	\$ 1,011,730	\$ 4,805,717			
41	Other Revenues (to offset Total Expenditures & Reduce HSH Revenues)								
42	CAPP Resident Rent	\$ 181,551	\$ 363,102	\$ 363,102	\$ 242,068	\$ 1,149,823			
43	Non-CAPP Resident Rent	\$ 1,242	\$ 2,484	\$ 2,484	\$ 1,656	\$ 7,866			
44		\$ -	\$ -	\$ -	\$ -	\$ -			
45		\$ -	\$ -	\$ -	\$ -	\$ -			
46		\$ -	\$ -	\$ -	\$ -	\$ -			
47	Total Other Revenues	\$ 182,793	\$ 365,586	\$ 365,586	\$ 243,724	\$ 1,157,689			
48									
49	Total HSH + Other Revenues	\$ 941,590	\$ 1,883,181	\$ 1,883,181	\$ 1,255,454	\$ 5,963,406			
50	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -			
52	Total Adjusted Salary FTE (All Budgets)	7.13	14.26	14.26	9.51				
53									
54	Prepared by	Robert McCarthy							
55	Phone								
56	Email	robert.l.mccarthy@sifgov.org							

	A	B	C	D	G	J	M	P	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING								
2	APPENDIX B, BUDGET								
3	Document Date	12/31/2020							
4	Contract Term	Begin Date	End Date	Duration (Years)					
5	Current Term	1/1/2021	2/29/2024	4					
6	Amended Term	1/1/2021	2/29/2024	4					
7	Provider Name	Conard House							
8	Program	McAllister Hotel							
9	FSP Contract ID#	1000020628							
10	Action (select)	New Agreement							
11	Effective Date	1/1/2021							
12	Budget Name	HSH Fund - Support Services							
13		Current	New						
14	Term Budget	\$ -	\$ 881,923						
15	Contingency	\$ -	\$ 961,143	20%					
16	Not-To-Exceed	\$ -	\$ 5,766,861	Year 1	Year 2	Year 3	Year 4	All Years	
17		1/1/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 2/29/2024	1/1/2021 - 2/29/2024			
18		New	New	New	New	New			
19	Expenditures								
20	Salaries & Benefits	\$ 98,986	\$ 197,973	\$ 197,973	\$ 131,982	\$ 626,913			
21	Operating Expense	\$ 24,245	\$ 48,489	\$ 48,489	\$ 32,326	\$ 153,549			
22	Subtotal	\$ 123,231	\$ 246,462	\$ 246,462	\$ 164,308	\$ 780,462			
23	Indirect Percentage	13.00%	13.00%	13.00%	13.00%				
24	Indirect Cost (Line 21 X Line 22)	\$ 16,020	\$ 32,040	\$ 32,040	\$ 21,360	\$ 101,460			
25	Other Expenses (Not subject to indirect %)	\$ -	\$ -	\$ -	\$ -	\$ -			
26	Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -			
27	Admin Cost (HUD Agreements Only)	\$ -	\$ -	\$ -	\$ -	\$ -			
28	Total Expenditures	\$ 139,251	\$ 278,502	\$ 278,502	\$ 185,668	\$ 881,923			
29									
30	HSH Revenues (select)								
31	HSH Fund (formerly CNC Fund)	\$ 139,251	\$ 278,502	\$ 278,502	\$ 185,668	\$ 881,923			
32		\$ -	\$ -	\$ -	\$ -	\$ -			
33		\$ -	\$ -	\$ -	\$ -	\$ -			
34		\$ -	\$ -	\$ -	\$ -	\$ -			
35		\$ -	\$ -	\$ -	\$ -	\$ -			
36		\$ -	\$ -	\$ -	\$ -	\$ -			
37		\$ -	\$ -	\$ -	\$ -	\$ -			
38		\$ -	\$ -	\$ -	\$ -	\$ -			
39		\$ -	\$ -	\$ -	\$ -	\$ -			
40	Total HSH Revenues	\$ 139,251	\$ 278,502	\$ 278,502	\$ 185,668	\$ 881,923			
41	Other Revenues (to offset Total Expenditures & Reduce HSH Revenues)								
42	CAPP Resident Rent	\$ -	\$ -	\$ -	\$ -	\$ -			
43	Non-CAPP Resident Rent	\$ -	\$ -	\$ -	\$ -	\$ -			
44		\$ -	\$ -	\$ -	\$ -	\$ -			
45		\$ -	\$ -	\$ -	\$ -	\$ -			
46		\$ -	\$ -	\$ -	\$ -	\$ -			
47	Total Other Revenues	\$ -	\$ -	\$ -	\$ -	\$ -			
48									
49	Total HSH + Other Revenues	\$ 139,251	\$ 278,502	\$ 278,502	\$ 185,668	\$ 881,923			
50	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -			
51									
52									
53	Prepared by	Robert McCarthy							
54	Phone								
55	Email	robert.j.mccarthy@sfgov.org							

