

**City and County of San Francisco  
Office of Contract Administration  
Purchasing Division  
City Hall, Room 430  
1 Dr. Carlton B. Goodlett Place  
San Francisco, California 94102-4685**

**AGREEMENT  
between  
THE CITY AND COUNTY OF SAN FRANCISCO  
and  
PUBLIC HEALTH FOUNDATION ENTERPRISES, INC. (DBA HELUNA HEALTH)**

This Agreement is made this **1<sup>st</sup> day of January, 2024**, in THE CITY AND COUNTY OF SAN FRANCISCO (“City”), State of California, by and between **HELUNA HEALTH (FORMERLY PUBLIC HEALTH FOUNDATION ENTERPRISES, INC.), 13300 CROSSROAD PARKWAY NORTH, SUITE #450, CITY OF INDUSTRY, CA 91746** (“Contractor”) and City.

**Recitals**

WHEREAS, the Department of Homelessness and Supportive Housing (“Department”) wishes to purchase Street Outreach and Case Management Services from Contractor; and,

WHEREAS, Contractor represents and warrants that it is qualified to perform the Services required by City as set forth under this Agreement; and

WHEREAS, Contractor was competitively selected pursuant to Request for Proposals #139, issued on April 7, 2023;

WHEREAS, this Contract is deemed exempt from Chapter 14B of the San Francisco Administrative Code and there is no Local Business Entity (“LBE”) subcontracting participation requirement for this Agreement; and

WHEREAS, approval for the Agreement was obtained on October 16, 2023 from the Civil Service Commission under PSC number 42873 - 23/24 in the amount of \$44,000,000 for the period commencing December 1, 2023 and ending November 30, 2028; and

WHEREAS, the City’s Board of Supervisors approved this Agreement by [\[insert resolution number\]](#) on [\[insert date of Commission or Board action\]](#);

Now, THEREFORE, the parties agree as follows:

**Article 1 Definitions.**

The following definitions apply to this Agreement:

- 1.1 "Agreement" means this contract document, including all attached appendices, and all applicable City Ordinances and Mandatory City Requirements specifically incorporated into this Agreement by reference as provided herein.
- 1.2 "City" or "the City" means the City and County of San Francisco, a municipal corporation, acting by and through both its Director of the Office of Contract Administration or the Director's designated agent, hereinafter referred to as "Purchasing," and the Department of Homelessness and Supportive Housing (HSH).
- 1.3 "City Data" means that data as described in Article 13 of this Agreement which includes, without limitation, all data collected, used, maintained, processed, stored, or generated by or on behalf of the City in connection with this Agreement. City Data includes, without limitation, Confidential Information.
- 1.4 "CMD" means the Contract Monitoring Division of the City.
- 1.5 "Confidential Information" means confidential City information including, but not limited to, personally-identifiable information ("PII"), protected health information ("PHI"), or individual financial information (collectively, "Proprietary or Confidential Information") that is subject to local, State or Federal laws restricting the use and disclosure of such information, including, but not limited to, Article 1, Section 1 of the California Constitution; the California Information Practices Act (Civil Code § 1798 et seq.); the California Confidentiality of Medical Information Act (Civil Code § 56 et seq.); the federal Gramm-Leach-Bliley Act (15 U.S.C. §§ 6801(b) and 6805(b)(2)); the privacy and information security aspects of the Administrative Simplification provisions of the federal Health Insurance Portability and Accountability Act (45 CFR Part 160 and Subparts A, C, and E of part 164); and San Francisco Administrative Code Chapter 12M (Chapter 12M).
- 1.6 "Contractor" or "Consultant" means Public Health Foundation Enterprises, Inc. (dba Heluna Health), 13300 Crossroad Parkway North, Suite #450, City of Industry CA 91746.
- 1.7 "Deliverables" means Contractor's work product resulting from the Services provided by Contractor to City during the course of Contractor's performance of the Agreement, including without limitation, the work product described in the "Services to be Provided" attached as Appendix A, Services to be Provided.
- 1.8 "Mandatory City Requirements" means those City laws set forth in the San Francisco Municipal Code, including the duly authorized rules, regulations, and guidelines implementing such laws that impose specific duties and obligations upon Contractor.
- 1.9 "Party" and "Parties" mean the City and Contractor either collectively or individually.

- 1.10 "Services" means the work performed by Contractor under this Agreement as specifically described in the "Services to be Provided" attached as Appendix A, Services to be Provided, including all services, labor, supervision, materials, equipment, actions, and other requirements to be performed and furnished by Contractor under this Agreement.

## **Article 2      Term of the Agreement.**

- 2.1 The term of this Agreement shall commence on **January 1, 2024** and expire on **June 30, 2027**, unless earlier terminated as otherwise provided herein.
- 2.2 The City has options to renew the Agreement for up to six additional years. The City may extend this Agreement beyond the termination date by exercising an option at the City's sole and absolute discretion and by modifying this Agreement as provided in Section 11.5, Modification.

## **Article 3      Financial Matters.**

- 3.1 **Certification of Funds; Budget and Fiscal Provisions; Termination in the Event of Non-Appropriation.** This Agreement is subject to the budget and fiscal provisions of the City's Charter. Charges will accrue only after prior written authorization certified by the Controller, and the amount of City's obligation hereunder shall not at any time exceed the amount certified for the purpose and period stated in such advance authorization. This Agreement will 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 the fiscal year, this Agreement will terminate, without penalty, liability, or expense of any kind at the end of the term for which funds are appropriated. City has no obligation to make appropriations for this Agreement in lieu of appropriations for new or other agreements. City budget decisions are subject to the discretion of the Mayor and the Board of Supervisors. Contractor's assumption of risk of possible non-appropriation is part of the consideration for this Agreement.

THIS SECTION CONTROLS AGAINST ANY AND ALL OTHER PROVISIONS OF THIS AGREEMENT.

- 3.2 **Guaranteed Maximum Costs.** The City's payment obligation to Contractor cannot at any time exceed the amount certified by City's Controller for the purpose and period stated in such certification. Absent an authorized Emergency per the City Charter or applicable Code, no City representative is authorized to offer or promise, nor is the City required to honor, any offered or promised payments to Contractor under this Agreement in excess of the certified maximum amount without the Controller having first certified the additional promised amount and the Parties having modified this Agreement as provided in Section 11.5, "Modification of this Agreement."
- 3.3 **Compensation.**

3.3.1 **Calculation of Charges.** Contractor shall provide an invoice to the City on a monthly basis for goods delivered and/or Services completed in the immediate preceding month, unless a different schedule is set out in Appendix C, Method of Payment. Compensation shall be made for goods and/or Services identified in the invoice that the City, in its sole discretion, concludes has been satisfactorily performed. In no event shall the amount of this Agreement exceed **Thirty Six Million Eight Hundred Ninety Seven Thousand Three Hundred Eighty Dollars (\$36,897,380)**. The breakdown of charges associated with this Agreement appears in Appendix B, Budget, attached hereto and incorporated by reference as though fully set forth herein. A portion of payment may be withheld until conclusion of the Agreement if agreed to by both parties as retainage, described in Appendix C, Method of Payment. In no event shall City be liable for interest or late charges for any late payments. City will not honor minimum service order charges for any services covered by this Agreement.

- (a) Contractor understands that, of the Payment listed under 3.3.1 Calculation of Charges of this Agreement, **Four Million Eight Hundred Twelve Thousand Seven Hundred Two Dollars (\$4,812,702)** is included as a contingency amount and is neither to be used in Budget(s) attached to this Agreement or available to Contractor without a modification to the Appendix B, Budget, which has been approved by the Department Homelessness and Supportive Housing. Contractor 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. Contractor agrees to fully comply with these laws, regulations, and policies/procedures.

3.3.2 **Payment Limited to Satisfactory Services and Delivery of Goods.** Contractor is not entitled to any payments from City until City approves the goods and/or Services, delivered pursuant to this Agreement. Payments to Contractor by City shall not excuse Contractor from its obligation to replace unsatisfactory delivery of goods and/or Services even if the unsatisfactory character may not have been apparent or detected at the time such payment was made. Goods and/or Services delivered pursuant to this Agreement that do not conform to the requirements of this Agreement may be rejected by City and in such case must be replaced by Contractor without delay at no cost to the City.

3.3.3 **Withhold Payments.** If Contractor fails to provide goods and/or Services in accordance with Contractor's obligations under this Agreement, the City may withhold any and all payments due Contractor until such failure to perform is cured, and Contractor shall not stop work as a result of City's withholding of payments as provided herein.

3.3.4 **Invoice Format.** Invoices furnished by Contractor under this Agreement must be in a form acceptable to the Controller and City, and must include a unique invoice number and specific invoice date. Payment shall be made by City as specified in Section 3.3.7 or in such alternate manner as the Parties have mutually agreed upon in writing. All invoices must show, if applicable, the PeopleSoft Purchase Order ID Number, PeopleSoft Supplier Name and ID, Item numbers, complete description of goods delivered or Services performed, sales/use tax, contract payment terms and contract price. Invoices that do not include all required information or contain inaccurate information will not be processed for payment.

3.3.5 **Reserved. (LBE Payment and Utilization Tracking System).**

3.3.6 **Getting paid by the City for goods and/or services.**

- (a) The City and County of San Francisco utilizes the Paymode-X<sup>®</sup> service offered by Bank of America Merrill Lynch to pay City contractors. Contractor must sign up to receive electronic payments to be paid under this Agreement. To sign up for electronic payments, visit [http://portal.paymode.com/city\\_countyofsanfrancisco](http://portal.paymode.com/city_countyofsanfrancisco).
- (b) At the option of the City, Contractor may be required to submit invoices directly in the City's financial and procurement system (PeopleSoft) via eSettlement. Refer to <https://sfcitypartner.sfgov.org/pages/training.aspx> for more information on eSettlement. For access to PeopleSoft eSettlement, submit a request through [sfemployeeportalsupport@sfgov.org](mailto:sfemployeeportalsupport@sfgov.org).

3.3.7 **Grant Funded Contracts.**

- (a) **Disallowance.** If Contractor requests or receives payment from City for Services, reimbursement for which is later disallowed by the State of California or United States Government, Contractor shall promptly refund the disallowed amount to City upon City's request. At its option, City may offset the amount disallowed from any payment due or to become due to Contractor under this Agreement or any other agreement between Contractor and City.
- (b) **Grant Terms.** The funding for this Agreement is provided in full or in part by a Federal or State grant to the City. As part of the terms of receiving the funds, the City is required to incorporate some of the terms into this Agreement. To the extent that any Grant Term is inconsistent with any other provisions of this Agreement such that Contractor is unable to comply with both the Grant Term and the other provision(s), the Grant Term shall apply.

- (c) Contractor shall insert each Grant Term into each lower tier subcontract. Contractor is responsible for compliance with the Grant Terms by any subcontractor, lower-tier subcontractor, or service provider.

### 3.3.8 Payment Terms.

- (a) **Payment Due Date:** Unless City notifies the Contractor that a dispute exists, Payment shall be made within 30 calendar days, measured from (1) the delivery of goods and/or the rendering of services or (2) the date of receipt of the invoice, whichever is later. Payment is deemed to be made on the date on which City has issued a check to Contractor or, if Contractor has agreed to electronic payment, the date on which City has posted electronic payment to Contractor.
- (b) **Reserved. (Payment Discount Terms).**
- (c) No additional charge shall accrue against City in the event City does not make payment within any time specified by Contractor.

**3.4 Audit and Inspection of Records.** Contractor agrees to maintain and make available to the City, during regular business hours, accurate books and accounting records relating to its Services. Contractor will permit City to audit, examine, and make excerpts and transcripts from such books and records, and to make audits of all invoices, materials, payrolls, records or personnel and other data related to all other matters covered by this Agreement, whether funded in whole or in part under this Agreement. Contractor shall maintain such data and records in an accessible location and condition for a period of not fewer than five years after final payment under this Agreement or until after final audit has been resolved, whichever is later. The State of California or any Federal agency having an interest in the subject matter of this Agreement shall have the same rights as conferred upon City by this Section. Contractor shall include the same audit and inspection rights and record retention requirements in all subcontracts.

**3.5 Submitting False Claims.** The full text of San Francisco Administrative Code Chapter 21, Section 21.35, including the enforcement and penalty provisions, is incorporated into this Agreement. Pursuant to San Francisco Administrative Code §21.35, any contractor or subcontractor who submits a false claim shall be liable to the City for the statutory penalties set forth in that section. A contractor or subcontractor will be deemed to have submitted a false claim to the City if the contractor or subcontractor: (a) knowingly presents or causes to be presented to an officer or employee of the City a false claim or request for payment or approval; (b) knowingly makes, uses, or causes to be made or used a false record or statement to get a false claim paid or approved by the City; (c) conspires to defraud the City by getting a false claim allowed or paid by the City; (d) knowingly makes, uses, or causes to be made or used a false record or statement to conceal, avoid, or decrease an obligation to pay or transmit money or property to the City; or (e) is a beneficiary of an inadvertent submission of a false claim to the City,

subsequently discovers the falsity of the claim, and fails to disclose the false claim to the City within a reasonable time after discovery of the false claim.

### **3.6 Payment of Prevailing Wages.**

- 3.6.1 **Covered Services.** Services to be performed by Contractor under this Agreement may involve the performance of trade work covered by the provisions of Section 6.22(e) [Prevailing Wages] of the Administrative Code or Section 21C [Miscellaneous Prevailing Wage Requirements] (collectively, "Covered Services"). The provisions of Section 6.22(e) and 21C of the Administrative Code are incorporated as provisions of this Agreement as if fully set forth herein and will apply to any Covered Services performed by Contractor and its subcontractors.
- 3.6.2 **Wage Rates.** The latest prevailing wage rates for private employment on public contracts as determined by the San Francisco Board of Supervisors and the Director of the California Department of Industrial Relations, as such prevailing wage rates may be changed during the term of this Agreement, are hereby incorporated as provisions of this Agreement. Copies of the prevailing wage rates as fixed and determined by the Board of Supervisors are available from the Office of Labor Standards and Enforcement ("OLSE") and on the Internet at <http://www.dir.ca.gov/DLSR/PWD> and <http://sfgov.org/olse/prevailing-wage>. Contractor agrees that it shall pay not less than the prevailing wage rates, as fixed and determined by the Board, to all workers employed by Contractor who perform Covered Services under this Agreement.
- 3.6.3 **Subcontract Requirements.** As required by Section 6.22(e)(5) of the Administrative Code, Contractor shall insert in every subcontract or other arrangement, which it may make for the performance of Covered Services under this Agreement, a provision that said subcontractor shall pay to all persons performing labor in connection with Covered Services under said subcontract or other arrangement not less than the highest general prevailing rate of wages as fixed and determined by the Board of Supervisors for such labor or services.
- 3.6.4 **Posted Notices.** As required by Section 1771.4 of the California Labor Code, Contractor shall post job site notices prescribed by the California Department of Industrial Relations ("DIR") at all job sites where services covered by Chapter 6.22 are to be performed.
- 3.6.5 **Payroll Records.** As required by Section 6.22(e)(6) of the Administrative Code and Section 1776 of the California Labor Code, Contractor shall keep or cause to be kept complete and accurate payroll records for all trade workers performing Covered Services. Such records shall include the name, address and social security number of each worker who provided Covered Services on the project, including apprentices, his or her classification, a general description of the services each worker performed each day, the rate of pay (including rates of

contributions for, or costs assumed to provide fringe benefits), daily and weekly number of hours worked, deductions made, and actual wages paid. Every subcontractor who shall undertake the performance of any part of Covered Services shall keep a like record of each person engaged in the execution of Covered Services under the subcontract. All such records shall at all times be available for inspection of and examination by the City and its authorized representatives and the DIR.

- 3.6.6 **Certified Payrolls.** Certified payrolls shall be prepared pursuant to Administrative Code Section 6.22(e)(6) and California Labor Code Section 1776 for the period involved for all employees, including those of subcontractors, who performed labor in connection with Covered Services. Contractor and each subcontractor performing Covered Services shall submit certified payrolls to the City and to the DIR electronically. Contractor shall submit payrolls to the City via the reporting system selected by the City. The DIR will specify how to submit certified payrolls to it. The City will provide basic training in the use of the reporting system at a scheduled training session. Contractor and all subcontractors that will perform Covered Services must attend the training session. Contractor and applicable subcontractors shall comply with electronic certified payroll requirements (including training) at no additional cost to the City.
- 3.6.7 **Compliance Monitoring.** Covered Services to be performed under this Agreement are subject to compliance monitoring and enforcement of prevailing wage requirements by the DIR and /or the OLSE. Contractor and any subcontractors performing Covered Services will cooperate fully with the DIR and/or the OLSE and other City employees and agents authorized to assist in the administration and enforcement of the prevailing wage requirements and agrees to take the specific steps and actions as required by Section 6.22(e)(7) of the Administrative Code. Steps and actions include but are not limited to requirements that: (i) Contractor will cooperate fully with the Labor Standards Enforcement Officer and other City employees and agents authorized to assist in the administration and enforcement of the Prevailing Wage requirements and other labor standards imposed on Public Works Contractor by the Charter and Chapter 6 of the San Francisco Administrative Code; ii) Contractor agrees that the Labor Standards Enforcement Officer and his or her designees, in the performance of their duties, shall have the right to engage in random inspections of job sites and to have access to the employees of Contractor, employee time sheets, inspection logs, payroll records and employee paychecks; (iii) Contractor shall maintain a sign-in and sign-out sheet showing which employees are present on the job site; (iv) Contractor shall prominently post at each job-site a sign informing employees that the project is subject to the City's Prevailing Wage requirements and that these requirements are enforced by the Labor Standards Enforcement Officer; and (v) that the Labor Standards Enforcement Officer may audit such records of Contractor as he or she reasonably deems necessary to determine compliance with the Prevailing Wage and other labor standards imposed by the Charter and this Chapter on Public Works Contractors. Failure to



comply with these requirements may result in penalties and forfeitures consistent with analogous provisions of the California Labor Code, including Section 1776(g), as amended from time to time.

- 3.6.8 **Remedies.** Should Contractor, or any subcontractor who shall undertake the performance of any Covered Services, fail or neglect to pay to the persons who perform Covered Services under this Contract, subcontract or other arrangement for the Covered Services, the general prevailing rate of wages as herein specified, Contractor shall forfeit, and in the case of any subcontractor so failing or neglecting to pay said wage, Contractor and the subcontractor shall jointly and severally forfeit, back wages due plus the penalties set forth in Administrative Code Section 6.22 (e) and/or California Labor Code Section 1775. The City, when certifying any payment which may become due under the terms of this Agreement, shall deduct from the amount that would otherwise be due on such payment the amount of said forfeiture.

#### **Article 4 Services and Resources.**

- 4.1 **Services Contractor Agrees to Perform.** Contractor agrees to perform the Services stated in Appendix A, Services to be Provided. Officers and employees of the City are not authorized to request, and the City is not required to reimburse Contractor for, Services beyond the Scope of Services listed in Appendix A, Services to be Provided unless Appendix A, Services to be Provided is modified as provided in Section 11.5, "Modification of this Agreement."

#### **4.2 Personnel.**

- 4.2.1 **Qualified Personnel.** Contractor shall utilize only competent personnel under the supervision of, and in the employment of, Contractor (or Contractor's authorized subcontractors) to perform the Services. Contractor will comply with City's reasonable requests regarding assignment and/or removal of personnel, but all personnel, including those assigned at City's request, must be supervised by Contractor. Contractor shall commit adequate resources to allow timely completion within the project schedule specified in this Agreement.

#### **4.2.2 Contractor Vaccination Policy.**

- (a) Contractor acknowledges that it has read the requirements of the 38th Supplement to Mayoral Proclamation Declaring the Existence of a Local Emergency ("Emergency Declaration"), dated February 25, 2020, and the Contractor Vaccination Policy for City Contractors issued by the City Administrator ("Contractor Vaccination Policy"), as those documents may be amended from time to time. A copy of the Contractor Vaccination Policy can be found at: <https://sf.gov/confirm-vaccine-status-your-employees-and-subcontractors>.

- (b) A Contract subject to the Emergency Declaration is an agreement between the City and any other entity or individual and any subcontract under such agreement, where Covered Employees of the Contractor or Subcontractor work in-person with City employees in connection with the work or services performed under the agreement at a City owned, leased, or controlled facility. Such agreements include, but are not limited to, professional services contracts, general services contracts, public works contracts, and grants. Contract includes such agreements currently in place or entered into during the term of the Emergency Declaration. Contract does not include an agreement with a state or federal governmental entity or agreements that do not involve the City paying or receiving funds.
- (c) In accordance with the Contractor Vaccination Policy, Contractor agrees that:
  - (i) Where applicable, Contractor shall ensure it complies with the requirements of the Contractor Vaccination Policy pertaining to Covered Employees, as they are defined under the Emergency Declaration and the Contractor Vaccination Policy, and insure such Covered Employees are either fully vaccinated for COVID-19 or obtain from Contractor an exemption based on medical or religious grounds; and
  - (ii) If Contractor grants Covered Employees an exemption based on medical or religious grounds, Contractor will promptly notify City by completing and submitting the Covered Employees Granted Exemptions Form (“Exemptions Form”), which can be found at <https://sf.gov/confirm-vaccine-status-your-employees-and-subcontractors> (navigate to “Exemptions” to download the form).

### **4.3 Subcontracting.**

- 4.3.1 Contractor may subcontract portions of the Services only upon prior written approval of City. Contractor is responsible for its subcontractors throughout the course of the work required to perform the Services. All Subcontracts must incorporate the terms of Article 10 “Additional Requirements Incorporated by Reference” of this Agreement, unless inapplicable. Neither Party shall, on the basis of this Agreement, contract on behalf of, or in the name of, the other Party. Any agreement made in violation of this provision shall be null and void.
- 4.3.2 City's execution of this Agreement constitutes its approval of the subcontractors listed in Appendix B, Budget.

### **4.4 Independent Contractor; Payment of Employment Taxes and Other Expenses.**

4.4.1 **Independent Contractor.** For the purposes of this Section 4.4, "Contractor" shall be deemed to include not only Contractor, but also any agent or employee of Contractor. Contractor acknowledges and agrees that at all times, Contractor or any agent or employee of Contractor shall be deemed at all times to be an independent contractor and is wholly responsible for the manner in which it performs the services and work requested by City under this Agreement. Contractor, its agents, and employees will not represent or hold themselves out to be employees of the City at any time. Contractor or any agent or employee of Contractor shall not have employee status with City, nor be entitled to participate in any plans, arrangements, or distributions by City pertaining to or in connection with any retirement, health, or other benefits that City may offer its employees. Contractor or any agent or employee of Contractor is liable for the acts and omissions of itself, its employees, and its agents. Contractor shall be responsible for all obligations and payments, whether imposed by Federal, State, or local law, including, but not limited to, FICA, income tax withholdings, unemployment compensation, insurance, and other similar responsibilities related to Contractor's performing services and work, or any agent or employee of Contractor providing same. Nothing in this Agreement shall be construed as creating an employment or agency relationship between City and Contractor or any agent or employee of Contractor. Any terms in this Agreement referring to direction from City shall be construed as providing for direction as to policy and the result of Contractor's work only, and not as to the means by which such a result is obtained. City does not retain the right to control the means or the method by which Contractor performs work under this Agreement. Contractor agrees to maintain and make available to City, upon request and during regular business hours, accurate books and accounting records demonstrating Contractor's compliance with this section. Should City determine that Contractor, or any agent or employee of Contractor, is not performing in accordance with the requirements of this Agreement, City shall provide Contractor with written notice of such failure. Within five (5) business days of Contractor's receipt of such notice, and in accordance with Contractor policy and procedure, Contractor shall remedy the deficiency. Notwithstanding, if City believes that an action of Contractor, or any agent or employee of Contractor, warrants immediate remedial action by Contractor, City shall contact Contractor and provide Contractor in writing with the reason for requesting such immediate action.

4.4.2 **Payment of Employment Taxes and Other Expenses.** 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 Contractor 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 Contractor which can be applied against this liability). City shall then forward those amounts to the relevant taxing authority. Should a relevant taxing authority determine a liability for past services performed by Contractor for City, upon notification of such fact by City, Contractor shall

promptly remit such amount due or arrange with City to have the amount due withheld from future payments to Contractor under this Agreement (again, offsetting any amounts already paid by Contractor which can be applied as a credit against such liability). A determination of employment status pursuant to this Section 4.4 shall be solely limited to the purposes of the particular tax in question, and for all other purposes of this Agreement, Contractor shall not be considered an employee of City. Notwithstanding the foregoing, Contractor agrees to indemnify and save harmless City and its officers, agents, and employees from, and, if requested, shall defend them against any and all claims, losses, costs, damages, and expenses, including attorneys' fees, arising from this section.

**4.5 Assignment.** The Services to be performed by Contractor are personal in character. Neither this Agreement, nor any duties or obligations hereunder, may be directly or indirectly assigned, novated, hypothecated, transferred, or delegated by Contractor, or, where Contractor is a joint venture, a joint venture partner, (collectively referred to as an "Assignment") unless first approved by City by written instrument executed and approved in the same manner as this Agreement in accordance with the Administrative Code. The City's approval of any such Assignment is subject to Contractor demonstrating to City's reasonable satisfaction that the proposed transferee is: (i) reputable and capable, financially and otherwise, of performing each of Contractor's obligations under this Agreement and any other documents to be assigned, (ii) not forbidden by applicable law from transacting business or entering into contracts with City; and (iii) subject to the jurisdiction of the courts of the State of California. A change of ownership or control of Contractor or a sale or transfer of substantially all of the assets of Contractor shall be deemed an Assignment for purposes of this Agreement. Contractor shall immediately notify City about any Assignment. Any purported Assignment made in violation of this provision shall be null and void.

**4.6 Warranty.** Contractor warrants to City that the Services will be performed with the degree of skill and care that is required by current, good, and sound professional procedures and practices, and in conformance with generally accepted professional standards prevailing at the time the Services are performed so as to ensure that all Services performed are correct and appropriate for the purposes contemplated in this Agreement.

## **Article 5 Insurance and Indemnity.**

### **5.1 Insurance.**

**5.1.1 Required Coverages.** Without in any way limiting Contractor's liability pursuant to the "Indemnification" section of this Agreement, Contractor must maintain in force, during the full term of the Agreement, insurance in the following amounts and coverages:

- (a) Commercial General Liability Insurance with limits not less than \$1,000,000 each occurrence for Bodily Injury and Property Damage, including Contractual Liability, Personal Injury, Products and Completed Operations.
- (b) Commercial Automobile Liability Insurance with limits not less than \$1,000,000 each occurrence, “Combined Single Limit” for Bodily Injury and Property Damage, including Owned, Non-Owned and Hired auto coverage, as applicable.
- (c) Workers’ Compensation, in statutory amounts, with Employers’ Liability Limits not less than \$1,000,000 for each accident, injury, or illness.
- (d) Reserved. (Professional Liability Coverage).
- (e) Reserved. (Technology Errors and Omissions Coverage).
- (f) Reserved. (Cyber and Privacy Coverage).
- (g) Reserved. (Pollution Liability Insurance).