	A	B	C	D	E	H	I	J	K	L	O	P	Q	R	S	V	W	X	Z	AC	BV					
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																									
2	SALARY & BENEFIT DETAIL																									
3	Document Date	12/31/2020																								
4	Provider Name	Conard House																								
5	Program	McAllister Hotel																								
6	FSP Contract ID#	1000020628																								
7	Budget Name	HSH Fund - Sup																								
8		Year 1					Year 2					Year 3					Year 4					All Years				
9	POSITION TITLE	Agency Totals		For HSH Funded Program		1/1/2021 - 6/30/2021	Agency Totals		For HSH Funded Program		7/1/2022 - 6/30/2022	Agency Totals		For HSH Funded Program		7/1/2022 - 6/30/2023	Agency Totals		For HSH Funded Program		7/1/2023 - 2/29/2024	1/1/2021 - 2/29/2024				
10						New					New					New					New	New				
11		Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	Adjusted Budgeted FTE	Budgeted Salary	Budgeted Salary					
12	Director SHP/CS	\$ 104,840	1.00	1%	0.01	\$ 1,133	\$ 104,840	1.00	2%	0.02	\$ 2,265	\$ 104,840	1.00	2%	0.02	\$ 2,265	\$ 104,840	1.00	0.01	\$ 1,510	\$ 7,173					
13	Program Director I	\$ 55,463	1.00	49%	0.49	\$ 27,004	\$ 55,463	1.00	97%	0.97	\$ 54,008	\$ 55,463	1.00	97%	0.97	\$ 54,008	\$ 55,463	1.00	0.65	\$ 36,005	\$ 171,025					
14	Senior Case Manager I	\$ 47,352	1.00	43%	0.43	\$ 20,144	\$ 47,352	1.00	85%	0.85	\$ 40,287	\$ 47,352	1.00	85%	0.85	\$ 40,287	\$ 47,352	1.00	0.57	\$ 26,858	\$ 127,576					
15	Case Manager I	\$ 45,762	1.00	50%	0.50	\$ 23,094	\$ 45,762	1.00	101%	1.01	\$ 46,187	\$ 45,762	1.00	101%	1.01	\$ 46,187	\$ 45,762	1.00	0.67	\$ 30,791	\$ 146,259					
16	IT Manager	\$ 61,623	1.00	2%	0.02	\$ 1,504	\$ 61,623	1.00	5%	0.05	\$ 3,007	\$ 61,623	1.00	5%	0.05	\$ 3,007	\$ 61,623	1.00	0.03	\$ 2,005	\$ 9,522					
17	Program Assistant	\$ 40,604	1.00	3%	0.03	\$ 1,287	\$ 40,604	1.00	6%	0.06	\$ 2,573	\$ 40,604	1.00	6%	0.06	\$ 2,573	\$ 40,604	1.00	0.04	\$ 1,715	\$ 8,148					
18	Case Manager I	\$ 45,762	1.00	7%	0.07	\$ 3,164	\$ 45,762	1.00	14%	0.14	\$ 6,327	\$ 45,762	1.00	14%	0.14	\$ 6,327	\$ 45,762	1.00	0.09	\$ 4,218	\$ 20,036					
19						\$ -					\$ -					\$ -					\$ -	\$ -				
20						\$ -					\$ -					\$ -					\$ -	\$ -				
54						\$ -					\$ -					\$ -					\$ -	\$ -				
55		TOTAL SALARIES					\$ 77,327	TOTAL SALARIES					\$ 154,654	TOTAL SALARIES					\$ 154,654	TOTAL SALARIES					\$ 103,103	\$ 489,738
56		TOTAL FTE					1.55	TOTAL FTE					3.11	TOTAL FTE					3.11	TOTAL FTE					2.07	
57		FRINGE BENEFIT RATE					28.01%	FRINGE BENEFIT RATE					28.01%	FRINGE BENEFIT RATE					28.01%	FRINGE BENEFIT RATE					28.01%	
58		EMPLOYEE FRINGE BENEFITS					\$ 21,659	EMPLOYEE FRINGE BENEFITS					\$ 43,319	EMPLOYEE FRINGE BENEFITS					\$ 43,319	EMPLOYEE FRINGE BENEFITS					\$ 28,879	\$ 137,176
59		TOTAL SALARIES & BENEFITS					\$ 98,986	TOTAL SALARIES & BENEFITS					\$ 197,973	TOTAL SALARIES & BENEFITS					\$ 197,973	TOTAL SALARIES & BENEFITS					\$ 131,982	\$ 626,913
60																										
61																										
62																										

	A	D	G	J	M	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	Year 3	Year 4	All Years
10		1/1/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 2/29/2024	1/1/2021 - 2/29/2024
11		New	New	New	New	New
12	Operating Expenses	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense
13	Rental of Property	\$ 2,653	\$ 5,305	\$ 5,305	\$ 3,537	\$ 16,799
14	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 4,908	\$ 9,816	\$ 9,816	\$ 6,544	\$ 31,084
15	Office Supplies, Postage	\$ 3,722	\$ 7,443	\$ 7,443	\$ 4,962	\$ 23,570
16	Building Maintenance Supplies and Repair	\$ 262	\$ 523	\$ 523	\$ 349	\$ 1,656
17	Printing and Reproduction	\$ -	\$ -	\$ -	\$ -	\$ -
18	Insurance	\$ 273	\$ 545	\$ 545	\$ 363	\$ 1,726
19	Staff Training	\$ 1,311	\$ 2,621	\$ 2,621	\$ 1,747	\$ 8,300
20	Staff Travel-(Local & Out of Town)	\$ 191	\$ 381	\$ 381	\$ 254	\$ 1,207
21	Rental of Equipment	\$ 2,831	\$ 5,661	\$ 5,661	\$ 3,774	\$ 17,927
22			\$ -	\$ -	\$ -	\$ -
23	Clients Services (check cashing, bank analysis, transpo	\$ 7,474	\$ 14,948	\$ 14,948	\$ 9,965	\$ 47,335
24	Operating Fees	\$ 511	\$ 1,021	\$ 1,021	\$ 681	\$ 3,233
25	Legal & Accounting Fees	\$ 113	\$ 225	\$ 225	\$ 150	\$ 713
26						\$ -
67						
68	TOTAL OPERATING EXPENSES	\$ 24,245	\$ 48,489	\$ 48,489	\$ 32,326	\$ 153,549
69						
70	Other Expenses (not subject to indirect cost %)					
71						\$ -
72						\$ -
73						\$ -
74						\$ -
82						\$ -
83						
84	TOTAL OTHER EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -
85						
86	Capital Expenses					
87						\$ -
88						\$ -
89						\$ -
90						\$ -
93						\$ -
94						
95	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -
96						
97	HSH #3					1/22/2020

	A	B	C	D	G	J	M	P	AK	
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING									
2	APPENDIX B, BUDGET									
3	Document Date	12/31/2020								
4	Contract Term	Begin Date	End Date	Duration (Years)						
5	Current Term	1/1/2021	2/29/2024	4						
6	Amended Term	1/1/2021	2/29/2024	4						
7	Provider Name	Conard House								
8	Program	McAllister Hotel								
9	FSP Contract ID#	1000020628								
10	Action (select)	New Agreement								
11	Effective Date	1/1/2021								
12	Budget Name	HSH Fund - Modified Payment Program								
13		Current	New							
14	Term Budget	\$ -	\$ 131,059							
15	Contingency	\$ -	\$ 961,143	20%						
16	Not-To-Exceed	\$ -	\$ 5,766,861		Year 1	Year 2	Year 3	Year 4	All Years	
17					1/1/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 2/29/2024	1/1/2021 - 2/29/2024	
18					New	New	New	New	New	
19	Expenditures									
20	Salaries & Benefits	\$ 12,293	\$ 24,586		\$ 24,586	\$ 16,390	\$ 77,854			
21	Operating Expense	\$ 6,020	\$ 12,040		\$ 12,040	\$ 8,027	\$ 38,127			
22	Subtotal	\$ 18,313	\$ 36,626		\$ 36,626	\$ 24,417	\$ 115,981			
23	Indirect Percentage	13.00%	13.00%		13.00%	13.00%				
24	Indirect Cost (Line 21 X Line 22)	\$ 2,381	\$ 4,761		\$ 4,761	\$ 3,174	\$ 15,078			
25	Other Expenses (Not subject to indirect %)	\$ -	\$ -		\$ -	\$ -	\$ -			
26	Capital Expenditure	\$ -	\$ -		\$ -	\$ -	\$ -			
27	Admin Cost (HUD Agreements Only)	\$ -	\$ -		\$ -	\$ -	\$ -			
28	Total Expenditures	\$ 20,693	\$ 41,387		\$ 41,387	\$ 27,591	\$ 131,059			
29										
30	HSH Revenues (select)									
31	HSH Fund (formerly CNC Fund)	\$ 20,693	\$ 41,387		\$ 41,387	\$ 27,591	\$ 131,059			
32		\$ -	\$ -		\$ -	\$ -	\$ -			
33		\$ -	\$ -		\$ -	\$ -	\$ -			
34		\$ -	\$ -		\$ -	\$ -	\$ -			
35		\$ -	\$ -		\$ -	\$ -	\$ -			
36		\$ -	\$ -		\$ -	\$ -	\$ -			
37		\$ -	\$ -		\$ -	\$ -	\$ -			
38		\$ -	\$ -		\$ -	\$ -	\$ -			
39		\$ -	\$ -		\$ -	\$ -	\$ -			
40	Total HSH Revenues	\$ 20,693	\$ 41,387		\$ 41,387	\$ 27,591	\$ 131,059			
41	Other Revenues (to offset Total Expenditures & Reduce HSH Revenues)									
42	CAPP Resident Rent	\$ -	\$ -		\$ -	\$ -	\$ -			
43	Non-CAPP Resident Rent	\$ -	\$ -		\$ -	\$ -	\$ -			
44		\$ -	\$ -		\$ -	\$ -	\$ -			
45		\$ -	\$ -		\$ -	\$ -	\$ -			
46		\$ -	\$ -		\$ -	\$ -	\$ -			
47	Total Other Revenues	\$ -	\$ -		\$ -	\$ -	\$ -			
48										
49	Total HSH + Other Revenues	\$ 20,693	\$ 41,387		\$ 41,387	\$ 27,591	\$ 131,059			
50	Rev-Exp (Budget Match Check)	\$ -	\$ -		\$ -	\$ -	\$ -			
51										
52										
53	Prepared by	Robert McCarthy								
54	Phone									
55	Email	robert.j.mccarthy@sfgov.org								