**5.1.2 Additional Insured Endorsements.**

- (a) The Commercial General Liability policy must be endorsed to name as Additional Insured the City and County of San Francisco, its Officers, Agents, and Employees.
- (b) The Commercial Automobile Liability Insurance policy must be endorsed to name as Additional Insured the City and County of San Francisco, its Officers, Agents, and Employees.
- (c) The Commercial Automobile Liability Insurance policy must be endorsed to include (i) Auto Pollution Additional Insured Endorsement naming as Additional Insured the City and County of San Francisco, its Officers, Agents, and Employees; and (ii) Form MCS-90 for Motor Carrier Policies of Insurance for Public Liability under Sections 29 and 30 of the Motor Carrier Act of 1980.

**5.1.3 Waiver of Subrogation Endorsements.**

- (a) The Workers’ Compensation policy(ies) shall be endorsed with a waiver of subrogation in favor of the City for all work performed by the Contractor, its employees, agents, and subcontractors.

**5.1.4 Primary Insurance Endorsements.**

- (a) The Commercial General Liability policy shall 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 the insurance applies separately to each insured against whom claim is made or suit is brought.
- (b) The Commercial Automobile Liability Insurance policy shall 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 the insurance applies separately to each insured against whom claim is made or suit is brought.
- (c) Reserved. (Pollution Liability Insurance Primary Insurance Endorsement).

#### 5.1.5 Other Insurance Requirements.

- (a) Thirty (30) days' advance written notice shall be provided to the City of cancellation, intended non-renewal, or reduction in coverages, except for non-payment for which no less than ten (10) days' notice shall be provided to City. Notices shall be sent to the City address set forth in Section 11.1 entitled "Notices to the Parties."
- (b) Should any of the required insurance be provided under a claims-made form, Contractor shall maintain such coverage continuously throughout the term of this Agreement and, without lapse, for a period of three years beyond the expiration of this Agreement, to the effect that, should occurrences during the Agreement term give rise to claims made after expiration of the Agreement, such claims shall be covered by such claims-made policies.
- (c) Should any of the required insurance 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.
- (d) Should any required insurance lapse during the term of this Agreement, requests for payments originating after such lapse shall not be processed until the City receives satisfactory evidence of reinstated coverage as required by this Agreement, effective as of the lapse date. If insurance is not reinstated, the City may, at its sole option, terminate this Agreement effective on the date of such lapse of insurance.
- (e) Before commencing any Services, Contractor 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. Approval of the insurance by City shall not relieve or decrease Contractor's liability hereunder.

- (f) If Contractor will use any subcontractor(s) to provide Services, Contractor shall require the subcontractor(s) to provide all necessary insurance and to name the City and County of San Francisco, its officers, agents and employees and the Contractor as Additional Insureds.

**5.2 Indemnification.** Contractor shall indemnify and hold harmless City and its officers, agents and employees from, and, if requested, shall defend them from and against any and all claims, demands, losses, damages, costs, expenses, and liability (legal, contractual, or otherwise) arising from or in any way connected with any: (i) injury to or death of a person, including employees of City or Contractor; (ii) loss of or damage to property; (iii) violation of local, State, or Federal common law, statute or regulation, including but not limited to privacy or personally identifiable information, health information, disability and labor laws or regulations; (iv) strict liability imposed by any law or regulation; or (v) losses arising from Contractor's execution of subcontracts not in accordance with the requirements of this Agreement applicable to subcontractors; so long as such injury, violation, loss, or strict liability (as set forth in subsections (i) – (v) above) arises directly or indirectly from Contractor's performance of this Agreement, including, but not limited to, Contractor's use of facilities or equipment provided by City or others, regardless of the negligence of, and regardless of whether liability without fault is imposed or sought to be imposed on City, except to the extent that such indemnity is void or otherwise unenforceable under applicable law, and except where such loss, damage, injury, liability or claim is the result of the active negligence or willful misconduct of City and is not contributed to by any act of, or by any omission to perform some duty imposed by law or Agreement on Contractor, its subcontractors, or either's agent or employee. The foregoing indemnity shall include, without limitation, reasonable fees of attorneys, consultants and experts and related costs and City's costs of investigating any claims against the City.

In addition to Contractor's obligation to indemnify City, Contractor specifically acknowledges and agrees that it has an immediate and independent obligation to defend City from any claim which actually or potentially falls within this indemnification provision, even if the allegations are or may be groundless, false, or fraudulent, which obligation arises at the time such claim is tendered to Contractor by City and continues at all times thereafter.

Contractor shall indemnify and hold City harmless from all loss and liability, including attorneys' fees, court costs and all other litigation expenses for any infringement of the patent rights, copyright, trade secret or any other proprietary right or trademark, and all other intellectual property claims of any person or persons arising directly or indirectly from the receipt by City, or any of its officers or agents, of Contractor's Services.

## **Article 6      Liability of the Parties.**

- 6.1      Liability of City.** CITY’S PAYMENT OBLIGATIONS UNDER THIS AGREEMENT SHALL BE LIMITED TO THE PAYMENT OF THE COMPENSATION PROVIDED FOR IN SECTION 3.3.1, “PAYMENT,” OF THIS AGREEMENT. NOTWITHSTANDING ANY OTHER PROVISION OF 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, BUT NOT LIMITED TO, LOST PROFITS, ARISING OUT OF OR IN CONNECTION WITH THIS AGREEMENT OR THE SERVICES PERFORMED IN CONNECTION WITH THIS AGREEMENT.
- 6.2      Liability for Use of Equipment.** City shall not be liable for any damage to persons or property as a result of the use, misuse or failure of any equipment used by Contractor, or any of its subcontractors, or by any of their employees, even though such equipment is furnished, rented, or loaned by City.
- 6.3      Liability for Incidental and Consequential Damages.** Contractor shall be responsible for incidental and consequential damages resulting in whole or in part from Contractor’s acts or omissions.

## **Article 7      Payment of Taxes.**

- 7.1      Contractor to Pay All Taxes.** Except for any applicable California sales and use taxes charged by Contractor to City, Contractor shall pay all taxes, including possessory interest taxes levied upon or as a result of this Agreement, or the Services delivered pursuant hereto. Contractor shall remit to the State of California any sales or use taxes paid by City to Contractor under this Agreement. Contractor agrees to promptly provide information requested by the City to verify Contractor's compliance with any state requirements for reporting sales and use tax paid by City under this Agreement.
- 7.2      Possessory Interest Taxes.** Contractor acknowledges that this Agreement may create a “possessory interest” for property tax purposes. Generally, such a possessory interest is not created unless the Agreement entitles Contractor to possession, occupancy, or use of City property for private gain. If such a possessory interest is created, then the following shall apply:
- 7.2.1** Contractor, on behalf of itself and any permitted successors and assigns, recognizes and understands that Contractor, and any permitted successors and assigns, may be subject to real property tax assessments on the possessory interest.
- 7.2.2** Contractor, on behalf of itself and any permitted successors and assigns, recognizes and understands that the creation, extension, renewal, or assignment of this Agreement may result in a “change in ownership” for purposes of real



property taxes, and therefore may result in a revaluation of any possessory interest created by this Agreement. Contractor accordingly agrees on behalf of itself and its permitted successors and assigns to report on behalf of the City to the County Assessor the information required by Revenue and Taxation Code Section 480.5, as amended from time to time, and any successor provision.

- 7.2.3 Contractor, on behalf of itself and any permitted successors and assigns, recognizes and understands that other events also may cause a change of ownership of the possessory interest and result in the revaluation of the possessory interest. (see, e.g., Rev. & Tax. Code Section 64, as amended from time to time). Contractor accordingly agrees on behalf of itself and its permitted successors and assigns to report any change in ownership to the County Assessor, the State Board of Equalization or other public agency as required by law.
- 7.2.4 Contractor further agrees to provide such other information as may be requested by the City to enable the City to comply with any reporting requirements for possessory interests that are imposed by applicable law.

**7.3 Withholding.** Contractor 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, Contractor further acknowledges and agrees that City may withhold any payments due to Contractor under this Agreement if Contractor 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 Contractor, without interest, upon Contractor coming back into compliance with its obligations.

## **Article 8 Termination and Default.**

### **8.1 Termination for Convenience.**

- 8.1.1 City shall have the option, in its sole discretion, to terminate this Agreement, at any time during the term hereof, for convenience and without cause. City shall exercise this option by giving Contractor written notice of termination. The notice shall specify the date on which termination shall become effective.
- 8.1.2 Upon receipt of the notice of termination, Contractor shall commence and perform, with diligence, all actions necessary on the part of Contractor to effect the termination of this Agreement on the date specified by City and to minimize the liability of Contractor and City to third parties as a result of termination. All such actions shall be subject to the prior approval of City. Such actions may include any or all of the following, without limitation:
- (a) Halting the performance of all Services 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.
- (c) At City's direction, assigning to City any or all of Contractor's right, title, and interest under the orders and subcontracts terminated. Upon such assignment, City shall have the right, in its sole discretion, to settle or pay any or all claims arising out of the termination of such orders and subcontracts.
- (d) Subject to City's approval, settling all outstanding liabilities and all claims arising out of the termination of orders and subcontracts.
- (e) Completing performance of any Services that City designates to be completed prior to the date of termination specified by City.
- (f) Taking such action as may be necessary, or as the City may direct, for the protection and preservation of any property related to this Agreement which is in the possession of Contractor and in which City has or may acquire an interest.

8.1.3 Within 30 days after the specified termination date, Contractor shall submit to City an invoice, which shall set forth each of the following as a separate line item:

- (a) The reasonable cost to Contractor, without profit, for all Services prior to the specified termination date, for which Services City has not already tendered payment. Reasonable costs may include a reasonable allowance for actual overhead, not to exceed a total of 10percent of Contractor's direct costs for Services. Any overhead allowance shall be separately itemized. Contractor may also recover the reasonable cost of preparing the invoice.
- (b) A reasonable allowance for profit on the cost of the Services described in the immediately preceding subsection (a), provided that Contractor can establish, to the satisfaction of City, that Contractor would have made a profit had all Services under this Agreement been completed, and provided further, that the profit allowed shall in no event exceed 5percent of such cost.
- (c) The reasonable cost to Contractor of handling material or equipment returned to the vendor, delivered to the City or otherwise disposed of as directed by the City.
- (d) A deduction for the cost of materials to be retained by Contractor, amounts realized from the sale of materials and not otherwise recovered

by or credited to City, and any other appropriate credits to City against the cost of the Services or other work.

8.1.4 In no event shall City be liable for costs incurred by Contractor or any of its subcontractors after the termination date specified by City, except for those costs specifically listed in Section 8.1.3. Such non-recoverable costs include, but are not limited to, anticipated profits on the Services under this Agreement, post-termination employee salaries, post-termination administrative expenses, post-termination overhead or unabsorbed overhead, attorneys' fees or other costs relating to the prosecution of a claim or lawsuit, prejudgment interest, or any other expense which is not reasonable or authorized under Section 8.1.3.

8.1.5 In arriving at the amount due to Contractor under this Section, City may deduct: (i) all payments previously made by City for Services covered by Contractor's final invoice; (ii) any claim which City may have against Contractor in connection with this Agreement; (iii) any invoiced costs or expenses excluded pursuant to the immediately preceding subsection 8.1.4; and (iv) in instances in which, in the opinion of the City, the cost of any Service performed under this Agreement is excessively high due to costs incurred to remedy or replace defective or rejected Services, the difference between the invoiced amount and City's estimate of the reasonable cost of performing the invoiced Services in compliance with the requirements of this Agreement.

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

**8.2 Termination for Default; Remedies.**

8.2.1 Each of the following shall constitute an immediate event of default ("Event of Default") under this Agreement:

(a) Contractor fails or refuses to perform or observe any term, covenant or condition contained in any of the following Sections of this Agreement:

3.5	Submitting False Claims.
4.5	Assignment.
Article 5	Insurance and Indemnity.
Article 7	Payment of Taxes.
10.10	Alcohol and Drug-Free Workplace.
10.13	Working with Minors.
11.10	Compliance with Laws.
Article 13	Data and Security.

(b) Contractor fails or refuses to perform or observe any other term, covenant or condition contained in this Agreement, including any obligation

imposed by ordinance or statute and incorporated by reference herein, and such default is not cured within 10 days after written notice thereof from City to Contractor. If Contractor defaults a second time in the same manner as a prior default cured by Contractor, City may in its sole discretion immediately terminate the Agreement for default or grant an additional period not to exceed five days for Contractor to cure the default.

- (c) Contractor (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 Contractor or of any substantial part of Contractor's property; or (v) takes action for the purpose of any of the foregoing.
- (d) A court or government authority enters an order (i) appointing a custodian, receiver, trustee or other officer with similar powers with respect to Contractor or with respect to any substantial part of Contractor'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 Contractor.

8.2.2 On and after any Event of Default, City shall have the right to exercise its legal and equitable remedies, including, without limitation, the right to terminate this Agreement or to seek specific performance of all or any part of this Agreement. In addition, where applicable, City shall have the right (but no obligation) to cure (or cause to be cured) on behalf of Contractor any Event of Default; Contractor shall pay to City on demand all costs and expenses incurred by City in effecting such cure, with interest thereon from the date of incurrence at the maximum rate then permitted by law. City shall have the right to offset from any amounts due to Contractor under this Agreement or any other agreement between City and Contractor: (i) all damages, losses, costs or expenses incurred by City as a result of an Event of Default; and (ii) any liquidated damages levied upon Contractor pursuant to the terms of this Agreement; and (iii), any damages imposed by any ordinance or statute that is incorporated into this Agreement by reference, or into any other agreement with the City. This Section 8.2.2 shall survive termination of this Agreement.

8.2.3 All 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 exercise of any remedy shall not preclude or in any way be deemed to waive any other remedy. Nothing in this Agreement shall

constitute a waiver or limitation of any rights that City may have under applicable law.

8.2.4 Any notice of default must be sent by registered mail to the address set forth in Article 11.

**8.3 Non-Waiver of Rights.** The omission by either Party at any time to enforce any default or right reserved to it, or to require performance of any of the terms, covenants, or provisions hereof by the other Party at the time designated, shall not be a waiver of any such default or right to which the Party is entitled, nor shall it in any way affect the right of the Party to enforce such provisions thereafter.

**8.4 Rights and Duties upon Termination or Expiration.**

8.4.1 This Section and the following Sections of this Agreement listed below, shall survive termination or expiration of this Agreement:

3.3.2	Payment Limited to Satisfactory Services.	9.2	Works for Hire.
3.3.7(a)	Grant Funded Contracts – Disallowance.	10.20	Duty to Collect and Record Client Sexual Orientation and Gender Identity Data.
3.4	Audit and Inspection of Records.	11.6	Dispute Resolution Procedure.
3.5	Submitting False Claims.	11.7	Agreement Made in California; Venue.
Article 5	Insurance and Indemnity.	11.8	Construction.
6.1	Liability of City.	11.9	Entire Agreement.
6.3	Liability for Incidental and Consequential Damages.	11.10	Compliance with Laws.
Article 7	Payment of Taxes.	11.11	Severability.
8.1.6	Payment Obligation.	Article 13	Data and Security.
9.1	Ownership of Results.		

8.4.2 Subject to the survival of the Sections identified in Section 8.4.1, above, if this Agreement is terminated prior to expiration of the term specified in Article 2, this Agreement shall be of no further force or effect. Contractor shall transfer title to City, and deliver in the manner, at the times, and to the extent, if any, directed by City, any work in progress, completed work, supplies, equipment, and other materials produced as a part of, or acquired in connection with the performance of this Agreement, and any completed or partially completed work which, if this Agreement had been completed, would have been required to be furnished to City.

**Article 9 Rights In Deliverables.**

- 9.1 Ownership of Results.** Any interest of Contractor or its subcontractors, in the Deliverables, including any drawings, plans, specifications, blueprints, studies, reports, memoranda, computation sheets, computer files and media or other documents prepared by Contractor or its subcontractors for the purposes of this Agreement, shall become the property of and will be transmitted to City. However, unless expressly prohibited elsewhere in this Agreement, Contractor may retain and use copies for reference and as documentation of its experience and capabilities.
- 9.2 Works for Hire.** If, in connection with Services, Contractor or its subcontractors creates Deliverables including, without limitation, artwork, copy, posters, billboards, photographs, videotapes, audiotapes, systems designs, software, reports, diagrams, surveys, blueprints, source codes, or any other original works of authorship, whether in digital or any other format, such works of authorship shall be works for hire as defined under Title 17 of the United States Code, and all copyrights in such works shall be the property of the City. If any Deliverables created by Contractor or its subcontractor(s) under this Agreement are ever determined not to be works for hire under U.S. law, Contractor hereby assigns all Contractor's copyrights to such Deliverables to the City, agrees to provide any material and execute any documents necessary to effectuate such assignment, and agrees to include a clause in every subcontract imposing the same duties upon subcontractor(s). With City's prior written approval, Contractor and its subcontractor(s) may retain and use copies of such works for reference and as documentation of their respective experience and capabilities.

## **Article 10 Additional Requirements Incorporated by Reference.**

- 10.1 Laws Incorporated by Reference.** The full text of the laws listed in this Article 10, including enforcement and penalty provisions, are incorporated by reference into this Agreement. The full text of the San Francisco Municipal Code provisions incorporated by reference in this Article and elsewhere in the Agreement ("Mandatory City Requirements") are available at [http://www.amlegal.com/codes/client/san-francisco\\_ca/](http://www.amlegal.com/codes/client/san-francisco_ca/).
- 10.2 Conflict of Interest.** By executing this Agreement, Contractor certifies that it does not know of any fact which constitutes a violation of Section 15.103 of the City's Charter; Article III, Chapter 2 of City's Campaign and Governmental Conduct Code; Title 9, Chapter 7 of the California Government Code (Section 87100 *et seq.*), or Title 1, Division 4, Chapter 1, Article 4 of the California Government Code (Section 1090 *et seq.*), and further agrees promptly to notify the City if it becomes aware of any such fact during the term of this Agreement.
- 10.3 Prohibition on Use of Public Funds for Political Activity.** In performing the Services, Contractor shall comply with San Francisco Administrative Code Chapter 12G, which prohibits funds appropriated by the City for this Agreement from being expended to participate in, support, or attempt to influence any political campaign for a candidate or for a ballot measure. Contractor is subject to the enforcement and penalty provisions in Chapter 12G.

**10.4 Consideration of Salary History.** Contractor shall comply with San Francisco Administrative Code Chapter 12K, the Consideration of Salary History Ordinance or "Pay Parity Act." Contractor is prohibited from considering current or past salary of an applicant in determining whether to hire the applicant or what salary to offer the applicant to the extent that such applicant is applying for employment to be performed on this Agreement or in furtherance of this Agreement, and whose application, in whole or part, will be solicited, received, processed or considered, whether or not through an interview, in the City or on City property. The ordinance also prohibits employers from (1) asking such applicants about their current or past salary or (2) disclosing a current or former employee's salary history without that employee's authorization unless the salary history is publicly available. Contractor is subject to the enforcement and penalty provisions in Chapter 12K. Information about and the text of Chapter 12K is available on the web at <https://sfgov.org/olse/consideration-salary-history>. Contractor is required to comply with all of the applicable provisions of 12K, irrespective of the listing of obligations in this Section.

**10.5 Nondiscrimination Requirements.**

10.5.1 **Nondiscrimination in Contracts.** Contractor shall comply with the provisions of Chapters 12B and 12C of the San Francisco Administrative Code. Contractor 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 subcontractors to comply with such provisions. Contractor is subject to the enforcement and penalty provisions in Chapters 12B and 12C.

10.5.2 **Nondiscrimination in the Provision of Employee Benefits.** San Francisco Administrative Code 12B.2. Contractor 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, on real property owned by San Francisco, or where work is being performed for the City elsewhere in the United States, discriminate in the provision of employee benefits between employees with domestic partners and employees with spouses and/or between the domestic partners and spouses of such employees, subject to the conditions set forth in San Francisco Administrative Code Section 12B.2.

**10.6 Local Business Enterprise and Non-Discrimination in Contracting Ordinance.** Contractor shall comply with all applicable provisions of Chapter 14B ("LBE Ordinance"). Contractor is subject to the enforcement and penalty provisions in Chapter 14B.

**10.7 Minimum Compensation Ordinance (MCO).** If Administrative Code Chapter 12P applies to this contract, Contractor 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. Contractor 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>. Contractor 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, Contractor certifies that it complies with Chapter 12P.

**10.8 Health Care Accountability Ordinance (HCAO).** If Administrative Code Chapter 12Q applies to this contract, Contractor shall comply with the requirements of Chapter 12Q. For each Covered Employee, Contractor shall provide the appropriate health benefit set forth in Section 12Q.3 of the HCAO. If Contractor chooses to offer the health plan option, such health plan shall meet the minimum standards set forth by the San Francisco Health Commission. Information about and the text of the Chapter 12Q, as well as the Health Commission's minimum standards, is available on the web at <http://sfgov.org/olse/hcao>. Contractor is subject to the enforcement and penalty provisions in Chapter 12Q. Any Subcontract entered into by Contractor shall require any subcontractor with 20 or more employees to comply with the requirements of the HCAO and shall contain contractual obligations substantially the same as those set forth in this Section.

**10.9 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.

**10.10 Alcohol and Drug-Free Workplace.** City reserves the right to deny access to, or require Contractor to remove from, City facilities personnel of any Contractor or subcontractor who City has reasonable grounds to believe has engaged in alcohol abuse or illegal drug activity which in any way impairs City's ability to maintain safe work facilities or to protect the health and well-being of City employees and the general public. City shall have the right of final approval for the entry or re-entry of any such person previously denied access to, or removed from, City facilities. Illegal drug activity means possessing, furnishing, selling, offering, purchasing, using or being under the influence of illegal drugs or other controlled substances for which the individual lacks a valid prescription. Alcohol abuse means possessing, furnishing, selling, offering, or using alcoholic beverages, or being under the influence of alcohol.

Contractor agrees in the performance of this Agreement to maintain a drug-free workplace by notifying employees that unlawful drug use is prohibited and specifying what actions will be taken against employees for violations; establishing an on-going drug-free awareness program that includes employee notification and, as appropriate, rehabilitation. Contractor can comply with this requirement by implementing a drug-free workplace program that complies with the California Drug-Free Workplace Act of 1990 (Cal. Gov. Code, § 8350).

**10.11 Limitations on Contributions.** By executing this Agreement, Contractor 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 Contractor's board of directors; Contractor's chairperson, chief executive officer, chief financial officer, and chief operating officer; any person with an ownership interest of more than 10percent in Contractor; any subcontractor listed in the bid or contract; and any committee that is sponsored or controlled by Contractor. Contractor 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 contract, and has provided the names of the persons required to be informed to the City department with whom it is contracting.

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

**10.13 Reserved. (Working with Minors).**

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

10.14.1 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.

10.14.2 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.

**10.15 Public Access to Nonprofit Records and Meetings.** If Contractor 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, Contractor must comply with the City's Public Access to Nonprofit Records and Meetings requirements, as set forth in Chapter 12L of the San Francisco Administrative Code, including the remedies provided therein.

**10.16 Food Service Waste Reduction Requirements.** Contractor shall comply with the Food Service Waste Reduction Ordinance, as set forth in San Francisco Environment Code Chapter 16, including but not limited to the remedies for noncompliance provided therein.

**10.17 Distribution of Beverages and Water.**

10.17.1 **Sugar-Sweetened Beverage Prohibition.** Contractor 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.

10.17.2 **Waived pursuant to San Francisco Environment Code Chapter 25, section 2406. (Packaged Water Prohibition).**

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

**10.19 Reserved. (Preservative Treated Wood Products).**

**10.20 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 each client intake/assessment in the Online Navigation and Entry (ONE) System, or 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 HIPAA, 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.

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

## **Article 11    General Provisions.**

**11.1 Notices to the Parties.** Unless otherwise indicated in this Agreement, all written communications sent by the Parties may be by U.S. mail or email, and shall be addressed as follows:

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

If to Contractor: Public Health Foundation Enterprises, Inc. (dba Heluna Health)  
13300 Crossroad Parkway North, Suite #450  
City of Industry, CA 91746  
Attn: Peter Dale  
pdale@helunahealth.org

Any notice of default must be sent by registered mail. Either Party may change the address to which notice is to be sent by giving written notice thereof to the other Party. If email notification is used, the sender must specify a receipt notice.

- 11.2 Compliance with Americans with Disabilities Act.** Contractor shall provide the Services in a manner that complies with the Americans with Disabilities Act (ADA), including but not limited to Title II's program access requirements, and all other applicable Federal, State, and local disability rights legislation.
- 11.3 Incorporation of Recitals.** The matters recited above are hereby incorporated into and made part of this Agreement.
- 11.4 Sunshine Ordinance.** Contractor acknowledges that this Agreement and all records related to its formation, Contractor's performance of Services, and City's payment are subject to the California Public Records Act, (California Government Code §6250 et. seq.), and the San Francisco Sunshine Ordinance, (San Francisco Administrative Code Chapter 67). Such records are subject to public inspection and copying unless exempt from disclosure under Federal, State, or local law.
- 11.5 Modification of this Agreement.** This Agreement may not be modified, nor may compliance with any of its terms be waived, except as noted in Section 11.1, "Notices to Parties," regarding change in personnel or place, and except by written instrument executed and approved in the same manner as this Agreement. Contractor shall cooperate with Department to submit to the Director of CMD any amendment, modification, supplement or change order that would result in a cumulative increase of the original amount of this Agreement by more than 20 percent (CMD Contract Modification Form).
- 11.6 Dispute Resolution Procedure.**
- 11.6.1 Negotiation; Alternative Dispute Resolution.** The Parties will attempt in good faith to resolve any dispute or controversy arising out of or relating to the performance of services under this Agreement. If the Parties are unable to resolve the dispute, then, pursuant to San Francisco Administrative Code Section 21.36, Contractor may submit to the Contracting Officer a written request for administrative review and documentation of Contractor's claim(s). Upon such request, the Contracting Officer shall promptly issue an administrative decision in writing, stating the reasons for the action taken and informing Contractor of its right to judicial review. If agreed by both Parties in writing, disputes may be resolved by a mutually agreed-upon alternative dispute resolution process. If the Parties do not mutually agree to an alternative dispute resolution process or such efforts do not resolve the dispute, then either Party may pursue any remedy available under California law. The status of any dispute or controversy notwithstanding, Contractor shall proceed diligently with the performance of its obligations under this Agreement in accordance with the Agreement and the written directions of the City. Neither Party will be entitled to legal fees or costs for matters resolved under this section.
- 11.6.2 Government Code Claim Requirement.** No suit for money or damages may be brought against the City until a written claim therefor has been presented to and rejected by the City in conformity with the provisions of San Francisco

Administrative Code Chapter 10 and California Government Code Section 900, et seq. Nothing set forth in this Agreement shall operate to toll, waive, or excuse Contractor's compliance with the California Government Code Claim requirements set forth in San Francisco Administrative Code Chapter 10 and California Government Code Section 900, et seq.