	A	B	C	D	E	H	I	J	K	L	O	P	Q	R	S	V	W	X	Y	Z	AC	BV
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																					
2	SALARY & BENEFIT DETAIL																					
3	Document Date	12/31/2020																				
4	Provider Name	Conard House																				
5	Program	McAllister Hotel																				
6	FSP Contract ID#	1000020628																				
7	Budget Name	HSH Fund - Mo																				
8		Year 1					Year 2					Year 3					Year 4					All Years
9	POSITION TITLE	Agency Totals		For HSH Funded Program		1/1/2021 - 6/30/2021 New	Agency Totals		For HSH Funded Program		7/1/2021 - 6/30/2022 New	Agency Totals		For HSH Funded Program		7/1/2022 - 6/30/2023 New	Agency Totals		For HSH Funded Program		7/1/2023 - 2/29/2024 New	1/1/2021 - 2/29/2024 New
10		Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Budgeted Salary
11																						
12	Director SHP/CS	\$ 104,840	1.00	0%	0.00	\$ 283	\$ 104,840	1.00	1%	0.01	\$ 566	\$ 104,840	1.00	1%	0.01	\$ 566	\$ 104,840	1.00	0%	0.00	\$ 377	\$ 1,792
13	Program Director I	\$ 55,463	1.00	1%	0.01	\$ 673	\$ 55,463	1.00	2%	0.02	\$ 1,346	\$ 55,463	1.00	2%	0.02	\$ 1,346	\$ 55,463	1.00	2%	0.02	\$ 897	\$ 4,262
14	Senior Case Manager I	\$ 47,352	1.00	6%	0.06	\$ 2,747	\$ 47,352	1.00	12%	0.12	\$ 5,494	\$ 47,352	1.00	12%	0.12	\$ 5,494	\$ 47,352	1.00	8%	0.08	\$ 3,663	\$ 17,398
15	Case Manager I	\$ 45,762	1.00	6%	0.06	\$ 2,753	\$ 45,762	1.00	12%	0.12	\$ 5,505	\$ 45,762	1.00	12%	0.12	\$ 5,505	\$ 45,762	1.00	8%	0.08	\$ 3,670	\$ 17,433
16	FIU Account Supervisor	\$ 55,898	1.00	1%	0.01	\$ 814	\$ 55,898	1.00	3%	0.03	\$ 1,628	\$ 55,898	1.00	3%	0.03	\$ 1,628	\$ 55,898	1.00	2%	0.02	\$ 1,085	\$ 5,155
17	FIU Account Manager	\$ 44,388	1.00	2%	0.02	\$ 669	\$ 44,388	1.00	3%	0.03	\$ 1,338	\$ 44,388	1.00	3%	0.03	\$ 1,338	\$ 44,388	1.00	2%	0.02	\$ 892	\$ 4,237
18	FIU Account Manager	\$ 44,388	1.00	2%	0.02	\$ 669	\$ 44,388	1.00	3%	0.03	\$ 1,338	\$ 44,388	1.00	3%	0.03	\$ 1,338	\$ 44,388	1.00	2%	0.02	\$ 892	\$ 4,237
19	FIU Messenger	\$ 34,320	1.00	2%	0.02	\$ 526	\$ 34,320	1.00	3%	0.03	\$ 1,052	\$ 34,320	1.00	3%	0.03	\$ 1,052	\$ 34,320	1.00	2%	0.02	\$ 701	\$ 3,331
20	Case Manager I	\$ 45,762	1.00	1%	0.01	\$ 470	\$ 45,762	1.00	2%	0.02	\$ 939	\$ 45,762	1.00	2%	0.02	\$ 939	\$ 45,762	1.00	1%	0.01	\$ 626	\$ 2,974
21						\$ -					\$ -					\$ -					\$ -	\$ -
22						\$ -					\$ -					\$ -					\$ -	\$ -
55		TOTAL SALARIES \$ 9,603					TOTAL SALARIES \$ 19,206					TOTAL SALARIES \$ 19,206					TOTAL SALARIES \$ 12,804					\$ 60,819
56		TOTAL FTE 0.20					TOTAL FTE 0.41					TOTAL FTE 0.41					TOTAL FTE 0.27					
57		FRINGE BENEFIT RATE 28.01%					FRINGE BENEFIT RATE 28.01%					FRINGE BENEFIT RATE 28.01%					FRINGE BENEFIT RATE 28.01%					
58		EMPLOYEE FRINGE BENEFITS \$ 2,690					EMPLOYEE FRINGE BENEFITS \$ 5,380					EMPLOYEE FRINGE BENEFITS \$ 5,380					EMPLOYEE FRINGE BENEFITS \$ 3,586					\$ 17,035
59		TOTAL SALARIES & BENEFITS \$ 12,293					TOTAL SALARIES & BENEFITS \$ 24,586					TOTAL SALARIES & BENEFITS \$ 24,586					TOTAL SALARIES & BENEFITS \$ 16,390					\$ 77,854
60																						
61																						
62																						