### 11.6.3 Health and Human Service Contract Dispute Resolution Procedure.

- (a) The City Nonprofit Contracting Task Force submitted its final report to the Board of Supervisors in June 2003. The report contains thirteen recommendations to streamline the City's contracting and monitoring process with health and human services nonprofits. These recommendations include: (1) consolidate contracts, (2) streamline contract approvals, (3) make timely payment, (4) create review/appellate process, (5) eliminate unnecessary requirements, (6) develop electronic processing, (7) create standardized and simplified forms, (8) establish accounting standards, (9) coordinate joint program monitoring, (10) develop standard monitoring protocols, (11) provide training for personnel, (12) conduct tiered assessments, and (13) fund cost of living increases. The report is available on the Task Force's website at [https://sfgov.org/ccsfgsa/sites/default/files/City%20Nonprofit%20Contracting%20Task%20Force/CNPCTF\\_BOS\\_RPT\\_06-26-03%281%29\\_3adc.PDF](https://sfgov.org/ccsfgsa/sites/default/files/City%20Nonprofit%20Contracting%20Task%20Force/CNPCTF_BOS_RPT_06-26-03%281%29_3adc.PDF). The Board adopted the recommendations in February 2004. The Office of Contract Administration created a Review/Appellate Panel ("Panel") to oversee implementation of the report recommendations in January 2005.
- (b) The Board of Supervisors strongly recommends that departments establish a Dispute Resolution Procedure to address issues that have not been resolved administratively by other departmental remedies. The Panel has adopted the following procedure for City departments that have professional service grants and contracts with nonprofit health and human service providers. The Panel recommends that departments adopt this procedure as written (modified if necessary to reflect each department's structure and titles) and include it or make a reference to it in the contract. The Panel also recommends that departments distribute the finalized procedure to their nonprofit Contractors. Any questions or concerns about this Dispute Resolution Procedure should be addressed to [purchasing@sfgov.org](mailto:purchasing@sfgov.org).
- (c) The following Dispute Resolution Procedure provides a process to resolve any disputes or concerns relating to the administration of an awarded professional services grant or contract between the City and County of San Francisco and nonprofit health and human services Contractors. Contractors 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, Contractors and departments should employ the following steps:

- (i) Contractor 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 Contractor or provide a written response to Contractor within 10 working days.
  - (ii) Should the dispute or concern remain unresolved after the completion of Step (i), Contractor 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 Contractor. 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.
  - (iii) Should Steps (i) and (ii) above not result in a determination of mutual agreement, Contractor 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 Contractor. The Department will respond in writing within 10 working days.
- (d) In addition to the above process, Contractors have an additional forum available only for disputes that concern implementation of the thirteen policies and procedures recommended by the Nonprofit Contracting Task Force and adopted by the Board of Supervisors. These recommendations are designed to improve and streamline contracting, invoicing, and monitoring procedures. For more information about the Task Force's recommendations, see the June 2003 report at [https://sfgov.org/ccsfgsa/sites/default/files/City%20Nonprofit%20Contracting%20Task%20Force/CNPCTF\\_BOS\\_RPT\\_06-26-03%281%29\\_3adc.PDF](https://sfgov.org/ccsfgsa/sites/default/files/City%20Nonprofit%20Contracting%20Task%20Force/CNPCTF_BOS_RPT_06-26-03%281%29_3adc.PDF).
- (e) The Review/Appellate Panel oversees the implementation of the Task Force report. The Panel is composed of both City and nonprofit representatives. The Panel invites Contractors to submit concerns about a department's implementation of the policies and procedures. Contractors

can notify the Panel after Step (ii). 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. Contractor must submit the request in writing to [purchasing@sfgov.org](mailto:purchasing@sfgov.org). This request shall describe both the nature of the concern and why the process to date is not satisfactory to Contractor. 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.

- 11.7 Agreement Made in California; Venue.** The formation, interpretation and performance of this Agreement shall be governed by the laws of the State of California. Venue for all litigation relative to the formation, interpretation and performance of this Agreement shall be in San Francisco.
- 11.8 Construction.** All paragraph captions are for reference only and shall not be considered in construing this Agreement.
- 11.9 Entire Agreement.** This contract sets forth the entire Agreement between the Parties, and supersedes all other oral or written provisions. This Agreement may be modified only as provided in Section 11.5, "Modification of this Agreement."
- 11.10 Compliance with Laws.** Contractor shall keep itself fully informed of the City's Charter, codes, ordinances and duly adopted rules and regulations of the City and of all State, and Federal laws in any manner affecting the performance of this Agreement, and must at all times comply with such local codes, ordinances, and regulations and all applicable laws as they may be amended from time to time.
- 11.11 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 (i) the validity of other provisions of this Agreement shall not be affected or impaired thereby, and (ii) 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.
- 11.12 Cooperative Drafting.** This Agreement has been drafted through a cooperative effort of City and Contractor, 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.

**11.13 Order of Precedence.** Contractor agrees to perform the services described below in accordance with the terms and conditions of this Agreement, implementing task orders, the RFP, and Contractor's proposal dated June 5, 2023. The RFP and Contractor's proposal are incorporated by reference as though fully set forth herein. Should there be a conflict of terms or conditions, this Agreement and any implementing task orders shall control over the RFP and Contractor's proposal. If the Appendices to this Agreement include any standard printed terms from Contractor, Contractor agrees that in the event of discrepancy, inconsistency, gap, ambiguity, or conflicting language between the City's terms and Contractor's printed terms attached, the City's terms shall take precedence, followed by the procurement issued by the department, Contractor's proposal, and Contractor's printed terms, respectively.

**11.14 Notification of Legal Requests.** Contractor shall immediately notify City upon receipt of any subpoenas, service of process, litigation holds, discovery requests and other legal requests ("Legal Requests") related to all data given to Contractor by City in the performance of this Agreement ("City Data" or "Data"), or which in any way might reasonably require access to City's Data, and in no event later than 24 hours after it receives the request. Contractor shall not respond to Legal Requests related to City without first notifying City other than to notify the requestor that the information sought is potentially covered under a non-disclosure agreement. Contractor shall retain and preserve City Data in accordance with the City's instruction and requests, including, without limitation, any retention schedules and/or litigation hold orders provided by the City to Contractor, independent of where the City Data is stored.

## **Article 12 Department Specific Terms.**

### **12.1. Appendices.**

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

- Appendix A, Services to be Provided
- Appendix B, Budget
- Appendix C, Method of Payment
- Appendix D, Interests in Other City Contracts
- Appendix E, Business Associate Agreement

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



## Article 13 Data and Security.

### 13.1 Nondisclosure of Private, Proprietary or Confidential Information.

13.1.1 **Protection of Private Information.** If this Agreement requires City to disclose "Private Information" to Contractor within the meaning of San Francisco Administrative Code Chapter 12M, Contractor and subcontractor shall use such information only in accordance with the restrictions stated in Chapter 12M and in this Agreement and only as necessary in performing the Services. Contractor is subject to the enforcement and penalty provisions in Chapter 12M.

13.1.2 **Confidential Information.** In the performance of Services, Contractor may have access to, or collect on City's behalf, City's proprietary or Confidential Information, the disclosure of which to third parties may damage City. If City discloses proprietary or Confidential Information to Contractor, or Contractor collects such information on City's behalf, such information must be held by Contractor in confidence and used only in performing the Agreement. Contractor shall exercise the same standard of care to protect such information as a reasonably prudent contractor would use to protect its own proprietary or Confidential Information.

### 13.2 Reserved. (Payment Card Industry ("PCI") Requirements).

13.3 **Business Associate Agreement.** The parties acknowledge that City is a Covered Entity as defined in the Healthcare Insurance Portability and Accountability Act of 1996 ("HIPAA") and is required to comply with the HIPAA Privacy Rule governing the access, use, disclosure, transmission, and storage of protected health information (PHI) and the Security Rule under the Health Information Technology for Economic and Clinical Health Act, Public Law 111-005 ("the HITECH Act").

The parties acknowledge that CONTRACTOR will:

1. Do **at least one** or more of the following:
- (a) Create, receive, maintain, or transmit PHI for or on behalf of City/HSH (including storage of PHI, digital or hard copy, even if Contractor does not view the PHI or only does so on a random or infrequent basis); or
  - (b) Receive PHI, or access to PHI, from City/HSH or another Business Associate of City, as part of providing a service to or for City/HSH, including legal, actuarial, accounting, consulting, data aggregation, management, administrative, accreditation, or financial; or
  - (c) Transmit PHI data for City/HSH and require access on a regular basis to such PHI. (Such as health information exchanges (HIEs), e-prescribing gateways, or electronic health record vendors).

**FOR PURPOSES OF THIS AGREEMENT, CONTRACTOR IS A BUSINESS ASSOCIATE OF CITY/HSH, AS DEFINED UNDER HIPAA. CONTRACTOR MUST COMPLY WITH AND COMPLETE THE FOLLOWING ATTACHED DOCUMENT, INCORPORATED TO THIS AGREEMENT AS THOUGH FULLY SET FORTH HEREIN: Appendix E Business Associate Agreement (BAA) (03-17).**

2. **NOT do any of the activities listed above in subsection 1.;**

Contractor is not a Business Associate of City/HSH. Appendix E Business Associate Agreement (BAA) is not required for the purpose of this Agreement.

#### **13.4 Management of City Data and Confidential Information.**

**13.4.1 Use of City Data and Confidential Information.** Contractor agrees to hold City's Confidential Information received from or collected on behalf of the City in strictest confidence. Contractor shall not use or disclose City's Data or Confidential Information except as permitted or required by the Agreement or as otherwise authorized in writing by the City. Any work using, or sharing or storage of, City's Confidential Information outside the United States is subject to prior written authorization by the City. Access to City's Confidential Information must be strictly controlled and limited to Contractor's staff assigned to this project on a need-to-know basis only. Contractor is provided a limited non-exclusive license to use the City Data or Confidential Information solely for performing its obligations under the Agreement and not for Contractor's own purposes or later use. Nothing herein shall be construed to confer any license or right to the City Data or Confidential Information, by implication, estoppel or otherwise, under copyright or other intellectual property rights, to any third-party. Unauthorized use of City Data or Confidential Information by Contractor, subcontractors or other third-parties is prohibited. For purpose of this requirement, the phrase "unauthorized use" means the data mining or processing of data, stored or transmitted by the service, for commercial purposes, advertising or advertising-related purposes, or for any purpose other than security or service delivery analysis that is not explicitly authorized.

**13.4.2 Disposition of Confidential Information.** Upon request of City or termination or expiration of this Agreement, and pursuant to any document retention period required by this Agreement, Contractor shall promptly, but in no event later than thirty (30) calendar days, return all Confidential Information given to or collected by Contractor on City's behalf, which includes all original media. Once Contractor has received written confirmation from City that Confidential Information has been successfully transferred to City, Contractor shall within ten (10) business days clear or purge all Confidential Information from its servers, any hosted environment Contractor has used in performance of this Agreement,

including its subcontractors environment(s), work stations that were used to process the data or for production of the data, and any other work files stored by Contractor in whatever medium. Contractor shall provide City with written certification that such purge occurred within five (5) business days of the purge. Secure disposal shall be accomplished by “clearing,” “purging” or “physical destruction,” in accordance with National Institute of Standards and Technology (NIST) Special Publication 800-88 or most current industry standard.

**13.5 Ownership of City Data.** The Parties agree that as between them, all rights, including all intellectual property rights, in and to the City Data and any derivative works of the City Data is the exclusive property of the City.

#### **Article 14 MacBride And Signature.**

**14.1 MacBride Principles - Northern Ireland.** The provisions of San Francisco Administrative Code §12F are incorporated herein by this reference and made part of this Agreement. By signing this Agreement, Contractor confirms that Contractor has read and understood that the City urges companies doing business in Northern Ireland to resolve employment inequities and to abide by the MacBride Principles, and urges San Francisco companies to do business with corporations that abide by the MacBride Principles.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day first mentioned above.

**CITY**

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**CONTRACTOR**

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Recommended by:

**PUBLIC HEALTH FOUNDATION  
ENTERPRISES, INC. (DBA HELUNA  
HEALTH)**

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Shireen McSpadden  
Executive Director  
Department of Homelessness and Supportive  
Housing

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Peter Dale  
Chief Program Officer  
City Supplier Number: 0000012745

Approved as to Form:

David Chiu  
City Attorney

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

Approved:  
Sailaja Kurella  
Director of the Office of Contract Administration,  
and Purchaser

By: \_\_\_\_\_  
Sailaja Kurella

**Appendix A, Services to be Provided**  
**by**  
**Heluna Health**  
**San Francisco Homeless Outreach Team (SFHOT)**  
**January 1, 2024 to June 30, 2027**

**I. Purpose of Contract**

The purpose of the contract is to provide the street outreach component of the Homelessness Response System (HRS) designed to provide services to people who are unsheltered and who are not in site-based facilities. In addition to case management support, the scope of work includes two complimentary outreach models: (1) SFHOT District Teams and (2) SFHOT participating in Multidisciplinary Teams. The goals of these services are to establish supportive relationships with people experiencing homelessness, provide linkage to key resources, and provide case management support to help participants become housed.

**II. Served Population**

Contractor shall offer and provide voluntary services to unsheltered adults, youth including Transitional Aged Youth (TAY)<sup>1</sup>, and families experiencing chronic homelessness in San Francisco. People experiencing unsheltered homelessness<sup>2</sup> is defined as those persons who do not have a primary fixed nighttime residence and are living in a place not meant for human habitation (i.e., sleeping outdoors, in a car, park bench, encampment etc.).

For individuals served through Projects for Assistance in Transition from Homelessness (PATH)<sup>3</sup> grant funding, Contractor shall serve individuals with a diagnosed mental illness who are experiencing chronic homelessness.

**III. Description of Services**

Contractor shall provide outreach and case management services throughout the City and County of San Francisco. All services are voluntary.

A. Outreach Services:

Contractor shall provide outreach services including shelter placement, Coordinated Entry<sup>4</sup> (CE) assessments, case management, medical and behavioral health referrals, clinical referrals to the Department of Public Health (DPH), referrals through the

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<sup>1</sup> TAY are between the ages of 18 and 24. TAY who are experiencing homelessness often have specialized needs, different from those of families or adults

<sup>2</sup> More information regarding the definition of the unsheltered homeless can be found at: [https://hsh.sfgov.org/wp-content/uploads/2023/08/HSH-Definitions\\_FinalDraft.pdf](https://hsh.sfgov.org/wp-content/uploads/2023/08/HSH-Definitions_FinalDraft.pdf).

<sup>3</sup> PATH is funded by the US Department of Health and Human Services. PATH funds community-based outreach, mental health and substance abuse referral/treatment, case management, and other support services, as well as a limited set of housing services for adults who are homeless or at imminent risk of homelessness and have a serious mental illness.

<sup>4</sup> Coordinated Entry is the “front door” to the Homelessness Response System (HRS). It is designed to assess, prioritize, and match people experiencing homelessness to housing opportunities efficiently and consistently. Coordinated Entry uses a locally designated population-specific assessment, a centralized data system, a “by name” database of clients, and a prioritization method. <https://hsh.sfgov.org/services/the-homelessness-response-system/coordinated-entry/>

Online Navigation and Entry (ONE) System<sup>5</sup>, wellness checks, overdose prevention, distribution of hygiene kits and supplies, and crisis de-escalation. Outreach services shall locate, identify, and build relationships with people experiencing homelessness who are unsheltered/street-based to engage and provide immediate triage, linkages, connections to case management, all designed to end homelessness. Outreach shall be provided through District Teams and Multidisciplinary teams in collaboration with various City departments, as specified below:

1. District Teams: District Teams shall work in the field in assigned geographic districts that are based on police districts. Districts are distinguished by neighborhoods as follows: (1) Mission, (2) Bayview, (3) Tenderloin, (4) Northern, (5) Central, (6) Southern, (7) Park, and (8) Richmond and Taraval; plus an additional District Team for (9) Bayview and Ingleside, (10) San Francisco Recreation and Parks. District Teams shall be responsible for the following:
  - a. Daily walks throughout their district establishing and maintaining relationships with people experiencing homelessness and connecting them to the HRS and other services.
  - b. Respond to voicemails on the SFHOT phone number left by persons experiencing homelessness. When the caller has provided a location and descriptions of themselves (or phone number), the teams are dispatched to try to find the person and provide assistance.
  - c. Respond to other requests for outreach services at the direction of HSH.
2. Multidisciplinary Teams<sup>6</sup>: Outreach staff shall work in collaboration with various City departments and other City service providers to provide CE assessments, data entry in the ONE System, and referrals to a range of services. For more description of multidisciplinary teams, see table below.
  - a. Encampment Resolution Teams (ERT) shall work in assigned encamped areas, ensure that long-term encampments are minimal, and those living in cars or vehicles have access to available resources. ERT shall provide homeless outreach services including shelter placement, CE assessments, case management, medical and behavioral health referrals, clinical referrals to the DPH, ONE system profiles entry and referrals, wellness checks, overdose prevention, distribution of hygiene kits and supplies, and crisis de-escalation.
  - b. Encampment Resolution Funding (ERF) Programs – Contractor shall provide specialized ERT to assigned areas<sup>7</sup> to ensure that long-term encampments are minimal, and those living in cars or vehicles have access to available resources.

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<sup>5</sup> ONE System is San Francisco's Homeless Management Information System (HMIS) used to collect client-level data and data on the provision of housing and services to individuals and families at risk of and experiencing homelessness. The ONE System complies with HUD's data collection, management, and reporting standards.

<sup>6</sup> Multi-disciplinary Outreach Teams are embedded in larger street outreach initiatives involving other City departments and City contracted providers. SFHOT is also involved in Emergency Activation responses, which often involve other departments.

<sup>7</sup> ERF1 - Polk Alleys and ERF2 - Mission

- c. Street Crisis Response Team (SCRT) Outreach Teams: SCRT shall be a collaborative, field-based service to respond to non-emergency 911 calls, providing timely care, and reducing the need for police to serve as the primary responder for people suffering from mental health crises on the street. Each SCRT consists of one Contractor outreach staff, one community paramedic provided by the San Francisco Fire Department (SFFD), and one Emergency Medical Technician (EMT).
- d. Emergency Medical Services (EMS-6): EMS-6 shall be a partnership between the Community Paramedics division of the SFFD and SFHOT that serves individuals who frequently use the 911 system by responding to calls from hospitals and providers who have identified persons utilizing multiple systems with non-urgent needs.

MULTIDISCIPLINARY TEAMS	<u>Focus Area</u>	<u>Served Population</u>	<u>Lead City Department</u>
Street Crisis Response TEAM (SCRT)	Nonemergency 911 Calls	Nonemergency 911 Callers	SFFD
Emergency Medical Services (EMS-6)	High utilizers of 911- four or more calls to 911 within a 30-day period or 10 or more times within a 12-month period	People experiencing homeless that rotate in and out of the emergency room	SFFD
Bridge Engagement Services Team (BEST)	Castro and Mission neighborhoods	People experiencing behavioral health issues	DPH
Encampment Resolutions Team (ERT)	Encampments	People living in encampments on the street	DEM

- 3. Outreach Phone Line: Contractor shall maintain a phone number that can receive messages from the public with requests for targeted outreach services. The phone line must have three purposes: (1) route calls to 311, the agency that administers the Temporary Shelter Waitlist; (2) receive messages from persons experiencing homelessness who are living on the street and want to meet with Outreach staff to connect to the HRS or get referrals to services; or (3) receive messages from existing clients who are already working with the Outreach team and want to follow-up. The contractor shall dispatch Outreach staff to meet with clients to respond to request types (2) and (3).

B. Case Management Services:

Contractor shall provide case management services focused on housing goals to unsheltered individuals already assessed for CE. Case Managers shall receive referrals from SFHOT outreach staff, DPH Street Medicine teams, DPH BEST neighborhood behavioral health outreach team, Adult Protective Services, City hospitals, HIV Homeless Outreach and Mobile Engagement Program Team, City clinics, and DPH-funded service providers. Case Managers shall provide referrals and support with linkages to benefits, medical services, mental health services, and support for individuals in housing navigation. Case Managers shall assess individuals for their housing readiness and connect them to services such as medical, psychiatric, substance use treatment, income support, In-Home Support Services, intensive case management, and meal delivery.

1. Contractor shall support case managed clients in housing navigation by providing the following types of assistance:
  - a. Prepare a housing plan, which includes locating and obtaining other support and service linkages needed to successfully move into and stabilize in housing;
  - b. Complete housing applications;
  - c. Support clients in enrolling in benefits and assisting with clients becoming “document ready” by helping acquire all required documentation such as birth certificate, photo identification, social security card, and income and homelessness verifications. As needed, Contractor shall assist with scheduling and attending appointments needed to obtain such documents;
  - d. Schedule and attend housing interviews with the client as needed;
  - e. Support move-ins to housing; and
  - f. Coordinate regularly with other service providers working with the housing referral status client through meetings, calls, and/or through ONE System notes.
  
2. DPH BEST Neighborhood Case Management Services: Under the direction of HSH, Contractor shall collaborate with DPH’s Office of Coordinated Care to provide case management services to unsheltered persons in specific neighborhoods.
  - a. Contractor’s case managers working with DPH BEST clinicians shall support shared priority clients using a “by-name” list within their assigned neighborhoods and participate in case conferencing with other multi-disciplinary team members, as appropriate, to ensure that clients are effectively linked to behavioral health services, shelter, and housing-focused case management.

Contracted case managers staffing DPH BEST teams shall work in the following four police districts or areas: (1) Mission and Park, (2) Tenderloin, Northern, and Southern, (3) Bayview and Ingleside; and (4) Citywide.



#### IV. Location and Time of Services

Contractor shall provide services year-round from 6:30 am to 7:00 pm on weekdays and from 8:30 am to 7:00 pm on weekends, including holidays. The hours are subject to change with written notice to Contractor depending on HSH's needs.

#### V. Service Requirements

- A. Staffing: Contractor shall ensure that the program is staffed at no less than 90 percent at any given time, as listed in Appendix B, Budget ("FTEs" tab). Time provided by subcontractors or part-time staff shall count toward this 90 percent requirement. Contractor shall develop and implement, in consultation with HSH, a detailed staff recruitment and retention policy.
- B. Staff Training: Contractor shall provide staff training and development, including but not limited to:
1. HSH-required trainings such as HSH's ONE System and other databases ;
  2. CE Assessments and Housing Navigation for families, TAY, and adults;
  3. De-escalation, harm reduction, motivational interviewing, trauma informed care<sup>8</sup>, implicit bias, Family Homelessness 101, Critical Time Intervention (CTI), street engagement, professionalism, ethics, cultural competency, overdose prevention, overdose response, mental health, and substance abuse community resources; and
  4. San Francisco's HRS including Temporary Shelter Services.
- C. Uniforms: Contractor shall ensure that all staff are issued and wear uniforms for visibility and safety in the field. ERT staff shall have uniforms that are visually distinct from the District and other project teams.
- D. Feedback, Complaint and Follow-up Policies: Contractor shall provide a means for the served population to provide input into the program, including planning and design, and feedback methods that include a written grievance policy informing the served population on how to report complaints and request services.
- E. Emergency Activation<sup>9</sup>: Contractor shall shift priorities to respond to HSH activating protocols, include weather and disaster response, within 24 hours of notification.
- F. Critical Incident: Contractor shall report critical incidents, as defined in the Critical Incident Policy, to HSH, within 72 hours of the incident according to Department policy. Critical incidents shall be reported using the online Critical Incident Report (CIR) form. In addition, critical incidents that involve life endangerment events or major service disruptions should be reported immediately to the HSH program

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<sup>8</sup> Trauma Informed Care is a framework for human service delivery that is based on knowledge and understanding of how trauma affects people's lives, their service needs and service usage. See the [United States Interagency Council on Homelessness \(USICH\), Trauma Informed Care Policy](#).

<sup>9</sup> In the event of a weather emergency such as an earthquake, dramatic rainfall, poor air quality, SFHOT staff are asked to pivot their activities to focus their outreach on supporting clients in the given emergency, such as but not limited to, distributing ponchos, guiding clients to emergency popup shelters or distributing masks, etc.

manager. Please refer to the CIR Policy and procedures on the HSH Providers Connect website.

- G. Language and Interpretation Services: Contractor shall ensure that translation and interpreter services are available. Contractor shall address the needs of and provide services to the served population who primarily speak language(s) other than English. Additional information on Language Access standards can be found on the HSH Providers Connect website: <https://sfgov1.sharepoint.com/sites/HOM-Ext-Providers>.
- H. Case Conferences: Contractor shall participate in individual case conferences and team coordination meetings with HSH-approved programs, as needed, to coordinate and collaborate regarding participants' progress.
- I. Admission Policy: Contractor's admission policies for services shall be in writing and available to the public. Except to the extent that the services are to be rendered to a specific population as described in the programs listed herein, such policies shall include a provision that the served population is accepted for care without discrimination on the basis of race, color, creed, religion, sex, age, national origin, ancestry, sexual orientation, gender identification, disability, or HIV status.
- J. City Communications and Policies: Contractor shall keep HSH informed and comply with City policies to minimize harm and risk, including:
  - 1. Regular communication to HSH about the implementation of the program;
  - 2. Attendance of HSH meetings, as needed;
  - 3. Attendance of trainings, as requested; and
  - 4. Adherence to the Tuberculosis (TB) Infection Control Guidelines for Homeless.
- K. Disaster and Emergency Response Plan: Contractor 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. Contractor shall update the site plan as needed and Contractor shall train all employees regarding the provisions of the plan for their sites.
- L. Data Standards:
  - 1. Contractor shall ensure compliance with the HMIS Participation Agreement and Continuous Data Quality Improvement (CDQI) Process<sup>10</sup>, including but not limited to:
    - a. Entering all client data within three working days (unless specifically requested to do so sooner);
    - b. Ensuring accurate dates for client enrollment, client exit, and client move in (if appropriate); and
    - c. Running monthly data quality reports and correcting errors.

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<sup>10</sup> HMIS Participation Agreement and Continuous Data Quality Improvement Process, available here: <https://hsh.sfgov.org/get-information/one-system/>

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

M. Record Keeping and Files:

1. Contractor shall maintain documentation in the ONE System and maintain hard copy files with eligibility, including homelessness verification documents.
2. Contractor shall maintain confidential files on the served population, including developed plans, notes, and progress.
3. Contractor shall maintain all required confidential files for the served population, including service plans, progress notes, and releases of information.
4. For those served with PATH funds, Contractor shall maintain a participant file, which includes an intake form, a service plan (if case management is provided), progress notes, and a discharge summary.
  - a. The intake form shall contain participant information to determine eligibility for PATH services, and to obtain data needed for quarterly and annual reports. A service plan, also known as the Client (Participant) Service Plan, is required for all PATH enrolled participants receiving case management services to outline goals tailored to the participant's needs. The plan shall be reviewed by the case manager and supervising clinician every three months. Client Service Plans may include the following, as appropriate:
    - i. Methods to obtain community mental health services;
    - ii. Assistance in obtaining and coordinating needed services, including shelter, public transportation, linkage to medical care, habilitation, and documents for permanent housing;
    - iii. Assistance in obtaining income and benefits;
    - iv. Strategies that describe the referral process to other appropriate services.