	A	D	G	J	M	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	Year 3	Year 4	All Years		
10		1/1/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 2/29/2024	1/1/2021 - 2/29/2024	1/1/2021 - 2/29/2024	1/1/2021 - 2/29/2024
11		New	New	New	New	New	Modification	New
12	Operating Expenses	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
13	Rental of Property	\$ 590	\$ 1,180	\$ 1,180	\$ 787	\$ -	\$ 3,737	\$ 3,737
14	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$ 850	\$ 1,699	\$ 1,699	\$ 1,133	\$ -	\$ 5,380	\$ 5,380
15	Office Supplies, Postage	\$ 674	\$ 1,347	\$ 1,347	\$ 898	\$ -	\$ 4,266	\$ 4,266
16	Building Maintenance Supplies and Repair	\$ 31	\$ 62	\$ 62	\$ 41	\$ -	\$ 196	\$ 196
17	Printing and Reproduction	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
18	Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
19	Staff Training	\$ 44	\$ 88	\$ 88	\$ 59	\$ -	\$ 279	\$ 279
20	Staff Travel-(Local & Out of Town)	\$ 15	\$ 30	\$ 30	\$ 20	\$ -	\$ 95	\$ 95
21	Rental of Equipment	\$ 52	\$ 104	\$ 104	\$ 69	\$ -	\$ 329	\$ 329
22		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
23	Clients Services (check cashing, bank analysis, transport	\$ 3,754	\$ 7,507	\$ 7,507	\$ 5,005	\$ -	\$ 23,772	\$ 23,772
24	Legal & Accounting	\$ 9	\$ 18	\$ 18	\$ 12	\$ -	\$ 57	\$ 57
25	Operating Fees	\$ 3	\$ 5	\$ 5	\$ 3	\$ -	\$ 16	\$ 16
26						\$ -	\$ -	\$ -
27								
68	TOTAL OPERATING EXPENSES	\$ 6,020	\$ 12,040	\$ 12,040	\$ 8,027	\$ -	\$ 38,127	\$ 38,127
69								
70	Other Expenses (not subject to indirect cost %)							
71						\$ -	\$ -	\$ -
72						\$ -	\$ -	\$ -
73						\$ -	\$ -	\$ -
74						\$ -	\$ -	\$ -
75						\$ -	\$ -	\$ -
82						\$ -	\$ -	\$ -
83								
84	TOTAL OTHER EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
85								
86	Capital Expenses							
87						\$ -	\$ -	\$ -
88						\$ -	\$ -	\$ -
89						\$ -	\$ -	\$ -
90						\$ -	\$ -	\$ -
91						\$ -	\$ -	\$ -
92						\$ -	\$ -	\$ -
93						\$ -	\$ -	\$ -
94								
95	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
96								
97	HS# #3						Template last modified	1/22/2020

	A	B	C	D	G	J	M	P	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING								
2	APPENDIX B, BUDGET								
3	Document Date	12/31/2020							
4	Contract Term	Begin Date	End Date	Duration (Years)					
5	Current Term	1/1/2021	2/29/2024	4					
6	Amended Term	1/1/2021	2/29/2024	4					
7	Provider Name	Conard House							
8	Program	McAllister Hotel							
9	FSP Contract ID#	1000020628							
10	Action (select)	New Agreement							
11	Effective Date	1/1/2021							
12	Budget Name	HSH Fund - Property Management							
13		Current	New						
14	Term Budget	\$ -	\$ 3,792,736						
15	Contingency	\$ -	\$ 961,143	20%					
16	Not-To-Exceed	\$ -	\$ 5,766,861		Year 1	Year 2	Year 3	Year 4	All Years
17					1/1/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 2/29/2024	1/1/2021 - 2/29/2024
18					New	New	New	New	New
19	Expenditures								
20	Salaries & Benefits	\$ 320,983	\$ 641,966		\$ 641,966	\$ 427,977	\$ 2,032,893		
21	Operating Expense	\$ 225,400	\$ 450,800		\$ 450,800	\$ 300,533	\$ 1,427,533		
22	Subtotal	\$ 546,383	\$ 1,092,766		\$ 1,092,766	\$ 728,511	\$ 3,460,426		
23	Indirect Percentage	13.00%	13.00%		13.00%	13.00%			
24	Indirect Cost (Line 21 X Line 22)	\$ 71,030	\$ 142,060		\$ 142,060	\$ 94,706	\$ 449,855		
25	Other Expenses (Not subject to indirect %)	\$ 164,233	\$ 328,466		\$ 328,466	\$ 218,977	\$ 1,040,142		
26	Capital Expenditure	\$ -	\$ -		\$ -	\$ -	\$ -		
27	Admin Cost (HUD Agreements Only)	\$ -	\$ -		\$ -	\$ -	\$ -		
28	Total Expenditures	\$ 781,646	\$ 1,563,292		\$ 1,563,292	\$ 1,042,194	\$ 4,950,423.62		
29									
30	HSH Revenues (select)								
31	HSH Fund (formerly CNC Fund)	\$ 598,853	\$ 1,197,706		\$ 1,197,706	\$ 798,471	\$ 3,792,736		
32		\$ -	\$ -		\$ -	\$ -	\$ -		
33		\$ -	\$ -		\$ -	\$ -	\$ -		
34		\$ -	\$ -		\$ -	\$ -	\$ -		
35		\$ -	\$ -		\$ -	\$ -	\$ -		
36		\$ -	\$ -		\$ -	\$ -	\$ -		
37		\$ -	\$ -		\$ -	\$ -	\$ -		
38		\$ -	\$ -		\$ -	\$ -	\$ -		
39		\$ -	\$ -		\$ -	\$ -	\$ -		
40	Total HSH Revenues	\$ 598,853	\$ 1,197,706		\$ 1,197,706	\$ 798,471	\$ 3,792,736		
41	Other Revenues (to offset Total Expenditures & Reduce HSH Revenues)								
42	CAPP Resident Rent	\$ 181,551	\$ 363,102		\$ 363,102	\$ 242,068	\$ 1,149,823		
43	Non-CAPP Resident Rent	\$ 1,242	\$ 2,484		\$ 2,484	\$ 1,656	\$ 7,866		
44		\$ -	\$ -		\$ -	\$ -	\$ -		
45		\$ -	\$ -		\$ -	\$ -	\$ -		
46		\$ -	\$ -		\$ -	\$ -	\$ -		
47	Total Other Revenues	\$ 182,793	\$ 365,586		\$ 365,586	\$ 243,724	\$ 1,157,689		
48									
49	Total HSH + Other Revenues	\$ 781,646	\$ 1,563,292		\$ 1,563,292	\$ 1,042,195	\$ 4,950,425		
50	Rev-Exp (Budget Match Check)	\$ -	\$ -		\$ -	\$ -	\$ -		
51									
52									
53	Prepared by	Robert McCarthy							
54	Phone								
55	Email	robert.j.mccarthy@sfgov.org							