- b. Progress notes shall be utilized to assist in the tracking of the progress made towards the goals recorded on the Client Service Plan.
- N. Harm Reduction: Contractor shall integrate harm reduction principles into service delivery and agency structure as well as follow the [HSH Overdose Prevention Policy](#). Contractor staff who work directly with tenants shall participate in annual trainings on harm reduction, overdose recognition and response.
- O. Housing First: Housing First is an evidence-based practice in which clients are offered shelter, housing, and supportive services regardless of their sobriety or use of substances, completion of treatment, or participation in services. Contractor services and operations shall align with the Core Components of Housing First as defined in [California Welfare and Institutions Code, section 8255](#). This includes integrating policies and procedures to provide tenant-centered, low-barrier access to housing and services.

**VI. Service Objectives**

Contractor shall achieve the following Service Objectives:

A. Outreach Teams:

1. Contractor shall conduct at least 35,000 encounters and wellness checks annually, as verified by the ONE System Encounter Form documentation. HSH recognizes that changing departmental priorities shall impact the number of encounters and wellness checks conducted by SFHOT staff.
2. Contractor shall ensure that target yearly encounters per police district are met. This allocation is based on the rate of street homelessness per district in 2022. The objective is that the number of staff and encounters per district is proportional to the prevalence of street homelessness in each district. HSH and contractor may revise these numbers proportionately based on future Point in Time (PIT) Counts.

Police District	2022 PIT Count Unsheltered Homeless	Target Encounters per year
Bayview	12%	4200
Central	5%	1750
Ingleside	4%	1400
Mission	16%	5600
Northern	9%	3150
Park	5%	1750
Richmond	5%	1750
Southern	12%	4200
Taraval	5%	1750
Tenderloin	27%	9450
TOTAL		35,000

3. Contractor shall complete/update 100 percent of ONE System profiles for all consenting participants. For non-consenting individuals, the Contractor shall track all engagements, linkages, and supplies distributed without collecting Protected Health Information.
4. Contractor shall connect 100 percent of consenting and eligible participants to Coordinated Entry via SFHOT (as a mobile access point), or to identified Access Points in the community, for housing assessments and/or Problem-Solving conversations.
5. Each outreach staff shall refer at least six eligible clients per quarter to an HSH Clinical Supervisor. Contractor shall work with HSH to track and report this quarterly.
6. Contractor shall complete, on average, 50 CE assessments/ reassessments per month.
7. Contractor shall respond to referrals from Recreation and Parks within two business days and make at least three attempts to locate and offer outreach services.
8. Contractor shall activate Emergency Response Teams within 24 hours of HSH activating an emergency activation protocol (i.e., wet weather, cold weather, hot weather, air quality, etc.). The goal is to ensure increased wellness checks to inform people experiencing homelessness how to stay safe and access shelter during weather activations.
9. Contractor shall ensure at least 50 percent of SFHOT dispatch calls who have left a call back number receive a call back attempt within one week as verified in the call log.
10. Outreach staff shall refer at least two eligible clients per month to an HSH Clinical Supervisor
11. For new special projects, HSH shall submit written requests to Contractor, detailing the number of staff needed, scope of work, and estimated timeframe. HSH shall convey departmental priorities. Contractor shall provide the number of staff requested by HSH for special, unplanned, projects. Staff that are assigned to support new initiatives may be reallocated from other SFHOT activities to support these special projects, and this shall be reflected in monthly reports submitted to HSH.

**B. Case Management:**

1. Contractor shall engage at least 190 participants in Case Management Services annually, as verified by the ONE System enrollments.

2. Contractor shall ensure that 100 percent of all participants receiving Case Management services satisfy PATH program eligibility criteria.
3. Contractor shall ensure that Case Managers contact 90 percent of participants on their caseload at least once per week and document their efforts in the ONE System.
4. Contractor shall ensure that, upon closing a client's Case Management Services, at least 90 percent of all participants have a complete and well-organized file consisting of intake documents, signed releases, services plan, and a closing note.
5. Contractor shall ensure that 100 percent of all participants receiving Case Management services are referred to medical care, mental health care, substance use support, or ancillary health services.
6. Contractor shall ensure that 80 percent of clients referred to medical care, mental health care, substance use support, or ancillary health services are connected to these services, as verified by the ONE System.
7. Contractor shall ensure that at least 80 percent of all Case Managed participants obtain the documents necessary to move into housing such as a California ID, Social Security Card, and proof of income.
8. Contractor shall ensure that at least 80 percent of all Case Managed clients enroll in, maintain, or increase income benefits such as County Adult Assistance Program (CAAP), Supplemental Security Income (SSI), CalFresh, or employment, as verified by the ONE System.
9. Contractor shall ensure that 80 percent of all participants receiving Case Management services be placed in Housing Referral Status via CE or in CAAP Priority Status.
10. Contractor shall ensure that at least 80 percent of all participants receiving Case Management Services obtain health insurance.
11. Contractor shall ensure that at least 80 percent of all participants receiving Case Management Services, who are placed in housing, are supported for at least 30 days and up to 90 days after their placement, to encourage them to remain in housing. Case managers shall stay engaged and participate in case conferencing and other clinical tools to prevent eviction for at least this period.
12. Contractor shall ensure that, upon closure from Case Management, at least 90 percent of participants have organized files, including intake documents, signed releases, service plans, and a closing note.

## VII. Reporting Requirements

Contractor shall input data into systems required by HSH, such as ONE System entries, and CARBON<sup>11</sup>.

- A. Contractor shall provide a monthly report of activities, referencing the tasks as described in the Service and Outcome Objectives sections. Contractor shall enter the monthly metrics in the CARBON database by the 15<sup>th</sup> of the following month.
- B. Contractor, in collaboration with HSH, shall develop a process for documenting FTE allocation among projects. Report shall include number of FTE staff allocated to each category across projects, district work, ERT/HSOC, SCRT, EMS-6, Encampment Resolution Grant projects, and FTE spent on special projects..
- C. Contractor shall provide a monthly recruitment and retention report that shall show the number and type of staff vacancies, new hires, and those in training. The report shall include a description of monthly recruitment and retention activities.
- D. Contractor shall provide an annual report summarizing the contract activities, referencing the tasks as described in the Service and Outcome Objectives sections. This report shall also include accomplishments and challenges encountered by the Contractor. Contractor shall enter the annual metrics in the CARBON database by the 15<sup>th</sup> of the month following the end of the program year.
- E. Contractor shall participate, as required by Department, with City, State and/or Federal government evaluative studies designed to show the effectiveness of Contractor's services. Contractor agrees to meet the requirements of and participate in the evaluation program and management information systems of the City. The City agrees that any final reports generated through the evaluation program shall be made available to Contractor within thirty working days of receipt of any evaluation report and such response shall become part of the official report.
- F. Contract shall collect and report on unsheltered persons' reasons for declining shelter services.
- G. Contractor shall provide Ad Hoc reports as required by the Department and respond to requests by the Department in a timely manner.

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

## VIII. Monitoring Activities

- A. Program Monitoring: Contractor is subject to program monitoring and/or audits, such as, but not limited to, the following, participant files, review of the Contractor's

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<sup>11</sup> CARBON is the web-based contract management system that HSH uses to allow contractors to invoice, submit reports, and track spending.

administrative records, staff training documentation, postings, program policies and procedures, data reported on Annual Performance Reports (APR), documentation of funding match sources, Disaster and Emergency Response Plan and training, personnel and activity reports, proper accounting for funds and other operational and administrative activities, and back-up documentation for reporting progress towards meeting service and outcome objectives.

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

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



Funding Source / Budget	Position Title	Budgeted FTE	Row Labels	Sum of Budgeted FTE
General Fund - Outreach	Administrative Assistant	1.00	Administrative Assistant	1.0
General Fund - Outreach	Case Manager LV 1	1.80	Case Management Supervisor	2.0
General Fund - Outreach	Case Manager LV 2	3.50	Case Manager LV 1	4.9
General Fund - Outreach	Case Manager LV 3	2.00	Case Manager LV 2	7.0
General Fund - Outreach	Case Management Supervisor	2.00	Case Manager LV 3	4.3
General Fund - Outreach	Shift Lead Outreach	3.00	Data Analyst	1.0
General Fund - Outreach	Shift Lead Case Management	1.00	Data Manager	1.0
General Fund - Outreach	Operations Coordinator	1.00	Operations Coordinator	1.0
General Fund - Outreach	Outreach Specialist LV 1	3.00	Operations Supervisor	1.0
General Fund - Outreach	Outreach Specialist LV 2	7.50	Outreach Specialist LV 1	7.1
General Fund - Outreach	Outreach Specialist LV 3	15.00	Outreach Specialist LV 2	13.7
General Fund - Outreach	Outreach Supervisor	4.00	Outreach Specialist LV 3	18.1
General Fund - Outreach	Operations Supervisor	1.00	Outreach Supervisor	5.0
General Fund - Outreach	Training Manager	1.00	Program Director	1.0
General Fund - Outreach	Training Coordinator	1.00	Shift Lead Case Management	1.0
General Fund - Outreach	Data Analyst	1.00	Shift Lead Outreach	4.0
General Fund - Outreach	Program Director	1.00	Training Coordinator	1.0
General Fund - Outreach	Data Manager	1.00	Training Manager	1.0
General Fund - Outreach	Transportation/Placement Coordin:	1.00	Transportation/Placement Coordinator	1.0
ERF2R Mission - Outreach	Outreach Specialist LV 1	3.00	<b>Grand Total</b>	<b>76.0</b>
ERF2R Mission - Outreach	Outreach Specialist LV 2	1.00		
ERF2R Mission - Outreach	Outreach Supervisor	0.67		
ERF2L Polk - Outreach	Outreach Specialist LV 2	2.00	<b>Staff Categories</b>	
ERF2L Polk - Outreach	Outreach Specialist LV 3	2.00	Case Management (Incl. Supervisors)	19.2
ERF2L Polk - Outreach	Outreach Supervisor	0.33	Outreach (Incl. Supervisors)	47.8
PATH - Outreach	Case Manager LV 1	2.00	Support	9.0
PATH - Outreach	Case Manager LV 2	3.00	<b>Total</b>	<b>76.0</b>
PATH - Outreach	Case Manager LV 3	1.50		
BHBH - Outreach	Outreach Specialist LV 1	1.08		
BHBH - Outreach	Outreach Specialist LV 2	1.08		
BHBH - Outreach	Outreach Specialist LV 3	1.08		
BHBH - Outreach	Case Manager LV 1	1.08		
BHBH - Outreach	Case Manager LV 2	0.54		
BHBH - Outreach	Case Manager LV 3	0.76		
Work Order (RecPark) - Outreach	Shift Lead Outreach	1.00		
Work Order (RecPark) - Outreach	Outreach Specialist LV 2	2.07		

	A	B	C	D
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>			
2	<b>APPENDIX B, BUDGET</b>			
3	<b>Document Date</b>	1/1/2024		
4	<b>Contract Term</b>	<b>Begin Date</b>	<b>End Date</b>	<b>Duration (Years)</b>
5	<b>Current Term</b>	1/1/2024	6/30/2027	4
7	<b>Program</b>	<b>SFHOT</b>		
8				
9	<b>Proposed Subcontractors</b>			
10	Code Tenderloin - ERT			
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	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	AI	AJ	AK	
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																			
2	APPENDIX B, BUDGET																			
3	Document Date	1/1/2024																		
4	Contract Term	Begin Date	End Date	Duration (Years)																
5	Current Term	1/1/2024	6/30/2027	4																
6	Amended Term	1/1/2024	6/30/2027	4																
7	Provider Name	Heluna Health																		
8	Program	SFHOT																		
9	FSP Contract ID#	1000030849																		
10	Contract Action	New Agreement																		
11	Effective Date	1/1/2024																		
12	Budget Names	General Fund - Outreach, ERF2R Mission - Outreach, PATH - Outreach, ERF2L Polk - Outreach, BHBH - Outreach, Work Order (RecPark) - Outreach																		
13	Funding:	Current	New																	
14	Term Budget	\$ 32,084,679	\$ 32,084,679	15%																
15	Contingency	\$ 4,812,702	\$ 4,812,702																	
16	Not-To-Exceed	\$ 36,897,380	\$ 36,897,380																	
17																				
18																				
19																				
20																				
21																				
22	<b>EXPENDITURES</b>																			
23	Salaries & Benefits	\$ 3,585,624	\$ -	\$ 3,585,624	\$ 7,303,096	\$ -	\$ 7,303,096	\$ 7,334,972	\$ -	\$ 7,334,972	\$ 6,961,571	\$ -	\$ 6,961,571	\$ 25,185,263	\$ -	\$ 25,185,263				
24	Operating Expense	\$ 318,237	\$ -	\$ 318,237	\$ 526,766	\$ -	\$ 526,766	\$ 507,897	\$ -	\$ 507,897	\$ 501,838	\$ -	\$ 501,838	\$ 1,854,738	\$ -	\$ 1,854,738				
25	Subtotal	\$ 3,903,861	\$ -	\$ 3,903,861	\$ 7,829,862	\$ -	\$ 7,829,862	\$ 7,842,869	\$ -	\$ 7,842,869	\$ 7,463,409	\$ -	\$ 7,463,409	\$ 27,040,002	\$ -	\$ 27,040,002				
26	Indirect Percentage																			
27	Indirect Cost (Line 22 X Line 23)	\$ 468,462	\$ -	\$ 468,462	\$ 939,584	\$ -	\$ 939,584	\$ 941,144	\$ -	\$ 941,144	\$ 895,609	\$ -	\$ 895,609	\$ 3,244,799	\$ -	\$ 3,244,799				
28	Other Expenses (Not subject to indirect %)	\$ 439,614	\$ -	\$ 439,614	\$ 453,402	\$ -	\$ 453,402	\$ 453,430	\$ -	\$ 453,430	\$ 453,432	\$ -	\$ 453,432	\$ 1,799,879	\$ -	\$ 1,799,879				
29	Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
30	Admin Cost (HUD Only)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
31	<b>Total Expenditures</b>	<b>\$ 4,811,937</b>	<b>\$ -</b>	<b>\$ 4,811,937</b>	<b>\$ 9,222,848</b>	<b>\$ -</b>	<b>\$ 9,222,848</b>	<b>\$ 9,237,444</b>	<b>\$ -</b>	<b>\$ 9,237,444</b>	<b>\$ 8,812,450</b>	<b>\$ -</b>	<b>\$ 8,812,450</b>	<b>\$ 32,084,679</b>	<b>\$ -</b>	<b>\$ 32,084,679</b>				
32																				
33	<b>SHS REVENUES</b>																			
34	General Fund - Ongoing	\$ 3,474,764	\$ -	\$ 3,474,764	\$ 6,801,845	\$ -	\$ 6,801,845	\$ 7,278,796	\$ -	\$ 7,278,796	\$ 7,278,796	\$ -	\$ 7,278,796	\$ 24,834,201	\$ -	\$ 24,834,201				
35	ERF2R Mission	\$ 219,398	\$ -	\$ 219,398	\$ 438,795	\$ -	\$ 438,795	\$ 438,795	\$ -	\$ 438,795	\$ -	\$ -	\$ -	\$ 1,096,988	\$ -	\$ 1,096,988				
36	ERF2L Polk	\$ 238,476	\$ -	\$ 238,476	\$ 476,951	\$ -	\$ 476,951	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 715,427	\$ -	\$ 715,427				
37	Project for Assistance in Transition from Homelessness (PATH)	\$ 315,775	\$ -	\$ 315,775	\$ 631,550	\$ -	\$ 631,550	\$ 631,550	\$ -	\$ 631,550	\$ 631,550	\$ -	\$ 631,550	\$ 2,210,425	\$ -	\$ 2,210,425				
38	Parks & Rec Work Order	\$ 162,500	\$ -	\$ 162,500	\$ 325,000	\$ -	\$ 325,000	\$ 325,000	\$ -	\$ 325,000	\$ 325,000	\$ -	\$ 325,000	\$ 1,137,500	\$ -	\$ 1,137,500				
40	State - Behavioral Health Bridge Housing (BHBH)	\$ 401,024	\$ -	\$ 401,024	\$ 548,707	\$ -	\$ 548,707	\$ 563,303	\$ -	\$ 563,303	\$ 577,104	\$ -	\$ 577,104	\$ 2,090,138	\$ -	\$ 2,090,138				
53	<b>TOTAL SHS REVENUES</b>	<b>\$ 4,811,936</b>	<b>\$ -</b>	<b>\$ 4,811,936</b>	<b>\$ 9,222,848</b>	<b>\$ -</b>	<b>\$ 9,222,848</b>	<b>\$ 9,237,444</b>	<b>\$ -</b>	<b>\$ 9,237,444</b>	<b>\$ 8,812,450</b>	<b>\$ -</b>	<b>\$ 8,812,450</b>	<b>\$ 32,084,679</b>	<b>\$ -</b>	<b>\$ 32,084,679</b>				
54																				
55	<b>OTHER REVENUES (Non-HSH Revenues)</b>																			
56		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
60	<b>TOTAL OTHER REVENUES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>				
61																				
62	<b>TOTAL SHS + OTHER REVENUES</b>	<b>\$ 4,811,936</b>	<b>\$ -</b>	<b>\$ 4,811,936</b>	<b>\$ 9,222,848</b>	<b>\$ -</b>	<b>\$ 9,222,848</b>	<b>\$ 9,237,444</b>	<b>\$ -</b>	<b>\$ 9,237,444</b>	<b>\$ 8,812,450</b>	<b>\$ -</b>	<b>\$ 8,812,450</b>	<b>\$ 32,084,679</b>	<b>\$ -</b>	<b>\$ 32,084,679</b>				
63	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
64																				
65	Total Adjusted Salary FTE (All Budgets)				37.28				76.00				73.45				66.32			
66																				
67	Prepared by	Tyler Norgord																		
68	Title	Senior Project Accountant																		
69	Phone	562-222-7876																		
70	Email	tnorgord@helunahealth.org																		

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1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																		
2	APPENDIX B, BUDGET																		
3	Document Date	1/1/2024																	
4	Contract Term	Begin Date	End Date	Duration (Years)															
5	Current Term	1/1/2024	6/30/2027	4															
6	Amended Term	1/1/2024	6/30/2027	4															
7	Provider Name	Heluna Health																	
8	Program	SFHOT																	
9	FSP Contract ID#	1000030849																	
10	Contract Action	New Agreement																	
11	Effective Date	1/1/2024																	
12	Budget Name	General Fund - Outreach																	
13	Funding:	Current	New																
14	Term Budget	\$ 24,834,201	\$ 24,834,201	15%															
15	Contingency	\$ 4,812,702	\$ 4,812,702																
16	Not-To-Exceed	\$ 36,897,380	\$ 36,897,380																
17																			
18																			
19																			
20																			
21																			
22	<b>EXPENDITURES</b>																		
23	Salaries & Benefits	\$ 2,578,734	\$ -	\$ 2,578,734	\$ 5,157,462	\$ -	\$ 5,157,462	\$ 5,587,673	\$ -	\$ 5,587,673	\$ 5,592,237	\$ -	\$ 5,592,237	\$ 18,916,106	\$ -	\$ 18,916,106			
24	Operating Expense	\$ 310,250	\$ -	\$ 310,250	\$ 510,791	\$ -	\$ 510,791	\$ 506,403	\$ -	\$ 506,403	\$ 501,838	\$ -	\$ 501,838	\$ 1,829,282	\$ -	\$ 1,829,282			
25	Subtotal	\$ 2,888,984	\$ -	\$ 2,888,984	\$ 5,668,253	\$ -	\$ 5,668,253	\$ 6,094,076	\$ -	\$ 6,094,076	\$ 6,094,075	\$ -	\$ 6,094,075	\$ 20,745,388	\$ -	\$ 20,745,388			
26	Indirect Percentage	12.00%		12.00%	12.00%		12.00%	12.00%		12.00%	12.00%		12.00%						
27	Indirect Cost (Line 22 X Line 23)	\$ 346,678	\$ -	\$ 346,678	\$ 680,190	\$ -	\$ 680,190	\$ 731,289	\$ -	\$ 731,289	\$ 731,289	\$ -	\$ 731,289	\$ 2,489,446	\$ -	\$ 2,489,446			
28	Other Expenses (Not subject to indirect %)	\$ 239,102	\$ -	\$ 239,102	\$ 453,402	\$ -	\$ 453,402	\$ 453,430	\$ -	\$ 453,430	\$ 453,432	\$ -	\$ 453,432	\$ 1,599,367	\$ -	\$ 1,599,367			
29	Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
30	TOTAL EXPENDITURES	\$ 3,474,764	\$ -	\$ 3,474,764	\$ 6,801,845	\$ -	\$ 6,801,845	\$ 7,278,796	\$ -	\$ 7,278,796	\$ 7,278,796	\$ -	\$ 7,278,796	\$ 24,834,201	\$ -	\$ 24,834,201			
31																			
32																			
33	<b>HSH REVENUES</b>																		
34	General Fund - Ongoing	\$ 3,474,764		\$ 3,474,764	\$ 6,801,845		\$ 6,801,845	\$ 7,278,796		\$ 7,278,796	\$ 7,278,796		\$ 7,278,796	\$ 24,834,201	\$ -	\$ 24,834,201			
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51																			
52																			
53	TOTAL HSH REVENUES	\$ 3,474,764	\$ -	\$ 3,474,764	\$ 6,801,845	\$ -	\$ 6,801,845	\$ 7,278,796	\$ -	\$ 7,278,796	\$ 7,278,796	\$ -	\$ 7,278,796	\$ 24,834,201	\$ -	\$ 24,834,201			
54																			
55	<b>OTHER REVENUES (Non-HSH Revenues)</b>																		
56																			
57																			
58																			
59																			
60	TOTAL OTHER REVENUES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
61																			
62	TOTAL HSH + OTHER REVENUES	\$ 3,474,764	\$ -	\$ 3,474,764	\$ 6,801,845	\$ -	\$ 6,801,845	\$ 7,278,796	\$ -	\$ 7,278,796	\$ 7,278,796	\$ -	\$ 7,278,796	\$ 24,834,201	\$ -	\$ 24,834,201			
63	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
64																			
65																			
66																			
67	Prepared by	Tyler Norgord																	
68	Title	Senior Project Accountant																	
69	Phone	562-222-7876																	

DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																																								
SALARY & BENEFIT DETAIL																																								
Document Date																																								
Provider Name																																								
Program																																								
Budget Name																																								
9	Year 1														Year 2					Year 3					Year 4															
	Agency Totals		For HSH Funded Program		1/1/2024 - 6/30/2024		1/1/2024 - 6/30/2024		1/1/2024 - 6/30/2024		Agency Totals		For HSH Funded Program		7/1/2024 - 6/30/2025		7/1/2024 - 6/30/2025		7/1/2024 - 6/30/2025		Agency Totals		For HSH Funded Program		7/1/2025 - 6/30/2026		7/1/2025 - 6/30/2026		7/1/2025 - 6/30/2026		Agency Totals		For HSH Funded Program		7/1/2026 - 6/30/2027		7/1/2026 - 6/30/2027		7/1/2026 - 6/30/2027	
	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Change	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Change	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Change	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Change	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Change	Budgeted Salary					
13	<b>POSITION TITLE</b>																																							
14	Administrative Assistant	\$ 51,754	0.50	100%	0.50	\$ 25,877	\$ -	\$ 25,877	\$ 51,754	1.00	100%	1.00	\$ 51,754	\$ -	\$ 51,754	\$ 53,824	1.00	100%	1.00	\$ 53,824	\$ -	\$ 53,824	\$ 55,977	1.00	100%	1.00	\$ 55,977	\$ -	\$ 55,977											
15	Case Manager LV 1	\$ 55,327	0.90	100%	0.90	\$ 49,795	\$ -	\$ 49,795	\$ 55,327	1.80	100%	1.80	\$ 99,591	\$ -	\$ 99,591	\$ 57,540	1.80	100%	1.80	\$ 103,574	\$ -	\$ 103,574	\$ 59,842	1.80	100%	1.80	\$ 107,718	\$ -	\$ 107,718											
16	Case Manager LV 2	\$ 66,265	1.75	100%	1.75	\$ 115,965	\$ -	\$ 115,965	\$ 66,265	3.50	100%	3.50	\$ 231,931	\$ -	\$ 231,931	\$ 68,916	3.50	100%	3.50	\$ 241,209	\$ -	\$ 241,209	\$ 71,673	3.50	100%	3.50	\$ 250,859	\$ -	\$ 250,859											
17	Case Manager LV 3	\$ 76,202	1.00	100%	1.00	\$ 76,202	\$ -	\$ 76,202	\$ 76,202	2.00	100%	2.00	\$ 152,404	\$ -	\$ 152,404	\$ 79,250	2.00	100%	2.00	\$ 158,500	\$ -	\$ 158,500	\$ 82,420	2.00	100%	2.00	\$ 164,840	\$ -	\$ 164,840											
18	Case Management Supervisor	\$ 85,570	1.00	100%	1.00	\$ 85,570	\$ -	\$ 85,570	\$ 85,570	2.00	100%	2.00	\$ 171,140	\$ -	\$ 171,140	\$ 88,993	2.00	100%	2.00	\$ 177,986	\$ -	\$ 177,986	\$ 92,553	2.00	100%	2.00	\$ 185,106	\$ -	\$ 185,106											
19	Shift Lead Outreach	\$ 80,849	1.50	100%	1.50	\$ 121,274	\$ -	\$ 121,274	\$ 80,849	3.00	100%	3.00	\$ 242,547	\$ -	\$ 242,547	\$ 84,083	3.00	100%	3.00	\$ 252,249	\$ -	\$ 252,249	\$ 87,446	3.00	100%	3.00	\$ 262,338	\$ -	\$ 262,338											
20	Shift Lead Case Management	\$ 82,426	0.50	100%	0.50	\$ 41,213	\$ -	\$ 41,213	\$ 82,426	1.00	100%	1.00	\$ 82,426	\$ -	\$ 82,426	\$ 85,723	1.00	100%	1.00	\$ 85,723	\$ -	\$ 85,723	\$ 89,152	1.00	100%	1.00	\$ 89,152	\$ -	\$ 89,152											
21	Operations Coordinator	\$ 66,777	0.50	100%	0.50	\$ 33,389	\$ -	\$ 33,389	\$ 66,777	1.00	100%	1.00	\$ 66,777	\$ -	\$ 66,777	\$ 69,448	1.00	100%	1.00	\$ 69,448	\$ -	\$ 69,448	\$ 72,226	1.00	100%	1.00	\$ 72,226	\$ -	\$ 72,226											
22	Outreach Specialist LV 1	\$ 55,327	1.50	100%	1.50	\$ 82,991	\$ -	\$ 82,991	\$ 55,327	3.00	100%	3.00	\$ 165,981	\$ -	\$ 165,981	\$ 57,540	3.00	100%	3.00	\$ 172,620	\$ -	\$ 172,620	\$ 59,842	3.00	100%	3.00	\$ 179,526	\$ -	\$ 179,526											
23	Outreach Specialist LV 2	\$ 66,265	3.75	100%	3.75	\$ 248,497	\$ -	\$ 248,497	\$ 66,265	7.50	100%	7.50	\$ 496,994	\$ -	\$ 496,994	\$ 68,916	8.50	100%	8.50	\$ 585,786	\$ -	\$ 585,786	\$ 71,673	7.50	100%	7.50	\$ 537,548	\$ -	\$ 537,548											
24	Outreach Specialist LV 3	\$ 76,202	7.50	100%	7.50	\$ 571,515	\$ -	\$ 571,515	\$ 76,202	15.00	100%	15.00	\$ 1,143,030	\$ -	\$ 1,143,030	\$ 79,250	16.25	100%	16.25	\$ 1,288,067	\$ -	\$ 1,288,067	\$ 82,420	15.13	100%	15.13	\$ 1,246,760	\$ -	\$ 1,246,760											
25	Outreach Supervisor	\$ 85,570	2.00	100%	2.00	\$ 171,140	\$ -	\$ 171,140	\$ 85,570	4.00	100%	4.00	\$ 342,280	\$ -	\$ 342,280	\$ 88,993	4.00	100%	4.00	\$ 355,972	\$ -	\$ 355,972	\$ 92,553	4.00	100%	4.00	\$ 370,212	\$ -	\$ 370,212											
26	Operations Supervisor	\$ 85,570	0.50	100%	0.50	\$ 42,785	\$ -	\$ 42,785	\$ 85,570	1.00	100%	1.00	\$ 85,570	\$ -	\$ 85,570	\$ 88,993	1.00	100%	1.00	\$ 88,993	\$ -	\$ 88,993	\$ 92,553	1.00	100%	1.00	\$ 92,553	\$ -	\$ 92,553											
27	Training Manager	\$ 83,932	0.50	100%	0.50	\$ 41,966	\$ -	\$ 41,966	\$ 83,932	1.00	100%	1.00	\$ 83,932	\$ -	\$ 83,932	\$ 87,289	1.00	100%	1.00	\$ 87,289	\$ -	\$ 87,289	\$ 90,781	1.00	100%	1.00	\$ 90,781	\$ -	\$ 90,781											
28	Training Coordinator	\$ 66,777	0.50	100%	0.50	\$ 33,389	\$ -	\$ 33,389	\$ 66,777	1.00	100%	1.00	\$ 66,777	\$ -	\$ 66,777	\$ 69,448	1.00	100%	1.00	\$ 69,448	\$ -	\$ 69,448	\$ 72,226	1.00	100%	1.00	\$ 72,226	\$ -	\$ 72,226											
29	Data Analyst	\$ 73,901	0.50	100%	0.50	\$ 36,951	\$ -	\$ 36,951	\$ 73,901	1.00	100%	1.00	\$ 73,901	\$ -	\$ 73,901	\$ 76,857	1.00	100%	1.00	\$ 76,857	\$ -	\$ 76,857	\$ 79,931	1.00	100%	1.00	\$ 79,931	\$ -	\$ 79,931											
30	Program Director	\$ 140,000	0.50	100%	0.50	\$ 70,000	\$ -	\$ 70,000	\$ 140,000	1.00	100%	1.00	\$ 140,000	\$ -	\$ 140,000	\$ 145,600	1.00	100%	1.00	\$ 145,600	\$ -	\$ 145,600	\$ 151,424	1.00	100%	1.00	\$ 151,424	\$ -	\$ 151,424											
31	Data Manager	\$ 96,979	0.50	100%	0.50	\$ 48,490	\$ -	\$ 48,490	\$ 96,979	1.00	100%	1.00	\$ 96,979	\$ -	\$ 96,979	\$ 100,858	1.00	100%	1.00	\$ 100,858	\$ -	\$ 100,858	\$ 104,892	1.00	100%	1.00	\$ 104,892	\$ -	\$ 104,892											
32	Transportation/Placement Coordinator	\$ 80,849	0.50	100%	0.50	\$ 40,425	\$ -	\$ 40,425	\$ 80,849	1.00	100%	1.00	\$ 80,849	\$ -	\$ 80,849	\$ 84,083	1.00	100%	1.00	\$ 84,083	\$ -	\$ 84,083	\$ 87,446	1.00	100%	1.00	\$ 87,446	\$ -	\$ 87,446											
33						\$ -	\$ -	\$ -					\$ -	\$ -	\$ -					\$ -	\$ -	\$ -					\$ -	\$ -	\$ -											
57		<b>TOTAL SALARIES</b>				\$ 1,937,434	\$ -	\$ 1,937,434	<b>TOTAL SALARIES</b>				\$ 3,874,863	\$ -	\$ 3,874,863	<b>TOTAL SALARIES</b>				\$ 4,198,086	\$ -	\$ 4,198,086	<b>TOTAL SALARIES</b>				\$ 4,201,515	\$ -	\$ 4,201,515											
58		<b>TOTAL FTE</b>				25.90			<b>TOTAL FTE</b>				51.80			<b>TOTAL FTE</b>				54.05			<b>TOTAL FTE</b>				51.93													
59		<b>FRINGE BENEFIT RATE</b>				33.10%		33.10%	<b>FRINGE BENEFIT RATE</b>				33.10%		33.10%	<b>FRINGE BENEFIT RATE</b>				33.10%		33.10%	<b>FRINGE BENEFIT RATE</b>				33.10%		33.10%											
60		<b>EMPLOYEE FRINGE BENEFITS</b>				\$ 641,300.00	\$ -	\$ 641,300.00	<b>EMPLOYEE FRINGE BENEFITS</b>				\$ 1,282,599.00	\$ -	\$ 1,282,599.00	<b>EMPLOYEE FRINGE BENEFITS</b>				\$ 1,389,587.00	\$ -	\$ 1,389,587.00	<b>EMPLOYEE FRINGE BENEFITS</b>				\$ 1,390,722.00	\$ -	\$ 1,390,722.00											
61		<b>TOTAL SALARIES &amp; BENEFITS</b>				\$ 2,578,734	\$ -	\$ 2,578,734	<b>TOTAL SALARIES &amp; BENEFITS</b>				\$ 5,157,462	\$ -	\$ 5,157,462	<b>TOTAL SALARIES &amp; BENEFITS</b>				\$ 5,587,673	\$ -	\$ 5,587,673	<b>TOTAL SALARIES &amp; BENEFITS</b>				\$ 5,592,237	\$ -	\$ 5,592,237											
62																																								
63																																								
64																																								

	A	B	C	D	E	F	G	H	I	J	K	L	M	AF	AG	AH
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>															
2	<b>OPERATING DETAIL</b>															
3	<b>Document Date</b>	1/1/2024														
4	<b>Provider Name</b>	Heluna Health														
5	<b>Program</b>	SFHOT														
6	<b>FSP Contract ID#</b>	1000030849														
7	<b>Budget Name</b>	General Fund - Outreach														
8																
9		Year 1			Year 2			Year 3			Year 4			All Years		
10		1/1/2024 - 6/30/2024	1/1/2024 - 6/30/2024	1/1/2024 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2025 - 6/30/2026	7/1/2025 - 6/30/2026	7/1/2026 - 6/30/2027	7/1/2026 - 6/30/2027	7/1/2026 - 6/30/2027	1/1/2024 - 6/30/2027	1/1/2024 - 6/30/2027	1/1/2024 - 6/30/2027
11		6 Months	6 Months	6 Months	12 Months	12 Months	12 Months	12 Months	12 Months	12 Months	12 Months	12 Months	12 Months			
12		Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
13	<b>OPERATING EXPENSES</b>															
14	Rental of Property		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
15	Utilities(Elec, Water, Gas, Phone, Scavenger)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
16	Office Supplies, Postage		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
17	Building Maintenance Supplies and Repair		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
18	Printing and Reproduction		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
19	Insurance	\$ 24,000	\$ -	\$ 24,000	\$ 48,000	\$ -	\$ 48,000	\$ 48,000	\$ -	\$ 48,000	\$ 48,000	\$ -	\$ 48,000	\$ 168,000	\$ -	\$ 168,000
20	Staff Training		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
21	Staff Travel-(Local & Out of Town)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
22	Rental of Equipment		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
23			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
24	Cell Phones	\$ 30,000	\$ -	\$ 30,000	\$ 50,000	\$ -	\$ 50,000	\$ 50,000	\$ -	\$ 50,000	\$ 50,000	\$ -	\$ 50,000	\$ 180,000	\$ -	\$ 180,000
25	Training/Development	\$ 20,000	\$ -	\$ 20,000	\$ 30,000	\$ -	\$ 30,000	\$ 30,000	\$ -	\$ 30,000	\$ 30,000	\$ -	\$ 30,000	\$ 110,000	\$ -	\$ 110,000
26	Program Supplies SF	\$ 20,000	\$ -	\$ 20,000	\$ 20,291	\$ -	\$ 20,291	\$ 15,903	\$ -	\$ 15,903	\$ 11,338	\$ -	\$ 11,338	\$ 67,532	\$ -	\$ 67,532
27	Computer Hardware	\$ 250	\$ -	\$ 250	\$ 500	\$ -	\$ 500	\$ 500	\$ -	\$ 500	\$ 500	\$ -	\$ 500	\$ 1,750	\$ -	\$ 1,750
28	Staff Recognition	\$ 5,000	\$ -	\$ 5,000	\$ 10,000	\$ -	\$ 10,000	\$ 10,000	\$ -	\$ 10,000	\$ 10,000	\$ -	\$ 10,000	\$ 35,000	\$ -	\$ 35,000
29	Referral Incentives	\$ 2,500	\$ -	\$ 2,500	\$ 5,000	\$ -	\$ 5,000	\$ 5,000	\$ -	\$ 5,000	\$ 5,000	\$ -	\$ 5,000	\$ 17,500	\$ -	\$ 17,500
30	Staff Appreciation	\$ 2,500	\$ -	\$ 2,500	\$ 5,000	\$ -	\$ 5,000	\$ 5,000	\$ -	\$ 5,000	\$ 5,000	\$ -	\$ 5,000	\$ 17,500	\$ -	\$ 17,500
31	Parking - Outreach	\$ 75,000	\$ -	\$ 75,000	\$ 130,000	\$ -	\$ 130,000	\$ 130,000	\$ -	\$ 130,000	\$ 130,000	\$ -	\$ 130,000	\$ 465,000	\$ -	\$ 465,000
32	Vehicle Expenses	\$ 100,000	\$ -	\$ 100,000	\$ 150,000	\$ -	\$ 150,000	\$ 150,000	\$ -	\$ 150,000	\$ 150,000	\$ -	\$ 150,000	\$ 550,000	\$ -	\$ 550,000
33	Specialty Program	\$ 26,000	\$ -	\$ 26,000	\$ 52,000	\$ -	\$ 52,000	\$ 52,000	\$ -	\$ 52,000	\$ 52,000	\$ -	\$ 52,000	\$ 182,000	\$ -	\$ 182,000
34	Intern Stipends	\$ 5,000	\$ -	\$ 5,000	\$ 10,000	\$ -	\$ 10,000	\$ 10,000	\$ -	\$ 10,000	\$ 10,000	\$ -	\$ 10,000	\$ 35,000	\$ -	\$ 35,000
35			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
67																
68	<b>TOTAL OPERATING EXPENSES</b>	\$ 310,250	\$ -	\$ 310,250	\$ 510,791	\$ -	\$ 510,791	\$ 506,403	\$ -	\$ 506,403	\$ 501,838	\$ -	\$ 501,838	\$ 1,829,282	\$ -	\$ 1,829,282
69																
70	<b>OTHER EXPENSES (not subject to indirect cost %)</b>															
71	OC - Client Related Expenses (No Indirect)	\$ 67,957	\$ -	\$ 67,957	\$ 123,562	\$ -	\$ 123,562	\$ 123,590	\$ -	\$ 123,590	\$ 123,592	\$ -	\$ 123,592	\$ 438,702	\$ -	\$ 438,702
72			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
81	<b>Subcontractors</b>															
82	Code Tenderloin	\$ 168,145	\$ -	\$ 168,145	\$ 326,840	\$ -	\$ 326,840	\$ 326,840	\$ -	\$ 326,840	\$ 326,840	\$ -	\$ 326,840	\$ 1,148,665	\$ -	\$ 1,148,665
91	Subcontractor indirect (First \$25k only)	\$ 3,000	\$ -	\$ 3,000	\$ 3,000	\$ -	\$ 3,000	\$ 3,000	\$ -	\$ 3,000	\$ 3,000	\$ -	\$ 3,000	\$ 12,000	\$ -	\$ 12,000
92																
93	<b>TOTAL OTHER EXPENSES</b>	\$ 239,102	\$ -	\$ 239,102	\$ 453,402	\$ -	\$ 453,402	\$ 453,430	\$ -	\$ 453,430	\$ 453,432	\$ -	\$ 453,432	\$ 1,599,367	\$ -	\$ 1,599,367
94																
95	<b>CAPITAL EXPENSES</b>															
96			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
104	<b>TOTAL CAPITAL EXPENSES</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
105																
106	<b>HSH #3</b>															Template last modified 4/6/2023

1	A	B	C	D	F	G	H
2	BUDGET NARRATIVE	Fiscal Year				Fiscal Term Start	Fiscal Term End
3	General Fund - Outreach	FY23-24		<- Select from the drop-down list the fiscal year in which the proposed budget changes will first become e		1/1/2024	6/30/2024
4		Adjusted Budgeted FTE	Budgeted Salary	Justification	Employee Name		
4	Administrative Assistant	0.50	\$ 25,877	General administrative duties for SF HOT program	Regina Islas		
5	Case Manager LV 1	0.90	\$ 49,795	Entry-level case management staff	Various		
6	Case Manager LV 2	1.75	\$ 115,965	Mid-level case management staff (at least 1 year experience within SF HOT)	Various		
7	Case Manager LV 3	1.00	\$ 76,202	High-level case management staff (at least 2 years experience within SF HOT)	Various		
8	Case Management Supervisor	1.00	\$ 85,570	Expert-level case management staff with supervisory experience and duties (3+ years experience within SF HOT)	Various		
9	Shift Lead Outreach	1.50	\$ 121,274	Expert-level case management staff (2+ years experience within SF HOT)	TBD		
10	Shift Lead Case Management	0.50	\$ 41,213	Expert-level outreach staff (2+ years experience within SF HOT)	Various		
11	Operations Coordinator	0.50	\$ 33,389	Oversees day-to-day program operations, including vehicle oversight, supply procurement and general operational tasks	Pascal Garcia-Montpetit		
12	Outreach Specialist LV 1	1.50	\$ 82,991	Entry-level outreach staff	Various		
13	Outreach Specialist LV 2	3.75	\$ 248,497	Mid-level outreach staff (at least one year of experience within SF HOT)	Various		
14	Outreach Specialist LV 3	7.50	\$ 571,515	High-level outreach staff (at least 2 years experience within SF HOT)	Various		
15	Outreach Supervisor	2.00	\$ 171,140	Expert-level outreach staff with supervisory experience and duties (3+ years experience within SF HOT)	Various		
16	Operations Supervisor	0.50	\$ 42,785	Expert-level outreach staff with supervisory experience and duties (3+ years experience within SF HOT) (Duties are specific to ERT)	Elester Hubbard		
17	Training Manager	0.50	\$ 41,966	Develops and manages training curriculum, including identifying program-appropriate trainings and vetting training providers	Marc Silva		
18	Training Coordinator	0.50	\$ 33,389	Assists with training curriculum facilitation	Jimmy Quach		
19	Data Analyst	0.50	\$ 36,951	Assists with Data Manager duties and facilitates data collection and visualization	Maniq Khurana		
20	Program Director	0.50	\$ 70,000	Oversees all aspects of SF HOT program, including case management, outreach, data, and all operational elements. Liasion between program and all CCSF departments.	Jose Torres		
21	Data Manager	0.50	\$ 48,490	Manages collection of program deliverables and outcome data and produces required data reporting elements	Aaron Court		
22	Transportation/Placement Coordinator	0.50	\$ 40,425	Coordinates shelter placements and client transportation needs	Krys San Jose		
46	TOTAL	25.90	\$ 1,937,434				
47	Employee Fringe Benefits		\$ 641,300	Includes FICA, SSUI, Workers Compensation and Medical calculated at 33.10% of total salaries.			
48	Salaries & Benefits Total		\$ 2,578,734				
50	<b>Operating Expenses</b>		<b>Budgeted Expense</b>	<b>Justification</b>			
51	Rental of Property		\$ -				
52	Utilities(Elec, Water, Gas, Phone, Scavenger)		\$ -				
53	Office Supplies, Postage		\$ -				
54	Building Maintenance Supplies and Repair		\$ -				
55	Printing and Reproduction		\$ -				
56	Insurance		\$ 24,000	Insurance coverage for vehicles and GPS fleet management system			
57	Staff Training		\$ -				
58	Staff Travel-(Local & Out of Town)		\$ -				
59	Rental of Equipment		\$ -				
60	Cell Phones		\$ 30,000	All employees will have a program cell phone for program specific communications.			
61	Training/Development		\$ 20,000	Ongoing training as required by HSH for staff - virtual and in-person trainings			
62	Program Supplies SF		\$ 20,000	General office supplies - notebooks, pencils, etc			
63	Computer Hardware		\$ 250	Replacing damaged hardware - keyboards, mouses, etc.			
64	Staff Recognition		\$ 5,000	Expenses for staff awards & events			
65	Referral Incentives		\$ 2,500	Client referrals			
66	Staff Appreciation		\$ 2,500	Expenses for staff awards & events			
67	Parking - Outreach		\$ 75,000	City parking placards and garage parking for SFHOT fleet vehicles			
68	Vehicle Expenses		\$ 100,000	Ongoing vehicle expense for maintenance.			
69	Specialty Program		\$ 26,000	Costs for special programs such as Journey Home, DMACC, & Street to Home			
70	Intern Stipends		\$ 5,000	Stipends for SFHOT interns			
71	TOTAL OPERATING EXPENSES		\$ 310,250				
107	Indirect Cost	12.0%	\$ 346,678				
110	<b>Other Expenses (not subject to indirect cost %)</b>		<b>Amount</b>	<b>Justification</b>			
111	OC - Client Related Expenses (No Indirect)		\$ 67,957	Food, water, transportation, emergency supplies, clothing, gift cards			
116	Code Tenderloin		\$ 168,145	Per RFP guidelines for subcontractor, Code Tenderloin will supply 3.5 FTE for outreach and operational needs.			
122	Subcontractor indirect (First \$25k only)		\$ 3,000	Heluna Health indirect on first \$25,000 of subcontract			
124	TOTAL OTHER EXPENSES		\$ 239,102				

	A	B	C	D	E	F	G	H	I	J	K	L	M	AI	AJ	AK	
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																
2	APPENDIX B, BUDGET																
3	Document Date	1/1/2024															
4	Contract Term	Begin Date	End Date	Duration (Years)													
5	Current Term	1/1/2024	6/30/2027	4													
6	Amended Term	1/1/2024	6/30/2027	4													
7	Provider Name	Heluna Health															
8	Program	SFHOT															
9	FSP Contract ID#	1000030849															
10	Contract Action	New Agreement															
11	Effective Date	1/1/2024															
12	Budget Name	ERF2R Mission - Outreach															
13		Current	New														
14	Term Budget	\$ 1,096,988	\$ 1,096,988	15%													
15	Contingency	\$ 4,812,702	\$ 4,812,702														
16	Not-To-Exceed	\$ 36,897,380	\$ 36,897,380														
17																	
18		Year 1			Year 2			Year 3			All Years						
19		1/1/2024 - 6/30/2024	1/1/2024 - 6/30/2024	1/1/2024 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2025 - 6/30/2026	7/1/2025 - 6/30/2026	1/1/2024 - 6/30/2027	1/1/2024 - 6/30/2027	1/1/2024 - 6/30/2027				
20		6 Months	6 Months	6 Months	12 Months	12 Months	12 Months	12 Months	12 Months	12 Months							
22	<b>EXPENDITURES</b>																
23	Salaries & Benefits	\$ 192,382	\$ -	\$ 192,382	\$ 384,760	\$ -	\$ 384,760	\$ 390,287	\$ -	\$ 390,287	\$ 967,429	\$ -	\$ 967,429				
24	Operating Expense	\$ 3,510	\$ -	\$ 3,510	\$ 7,021	\$ -	\$ 7,021	\$ 1,494	\$ -	\$ 1,494	\$ 12,025	\$ -	\$ 12,025				
25	Subtotal	\$ 195,892	\$ -	\$ 195,892	\$ 391,781	\$ -	\$ 391,781	\$ 391,781	\$ -	\$ 391,781	\$ 979,454	\$ -	\$ 979,454				
26	Indirect Percentage	12.00%		12.00%	12.00%		12.00%	12.00%		12.00%							
27	Indirect Cost (Line 22 X Line 23)	\$ 23,506	\$ -	\$ 23,506	\$ 47,014	\$ -	\$ 47,014	\$ 47,014	\$ -	\$ 47,014	\$ 117,534	\$ -	\$ 117,534				
28	Other Expenses (Not subject to indirect %)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
29	Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
30	Admin Cost (HUD Agreements Only)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
31	<b>TOTAL EXPENDITURES</b>	<b>\$ 219,398</b>	<b>\$ -</b>	<b>\$ 219,398</b>	<b>\$ 438,795</b>	<b>\$ -</b>	<b>\$ 438,795</b>	<b>\$ 438,795</b>	<b>\$ -</b>	<b>\$ 438,795</b>	<b>\$ 1,096,988</b>	<b>\$ -</b>	<b>\$ 1,096,988</b>				
32																	
33	<b>HSR REVENUE (auto-populate)</b>																
35	ERF2R Mission	\$ 219,398		\$ 219,398	\$ 438,795		\$ 438,795	\$ 438,795		\$ 438,795	\$ 1,096,988	\$ -	\$ 1,096,988				
53	<b>TOTAL HSR REVENUES</b>	<b>\$ 219,398</b>	<b>\$ -</b>	<b>\$ 219,398</b>	<b>\$ 438,795</b>	<b>\$ -</b>	<b>\$ 438,795</b>	<b>\$ 438,795</b>	<b>\$ -</b>	<b>\$ 438,795</b>	<b>\$ 1,096,988</b>	<b>\$ -</b>	<b>\$ 1,096,988</b>				
54																	
55	<b>OTHER REVENUES (Non-HSR Revenues)</b>																
56				\$ -			\$ -			\$ -	\$ -	\$ -	\$ -				
60	<b>TOTAL OTHER REVENUES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>				
61																	
62	<b>TOTAL HSR + OTHER REVENUES</b>	<b>\$ 219,398</b>	<b>\$ -</b>	<b>\$ 219,398</b>	<b>\$ 438,795</b>	<b>\$ -</b>	<b>\$ 438,795</b>	<b>\$ 438,795</b>	<b>\$ -</b>	<b>\$ 438,795</b>	<b>\$ 1,096,988</b>	<b>\$ -</b>	<b>\$ 1,096,988</b>				
63	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
64																	
65																	
66																	
67	Prepared by	Tyler Norgord															
68	Title	Senior Project Accountant															
69	Phone	562-222-7876															



	A	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC		
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																							
2	SALARY & BENEFIT DETAIL																							
3	Document Date																							
4	Provider Name																							
5	Program																							
6	FSP Contract ID#																							
7	Budget Name																							
8																								
9	Year 1						Year 2						Year 3											
10	Agency Totals		For HSH Funded Program		1/1/2024 - 6/30/2024	1/1/2024 - 6/30/2024	1/1/2024 - 6/30/2024	Agency Totals		For HSH Funded Program		7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	Agency Totals		For HSH Funded Program		7/1/2025 - 6/30/2026	7/1/2025 - 6/30/2026	7/1/2025 - 6/30/2026			
11					6 Months	6 Months	6 Months					12 Months	12 Months	12 Months					12 Months	12 Months				
12					Current		New							New							New			
13	POSITION TITLE	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Change	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Change	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Change	Budgeted Salary		
14	Outreach Specialist LV 1	\$ 55,328	1.50	100%	1.50	\$ 82,992	\$ -	\$ 82,992	\$ 55,327	3.00	100%	3.00	\$ 165,981	\$ -	\$ 165,981	\$ 57,540	3.00	100%	3.00	\$ 172,620	\$ -	\$ 172,620		
15	Outreach Specialist LV 2	\$ 66,265	0.50	100%	0.50	\$ 33,133	\$ -	\$ 33,133	\$ 66,265	1.00	100%	1.00	\$ 66,265	\$ -	\$ 66,265	\$ 68,916	1.00	100%	1.00	\$ 68,916	\$ -	\$ 68,916		
16	Outreach Supervisor	\$ 85,570	0.33	100%	0.33	\$ 28,523	\$ -	\$ 28,523	\$ 85,570	0.67	100%	0.67	\$ 57,047	\$ -	\$ 57,047	\$ 88,993	0.58	100%	0.58	\$ 51,913	\$ -	\$ 51,913		
17						\$ -	\$ -	\$ -						\$ -	\$ -						\$ -	\$ -		
57	TOTAL SALARIES					\$ 144,648	\$ -	\$ 144,648	TOTAL SALARIES					\$ 289,293	\$ -	\$ 289,293	TOTAL SALARIES					\$ 293,449	\$ -	\$ 293,449
58	TOTAL FTE					2.33			TOTAL FTE					4.67			TOTAL FTE					4.58		
59	FRINGE BENEFIT RATE					33.00%		33.00%	FRINGE BENEFIT RATE					33.00%		33.00%	FRINGE BENEFIT RATE					33.00%		33.00%
60	EMPLOYEE FRINGE BENEFITS					\$ 47,734.00	\$ -	\$ 47,734.00	EMPLOYEE FRINGE BENEFITS					\$ 95,467.00	\$ -	\$ 95,467.00	EMPLOYEE FRINGE BENEFITS					\$ 96,838.00	\$ -	\$ 96,838.00
61	TOTAL SALARIES & BENEFITS					\$ 192,382	\$ -	\$ 192,382	TOTAL SALARIES & BENEFITS					\$ 384,760	\$ -	\$ 384,760	TOTAL SALARIES & BENEFITS					\$ 390,287	\$ -	\$ 390,287
62																								
63																								
64																								

	A	B	C	D	E	F	G	H	I	J	AF	AG	AH
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>												
2	<b>OPERATING DETAIL</b>												
3	<b>Document Date</b>	1/1/2024											
4	<b>Provider Name</b>	Heluna Health											
5	<b>Program</b>	SFHOT											
6	<b>FSP Contract ID#</b>	1000030849											
7	<b>Budget Name</b>	ERF2R Mission - Outreach											
8													
9		<b>Year 1</b>			<b>Year 2</b>			<b>Year 3</b>			<b>All Years</b>		
10		1/1/2024 - 6/30/2024	1/1/2024 - 6/30/2024	1/1/2024 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2025 - 6/30/2026	7/1/2025 - 6/30/2026	1/1/2024 - 6/30/2027	1/1/2024 - 6/30/2027	1/1/2024 - 6/30/2027
11		6 Months	6 Months	6 Months	12 Months	12 Months	12 Months	12 Months	12 Months	12 Months			
12		Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
13	<b>OPERATING EXPENSES</b>												
14	Rental of Property		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
15	Utilities(Elec, Water, Gas, Phone, Scavenger)		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
16	Office Supplies, Postage	\$ 3,510	\$ -	\$ 3,510	\$ 7,021	\$ -	\$ 7,021	\$ 1,494	\$ -	\$ 1,494	\$ 12,025	\$ -	\$ 12,025
17	Building Maintenance Supplies and Repair		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
18	Printing and Reproduction		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
19	Insurance		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
20	Staff Training		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
21	Staff Travel-(Local & Out of Town)		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
22	Rental of Equipment		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
67			\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
68	<b>TOTAL OPERATING EXPENSES</b>	\$ 3,510	\$ -	\$ 3,510	\$ 7,021	\$ -	\$ 7,021	\$ 1,494	\$ -	\$ 1,494	\$ 12,025	\$ -	\$ 12,025
69													
70	<b>OTHER EXPENSES (not subject to indirect cost %)</b>												
71			\$ -			\$ -			\$ -		\$ -	\$ -	\$ -
92													
93	<b>TOTAL OTHER EXPENSES</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
94													
95	<b>CAPITAL EXPENSES</b>												
96			\$ -			\$ -			\$ -		\$ -	\$ -	\$ -
104	<b>TOTAL CAPITAL EXPENSES</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
105													
106	<b>HSH #3</b>												