	A	B	C	D	E	H	I	J	K	L	O	P	Q	R	S	V	W	X	Y	Z	AC	BV
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																					
2	SALARY & BENEFIT DETAIL																					
3	Document Date	12/31/2020																				
4	Provider Name	Conard House																				
5	Program	McAllister Hotel																				
6	FSP Contract ID#	1000020628																				
7	Budget Name	HSH Fund - Pro																				
8		Year 1					Year 2					Year 3					Year 4					All Years
9	POSITION TITLE	Agency Totals		For HSH Funded Program		1/1/2021 - 6/30/2021 New	Agency Totals		For HSH Funded Program		7/1/2021 - 6/30/2022 New	Agency Totals		For HSH Funded Program		7/1/2022 - 6/30/2023 New	Agency Totals		For HSH Funded Program		7/1/2023 - 2/29/2024 New	1/1/2021 - 2/29/2024 New
10		Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Budgeted Salary
11	Program Assistant II	\$ 40,604	1.00	11%	0.11	\$ 4,446	\$ 40,604	1.00	22%	0.22	\$ 8,892	\$ 40,604	1.00	22%	0.22	\$ 8,892	\$ 40,604	1.00	15%	0.15	\$ 5,928	\$ 28,158
12	Director of Property Management	\$ 98,053	1.00	8%	0.08	\$ 7,640	\$ 98,053	1.00	16%	0.16	\$ 15,279	\$ 98,053	1.00	16%	0.16	\$ 15,279	\$ 98,053	1.00	10%	0.10	\$ 10,186	\$ 48,384
13	Senior Property Manager	\$ 61,924	1.00	28%	0.28	\$ 17,031	\$ 61,924	1.00	55%	0.55	\$ 34,061	\$ 61,924	1.00	55%	0.55	\$ 34,061	\$ 61,924	1.00	37%	0.37	\$ 22,707	\$ 107,860
14	Property Manager	\$ 54,633	1.00	50%	0.50	\$ 27,261	\$ 54,633	1.00	100%	1.00	\$ 54,521	\$ 54,633	1.00	100%	1.00	\$ 54,521	\$ 54,633	1.00	67%	0.67	\$ 36,347	\$ 172,650
15	Janitor	\$ 35,350	1.00	45%	0.45	\$ 15,975	\$ 35,350	1.00	90%	0.90	\$ 31,949	\$ 35,350	1.00	90%	0.90	\$ 31,949	\$ 35,350	1.00	60%	0.60	\$ 21,299	\$ 101,172
16	Janitor	\$ 35,350	1.00	45%	0.45	\$ 15,975	\$ 35,350	1.00	90%	0.90	\$ 31,949	\$ 35,350	1.00	90%	0.90	\$ 31,949	\$ 35,350	1.00	60%	0.60	\$ 21,299	\$ 101,172
17	Janitor	\$ 35,350	1.00	1%	0.01	\$ 368	\$ 35,350	1.00	2%	0.02	\$ 735	\$ 35,350	1.00	2%	0.02	\$ 735	\$ 35,350	1.00	1%	0.01	\$ 490	\$ 2,328
18	Maintenance Technician	\$ 43,919	1.00	47%	0.47	\$ 20,800	\$ 43,919	1.00	95%	0.95	\$ 41,600	\$ 43,919	1.00	95%	0.95	\$ 41,600	\$ 43,919	1.00	63%	0.63	\$ 27,733	\$ 131,733
19	Maintenance Technician	\$ 43,919	1.00	30%	0.30	\$ 13,300	\$ 43,919	1.00	61%	0.61	\$ 26,600	\$ 43,919	1.00	61%	0.61	\$ 26,600	\$ 43,919	1.00	40%	0.40	\$ 17,733	\$ 84,233
20	Lead Desk Clerk	\$ 37,492	1.00	44%	0.44	\$ 16,505	\$ 37,492	1.00	88%	0.88	\$ 33,010	\$ 37,492	1.00	88%	0.88	\$ 33,010	\$ 37,492	1.00	59%	0.59	\$ 22,007	\$ 104,532
21	Desk Clerk	\$ 35,350	3.80	50%	1.90	\$ 67,165	\$ 35,350	3.80	100%	3.80	\$ 134,330	\$ 35,350	3.80	100%	3.80	\$ 134,330	\$ 35,350	3.80	67%	2.53	\$ 89,553	\$ 425,378
22	Maintenance Technician	\$ 45,762	1.00	38%	0.38	\$ 17,437	\$ 45,762	1.00	76%	0.76	\$ 34,874	\$ 45,762	1.00	76%	0.76	\$ 34,874	\$ 45,762	1.00	51%	0.51	\$ 23,249	\$ 110,434
23					\$ -					\$ -					\$ -						\$ -	\$ -
24					\$ -					\$ -					\$ -						\$ -	\$ -
25					\$ -					\$ -					\$ -						\$ -	\$ -
54					\$ -					\$ -					\$ -						\$ -	\$ -
55		TOTAL SALARIES \$ 223,900					TOTAL SALARIES \$ 447,800					TOTAL SALARIES \$ 447,800					TOTAL SALARIES \$ 298,533					\$ 1,418,033
56		TOTAL FTE		5.37		TOTAL FTE		10.75		TOTAL FTE		10.75		TOTAL FTE		7.16						
57		FRINGE BENEFIT RATE		43.36%		FRINGE BENEFIT RATE		43.36%		FRINGE BENEFIT RATE		43.36%		FRINGE BENEFIT RATE		43.36%						
58		EMPLOYEE FRINGE BENEFITS		\$ 97,083		EMPLOYEE FRINGE BENEFITS		\$ 194,166		EMPLOYEE FRINGE BENEFITS		\$ 194,166		EMPLOYEE FRINGE BENEFITS		\$ 129,444		\$ 614,859				
59		TOTAL SALARIES & BENEFITS		\$ 320,983		TOTAL SALARIES & BENEFITS		\$ 641,966		TOTAL SALARIES & BENEFITS		\$ 641,966		TOTAL SALARIES & BENEFITS		\$ 427,977		\$ 2,032,893				
60																						
61																						
62																						