Template last modified 4/6/2023

	A	B	C	D	G	H
1	<b>BUDGET NARRATIVE</b>	<b>Fiscal Year</b>			Fiscal Term Start	Fiscal Term End
2	<b>ERF2R Mission - Outreach</b>	<b>FY23-24</b>	<b>&lt;- Select from the drop-down list the fiscal year in which the proposed budget</b>		1/1/2024	6/30/2024
3	<b>Salaries &amp; Benefits</b>	<b>Adjusted Budgeted FTE</b>	<b>Budgeted Salary</b>	<b>Justification</b>		
4	Outreach Specialist LV 1	1.50	\$ 82,992	Entry-level outreach staff		
5	Outreach Specialist LV 2	0.50	\$ 33,133	Mid-level outreach staff (at least one year of experience within SF HOT)		
6	Outreach Supervisor	0.33	\$ 28,523	Expert-level outreach staff with supervisory experience and duties (3+ years experience within SF HOT)		
46	<b>TOTAL</b>	<b>2.33</b>	<b>\$ 144,648</b>			
47	Employee Fringe Benefits		\$ 47,734	Includes FICA, SSUI, Workers Compensation and Medical calculated at 33% of total salaries.		
48	<b>Salaries &amp; Benefits Total</b>		<b>\$ 192,382</b>			
49						
50	<b>Operating Expenses</b>		<b>Budgeted Expense</b>	<b>Justification</b>		
51	Rental of Property		\$ -			
52	Utilities(Elec, Water, Gas, Phone, Scavenger)		\$ -			
53	Office Supplies, Postage		\$ 3,510	General office supplies - notebooks, pencils, etc		
54	Building Maintenance Supplies and Repair		\$ -			
55	Printing and Reproduction		\$ -			
56	Insurance		\$ -			
57	Staff Training		\$ -			
58	Staff Travel-(Local & Out of Town)		\$ -			
59	Rental of Equipment		\$ -			
105						
106	<b>TOTAL OPERATING EXPENSES</b>		<b>\$ 3,510</b>			
107	<b>Indirect Cost</b>	12.0%	\$ 23,506			
108						
109						
203						
204						

	A	B	C	D	E	F	G	H	I	J	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING												
2	APPENDIX B, BUDGET												
3	Document Date	1/1/2024											
4	Contract Term	Begin Date	End Date	Duration (Years)									
5	Current Term	1/1/2024	6/30/2027	4									
6	Amended Term	1/1/2024	6/30/2027	4									
7	Provider Name	Heluna Health											
8	Program	SFHOT											
9	FSP Contract ID#	1000030849											
10	Contract Action	New Agreement											
11	Effective Date	1/1/2024											
12	Budget Name	ERF2L Polk - Outreach											
13		Current	New										
14	Term Budget	\$ 715,427	\$ 715,427										
15	Contingency	\$ 4,812,702	\$ 4,812,702	15%									
16	Not-To-Exceed	\$ 36,897,380	\$ 36,897,380										
17													
18				Year 1			Year 2			All Years			
19				1/1/2024 - 6/30/2024	1/1/2024 - 6/30/2024	1/1/2024 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	1/1/2024 - 6/30/2027	1/1/2024 - 6/30/2027	1/1/2024 - 6/30/2027	
20				6 Months	6 Months	6 Months	12 Months	12 Months	12 Months				
22	<b>EXPENDITURES</b>												
23	Salaries & Benefits	\$ 208,448	\$ -	\$ 208,448	\$ 416,895	\$ -	\$ 416,895	\$ 625,343	\$ -	\$ 625,343			
24	Operating Expense	\$ 4,477	\$ -	\$ 4,477	\$ 8,954	\$ -	\$ 8,954	\$ 13,431	\$ -	\$ 13,431			
25	Subtotal	\$ 212,925	\$ -	\$ 212,925	\$ 425,849	\$ -	\$ 425,849	\$ 638,774	\$ -	\$ 638,774			
26	Indirect Percentage	12.00%		12.00%	12.00%		12.00%						
27	Indirect Cost (Line 22 X Line 23)	\$ 25,551	\$ -	\$ 25,551	\$ 51,102	\$ -	\$ 51,102	\$ 76,653	\$ -	\$ 76,653			
28	Other Expenses (Not subject to indirect %)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
29	Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
30	Admin Cost (HUD Agreements Only)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
31	<b>TOTAL EXPENDITURES</b>	<b>\$ 238,476</b>	<b>\$ -</b>	<b>\$ 238,476</b>	<b>\$ 476,951</b>	<b>\$ -</b>	<b>\$ 476,951</b>	<b>\$ 715,427</b>	<b>\$ -</b>	<b>\$ 715,427</b>			
32													
33	<b>HSH REVENUE (auto-populate)</b>												
36	ERF2L Polk	\$ 238,476		\$ 238,476	\$ 476,951		\$ 476,951	\$ 715,427	\$ -	\$ 715,427			
52				\$ -			\$ -	\$ -	\$ -	\$ -			
53	<b>TOTAL HSH REVENUES</b>	<b>\$ 238,476</b>	<b>\$ -</b>	<b>\$ 238,476</b>	<b>\$ 476,951</b>	<b>\$ -</b>	<b>\$ 476,951</b>	<b>\$ 715,427</b>	<b>\$ -</b>	<b>\$ 715,427</b>			
54													
55	<b>OTHER REVENUES (Non-HSH Revenues)</b>												
56				\$ -			\$ -	\$ -	\$ -	\$ -			
60	<b>TOTAL OTHER REVENUES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>			
61													
62	<b>TOTAL HSH + OTHER REVENUES</b>	<b>\$ 238,476</b>	<b>\$ -</b>	<b>\$ 238,476</b>	<b>\$ 476,951</b>	<b>\$ -</b>	<b>\$ 476,951</b>	<b>\$ 715,427</b>	<b>\$ -</b>	<b>\$ 715,427</b>			
63	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
64													
65													
66													
67	Prepared by	Tyler Norgord											
68	Title	Senior Project Accountant											
69	Phone	562-222-7876											

	A	I	J	K	L	M	N	O	P	Q	R	S	T	U	V
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>														
2	<b>SALARY &amp; BENEFIT DETAIL</b>														
3	<b>Document Date</b>														
4	<b>Provider Name</b>														
5	<b>Program</b>														
6	<b>FSP Contract ID#</b>														
7	<b>Budget Name</b>														
8															
9	<b>Year 1</b>								<b>Year 2</b>						
10	Agency Totals		For HSH Funded Program		1/1/2024 - 6/30/2024	1/1/2024 - 6/30/2024	1/1/2024 - 6/30/2024	Agency Totals		For HSH Funded Program		7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	
11					6 Months	6 Months	6 Months					12 Months	12 Months	12 Months	
12					Current		New							New	
13	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Change	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Change	Budgeted Salary	
14	Outreach Specialist LV 2	\$ 66,265	1.00	100%	1.00	\$ 66,265	\$ -	\$ 66,265	\$ 66,265	2.00	100%	2.00	\$ 132,530	\$ -	\$ 132,530
15	Outreach Specialist LV 3	\$ 76,201	1.00	100%	1.00	\$ 76,201	\$ -	\$ 76,201	\$ 76,201	2.00	100%	2.00	\$ 152,402	\$ -	\$ 152,402
16	Outreach Supervisor	\$ 85,570	0.17	100%	0.17	\$ 14,262	\$ -	\$ 14,262	\$ 85,570	0.33	100%	0.33	\$ 28,523	\$ -	\$ 28,523
57	<b>TOTAL SALARIES</b>				\$ 156,728	\$ -	\$ 156,728	<b>TOTAL SALARIES</b>				\$ 313,455	\$ -	\$ 313,455	
58	<b>TOTAL FTE</b>				2.17			<b>TOTAL FTE</b>				4.33			
59	<b>FRINGE BENEFIT RATE</b>				33.00%		33.00%	<b>FRINGE BENEFIT RATE</b>				33.00%		33.00%	
60	<b>EMPLOYEE FRINGE BENEFITS</b>				\$ 51,720.00	\$ -	\$ 51,720.00	<b>EMPLOYEE FRINGE BENEFITS</b>				\$ 103,440.00	\$ -	\$ 103,440.00	
61	<b>TOTAL SALARIES &amp; BENEFITS</b>				\$ 208,448	\$ -	\$ 208,448	<b>TOTAL SALARIES &amp; BENEFITS</b>				\$ 416,895	\$ -	\$ 416,895	
62															
63															
64															

	A	B	C	D	E	F	G	AF	AG	AH	
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>										
2	<b>OPERATING DETAIL</b>										
3	<b>Document Date</b>	1/1/2024									
4	<b>Provider Name</b>	Heluna Health									
5	<b>Program</b>	SFHOT									
6	<b>F\$P Contract ID#</b>	1000030849									
7	<b>Budget Name</b>	ERF2L Polk - Outreach									
8											
9		<b>Year 1</b>			<b>Year 2</b>			<b>All Years</b>			
10		1/1/2024 - 6/30/2024	1/1/2024 - 6/30/2024	1/1/2024 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	1/1/2024 - 6/30/2027	1/1/2024 - 6/30/2027	1/1/2024 - 6/30/2027	
11		6 Months	6 Months	6 Months	12 Months	12 Months	12 Months				
12		Current		New			New		<b>Modification</b>	<b>New</b>	
13	<b>OPERATING EXPENSES</b>	Budgeted Expense	<b>Change</b>	Budgeted Expense	Budgeted Expense	<b>Change</b>	Budgeted Expense	Budgeted Expense	<b>Change</b>	Budgeted Expense	
14	Rental of Property		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	
15	Utilities(Elec, Water, Gas, Phone, Scavenger)		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	
16	Office Supplies, Postage	\$ 4,477	\$ -	\$ 4,477	\$ 8,954	\$ -	\$ 8,954	\$ 13,431	\$ -	\$ 13,431	
17	Building Maintenance Supplies and Repair		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	
18	Printing and Reproduction		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	
19	Insurance		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	
20	Staff Training		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	
21	Staff Travel-(Local & Out of Town)		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	
22	Rental of Equipment		\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	
67			\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	
68	<b>TOTAL OPERATING EXPENSES</b>	\$ 4,477	\$ -	\$ 4,477	\$ 8,954	\$ -	\$ 8,954	\$ 13,431	\$ -	\$ 13,431	
69											
70	<b>OTHER EXPENSES (not subject to indirect cost %)</b>										
71			\$ -			\$ -		\$ -	\$ -	\$ -	
92											
93	<b>TOTAL OTHER EXPENSES</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
94											
95	<b>CAPITAL EXPENSES</b>										
96			\$ -			\$ -		\$ -	\$ -	\$ -	
97			\$ -			\$ -		\$ -	\$ -	\$ -	
103											
104	<b>TOTAL CAPITAL EXPENSES</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
105											
106	<b>HSH #3</b>								Template last modified		4/6/2023

	A	B	C	D	G	H
1	<b>BUDGET NARRATIVE</b>	<b>Fiscal Year</b>			Fiscal Term Start	Fiscal Term End
2	<b>ERF2L Polk - Outreach</b>	<b>FY23-24</b>	<b>&lt;- Select from the drop-down list the fiscal year in which the proposed budget</b>		1/1/2024	6/30/2024
3	<b>Salaries &amp; Benefits</b>	<b>Adjusted Budgeted FTE</b>	<b>Budgeted Salary</b>	<b>Justification</b>		
4	Outreach Specialist LV 2	1.00	\$ 66,265	Entry-level outreach staff		
5	Outreach Specialist LV 3	1.00	\$ 76,201	Mid-level outreach staff (at least one year of experience within SF HOT)		
6	Outreach Supervisor	0.17	\$ 14,262	Expert-level outreach staff with supervisory experience and duties (3+ years experience within SF HOT)		
46	<b>TOTAL</b>	<b>2.17</b>	<b>\$ 156,728</b>			
47	Employee Fringe Benefits		\$ 51,720	Includes FICA, SSUI, Workers Compensation and Medical calculated at 33% of total salaries.		
48	<b>Salaries &amp; Benefits Total</b>		<b>\$ 208,448</b>			
49						
50	<b>Operating Expenses</b>		<b>Budgeted Expense</b>	<b>Justification</b>		
51	Rental of Property		\$ -			
52	Utilities(Elec, Water, Gas, Phone, Scavenger)		\$ -			
53	Office Supplies, Postage		\$ 4,477	General office supplies - notebooks, pencils, etc		
54	Building Maintenance Supplies and Repair		\$ -			
55	Printing and Reproduction		\$ -			
56	Insurance		\$ -			
57	Staff Training		\$ -			
58	Staff Travel-(Local & Out of Town)		\$ -			
59	Rental of Equipment		\$ -			
60			\$ -			
105						
106	<b>TOTAL OPERATING EXPENSES</b>		<b>\$ 4,477</b>			
107	<b>Indirect Cost</b>	12.0%	\$ 25,551			
108						
109						
198						
199						
200						
201						
202						
203						
204						

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																		
2	APPENDIX B, BUDGET																		
3	Document Date	1/1/2024		Duration															
4	Contract Term	Begin Date	End Date	(Years)															
5	Current Term	1/1/2024	6/30/2027	4															
6	Amended Term	1/1/2024	6/30/2027	4															
7	Provider Name	Heluna Health																	
8	Program	SFHOT																	
9	FSP Contract ID#	1000030849																	
10	Contract Action	New Agreement																	
11	Effective Date	1/1/2024																	
12	Budget Name	PATH - Outreach																	
13		Current	New																
14	Term Budget	\$ 2,210,425	\$ 2,210,425																
15	Contingency	\$ 4,812,702	\$ 4,812,702	15%															
16	Not-To-Exceed	\$ 36,897,380	\$ 36,897,380																
17																			
18		Year 1			Year 2			Year 3			Year 4			All Years					
19		1/1/2024 - 6/30/2024	1/1/2024 - 6/30/2024	1/1/2024 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2025 - 6/30/2026	7/1/2025 - 6/30/2026	7/1/2026 - 6/30/2027	7/1/2026 - 6/30/2027	7/1/2026 - 6/30/2027	1/1/2024 - 6/30/2027	1/1/2024 - 6/30/2027	1/1/2024 - 6/30/2027			
20		6 Months	6 Months	6 Months	12 Months	12 Months	12 Months	12 Months	12 Months	12 Months	12 Months	12 Months	12 Months						
22	EXPENDITURES																		
23	Salaries & Benefits	\$ 281,942	\$ -	\$ 281,942	\$ 563,884	\$ -	\$ 563,884	\$ 563,884	\$ -	\$ 563,884	\$ 563,884	\$ -	\$ 563,884	\$ 1,973,594	\$ -	\$ 1,973,594			
24	Operating Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
25	Subtotal	\$ 281,942	\$ -	\$ 281,942	\$ 563,884	\$ -	\$ 563,884	\$ 563,884	\$ -	\$ 563,884	\$ 563,884	\$ -	\$ 563,884	\$ 1,973,594	\$ -	\$ 1,973,594			
26	Indirect Percentage	12.00%		12.00%	12.00%		12.00%	12.00%		12.00%	12.00%		12.00%						
27	Indirect Cost (Line 22 X Line 23)	\$ 33,833	\$ -	\$ 33,833	\$ 67,666	\$ -	\$ 67,666	\$ 67,666	\$ -	\$ 67,666	\$ 67,666	\$ -	\$ 67,666	\$ 236,831	\$ -	\$ 236,831			
28	Other Expenses (Not subject to indirect %)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
29	Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
30	Admin Cost (HUD Agreements Only)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
31	TOTAL EXPENDITURES	\$ 315,775	\$ -	\$ 315,775	\$ 631,550	\$ -	\$ 631,550	\$ 631,550	\$ -	\$ 631,550	\$ 631,550	\$ -	\$ 631,550	\$ 2,210,425	\$ -	\$ 2,210,425			
32																			
33	HSH REVENUE (auto-populate)																		
37	Project for Assistance in Transition from Homelessness (PATH)	\$ 315,775		\$ 315,775	\$ 631,550		\$ 631,550	\$ 631,550		\$ 631,550	\$ 631,550		\$ 631,550	\$ 2,210,425	\$ -	\$ 2,210,425			
52				\$ -			\$ -			\$ -			\$ -	\$ -	\$ -	\$ -			
53	TOTAL HSH REVENUES	\$ 315,775	\$ -	\$ 315,775	\$ 631,550	\$ -	\$ 631,550	\$ 631,550	\$ -	\$ 631,550	\$ 631,550	\$ -	\$ 631,550	\$ 2,210,425	\$ -	\$ 2,210,425			
54																			
55	OTHER REVENUES (Non-HSH Revenues)																		
56				\$ -			\$ -			\$ -			\$ -	\$ -	\$ -	\$ -			
60	TOTAL OTHER REVENUES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
61																			
62	TOTAL HSH + OTHER REVENUES	\$ 315,775	\$ -	\$ 315,775	\$ 631,550	\$ -	\$ 631,550	\$ 631,550	\$ -	\$ 631,550	\$ 631,550	\$ -	\$ 631,550	\$ 2,210,425	\$ -	\$ 2,210,425			
63	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
64																			
65																			
66																			
67	Prepared by	Tyler Norgord																	
68	Title	Senior Project Accountant																	
69	Phone	562-222-7876																	



	A	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																												
2	SALARY & BENEFIT DETAIL																												
3	Document Date																												
4	Provider Name																												
5	Program																												
6	FSP Contract ID#																												
7	Budget Name																												
8																													
9	Year 1							Year 2							Year 3							Year 4							
10	Agency Totals		For HSH Funded Program		1/1/2024 - 6/30/2024	1/1/2024 - 6/30/2024	1/1/2024 - 6/30/2024	Agency Totals		For HSH Funded Program		7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	Agency Totals		For HSH Funded Program		7/1/2025 - 6/30/2026	7/1/2025 - 6/30/2026	7/1/2025 - 6/30/2026	Agency Totals		For HSH Funded Program		7/1/2026 - 6/30/2027	7/1/2026 - 6/30/2027	7/1/2026 - 6/30/2027	
11					6 Months	6 Months	6 Months					12 Months	12 Months	12 Months					12 Months	12 Months	12 Months					12 Months	12 Months	12 Months	
12					Current		New							New							New							New	
13	POSITION TITLE	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Change	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Change	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Change	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Change	Budgeted Salary
14	Case Manager LV 1	\$ 55,327	1.00	100%	1.00	\$ 55,327	\$ -	\$ 55,327	\$ 55,327	2.00	100%	2.00	\$ 110,655	\$ -	\$ 110,655	\$ 57,540	2.00	100%	2.00	\$ 115,080	\$ -	\$ 115,080	\$ 59,842	2.00	100%	2.00	\$ 119,684	\$ -	\$ 119,684
15	Case Manager LV 2	\$ 66,265	1.50	100%	1.50	\$ 99,398	\$ -	\$ 99,398	\$ 66,265	3.00	100%	3.00	\$ 198,795	\$ -	\$ 198,795	\$ 68,916	3.00	100%	3.00	\$ 206,748	\$ -	\$ 206,748	\$ 71,673	3.00	100%	3.00	\$ 215,019	\$ -	\$ 215,019
16	Case Manager LV 3	\$ 76,201	0.75	100%	0.75	\$ 57,101	\$ -	\$ 57,101	\$ 76,201	1.50	100%	1.50	\$ 114,202	\$ -	\$ 114,202	\$ 79,249	1.28	100%	1.28	\$ 101,825	\$ -	\$ 101,825	\$ 82,419	1.08	100%	1.08	\$ 88,949	\$ -	\$ 88,949
17						\$ -	\$ -	\$ -						\$ -	\$ -						\$ -	\$ -						\$ -	\$ -
56						\$ -	\$ -	\$ -						\$ -	\$ -						\$ -	\$ -						\$ -	\$ -
57		TOTAL SALARIES				\$ 211,826	\$ -	\$ 211,826	TOTAL SALARIES				\$ 423,652	\$ -	\$ 423,652	TOTAL SALARIES				\$ 423,653	\$ -	\$ 423,653	TOTAL SALARIES				\$ 423,652	\$ -	\$ 423,652
58		TOTAL FTE			3.25				TOTAL FTE			6.50				TOTAL FTE			6.28				TOTAL FTE			6.08			
59		FRINGE BENEFIT RATE				33.10%		33.10%	FRINGE BENEFIT RATE				33.10%		33.10%	FRINGE BENEFIT RATE				33.10%			FRINGE BENEFIT RATE				33.10%		33.10%
60		EMPLOYEE FRINGE BENEFITS				\$ 70,116.00	\$ -	\$ 70,116.00	EMPLOYEE FRINGE BENEFITS				\$ 140,232.00	\$ -	\$ 140,232.00	EMPLOYEE FRINGE BENEFITS				\$ 140,231.00	\$ -	\$ 140,231.00	EMPLOYEE FRINGE BENEFITS				\$ 140,232.00	\$ -	\$ 140,232.00
61		TOTAL SALARIES & BENEFITS				\$ 281,942	\$ -	\$ 281,942	TOTAL SALARIES & BENEFITS				\$ 563,884	\$ -	\$ 563,884	TOTAL SALARIES & BENEFITS				\$ 563,884	\$ -	\$ 563,884	TOTAL SALARIES & BENEFITS				\$ 563,884	\$ -	\$ 563,884
62																													
63																													
64																													

	A	B	C	D	G	H	
1	<b>BUDGET NARRATIVE</b>	<b>Fiscal Year</b>			Fiscal Term Start	Fiscal Term End	
2	<b>PATH - Outreach</b>	<b>FY23-24</b>	<b>&lt;- Select from the drop-down list the fiscal year in which the proposed budget</b>			1/1/2024	6/30/2024
3	<b><u>Salaries &amp; Benefits</u></b>	<b><u>Adjusted Budgeted FTE</u></b>	<b><u>Budgeted Salary</u></b>	<b><u>Justification</u></b>			
4	Case Manager LV 1	1.00	\$ 55,327	Entry-level case management staff			
5	Case Manager LV 2	1.50	\$ 99,398	Mid-level case management staff (at least 1 year experience within SF HOT)			
6	Case Manager LV 3	0.75	\$ 57,101	High-level case management staff (at least 2 years experience within SF HOT)			
7			\$ -				
45			\$ -				
46	<b>TOTAL</b>	<b>3.25</b>	<b>\$ 211,826</b>				
47	<u>Employee Fringe Benefits</u>		\$ 70,116	<u>Includes FICA, SSUI, Workers Compensation and Medical calculated at 33.1% of total salaries.</u>			
48	<b>Salaries &amp; Benefits Total</b>		<b>\$ 281,942</b>				
49							
125							
193							
194							
195							
196							
197							
198							
199							
200							
201							
202							
203							
204							

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	AI	AJ	AK																																																
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>																																																																		
2	<b>APPENDIX B, BUDGET</b>																																																																		
3	<b>Document Date</b>	1/1/2024																																																																	
4	<b>Contract Term</b>	<b>Begin Date</b>	<b>End Date</b>	<b>Duration (Years)</b>																																																															
5	<b>Current Term</b>	1/1/2024 - 6/30/2027		5																																																															
6	<b>Amended Term</b>	1/1/2024 - 6/30/2027		5																																																															
7	<b>Provider Name</b>	Heluna Health																																																																	
8	<b>Program</b>	SFHOT																																																																	
9	<b>FSP Contract ID#</b>	1000030849																																																																	
10	<b>Contract Action</b>	New Agreement																																																																	
11	<b>Effective Date</b>	1/1/2024																																																																	
12	<b>Budget Name</b>	BHBH - Outreach																																																																	
13	<b>Funding:</b>	<b>Current</b>	<b>New</b>																																																																
14	<b>Term Budget</b>	\$ 2,090,138	\$ 2,090,138	15%																																																															
15	<b>Contingency</b>	\$ 4,812,702	\$ 4,812,702																																																																
16	<b>Not-To-Exceed</b>	\$ 36,897,380	\$ 36,897,380																																																																
17																																																																			
18	<table border="1"> <thead> <tr> <th></th> <th colspan="3">Year 1</th> <th colspan="3">Year 2</th> <th colspan="3">Year 3</th> <th colspan="3">Year 4</th> <th colspan="3">All Years</th> </tr> <tr> <th></th> <th>1/1/2024 - 6/30/2024</th> <th>1/1/2024 - 6/30/2024</th> <th>1/1/2024 - 6/30/2024</th> <th>7/1/2024 - 6/30/2025</th> <th>7/1/2024 - 6/30/2025</th> <th>7/1/2024 - 6/30/2025</th> <th>7/1/2025 - 6/30/2026</th> <th>7/1/2025 - 6/30/2026</th> <th>7/1/2025 - 6/30/2026</th> <th>7/1/2026 - 6/30/2027</th> <th>7/1/2026 - 6/30/2027</th> <th>7/1/2026 - 6/30/2027</th> <th>1/1/2024 - 6/30/2027</th> <th>1/1/2024 - 6/30/2027</th> <th>1/1/2024 - 6/30/2027</th> </tr> <tr> <th></th> <th>6 Months</th> <th>6 Months</th> <th>6 Months</th> <th>12 Months</th> <th>12 Months</th> <th>12 Months</th> <th>12 Months</th> <th>12 Months</th> <th>12 Months</th> <th>12 Months</th> <th>12 Months</th> <th>12 Months</th> <th></th> <th></th> <th></th> </tr> </thead> </table>																				Year 1			Year 2			Year 3			Year 4			All Years				1/1/2024 - 6/30/2024	1/1/2024 - 6/30/2024	1/1/2024 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2025 - 6/30/2026	7/1/2025 - 6/30/2026	7/1/2026 - 6/30/2027	7/1/2026 - 6/30/2027	7/1/2026 - 6/30/2027	1/1/2024 - 6/30/2027	1/1/2024 - 6/30/2027	1/1/2024 - 6/30/2027		6 Months	6 Months	6 Months	12 Months	12 Months	12 Months	12 Months	12 Months	12 Months	12 Months	12 Months	12 Months			
	Year 1			Year 2			Year 3			Year 4			All Years																																																						
	1/1/2024 - 6/30/2024	1/1/2024 - 6/30/2024	1/1/2024 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2025 - 6/30/2026	7/1/2025 - 6/30/2026	7/1/2026 - 6/30/2027	7/1/2026 - 6/30/2027	7/1/2026 - 6/30/2027	1/1/2024 - 6/30/2027	1/1/2024 - 6/30/2027	1/1/2024 - 6/30/2027																																																				
	6 Months	6 Months	6 Months	12 Months	12 Months	12 Months	12 Months	12 Months	12 Months	12 Months	12 Months	12 Months																																																							
19																																																																			
20																																																																			
22	<b>EXPENDITURES</b>																																																																		
23	Salaries & Benefits	\$ 179,029	\$ -	\$ 179,029	\$ 489,917	\$ -	\$ 489,917	\$ 502,949	\$ -	\$ 502,949	\$ 515,271	\$ -	\$ 515,271	\$ 1,687,166	\$ -	\$ 1,687,166																																																			
24	Operating Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -																																																			
25	Subtotal	\$ 179,029	\$ -	\$ 179,029	\$ 489,917	\$ -	\$ 489,917	\$ 502,949	\$ -	\$ 502,949	\$ 515,271	\$ -	\$ 515,271	\$ 1,687,166	\$ -	\$ 1,687,166																																																			
26	Indirect Percentage	12.00%			12.00%			12.00%			12.00%			12.00%																																																					
27	Indirect Cost (Line 22 X Line 23)	\$ 21,483	\$ -	\$ 21,483	\$ 58,790	\$ -	\$ 58,790	\$ 60,354	\$ -	\$ 60,354	\$ 61,833	\$ -	\$ 61,833	\$ 202,460	\$ -	\$ 202,460																																																			
28	Other Expenses (Not subject to indirect %)	\$ 200,512	\$ -	\$ 200,512	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200,512	\$ -	\$ 200,512																																																			
29	Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -																																																			
30	Admin Cost (HUD Only)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -																																																			
31	<b>TOTAL EXPENDITURES</b>	\$ 401,024	\$ -	\$ 401,024	\$ 548,707	\$ -	\$ 548,707	\$ 563,303	\$ -	\$ 563,303	\$ 577,104	\$ -	\$ 577,104	\$ 2,090,138	\$ -	\$ 2,090,138																																																			
32																																																																			
33	<b>HSH REVENUE (auto-populate)</b>																																																																		
40	State - Behavioral Health Bridge Housing (BHBH)	\$ 401,024		\$ 401,024	\$ 548,707		\$ 548,707	\$ 563,303		\$ 563,303	\$ 577,104		\$ 577,104	\$ 2,090,138	\$ -	\$ 2,090,138																																																			
52				\$ -			\$ -			\$ -			\$ -	\$ -	\$ -	\$ -																																																			
53	<b>TOTAL HSH REVENUES</b>	\$ 401,024	\$ -	\$ 401,024	\$ 548,707	\$ -	\$ 548,707	\$ 563,303	\$ -	\$ 563,303	\$ 577,104	\$ -	\$ 577,104	\$ 2,090,138	\$ -	\$ 2,090,138																																																			
54																																																																			
55	<b>OTHER REVENUES (Non-HSH Revenues)</b>																																																																		
56				\$ -			\$ -			\$ -			\$ -	\$ -	\$ -	\$ -																																																			
60	<b>TOTAL OTHER REVENUES</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -																																																			
61																																																																			
62	<b>TOTAL HSH + OTHER REVENUES</b>	\$ 401,024	\$ -	\$ 401,024	\$ 548,707	\$ -	\$ 548,707	\$ 563,303	\$ -	\$ 563,303	\$ 577,104	\$ -	\$ 577,104	\$ 2,090,138	\$ -	\$ 2,090,138																																																			
63	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -																																																			
64																																																																			
65																																																																			
66																																																																			
67	<b>Prepared by</b>	Tyler Norgord																																																																	
68	<b>Title</b>	Senior Project Accountant																																																																	
69	<b>Phone</b>	562-222-7876																																																																	