	A	D	G	J	M	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	Year 3	Year 4	All Years
10		1/1/2021 - 6/30/2021	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 2/29/2024	1/1/2021 - 2/29/2024
11		New	New	New	New	New
12	Operating Expenses	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense	Budgeted Expense
13	Rental of Property	\$ 12,342	\$ 24,684	\$ 24,684	\$ 16,456	\$ 78,166
14	Utilities(Elec. Water, Gas, Phone, Scavenger)	\$ 50,854	\$ 101,707	\$ 101,707	\$ 67,805	\$ 322,072
15	Office Supplies, Postage	\$ 4,575	\$ 9,149	\$ 9,149	\$ 6,099	\$ 28,972
16	Building Maintenance Supplies and Repair	\$ 88,544	\$ 177,088	\$ 177,088	\$ 118,059	\$ 560,779
17	Printing and Reproduction	\$ -	\$ -	\$ -	\$ -	\$ -
18	Insurance	\$ 6,827	\$ 13,654	\$ 13,654	\$ 9,103	\$ 43,238
19	Staff Training	\$ 2,368	\$ 4,736	\$ 4,736	\$ 3,157	\$ 14,997
20	Staff Travel-Local & Out of Town)	\$ 1,017	\$ 2,033	\$ 2,033	\$ 1,355	\$ 6,438
21	Rental of Equipment	\$ 200	\$ 400	\$ 400	\$ 267	\$ 1,267
22						\$ -
23	Legal & Accounting	\$ 14,303	\$ 28,606	\$ 28,606	\$ 19,071	\$ 90,586
24	Furnishings	\$ 11,055	\$ 22,109	\$ 22,109	\$ 14,739	\$ 70,012
25	Property Taxes	\$ 8,136	\$ 16,271	\$ 16,271	\$ 10,847	\$ 51,525
26	Management Fees	\$ 18,313	\$ 36,625	\$ 36,625	\$ 24,417	\$ 115,979
27	Security Services	\$ 3,782	\$ 7,563	\$ 7,563	\$ 5,042	\$ 23,950
28	Operating Fees	\$ 1,286	\$ 2,571	\$ 2,571	\$ 1,714	\$ 8,142
29	Office Equipment Purchase/Repair	\$ 1,587	\$ 3,174	\$ 3,174	\$ 2,116	\$ 10,051
30						\$ -
53						\$ -
54	Subcontractors					\$ -
55	Pacific Coast Staffing	\$ 215	\$ 430	\$ 430	\$ 287	\$ 1,362
56						\$ -
67						
68	TOTAL OPERATING EXPENSES	\$ 225,400	\$ 450,800	\$ 450,800	\$ 300,533	\$ 1,427,533
69						
70	Other Expenses (not subject to indirect cost %)					
71	Master Lease Rent	\$ 164,233	\$ 328,466	\$ 328,466	\$ 218,977	\$ 1,040,142
72						\$ -
73						\$ -
82						\$ -
83						
84	TOTAL OTHER EXPENSES	\$ 164,233	\$ 328,466	\$ 328,466	\$ 218,977	\$ 1,040,142
85						
86	Capital Expenses					
87						\$ -
88						\$ -
89						\$ -
90						\$ -
91						\$ -
92						\$ -
93						\$ -
94						
95	TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -
96						
97	HSH #3					1/22/2020

Appendix C, Method of Payment

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

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

B. **Invoicing System**:

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/Care Not Cash (CNC)	
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

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

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

A. Advance Requirements:

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

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

B. Advance Request Process:

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

C. Advance Repayment Process:

1. If approved by HSH, the advanced sum will be deducted from the Grantee's monthly invoices at an equal rate each month that will enable repayment before the close of the fiscal year. For example, for a twelve-month grant the rate of repayment of the advance will be 1/10th per month from July to April. An alternative period of repayment may be calculated in order to ensure cash flow and repayment.
2. All advance repayments must be recovered within the fiscal year for which it was made.
3. In the case where advance repayments cannot be fully recovered by deducting from the Grantee's monthly invoices, Grantee shall 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
Department of Public Health	7/1/2019	\$7,623,910
Department of Aging and Adult Services	7/1/2016	\$58,529
SF Connected	7/1/2015	\$74,416
Institute on Aging	7/1/2014	\$109,592
Department of Homelessness and Supportive Housing – Aranda	1/1/2021 – 2/29/2024	\$5,157,163
Department of Homelessness and Supportive Housing – Allen	5/1/2020 – 6/30/2023	\$4,799,316
Department of Homelessness and Supportive Housing – El Dorado/Midori	7/1/2018 – 6/30/2021	\$1,054,809
Department of Homelessness and Supportive Housing – Lyric	4/1/2019 – 3/31/2022	\$1,054,809.00

Appendix E – Permitted Subgrantees

1. Pacific Coast Staffing