	A	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ							
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																																			
2	SALARY & BENEFIT DETAIL																																			
3	Document Date																																			
4	Provider Name																																			
5	Program																																			
6	FSP Contract ID#																																			
7	Budget Name																																			
8																																				
9	<b>Year 1</b>							<b>Year 2</b>						<b>Year 3</b>						<b>Year 4</b>																
10	Agency Totals		For HSH Funded Program			1/1/2024 - 6/30/2024	1/1/2024 - 6/30/2024	1/1/2024 - 6/30/2024	Agency Totals		For HSH Funded Program			7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	Agency Totals		For HSH Funded Program			7/1/2025 - 6/30/2026	7/1/2025 - 6/30/2026	7/1/2025 - 6/30/2026	Agency Totals		For HSH Funded Program			7/1/2026 - 6/30/2027	7/1/2026 - 6/30/2027	7/1/2026 - 6/30/2027				
11						6 Months	6 Months	6 Months						12 Months	12 Months	12 Months						12 Months	12 Months	12 Months						12 Months	12 Months	12 Months				
12	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Change	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Change	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Change	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Change	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Change	Budgeted Salary	
13																																				
14	Outreach Specialist LV 1	\$ 55,327		100%		\$ -	\$ -	\$ -	\$ 55,327	1.08	100%	1.08	\$ 59,938	\$ -	\$ 59,938	\$ 57,540	1.08	100%	1.08	\$ 62,336	\$ -	\$ 62,336	\$ 59,842	1.04	100%	1.04	\$ 62,336	\$ -	\$ 62,336	\$ 59,842	1.04	100%	1.04	\$ 62,336	\$ -	\$ 62,336
15	Outreach Specialist LV 2	\$ 66,265	0.25	100%	0.25	\$ 16,566	\$ -	\$ 16,566	\$ 66,265	1.08	100%	1.08	\$ 71,788	\$ -	\$ 71,788	\$ 68,916	1.08	100%	1.08	\$ 74,660	\$ -	\$ 74,660	\$ 71,673	1.04	100%	1.04	\$ 74,660	\$ -	\$ 74,660	\$ 71,673	1.04	100%	1.04	\$ 74,660	\$ -	\$ 74,660
16	Outreach Specialist LV 3	\$ 76,201		100%		\$ -	\$ -	\$ -	\$ 76,201	1.08	100%	1.08	\$ 82,552	\$ -	\$ 82,552	\$ 79,249	1.08	100%	1.08	\$ 85,854	\$ -	\$ 85,854	\$ 82,419	1.04	100%	1.04	\$ 85,854	\$ -	\$ 85,854	\$ 82,419	1.04	100%	1.04	\$ 85,854	\$ -	\$ 85,854
17	Case Manager LV 1	\$ 55,327	0.84	100%	0.84	\$ 46,707	\$ -	\$ 46,707	\$ 55,327	1.08	100%	1.08	\$ 59,938	\$ -	\$ 59,938	\$ 57,540	1.08	100%	1.08	\$ 62,336	\$ -	\$ 62,336	\$ 59,842	1.04	100%	1.04	\$ 62,336	\$ -	\$ 62,336	\$ 59,842	1.04	100%	1.04	\$ 62,336	\$ -	\$ 62,336
18	Case Manager LV 2	\$ 66,265	0.50	100%	0.50	\$ 33,133	\$ -	\$ 33,133	\$ 66,265	0.54	100%	0.54	\$ 35,894	\$ -	\$ 35,894	\$ 68,916	0.62	100%	0.62	\$ 42,728	\$ -	\$ 42,728	\$ 71,673	0.66	100%	0.66	\$ 47,448	\$ -	\$ 47,448	\$ 71,673	0.66	100%	0.66	\$ 47,448	\$ -	\$ 47,448
19	Case Manager LV 3	\$ 76,201	0.50	100%	0.50	\$ 38,101	\$ -	\$ 38,101	\$ 76,201	0.76	100%	0.76	\$ 57,972	\$ -	\$ 57,972	\$ 79,249	0.63	100%	0.63	\$ 49,959	\$ -	\$ 49,959	\$ 82,419	0.66	100%	0.66	\$ 54,497	\$ -	\$ 54,497	\$ 82,419	0.66	100%	0.66	\$ 54,497	\$ -	\$ 54,497
20						\$ -	\$ -	\$ -						\$ -	\$ -						\$ -	\$ -						\$ -	\$ -					\$ -	\$ -	
56						\$ -	\$ -	\$ -						\$ -	\$ -						\$ -	\$ -						\$ -	\$ -					\$ -	\$ -	
57	TOTAL SALARIES					\$ 134,507	\$ -	\$ 134,507	TOTAL SALARIES					\$ 368,082	\$ -	\$ 368,082	TOTAL SALARIES					\$ 377,873	\$ -	\$ 377,873	TOTAL SALARIES					\$ 387,131	\$ -	\$ 387,131				
58	TOTAL FTE					2.09			TOTAL FTE					5.64			TOTAL FTE					5.58			TOTAL FTE					5.49						
59	FRINGE BENEFIT RATE					33.10%		33.10%	FRINGE BENEFIT RATE					33.10%		33.10%	FRINGE BENEFIT RATE					33.10%		33.10%	FRINGE BENEFIT RATE					33.10%		33.10%				
60	EMPLOYEE FRINGE BENEFITS					\$ 44,522.00	\$ -	\$ 44,522.00	EMPLOYEE FRINGE BENEFITS					\$ 121,835.00	\$ -	\$ 121,835.00	EMPLOYEE FRINGE BENEFITS					\$ 125,076.00	\$ -	\$ 125,076.00	EMPLOYEE FRINGE BENEFITS					\$ 128,140.00	\$ -	\$ 128,140.00				
61	TOTAL SALARIES & BENEFITS					\$ 179,029	\$ -	\$ 179,029	TOTAL SALARIES & BENEFITS					\$ 489,917	\$ -	\$ 489,917	TOTAL SALARIES & BENEFITS					\$ 502,949	\$ -	\$ 502,949	TOTAL SALARIES & BENEFITS					\$ 515,271	\$ -	\$ 515,271				
62																																				
63																																				
64																																				

	A	B	C	D	E	F	G	H	I	J	K	L	M	AF	AG	AH
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>															
2	<b>OPERATING DETAIL</b>															
3	<b>Document Date</b>	1/1/2024														
4	<b>Provider Name</b>	Heluna Health														
5	<b>Program</b>	SFHOT														
6	<b>F&amp;P Contract ID#</b>	1000030849														
7	<b>Budget Name</b>	BHBH - Outreach														
8																
9		<b>Year 1</b>			<b>Year 2</b>			<b>Year 3</b>			<b>Year 4</b>			<b>All Years</b>		
10		1/1/2024 - 6/30/2024	1/1/2024 - 6/30/2024	1/1/2024 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2025 - 6/30/2026	7/1/2025 - 6/30/2026	7/1/2026 - 6/30/2027	7/1/2026 - 6/30/2027	7/1/2026 - 6/30/2027	1/1/2024 - 6/30/2027	1/1/2024 - 6/30/2027	1/1/2024 - 6/30/2027
11		6 Months	6 Months	6 Months	12 Months	12 Months	12 Months	12 Months	12 Months	12 Months	12 Months	12 Months	12 Months			
13	<b>OPERATING EXPENSES</b>	Budgeted Expense	<b>Change</b>	Budgeted Expense	Budgeted Expense	<b>Change</b>	Budgeted Expense	Budgeted Expense	<b>Change</b>	Budgeted Expense	Budgeted Expense	<b>Change</b>	Budgeted Expense	Budgeted Expense	<b>Change</b>	Budgeted Expense
67																
68	<b>TOTAL OPERATING EXPENSES</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
69																
70	<b>OTHER EXPENSES (not subject to indirect cost %)</b>															
81	<b>Subcontractors</b>															
82	Code Tenderloin	\$ 197,512	\$ -	\$ 197,512		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ 197,512	\$ -	\$ 197,512
91	Subcontractor indirect (First \$25k only)	\$ 3,000	\$ -	\$ 3,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,000	\$ -	\$ 3,000
92																
93	<b>TOTAL OTHER EXPENSES</b>	\$ 200,512	\$ -	\$ 200,512	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200,512	\$ -	\$ 200,512
94																
95	<b>CAPITAL EXPENSES</b>															
96			\$ -			\$ -			\$ -			\$ -		\$ -	\$ -	\$ -
103																
104	<b>TOTAL CAPITAL EXPENSES</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
105																
106	<b>HSH #3</b>													Template last modified		4/6/2023

	A	B	C	D	G	H	
1	<b>BUDGET NARRATIVE</b>	<b>Fiscal Year</b>			Fiscal Term Start	Fiscal Term End	
2	<b>BHBH - Outreach</b>	<b>FY23-24</b>	<b>&lt;- Select from the drop-down list the fiscal year in which the proposed budget</b>			1/1/2024	6/30/2024
3	<b>Salaries &amp; Benefits</b>	<b>Adjusted Budgeted FTE</b>	<b>Budgeted Salary</b>	<b>Justification</b>			
4	Outreach Specialist LV 1		\$ -	Entry-level outreach staff			
5	Outreach Specialist LV 2	0.25	\$ 16,566	Mid-level outreach staff (at least one year of experience within SF HOT)			
6	Outreach Specialist LV 3		\$ -	High-level outreach staff (at least 2 years experience within SF HOT)			
7	Case Manager LV 1	0.84	\$ 46,707	Entry-level case management staff			
8	Case Manager LV 2	0.50	\$ 33,133	Mid-level case management staff (at least 1 year experience within SF HOT)			
9	Case Manager LV 3	0.50	\$ 38,101	High-level case management staff (at least 2 years experience within SF HOT)			
10			\$ -				
45			\$ -				
46	<b>TOTAL</b>	2.09	\$ 134,507				
47	<u>Employee Fringe Benefits</u>		\$ 44,522	<u>Includes FICA, SSUI, Workers Compensation and Medical calculated at 33.1% of total salaries.</u>			
48	<b>Salaries &amp; Benefits Total</b>		\$ 179,029				
49							
106	<b>TOTAL OPERATING EXPENSES</b>		\$ -				
107	<b>Indirect Cost</b>	12.0%	\$ 21,483				
108							
109							
195							
196							
197							
198							
199							
200							
201							
202							
203							
204							

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	AI	AJ	AK
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																					
2	APPENDIX B, BUDGET																					
3	Document Date	1/1/2024																				
4	Contract Term	Begin Date	End Date	Duration (Years)																		
5	Current Term	1/1/2024	6/30/2027	5																		
6	Amended Term	1/1/2024	6/30/2027	5																		
7	Provider Name	Heluna Health																				
8	Program	SFHOT																				
9	FSP Contract ID#	1000030849																				
10	Contract Action	New Agreement																				
11	Effective Date	1/1/2024																				
12	Budget Name	Work Order (RecPark) - Outreach																				
13	Funding:	Current	New																			
14	Term Budget	\$ 1,137,500	\$ 1,137,500																			
15	Contingency	\$ 4,812,702	\$ 4,812,702	15%																		
16	Not-To-Exceed	\$ 36,897,380	\$ 36,897,380																			
17																						
18		Year 1			Year 2			Year 3			Year 4			Year 5			All Years					
19		1/1/2024 - 6/30/2024	1/1/2024 - 6/30/2024	1/1/2024 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2025 - 6/30/2026	7/1/2025 - 6/30/2026	7/1/2026 - 6/30/2027	7/1/2026 - 6/30/2027	7/1/2026 - 6/30/2027	7/1/2027 - 6/30/2028	7/1/2027 - 6/30/2028	7/1/2027 - 6/30/2028	1/1/2024 - 6/30/2027	1/1/2024 - 6/30/2027	1/1/2024 - 6/30/2027			
20		6 Months	6 Months	6 Months	12 Months	12 Months	12 Months	12 Months	12 Months	12 Months	12 Months	12 Months	12 Months	12 Months	12 Months	12 Months	12 Months	12 Months	12 Months	12 Months		
22	EXPENDITURES																					
23	Salaries & Benefits	\$ 145,089	\$ -	\$ 145,089	\$ 290,178	\$ -	\$ 290,178	\$ 290,179	\$ -	\$ 290,179	\$ 290,179	\$ -	\$ 290,179	\$ -	\$ -	\$ -	\$ 1,015,625	\$ -	\$ 1,015,625			
24	Operating Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
25	Subtotal	\$ 145,089	\$ -	\$ 145,089	\$ 290,178	\$ -	\$ 290,178	\$ 290,179	\$ -	\$ 290,179	\$ 290,179	\$ -	\$ 290,179	\$ -	\$ -	\$ -	\$ 1,015,625	\$ -	\$ 1,015,625			
26	Indirect Percentage	12.00%		12.00%	12.00%		12.00%	12.00%		12.00%	12.00%		12.00%	12.00%		12.00%						
27	Indirect Cost (Line 22 X Line 23)	\$ 17,411	\$ -	\$ 17,411	\$ 34,822	\$ -	\$ 34,822	\$ 34,821	\$ -	\$ 34,821	\$ 34,821	\$ -	\$ 34,821	\$ -	\$ -	\$ -	\$ 121,875	\$ -	\$ 121,875			
28	Other Expenses (Not subject to indirect %)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
29	Capital Expenditure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
30	Admin Cost (HUD Agreements Only)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
31	TOTAL EXPENDITURES	\$ 162,500	\$ -	\$ 162,500	\$ 325,000	\$ -	\$ 325,000	\$ 325,000	\$ -	\$ 325,000	\$ 325,000	\$ -	\$ 325,000	\$ -	\$ -	\$ -	\$ 1,137,500	\$ -	\$ 1,137,500			
32																						
33	HSH REVENUE (auto-populate)																					
38	Parks & Rec Work Order	\$ 162,500		\$ 162,500	\$ 325,000		\$ 325,000	\$ 325,000		\$ 325,000	\$ 325,000		\$ 325,000			\$ -	\$ 1,137,500	\$ -	\$ 1,137,500			
52				\$ -			\$ -			\$ -			\$ -			\$ -	\$ -	\$ -	\$ -			
53	TOTAL HSH REVENUES	\$ 162,500	\$ -	\$ 162,500	\$ 325,000	\$ -	\$ 325,000	\$ 325,000	\$ -	\$ 325,000	\$ 325,000	\$ -	\$ 325,000	\$ -	\$ -	\$ -	\$ 1,137,500	\$ -	\$ 1,137,500			
54																						
55	OTHER REVENUES (Non-HSH Revenues)																					
56				\$ -			\$ -			\$ -			\$ -			\$ -	\$ -	\$ -	\$ -			
60	TOTAL OTHER REVENUES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
61																						
62	TOTAL HSH + OTHER REVENUES	\$ 162,500	\$ -	\$ 162,500	\$ 325,000	\$ -	\$ 325,000	\$ 325,000	\$ -	\$ 325,000	\$ 325,000	\$ -	\$ 325,000	\$ -	\$ -	\$ -	\$ 1,137,500	\$ -	\$ 1,137,500			
63	Rev-Exp (Budget Match Check)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
64																						
65																						
66																						
67	Prepared by	Tyler Norgord																				
68	Title	Senior Project Accountant																				
69	Phone	562-222-7876																				

	A	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ			
1	DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING																															
2	SALARY & BENEFIT DETAIL																															
3	Document Date																															
4	Provider Name																															
5	Program																															
6	FSP Contract ID#																															
7	Budget Name																															
8																																
9	Year 1								Year 2								Year 3								Year 4							
10	Agency Totals				For HSH Funded Program				Agency Totals				For HSH Funded Program				Agency Totals				For HSH Funded Program				Agency Totals				For HSH Funded Program			
11					1/1/2024 - 6/30/2024								7/1/2024 - 6/30/2025								7/1/2025 - 6/30/2026								7/1/2026 - 6/30/2027			
12					6 Months								12 Months								12 Months								12 Months			
13					Current																											
14					New																											
15	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Change	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Change	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Change	Budgeted Salary	Annual Full Time Salary (for 1.00 FTE)	Position FTE	% FTE funded by this budget	Adjusted Budgeted FTE	Budgeted Salary	Change	Budgeted Salary				
16	Shift Lead Outreach	\$ 80,849	0.50	100%	0.50	\$ 40,425	\$ -	\$ 40,425	\$ 80,849	1.00	100%	1.00	\$ 80,849	\$ -	\$ 80,849	\$ 84,083	1.00	100%	1.00	\$ 84,083	\$ -	\$ 84,083	\$ 87,446	1.00	100%	1.00	\$ 87,446	\$ -	\$ 87,446			
17	Outreach Specialist LV 2	\$ 66,265	1.03	100%	1.03	\$ 68,583	\$ -	\$ 68,583	\$ 66,265	2.07	100%	2.07	\$ 137,166	\$ -	\$ 137,166	\$ 68,916	1.94	100%	1.94	\$ 133,933	\$ -	\$ 133,933	\$ 71,673	1.82	100%	1.82	\$ 130,570	\$ -	\$ 130,570			
18					\$ -	\$ -	\$ -					\$ -	\$ -	\$ -					\$ -	\$ -	\$ -					\$ -	\$ -	\$ -				
19		<b>TOTAL SALARIES</b>				\$ 109,008	\$ -	\$ 109,008	<b>TOTAL SALARIES</b>				\$ 218,015	\$ -	\$ 218,015	<b>TOTAL SALARIES</b>				\$ 218,016	\$ -	\$ 218,016	<b>TOTAL SALARIES</b>				\$ 218,016	\$ -	\$ 218,016			
20		<b>TOTAL FTE</b>				1.53			<b>TOTAL FTE</b>				3.07			<b>TOTAL FTE</b>				2.94			<b>TOTAL FTE</b>				2.82					
21		<b>FRINGE BENEFIT RATE</b>				33.10%		33.10%	<b>FRINGE BENEFIT RATE</b>				33.10%		33.10%	<b>FRINGE BENEFIT RATE</b>				33.10%		33.10%	<b>FRINGE BENEFIT RATE</b>				33.10%		33.10%			
22		<b>EMPLOYEE FRINGE BENEFITS</b>				\$ 36,081.00	\$ -	\$ 36,081.00	<b>EMPLOYEE FRINGE BENEFITS</b>				\$ 72,163.00	\$ -	\$ 72,163.00	<b>EMPLOYEE FRINGE BENEFITS</b>				\$ 72,163.00	\$ -	\$ 72,163.00	<b>EMPLOYEE FRINGE BENEFITS</b>				\$ 72,163.00	\$ -	\$ 72,163.00			
23		<b>TOTAL SALARIES &amp; BENEFITS</b>				\$ 145,089	\$ -	\$ 145,089	<b>TOTAL SALARIES &amp; BENEFITS</b>				\$ 290,178	\$ -	\$ 290,178	<b>TOTAL SALARIES &amp; BENEFITS</b>				\$ 290,179	\$ -	\$ 290,179	<b>TOTAL SALARIES &amp; BENEFITS</b>				\$ 290,179	\$ -	\$ 290,179			
24																																
25																																
26																																
27																																



	A	B	C	D	E	F	G	H	I	J	K	L	M	AF	AG	AH
1	<b>DEPARTMENT OF HOMELESSNESS AND SUPPORTIVE HOUSING</b>															
2	<b>OPERATING DETAIL</b>															
3	<b>Document Date</b>	1/1/2024														
4	<b>Provider Name</b>	Heluna Health														
5	<b>Program</b>	SFHOT														
6	<b>FSP Contract ID#</b>	1000030849														
7	<b>Budget Name</b>	Work Order (RecPark) - Outreach														
8																
9		<b>Year 1</b>			<b>Year 2</b>			<b>Year 3</b>			<b>Year 4</b>			<b>All Years</b>		
10		1/1/2024 - 6/30/2024	1/1/2024 - 6/30/2024	1/1/2024 - 6/30/2024	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	7/1/2024 - 6/30/2025	7/1/2025 - 6/30/2026	7/1/2025 - 6/30/2026	7/1/2025 - 6/30/2026	7/1/2026 - 6/30/2027	7/1/2026 - 6/30/2027	7/1/2026 - 6/30/2027	1/1/2024 - 6/30/2027	1/1/2024 - 6/30/2027	1/1/2024 - 6/30/2027
11		6 Months	6 Months	6 Months	12 Months	12 Months	12 Months	12 Months	12 Months	12 Months	12 Months	12 Months	12 Months			
12		Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense	Budgeted Expense	Change	Budgeted Expense
13	<b>OPERATING EXPENSES</b>															
14	Rental of Property	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$
15	Utilities(Elec, Water, Gas, Phone, Scavenger)	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$
16	Office Supplies, Postage	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$
17	Building Maintenance Supplies and Repair	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$
18	Printing and Reproduction	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$
19	Insurance	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$
20	Staff Training	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$
21	Staff Travel-(Local & Out of Town)	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$
22	Rental of Equipment	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$
23		\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$
67																
68	<b>TOTAL OPERATING EXPENSES</b>	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$
69																
70	<b>OTHER EXPENSES (not subject to indirect cost %)</b>															
71		\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$
92																
93	<b>TOTAL OTHER EXPENSES</b>	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$
94																
95	<b>CAPITAL EXPENSES</b>															
96		\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$
97		\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$
103																
104	<b>TOTAL CAPITAL EXPENSES</b>	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$
105																
106	<b>HSH #3</b>															Template last modified 4/6/2023

	A	B	C	D	G	H	
1	<b>BUDGET NARRATIVE</b>	<b>Fiscal Year</b>			Fiscal Term Start	Fiscal Term End	
2	<b>Work Order (RecPark) - Outreach</b>	<b>FY23-24</b>	<b>&lt;- Select from the drop-down list the fiscal year in which the proposed budget</b>			1/1/2024	6/30/2024
3	<b>Salaries &amp; Benefits</b>	<b>Adjusted Budgeted FTE</b>	<b>Budgeted Salary</b>	<b>Justification</b>			
4	Shift Lead Outreach	0.50	\$ 40,425	Expert-level case management staff (2+ years experience within SF HOT)			
5	Outreach Specialist LV 2	1.03	\$ 68,583	Mid-level outreach staff (at least one year of experience within SF HOT)			
6			\$ -				
46	TOTAL	1.53	\$ 109,008				
47	Employee Fringe Benefits		\$ 36,081	Includes FICA, SSUI, Workers Compensation and Medical calculated at 33.1% of total salaries.			
48	Salaries & Benefits Total		\$ 145,089				
49							
105							
106	TOTAL OPERATING EXPENSES		\$ -				
107	Indirect Cost	12.0%	\$ 17,411				
108							
109							
202							
203							
204							

## Appendix C, Method of Payment

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

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

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

3. Grantee acknowledges that submittal of the invoice by Grantee's designated authorized personnel with proper login credentials constitutes Grantee's electronic signature and certification of the invoice.
4. Grantee's authorized personnel with CARBON login credentials shall not share or internally reassign logins.
5. Grantee's Executive Director or Chief Financial Officer shall immediately notify the assigned HSH Contract Manager, as listed in CARBON, via email or letter regarding any need for the restriction or termination of previously authorized CARBON users and include the name(s), email(s) and phone number(s) of those previously authorized CARBON users.
6. Grantee may invoice and submit related documentation in the format specified by HSH via paper or email only upon special, written approval from the HSH Contracts Manager.

C. Reserved. (Line Item Variance).

D. Spend Down

1. Grantee shall direct questions regarding spend down and funding source prioritization to the assigned HSH Contract and Program Managers, as listed in CARBON.
2. Generally, Grantee is expected to spend down ongoing funding proportionally to the fiscal year or project period. Grantee shall report unexpected delays and challenges to spending funds, as well as any lower than expected spending to the assigned Contract and Program Managers, as listed in CARBON prior to, or in conjunction with the invoicing period.
3. Failure to spend significant amounts of funding, especially non-General Fund dollars, may result in reductions to future allocations. HSH may set specific spend down targets and communicate those to Grantees.

E. Documentation and Record Keeping:

1. In accordance with Article 5 Use and Disbursement of Grant Funds; Article 6 Reporting Requirements; Audits; Penalties for False Claims; and the Appendix A(s), Services to be Provided of the Agreement, Grantee shall keep electronic or hard copy records and documentation of all HSH invoiced costs, including, but not limited to, payroll records; paid invoices; receipts; and payments made for a period not fewer than five years after final payment under this Agreement, and shall provide to the City upon request.
  - a. HSH reserves the right to modify the terms of this Appendix in cases where Grantee has demonstrated issues with spend down, accuracy, and timeliness of invoices.

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

General Fund / Encampment Resolution Fund 2 / Project for Assistance in Transition from Homelessness / Work Order / Behavioral Health Bridge Housing	
Type	Instructions and Examples of Documentation
Salaries & Benefits	<p>Grantee shall maintain and provide documentation for all approved payroll expenses paid to any personnel included in the Appendix B, Budget(s) covered by the Agreement and invoice period each time an invoice is submitted.</p> <p>Documentation shall include, but is not limited to, historical and current payroll information from a payroll service or a payroll ledger from Grantee’s accounting system and must include employee name, title, rate, and hours worked for each pay period.</p>
Operating	<p>Grantee shall maintain documentation for all approved Operating costs included in the Appendix B, Budget(s). Each time an invoice is submitted, Grantee shall upload documentation for all Subcontractor and Consultant costs, 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</p>

General Fund / Encampment Resolution Fund 2 / Project for Assistance in Transition from Homelessness / Work Order / Behavioral Health Bridge Housing	
Type	Instructions and Examples of Documentation
	lease payments; copies of current leases; subcontractor payments; equipment lease invoices; and utility payments.
Operating - Direct Assistance	Grantee shall maintain and provide documentation for all approved Direct Assistance costs included in the Appendix B, Budget(s) each time an invoice is submitted.  Documentation shall include a General Ledger or receipts of purchases, showing proof of Direct Assistance expenditures, and any other information specifically requested by HSH to confirm appropriate use of Direct Assistance funds.
Capital and/or One-Time Funding	Grantee shall maintain and provide documentation for all approved Capital and/or One-Time Funding costs included in the Appendix B, Budget(s) each time an invoice is submitted.  Documentation may include receipts of purchases or paid invoices of non-recurring expenditures, such as repairs or one-time purchases.
Revenue	Grantee shall maintain and provide documentation for all revenues that offset the costs in the Appendix B, Budget(s) covered by the Agreement each time an invoice is submitted.

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

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

A. Advance Requirements:

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

1. All Agreement compliance requirements must be currently met (e.g., reports submitted and approved; corrective actions resolved; business tax and insurance certificates in place; prompt and properly documented invoicing; appropriate spend down);

2. The final invoice from the preceding fiscal year must be received prior to advance distribution; and
3. Advances from the preceding fiscal year must be repaid, in full, prior to any additional advance distribution.

B. Advance Request Process:

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

C. Advance Repayment Process:

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

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

## Appendix D - Interests In Other City Contracts

\*\*Subcontractors must also list their interests in other City Contracts

City Department or Commission	Program Name	Dates of Grant Term	Not-To-Exceed Amount
Department of Homelessness & Supportive Housing	SF Homeless Outreach Team	August 1, 2014 - December 31, 2023	\$52,708,056
Treasurer-Tax Collector	OFE Fiscal Sponsor	July 1, 2019 - June 30, 2024	\$500,000
Mayor's Office of Housing & Community Development	GFA-CBO Pool	June 1, 2023 - June 30, 2024	\$75,000
Department of Public Health	NHBS Fiscal Support	January 1, 2016 - December 31, 2023	\$4,932,239
Department of Public Health	Fiscal Admin & Support Svc for Expecting Justice Preterm Birth Initiative	July 1, 2017 - June 30, 2024	\$7,954,403
Department of Public Health	Program Administration for Health Care Services	January 1, 2018 - December 31, 2025	\$2,406,285
Department of Public Health	Continuum of HIV Prevention, Care, and Treatment	December 31, 2017 - December 31, 2025	\$9,697,459
Department of Public Health	Refugee Health Assessment Program	July 1, 2018 - June 30, 2026	\$2,831,797
Department of Public Health	Program Admin & Support Svcs for SURS program	June 30, 2018 - June 30, 2026	\$1,620,684
Department of Public Health	Prog Admin & Supp Svcs for Health Care Services	September 29, 2017 - September 28, 2025	\$1,194,710
Department of Public Health	Prog Admin & Supp Svcs for Anti-HIV Programs	April 1, 2018 - June 30, 2025	\$3,451,025
Department of Public Health	Program Admin & Support Svcs - for Jail Health Services HIVIS Testing	July 1, 2018 - June 30, 2026	\$1,196,051
Department of Public Health	Program Admin & Support Svcs for Getting to Zero	April 2, 2018 - June 30, 2026	\$2,956,187
Department of Public Health	Prog Admin Supp Svcs for OPT	January 1, 2019 - December 31, 2026	\$2,932,035
Department of Public Health	Capacity Building for High-Impact HIV Prevention	April 1, 2019 - March 31, 2024	\$2,598,889
Department of Public Health	Prog Admin & Support Svcs for Population Health Division	December 1, 2019 - December 31, 2026	\$6,287,182
Department of Public Health	Prog Admin & Support Svcs for STD Surveillance Network Project	September 30, 2019 - September 29, 2024	\$595,773
Department of Public Health	Program Admin & Supp Svcs for ARCHES - HIV Surveillance Activities	July 1, 2019 - June 30, 2027	\$2,151,749
Department of Public Health	California Intervention in Academic Detailing for Opioids	December 1, 2019 - February 28, 2025	\$2,709,986



Department of Public Health	Street Crisis Response	December 15, 2020 - September 30, 2024	\$323,725
Department of Public Health	Program Admin Services for ELC Enhanced Detection - COVID	January 1, 2021 - June 30, 2025	\$5,528,769
Department of Public Health	Program Administration Services for COVID-19 Vaccinations	August 1, 2021 - June 30, 2024	\$2,030,692
Department of Public Health	BRACE	February 1, 2022 - August 31, 2026	\$207,301
Department of Public Health	Prog Admin - Medical Monitoring Program	June 1, 2022 - May 31, 2027	\$3,280,166
Department of Public Health	Program Admin - Lactation	November 1, 2022 - June 30, 2027	\$490,000
Department of Public Health	Equity Based Community Doula Services	January 1, 2023 - June 30, 2027	\$3,402,000
Department of Public Health	Program Admin - BLISS	April 1, 2023 - July 31, 2027	\$870,806
Department of Public Health	Program Admin and Support	April 1, 2023 - January 31, 2028	\$205,345
Department of Public Health	Project Invest	September 15, 2023 - November 30, 2027	\$1,204,903

## Appendix E, City and County of San Francisco Business Associate Agreement

This Business Associate Agreement (“BAA”) supplements and is made a part of the agreement by and between the City and County of San Francisco, the Covered Entity (“CE”), and Public Health Foundation Enterprises, Inc. (dba Heluna Health) (“Contractor”), the Business Associate (“BA”), dated January 1, 2024 (FSP Contract ID# 1000030849) (“Agreement”). To the extent that the terms of the Agreement are inconsistent with the terms of this BAA, the terms of this BAA shall control.

### RECITALS

CE, by and through the Department of Homelessness and Supportive Housing (“HSH”), wishes to disclose certain information to BA pursuant to the terms of the Agreement, some of which may constitute Protected Health Information (“PHI”) (defined below).

For purposes of the Agreement and this BAA, CE requires Contractor, even if Contractor is also a covered entity under the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191 (“HIPAA”), to comply with the terms and conditions of this BAA as a BA of CE.

CE and BA intend to protect the privacy and provide for the security of PHI disclosed to BA pursuant to the Agreement in compliance with HIPAA, the Health Information Technology for Economic and Clinical Health Act, Public Law 111-005 (“the HITECH Act”), and regulations promulgated there under by the U.S. Department of Health and Human Services (the “HIPAA Regulations”) and other applicable laws, including, but not limited to, California Civil Code §§ 56, et seq., California Health and Safety Code § 1280.15, California Civil Code §§ 1798, et seq., California Welfare & Institutions Code §§5328, et seq., and the regulations promulgated there under (the “California Regulations”).

As part of the HIPAA Regulations, the Privacy Rule and the Security Rule (defined below) require CE to enter into an agreement containing specific requirements with BA prior to the disclosure of PHI, as set forth in, but not limited to, Title 45, Sections 164.314(a), 164.502(a) and (e) and 164.504(e) of the Code of Federal Regulations (“C.F.R.”) and contained in this BAA.

BA enters into agreements with CE that require the CE to disclose certain identifiable health information to BA. The parties desire to enter into this BAA to permit BA to have access to such information and comply with the BA requirements of HIPAA, the HITECH Act, and the corresponding Regulations.

In consideration of the mutual promises below and the exchange of information pursuant to this BAA, the parties agree as follows:

#### 1. Definitions.

- A. Breach** means the unauthorized acquisition, access, use, or disclosure of PHI that compromises the security or privacy of such information, except where an unauthorized person to whom such information is disclosed would not reasonably have been able to retain such information, and shall have the meaning given to such term under the

HITECH Act and HIPAA Regulations [42 U.S.C. Section 17921 and 45 C.F.R. Section 164.402], as well as California Civil Code Sections 1798.29 and 1798.82.

- B. Breach Notification Rule** shall mean the HIPAA Regulation that is codified at 45 C.F.R. Part 164, Subpart D.
- C. Business Associate** is a person or entity that performs certain functions or activities that involve the use or disclosure of protected health information received from a covered entity, but other than in the capacity of a member of the workforce of such covered entity or arrangement, and shall have the meaning given to such term under the Privacy Rule, the Security Rule, and the HITECH Act, including, but not limited to, 42 U.S.C. Section 17938 and 45 C.F.R. Section 160.103.
- D. Covered Entity** means a health plan, a health care clearinghouse, or a health care provider who transmits any information in electronic form in connection with a transaction covered under HIPAA Regulations, and shall have the meaning given to such term under the Privacy Rule and the Security Rule, including, but not limited to, 45 C.F.R. Section 160.103.
- E. Data Aggregation** means the combining of Protected Information by the BA with the Protected Information received by the BA in its capacity as a BA of another CE, to permit data analyses that relate to the health care operations of the respective covered entities, and shall have the meaning given to such term under the Privacy Rule, including, but not limited to, 45 C.F.R. Section 164.501.
- F. Designated Record Set** means a group of records maintained by or for a CE, and shall have the meaning given to such term under the Privacy Rule, including, but not limited to, 45 C.F.R. Section 164.501.
- G. Electronic Protected Health Information** means Protected Health Information that is maintained in or transmitted by electronic media and shall have the meaning given to such term under HIPAA and the HIPAA Regulations, including, but not limited to, 45 C.F.R. Section 160.103. For the purposes of this BAA, Electronic PHI includes all computerized data, as defined in California Civil Code Sections 1798.29 and 1798.82.
- H. Electronic Health Record** means an electronic record of health-related information on an individual that is created, gathered, managed, and consulted by authorized health care clinicians and staff, and shall have the meaning given to such term under the HITECH Act, including, but not limited to, 42 U.S.C. Section 17921.
- I. Health Care Operations** shall have the meaning given to such term under the Privacy Rule, including, but not limited to, 45 C.F.R. Section 164.501.
- J. Privacy Rule** shall mean the HIPAA Regulation that is codified at 45 C.F.R. Parts 160 and 164, Subparts A and E.

- K. Protected Health Information or PHI** means any information, including electronic PHI, whether oral or recorded in any form or medium: (i) that relates to the past, present or future physical or mental condition of an individual; the provision of health care to an individual; or the past, present or future payment for the provision of health care to an individual; and (ii) that identifies the individual or with respect to which there is a reasonable basis to believe the information can be used to identify the individual, and shall have the meaning given to such term under the Privacy Rule, including, but not limited to, 45 C.F.R. Sections 160.103 and 164.501. For the purposes of this BAA, PHI includes all medical information and health insurance information as defined in California Civil Code Sections 56.05 and 1798.82.
- L. Protected Information** shall mean PHI provided by CE to BA or created, maintained, received or transmitted by BA on CE's behalf.
- M. Security Incident** means the attempted or successful unauthorized access, use, disclosure, modification, or destruction of information or interference with system operations in an information system, and shall have the meaning given to such term under the Security Rule, including, but not limited to, 45 C.F.R. Section 164.304.
- N. Security Rule** shall mean the HIPAA Regulation that is codified at 45 C.F.R. Parts 160 and 164, Subparts A and C.
- O. Unsecured PHI** means PHI that is not secured by a technology standard that renders PHI unusable, unreadable, or indecipherable to unauthorized individuals and is developed or endorsed by a standards developing organization that is accredited by the American National Standards Institute, and shall have the meaning given to such term under the HITECH Act and any guidance issued pursuant to such Act including, but not limited to, 42 U.S.C. Section 17932(h) and 45 C.F.R. Section 164.402.

## **2. Obligations of Business Associate.**

- A. User Training.** The BA shall provide, and shall ensure that BA subcontractors provide, training on PHI privacy and security, including HIPAA and HITECH and its regulations, to each employee or agent that will access, use or disclose Protected Information, upon hire and/or prior to accessing, using or disclosing Protected Information for the first time, and at least annually thereafter during the term of the Agreement. BA shall maintain, and shall ensure that BA subcontractors maintain, records indicating the name of each employee or agent and date on which the PHI privacy and security trainings were completed. BA shall retain, and ensure that BA subcontractors retain, such records for a period of seven years after the Agreement terminates and shall make all such records available to CE within 15 calendar days of a written request by CE.
- B. Permitted Uses.** BA may use, access, and/or disclose Protected Information only for the purpose of performing BA's obligations for, or on behalf of, the City and as permitted or required under the Agreement and BAA, or as required by law. Further, BA shall not use Protected Information in any manner that would constitute a violation of the Privacy Rule or the HITECH Act if so used by CE. However, BA may use Protected Information as

necessary (i) for the proper management and administration of BA; (ii) to carry out the legal responsibilities of BA; (iii) as required by law; or (iv) for Data Aggregation purposes relating to the Health Care Operations of CE [45 C.F.R. Sections 164.502, 164.504(e)(2), and 164.504(e)(4)(i)].

**C. Permitted Disclosures.** BA shall disclose Protected Information only for the purpose of performing BA's obligations for, or on behalf of, the City and as permitted or required under the Agreement and BAA, or as required by law. BA shall not disclose Protected Information in any manner that would constitute a violation of the Privacy Rule or the HITECH Act if so disclosed by CE. However, BA may disclose Protected Information as necessary (i) for the proper management and administration of BA; (ii) to carry out the legal responsibilities of BA; (iii) as required by law; or (iv) for Data Aggregation purposes relating to the Health Care Operations of CE. If BA discloses Protected Information to a third party, BA must obtain, prior to making any such disclosure, (i) reasonable written assurances from such third party that such Protected Information will be held confidential as provided pursuant to this BAA and used or disclosed only as required by law or for the purposes for which it was disclosed to such third party, and (ii) a written agreement from such third party to immediately notify BA of any breaches, security incidents, or unauthorized uses or disclosures of the Protected Information in accordance with paragraph 2 (n) of this BAA, to the extent it has obtained knowledge of such occurrences [42 U.S.C. Section 17932; 45 C.F.R. Section 164.504(e)]. BA may disclose PHI to a BA that is a subcontractor and may allow the subcontractor to create, receive, maintain, or transmit Protected Information on its behalf, if the BA obtains satisfactory assurances, in accordance with 45 C.F.R. Section 164.504(e)(1), that the subcontractor will appropriately safeguard the information [45 C.F.R. Section 164.502(e)(1)(ii)].

**D. Prohibited Uses and Disclosures.** BA shall not use or disclose Protected Information other than as permitted or required by the Agreement and BAA, or as required by law. BA shall not use or disclose Protected Information for fundraising or marketing purposes. BA shall not disclose Protected Information to a health plan for payment or health care operations purposes if the patient has requested this special restriction, and has paid out of pocket in full for the health care item or service to which the Protected Information solely relates [42 U.S.C. Section 17935(a) and 45 C.F.R. Section 164.522(a)(1)(vi)]. BA shall not directly or indirectly receive remuneration in exchange for Protected Information, except with the prior written consent of CE and as permitted by the HITECH Act, 42 U.S.C. Section 17935(d)(2), and the HIPAA regulations, 45 C.F.R. Section 164.502(a)(5)(ii); however, this prohibition shall not affect payment by CE to BA for services provided pursuant to the Agreement.

**E. Appropriate Safeguards.** BA shall take the appropriate security measures to protect the confidentiality, integrity and availability of PHI that it creates, receives, maintains, or transmits on behalf of the CE, and shall prevent any use or disclosure of PHI other than as permitted by the Agreement or this BAA, including, but not limited to, administrative, physical and technical safeguards in accordance with the Security Rule, including, but not limited to, 45 C.F.R. Sections 164.306, 164.308, 164.310, 164.312, 164.314 164.316, and 164.504(e)(2)(ii)(B). BA shall comply with the policies and procedures and

documentation requirements of the Security Rule, including, but not limited to, 45 C.F.R. Section 164.316, and 42 U.S.C. Section 17931. BA is responsible for any civil penalties assessed due to an audit or investigation of BA, in accordance with 42 U.S.C. Section 17934(c).

- F. Business Associate's Subcontractors and Agents.** BA shall ensure that any agents and subcontractors that create, receive, maintain or transmit Protected Information on behalf of BA, agree in writing to the same restrictions and conditions that apply to BA with respect to such PHI and implement the safeguards required by paragraph 2.f. above with respect to Electronic PHI [45 C.F.R. Section 164.504(e)(2) through (e)(5); 45 C.F.R. Section 164.308(b)]. BA shall mitigate the effects of any such violation.
- G. Accounting of Disclosures.** Within ten (10) calendar days of a request by CE for an accounting of disclosures of Protected Information or upon any disclosure of Protected Information for which CE is required to account to an individual, BA and its agents and subcontractors shall make available to CE the information required to provide an accounting of disclosures to enable CE to fulfill its obligations under the Privacy Rule, including, but not limited to, 45 C.F.R. Section 164.528, and the HITECH Act, including but not limited to 42 U.S.C. Section 17935 (c), as determined by CE. BA agrees to implement a process that allows for an accounting to be collected and maintained by BA and its agents and subcontractors for at least six (6) years prior to the request. However, accounting of disclosures from an Electronic Health Record for treatment, payment or health care operations purposes are required to be collected and maintained for only three (3) years prior to the request, and only to the extent that BA maintains an Electronic Health Record. At a minimum, the information collected and maintained shall include: (i) the date of disclosure; (ii) the name of the entity or person who received Protected Information and, if known, the address of the entity or person; (iii) a brief description of Protected Information disclosed; and (iv) a brief statement of purpose of the disclosure that reasonably informs the individual of the basis for the disclosure, or a copy of the individual's authorization, or a copy of the written request for disclosure [45 C.F.R. 164.528(b)(2)]. If an individual or an individual's representative submits a request for an accounting directly to BA or its agents or subcontractors, BA shall forward the request to CE in writing within five (5) calendar days.
- H. Access to Protected Information.** BA shall make Protected Information maintained by BA or its agents or subcontractors in Designated Record Sets available to CE for inspection and copying within (5) days of request by CE to enable CE to fulfill its obligations under state law [Health and Safety Code Section 123110] and the Privacy Rule, including, but not limited to, 45 C.F.R. Section 164.524 [45 C.F.R. Section 164.504(e)(2)(ii)(E)]. If BA maintains Protected Information in electronic format, BA shall provide such information in electronic format as necessary to enable CE to fulfill its obligations under the HITECH Act and HIPAA Regulations, including, but not limited to, 42 U.S.C. Section 17935(e) and 45 C.F.R. 164.524.
- I. Amendment of Protected Information.** Within ten (10) days of a request by CE for an amendment of Protected Information or a record about an individual contained in a Designated Record Set, BA and its agents and subcontractors shall make such Protected

Information available to CE for amendment and incorporate any such amendment or other documentation to enable CE to fulfill its obligations under the Privacy Rule, including, but not limited to, 45 C.F.R Section 164.526. If an individual requests an amendment of Protected Information directly from BA or its agents or subcontractors, BA must notify CE in writing within five (5) days of the request and of any approval or denial of amendment of Protected Information maintained by BA or its agents or subcontractors [45 C.F.R. Section 164.504(e)(2)(ii)(F)].

- J. Governmental Access to Records.** BA shall make its internal practices, books and records relating to the use and disclosure of Protected Information available to CE and to the Secretary of the U.S. Department of Health and Human Services (the “Secretary”) for purposes of determining BA’s compliance with HIPAA [45 C.F.R. Section 164.504(e)(2)(ii)(I)]. BA shall provide CE a copy of any Protected Information and other documents and records that BA provides to the Secretary concurrently with providing such Protected Information to the Secretary.
- K. Minimum Necessary.** BA, its agents and subcontractors shall request, use and disclose only the minimum amount of Protected Information necessary to accomplish the intended purpose of such use, disclosure, or request. [42 U.S.C. Section 17935(b); 45 C.F.R. Section 164.514(d)]. BA understands and agrees that the definition of “minimum necessary” is in flux and shall keep itself informed of guidance issued by the Secretary with respect to what constitutes “minimum necessary” to accomplish the intended purpose in accordance with HIPAA and HIPAA Regulations.
- L. Data Ownership.** BA acknowledges that BA has no ownership rights with respect to the Protected Information.
- M. Notification of Breach.** BA shall notify CE within 5 calendar days of any breach of Protected Information; any use or disclosure of Protected Information not permitted by the BAA; any Security Incident (except as otherwise provided below) related to Protected Information, and any use or disclosure of data in violation of any applicable federal or state laws by BA or its agents or subcontractors. The notification shall include, to the extent possible, the identification of each individual whose unsecured Protected Information has been, or is reasonably believed by the BA to have been, accessed, acquired, used, or disclosed, as well as any other available information that CE is required to include in notification to the individual, the media, the Secretary, and any other entity under the Breach Notification Rule and any other applicable state or federal laws, including, but not limited, to 45 C.F.R. Section 164.404 through 45 C.F.R. Section 164.408, at the time of the notification required by this paragraph or promptly thereafter as information becomes available. BA shall take (i) prompt corrective action to cure any deficiencies and (ii) any action pertaining to unauthorized uses or disclosures required by applicable federal and state laws. [42 U.S.C. Section 17921; 42 U.S.C. Section 17932; 45 C.F.R. 164.410; 45 C.F.R. Section 164.504(e)(2)(ii)(C); 45 C.F.R. Section 164.308(b)].
- N. Breach Pattern or Practice by Business Associate’s Subcontractors and Agents.** Pursuant to 42 U.S.C. Section 17934(b) and 45 C.F.R. Section 164.504(e)(1)(iii), if the

BA knows of a pattern of activity or practice of a subcontractor or agent that constitutes a material breach or violation of the subcontractor or agent's obligations under the Agreement or this BAA, the BA must take reasonable steps to cure the breach or end the violation. If the steps are unsuccessful, the BA must terminate the contractual arrangement with its subcontractor or agent, if feasible. BA shall provide written notice to CE of any pattern of activity or practice of a subcontractor or agent that BA believes constitutes a material breach or violation of the subcontractor or agent's obligations under the Contract or this BAA within five (5) calendar days of discovery and shall meet with CE to discuss and attempt to resolve the problem as one of the reasonable steps to cure the breach or end the violation.

### 3. Termination.

- A. Material Breach.** A breach by BA of any provision of this BAA, as determined by CE, shall constitute a material breach of the Agreement and this BAA and shall provide grounds for immediate termination of the Agreement and this BAA, any provision in the Agreement to the contrary notwithstanding. [45 C.F.R. Section 164.504(e)(2)(iii).]
- B. Judicial or Administrative Proceedings.** CE may terminate the Agreement and this BAA, effective immediately, if (i) BA is named as defendant in a criminal proceeding for a violation of HIPAA, the HITECH Act, the HIPAA Regulations or other security or privacy laws or (ii) a finding or stipulation that the BA has violated any standard or requirement of HIPAA, the HITECH Act, the HIPAA Regulations or other security or privacy laws is made in any administrative or civil proceeding in which the party has been joined.
- C. Effect of Termination.** Upon termination of the Agreement and this BAA for any reason, BA shall, at the option of CE, return or destroy all Protected Information that BA and its agents and subcontractors still maintain in any form, and shall retain no copies of such Protected Information. If return or destruction is not feasible, as determined by CE, BA shall continue to extend the protections and satisfy the obligations of Section 2 of this BAA to such information, and limit further use and disclosure of such PHI to those purposes that make the return or destruction of the information infeasible [45 C.F.R. Section 164.504(e)(2)(ii)(J)]. If CE elects destruction of the PHI, BA shall certify in writing to CE that such PHI has been destroyed in accordance with the Secretary's guidance regarding proper destruction of PHI.
- D. Civil and Criminal Penalties.** BA understands and agrees that it is subject to civil or criminal penalties applicable to BA for unauthorized use, access or disclosure or Protected Information in accordance with the HIPAA Regulations and the HITECH Act including, but not limited to, 42 U.S.C. 17934 (c).
- E. Disclaimer.** CE makes no warranty or representation that compliance by BA with this BAA, HIPAA, the HITECH Act, or the HIPAA Regulations or corresponding California law provisions will be adequate or satisfactory for BA's own purposes. BA is solely responsible for all decisions made by BA regarding the safeguarding of PHI.



**4. Amendment to Comply with Law.**

The parties acknowledge that state and federal laws relating to data security and privacy are rapidly evolving and that amendment of the Agreement or this BAA may be required to provide for procedures to ensure compliance with such developments. The parties specifically agree to take such action as is necessary to implement the standards and requirements of HIPAA, the HITECH Act, the HIPAA regulations and other applicable state or federal laws relating to the security or confidentiality of PHI. The parties understand and agree that CE must receive satisfactory written assurance from BA that BA will adequately safeguard all Protected Information. Upon the request of either party, the other party agrees to promptly enter into negotiations concerning the terms of an amendment to this BAA embodying written assurances consistent with the updated standards and requirements of HIPAA, the HITECH Act, the HIPAA regulations or other applicable state or federal laws. CE may terminate the Agreement upon thirty (30) days written notice in the event (i) BA does not promptly enter into negotiations to amend the Agreement or this BAA when requested by CE pursuant to this section or (ii) BA does not enter into an amendment to the Agreement or this BAA providing assurances regarding the safeguarding of PHI that CE, in its sole discretion, deems sufficient to satisfy the standards and requirements of applicable laws.

**5. Reimbursement for Fines or Penalties.**

In the event that CE pays a fine to a state or federal regulatory agency, and/or is assessed civil penalties or damages through private rights of action, based on an impermissible use or disclosure of PHI by BA or its subcontractors or agents, then BA shall reimburse CE in the amount of such fine or penalties or damages within thirty (30) calendar days from City's written notice to BA of such fines, penalties or damages.